January 2024

Happy New Year!

As we begin the new year, we are introducing a new section to our Monthly Safety Packets called “**Safety Mindset Matters**”, intended to bring attention to a spectrum of factors that affect safety behaviors which can help to boost safety performance. Safe workplace outcomes cannot be ensured by safety knowledge and equipment alone.

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**Safety Mindset Matters: Mitigating variables in risk perception.**

Safety managers are often frustrated that workplace incidents continue despite providing quality safety policies, training programs, and personal protective equipment (PPE) to their workers.

The fact is, employees subconsciously calculate the risk based on their unique perspectives. Their behaviors at work, however, are determined by each employee’s unique experiences, traits, abilities, and attitudes related to safety.

[Read more](https://washingtonretail.org/mitigating-variables-in-risk-perception/)



# Address various winter hazards

Now that winter is upon us, be on the lookout for additional potential hazards, such as,

* parking lots where many *Struck By* accidents occur.
* the use of extra space heaters and the potential overloading of electrical circuit
* prompt removal of ice and snow.
* cold temperatures, which can freeze pipes and lead to water damage in your store.
* slick, wet, and frozen walkways and road conditions.

Take a moment to review these helpful links on addressing these hazards:

[Parking lot safety](https://waretailservices.com/wp-content/uploads/2019/12/Winter-Parking-Lot-Safety.pdf)

[General Emergency standards](https://www.osha.gov/OshDoc/data_General_Facts/factsheet-workplaceevergencies.pdf)

[Driving Tips](https://waretailservices.com/wp-content/uploads/2019/12/Driving-Tips-for-Winter.docx)

# A person's hands on a computer keyboard Description automatically generatedOSHA Reporting due dates coming up soon

Many of our members are required to maintain annual accident logs for the prior calendar year. The Occupational Safety & Health Administration exempts many sorts of businesses from this reporting requirement depending on their risk class. Retail members with 10 or fewer employees are exempt, but our larger retail and all automotive members need to report. [Use this link](mailto:https://www.osha.gov/laws-regs/regulations/standardnumber/1904/1904SubpartBAppA) to determine if your business is exempt from the OSHA reporting.

If your company must record, use the OSHA 300 log form updated with ‘recordable’ incidents for all of 2023. [Follow this link](https://waretailservices.com/wp-content/uploads/safety-library/Enhanced-5-step-process-with-First-aid-and-more.pdf) for a decision tree to determine recordable incidents. Next, transfer the OSHA 2023 log (form 300) recordable totals onto the OSHA Summary sheet (form 300A). The OSHA summary sheet, **form 300A, will need to be posted from 2/1/2024 until 04/30/2024** on the safety bulletin board for all employees to review.’ forms, go [here](http://www.bls.gov/respondents/iif/forms/oshaforms.pdf).

OSHA is also amending its regulations for establishments with 100 or more employees—*in certain designated industries*—requiring them to annually submit data from their OSHA Forms 300 and 301 electronically. OSHA will not collect employee names or addresses, names of health care professionals, or names and addresses of facilities where treatment was provided if treatment was provided away from the worksite from the Forms 300 and 301. [**See Appendix B**](https://waretailservices.com/wp-content/uploads/2023/12/2023-Appendix-B.docx).

In certain industries, establishments with 20 to 249 employees will continue to be required to electronically submit information from their OSHA Form 300A annual summary to OSHA once a year. [**See Appendix A**](https://waretailservices.com/wp-content/uploads/2023/12/2023-Appendix-A.docx).

OSHA is also updating the NAICS codes used in appendix A, which designates the industries required to submit their Form 300A data, and is adding appendix B, which designates the industries required to submit Form 300 and Form 301 data.

All establishments with 250 or more employees that are required to keep records under OSHA's injury and illness regulation will also continue to be required to electronically submit information from their Form 300A to OSHA on an annual basis.

Due to the private nature of the data, information contained in the forms, reports, and supporting documents, should be secured in a binder in the business’ office. These completed documents must be stored securely for **five years**. (reports and documentation older than 2018 and back can be shredded).

Our safety team is available to help members improve their safety programs beyond compliance and toward quality safety practices. Contact us at [safety@waretailservices.com](mailto:mailto:safety@waretailservices.com) to learn more.

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