



NEW YEAR'S RESOLUTIONS

The Importance of a Safe Work Environment

As you make resolutions, reviewing past years' incidents is a great place to get fresh resolutions for the year we are entering. Discovering what is right for your County is not always easy, but almost always worth the effort.

It is not only the right thing to do from a human perspective, but it also provides substantial financial rewards. Additionally, everyone in the workplace will see themselves and other employees as the top priority!

Some ideas for New Year's safety resolutions:

- Keep a cleaner, more organized workplace.
- Establish a solid return-to-work program. A program that centers on easing the injured worker back to work and minimizes re-injury.
- Pay strict attention to driving safety.
- Eliminate taking shortcuts in processes and procedures.
- Be a role model for safety. Staying safe at work conveys a safety focused mindset. Walk the talk!

Embracing Safety Resolutions is a huge investment for yourself and the County's bottom line. Happy New Year to you all!!

NEW YEAR'S
RESOLUTIONS

AVOIDING WINTER SLIPS & FALLS

Winter months present hazards that are not a problem during warmer weather-specifically, slip and fall concerns. With snow and ice, you run the risk of taking major falls, which can lead to serious injuries. In this article, you will find methods that will help you reduce the potential for serious injuries during the winter months.

Prevention

Educating your employees and being proactive is essential in preventing winter weather-related injuries. Consider the following recommendations to prevent slip and fall injuries during the winter months:

- Wear the proper footwear that provides traction on snow and ice. Footwear should be made of anti-slip material. Avoid plastic and leather-soled shoes or boots. Consider utilizing ice/snow traction cleats for your shoes and boots.
- Exercise caution when entering and exiting vehicles. Use a three-point stance when getting in and out of your vehicle. Use the vehicle for balance and support.
- Try to walk in only designated areas that are safe for foot traffic. If you notice that a walkway is covered in ice, walk on the grass next to the sidewalk, which will have more traction.
- Avoid inclines that are typically difficult to walk up or down as they may be more treacherous in winter conditions.
- Take small steps to maintain your center of balance, walk slowly and never run. When possible, walk with your hands free to maintain your balance.
- Use handrails, walls or anything stationary to assist in steadying your feet.
- Remove debris, water and ice from all working walkways.
- Dry your shoes or boots on floor mats when entering a building.
- Report slip and fall hazards immediately to your supervisor.

Be Proactive

- Implement snow and ice removal procedures prior to employees coming to work.
- Good ice melt choices for concrete are Calcium Chloride and Magnesium Chloride. While Calcium Chloride is good for the environment it damages the concrete and typically costs 3-5 times more.
- Another good de-icer is CMA-or Calcium Magnesium Acetate. CMA does not wash away as easily as the other de-icers and has a lower environmental impact.
- Alternatives to de-icers include cat litter, sand, gravel, wood chips and straw.

If You Begin to Slip ...

- Try to relax your body when you start to feel your legs give way.
- If you are carrying a load, throw it off to the side. This will free your arms to help break your fall.

TRASH HANDLING SAFETY

Taking out the trash can be dangerous. It sounds crazy, but it's true. Injuries from trash collection accounts for many injuries annually.

So, what can be done to reduce the danger of collecting trash. Consider controlling these 3 areas.

Proper handling of trash bags

- Tie the bag shut before removing it from the trash can.
- Limit the weight of the bag by emptying when the bags are $\frac{1}{2}$ to $\frac{3}{4}$ full. If the bag is too heavy, ask for help.
- To reduce the bags, suction to the trash can, tilt the can forward when removing the bag.
- Wear appropriate personal protective equipment, including gloves and safety glasses.
- Use 2-wheel dollies to roll trash bags to the dumpster.

Proper garbage lifting procedures

- Bend at the knees and keep your back straight when lifting bags.
- Keep the bags close to the body without them touching you to prevent anything sharp in the bags from injuring you.

Dumpster Controls

- Face the dumpster while lifting bags to avoid twisting.
- Do not reach above shoulder-height to get bags into the dumpster. A step platform may be needed to safely place the bags into the dumpster.
- Never climb into a dumpster. If the dumpster is filled, leave tied bags next to it and inform a supervisor.

In the event of an injury or incident, immediately report the problem to a supervisor for follow-up. Unsafe conditions should always be reported. It's hard to correct a safety problem if management is not aware of it.



OSHA RECORDKEEPING & REPORTING

Your 2022 OSHA 300A form, which details your Summary of Work-Related Injuries and Illness will need to be completed and posted by 2/1/23!

- **ALL** employers must post their OSHA 300A Summary form annually.
- Employers must post the OSHA 300A Summary form in an area common to employees for their viewing such as a break room.
- The 2022 OSHA 300A Summary form should be posted by 2/1/23 and remain posted until 4/30/23.
- After April 30th of each year, the OSHA 300, 300A and 301 Logs (equivalent accident reporting forms) must be retained for 5 years.
- If there were no injuries or accidents recorded in 2022, you must still post the 2022 OSHA 300A Summary form and place zeros (0) in the designated boxes.

OSHA Form 300A

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covering Part 1904 must complete the Summary page, even if no injuries or illnesses occurred during the year. (Remember to review this log to verify that the entries are complete and accurate.)

Using the Log, count the individual entries you made for each category. Then write the totals below, marking zero (0) in each box if no entry was made. If you had no entries, write "0".

Develop your final entries, and then report them to the OSHA Form 300 or its equivalent. See 29 CFR 1904.35, or 29 CFR 1904.36, for further details on the record-keeping requirements.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(a)	(b)	(c)	(d)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
(e)	(f)

Injury and Illness Types				
Total number of:	(1)	(2)	(3)	(4)
(1) Injury	(2) Skin Disorder	(3) Hearing Loss	(4) Poisoning	(5) Other
(6) Respiratory Condition	(7) All Other Injuries	(8) All Other Illnesses	(9)	(10)

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Before reporting injuries or illnesses, the employer should determine whether the incident or injury is work-related. Injuries are not reportable if they occur in the workplace, but are not caused by work. Injuries are not reportable if they occur in the workplace, but are not caused by work. Injuries are not reportable if they occur in the workplace, but are not caused by work.

Year _____
U.S. Department of Labor
Occupational Safety and Health Administration
New printed version: 12/2012

Establishment Information	
Your establishment name _____	
Street _____	City _____ State _____ Zip _____
Industry description (e.g., Manufacturing of motor truck trailers) _____	
Standard Industrial Classification (SIC), if known (e.g., SIC 3711) _____	
OR North American Industrial Classification (NAICS), if known (e.g., NAICS 336312) _____	
Employment Information	
Average number of employees _____	
Total hours worked by all employees last year _____	
Sign here: _____	
Knowing falsifying this document may result in a fine.	
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.	
Company executive _____	Title _____
Phone _____	Date _____

JANUARY 2023 QUIZ

TRUE or FALSE

1. The OSHA 300A Form is required to be posted from 2/1/2023 to 4/30/2023 each year.
2. Implement snow and ice removal procedures prior to employees coming to work.
3. Safe New Year's resolutions include: keeping a cleaner workplace, practicing defensive driving, and being a role model for safety.
4. It is a bad idea to utilize eye protection and gloves when taking out the trash.
5. When walking on ice and snow you should wear footwear with smooth leather soles.

Answers

1. True 2. True 3. True 4. False 5. False