



March 2018

Dear RETRO Members;

This month is [Save Your Vision](#) and [Workplace Eye Health and Safety Month](#). This is an opportunity to check your personal protective eye gear and make sure that your employees are properly using them. Remember eyes are priceless and eye protection is cheap!

First topic is: **Safety Inspections**. You routinely perform safety inspections for the different parts of your operation, but annually you should give your shop a 'physical' by doing a top-to-bottom check. Yes, just like when you go to your doctor. That means you go through everything; Accident Prevention Plan, Hazard Communications-MSDS, posters, workstations, personal protective gear, emergency plans, first aid kits, fire extinguishers, electrical cords, smoke alarms, and so on. From this you will have a list of items that will need some sort of attention that you can begin to correct, making sure that your operation is doing the best it can to reduce accidents and have a safe working environment. Included in this packet is a general checklist (PDF) that can be used as a starting point. If you need a different format, one that you can modify to better suit your operation in Excel or Word, contact me so I can get that to you. [RASI SAFETY library for Check List worksheet](#)

The second item is: **Forklift Safety**. Many employees are injured when forklifts are inadvertently driven off loading docks or fall between docks and an unsecured trailer. Other workers are hurt when they are struck by a forklift, or when they fall while standing on elevated pallets and tines. Most incidents also involve property damage, including damage to overhead sprinklers, racking, pipes, walls, and other machinery. You also need to consider type of load, speed, incline and surface when operating a forklift. [Link to forklift training tools](#). There are some good videos on [RASI SafetyTV](#) in the forklift section. [Forklift operators are required to be at least 18 years old and have a separate certification.](#)

Here at WRA, we want all employees to take the time and be safe! Remember, DOSH can fine your business if you are not holding and documenting monthly safety meetings.

Thinking safety for you,

**Rick Means**

Safety Specialist

Retail Association Services

618 Quince SE Olympia, WA 98501

[rick.means@retailassociationservices.com](mailto:rick.means@retailassociationservices.com) 360-943-9198 ext. 18