FIELD NOTES
*for Pet Pros*

# THE PET-CARE SAFETY REALITY CHECK

**A 10-minute self-assessment for growing pet-sitting and dog-walking companies**

Your team works in real homes, real neighborhoods, real weather, real traffic, and real animal-behavior situations. This quick assessment will help you see where your company may already have strong safety habits - and where your systems may need to grow before a preventable incident forces the issue.

**OUTCOME**

One of four readiness levels

A scorecard you can use today

**REAL HOMES**
Entry, exit, access

**REAL WEATHER**
Heat, ice, storms

**REAL PETS**
Behavior changes

**REAL SYSTEMS**
Controls, not luck

**Protecting people is part of protecting pets.**

Practical. OSHA-informed. Field-tested for mobile pet-care work.

# WELCOME

*Start here before you score the assessment.*

## A NOTE FROM BETH

If your business started with trust, experience, good judgment, and a deep love of animals, you are not alone. That is how many excellent pet-care companies begin.

But as your team grows, the work changes. More decisions happen when you are not standing there: at doors, on walks, in client homes, around reactive animals, during medication tasks, in bad weather, and between visits.

This Reality Check is not designed to scare you or shame you. It is simply a way to ask: Where are we protected by a real system, and where are we still relying on "be careful"?

### How to use this Reality Check

1. Read each statement and circle the score that best describes your current operation.
2. Add the section scores. The maximum total is 60.
3. Use the reflection page to choose one practical improvement instead of trying to fix everything at once.

## Scoring key

- **0** — **Not in place**
- **1** — **Informal / inconsistent**
- **2** — **Somewhat in place**
- **3** — **Clearly in place and used consistently**

**Reminder:** This is a starting point, not a verdict. The goal is prevention, not blame.

# 20-QUESTION SAFETY REALITY CHECK

*Hazard awareness and field decision-making.*

Circle one score for each statement: 0 = not in place | 1 = informal | 2 = somewhat | 3 = clearly in place

| | Statement | SCORE | 1 | 2 | 3 |
|---|---|---|---|---|---|
| **SEC 1** | **HAZARD AWARENESS** | | | | |
| 1. | We have a clear process for identifying high-risk pets, homes, routes, and service conditions before visits begin. | ☐ | ☐ | ☐ | ☐ |
| 2. | Our intake process asks specific questions about bite history, reactivity, escape risk, medical needs, handling limits, and environmental hazards. | ☐ | ☐ | ☐ | ☐ |
| 3. | Our team knows which hazards require extra review before service continues. | ☐ | ☐ | ☐ | ☐ |
| 4. | We treat near misses - bites that almost happened, doors that almost failed, dogs that almost slipped equipment - as useful safety information. | ☐ | ☐ | ☐ | ☐ |
| **SEC 2** | **FIELD DECISION-MAKING** | | | | |
| 5. | Team members know when they are allowed to pause, modify, or stop a visit for safety reasons. | ☐ | ☐ | ☐ | ☐ |
| 6. | We have clear escalation steps when a sitter feels unsafe, uncertain, or pressured during a visit. | ☐ | ☐ | ☐ | ☐ |
| 7. | Our team does not have to choose between "keep the client happy" and "stay safe." | ☐ | ☐ | ☐ | ☐ |
| 8. | We have specific rules for high-risk situations such as reactive dogs, door-dashing pets, icy steps, severe heat, poor lighting, or medication resistance. | ☐ | ☐ | ☐ | ☐ |

**Subtotal reminder**

Section 1 total: ________ Section 2 total: ________

# 20-QUESTION SAFETY REALITY CHECK

*Safeguards, training, communication, growth, and accountability.*

Circle one score for each statement: 0 = not in place | 1 = informal | 2 = somewhat | 3 = clearly in place

## SEC 3 SAFEGUARDS AND PROCEDURES

| | | SCORE | 1 | 2 | 3 |
|---|---|---|---|---|---|
| 9. | We have written procedures for entry/exit, leash transfers, medication tasks, severe weather, driving safety, emergency contacts, and incident reporting. | | | | |
| 10. | Our safeguards do not depend entirely on the sitter remembering everything under pressure. | | | | |
| 11. | We have a reliable way to flag behavior, home, route, medication, or client-access concerns. | | | | |
| 12. | We review whether our current procedures actually work in real field conditions. | | | | |

## SEC 4 TEAM TRAINING AND COMMUNICATION

| | | SCORE | 1 | 2 | 3 |
|---|---|---|---|---|---|
| 13. | Team members are trained on safety expectations before they handle higher-risk visits alone. | | | | |
| 14. | We verify that team members understand safety procedures, rather than only giving them documents to read. | | | | |
| 15. | Safety concerns are welcomed as operational information, not treated as complaining or weakness. | | | | |
| 16. | We regularly talk about field risk without making people feel blamed, dramatic, or incompetent. | | | | |

## SEC 5 GROWTH, LEADERSHIP, AND ACCOUNTABILITY

| | | SCORE | 1 | 2 | 3 |
|---|---|---|---|---|---|
| 17. | Our safety systems have kept up with our business growth, staffing model, visit volume, and client complexity. | | | | |
| 18. | We know which safety responsibilities belong to the owner, manager, scheduler, team lead, and field team member. | | | | |
| 19. | We can show how we respond to safety concerns, incidents, near misses, and recurring hazards. | | | | |
| 20. | We are not relying on luck, client memory, individual heroics, or "experienced sitters should know what to do" as our main safety strategy. | | | | |

**Subtotal reminder**

Section 3: ________ Section 4: ________ Section 5: ________

# SCORE INTERPRETATION

*Add the five section totals, then find your readiness level.*

## Add your score

| SECTION | MAX | YOUR SCORE |
|---|---|---|
| 1. Hazard Awareness | 12 | ________ |
| 2. Field Decision-Making | 12 | ________ |
| 3. Safeguards and Procedures | 12 | ________ |
| 4. Team Training and Communication | 12 | ________ |
| 5. Growth, Leadership, and Accountability | 12 | ________ |
| **TOTAL SCORE** | **60** | ________ |

## What your score means

**0-20**

### Safety Is Mostly Informal

Your business may be relying heavily on trust, memory, experience, and good intentions. That does not mean you are careless. It means your company may have outgrown informal safety habits.

**Recommended next step:**
Start with foundational safety expectations and the Pet Sitter Safety System.

**21-35**

### Safety Exists, But It May Be Inconsistent

You likely have some good habits and policies, but they may not be applied consistently across sitters, clients, routes, or high-risk situations.

**Recommended next step:**
Identify your top three recurring safety gaps.

**36-48**

### Your Foundation Is Developing

You have meaningful safety structure in place. The next opportunity is to make sure your systems are field-tested, understood by the team, and strong enough for growth.

**Recommended next step:**
Use Beyond the Bite or advisory support.

**49-60**

### Strong Safety Leadership Emerging

You are already thinking like a safety leader. Your next step is refinement: auditing consistency, improving training, reviewing near misses, and strengthening controls before growth creates new exposure.

**Recommended next step:**
Maintain momentum with periodic review.

# YOUR REALITY CHECK REFLECTION

*Use this page to identify the pressure point without overloading the business.*

## Circle the one that feels most true right now.

This helps name the real gap before you choose the next improvement.

- ○ We have safety expectations, but they live mostly in my head.
- ○ We have policies, but I am not sure they match real field conditions.
- ○ My team is making too many safety decisions alone.
- ○ We have grown faster than our systems.
- ○ We are doing well, but I want stronger proof and consistency.

## Choose one foreseeable hazard

Start with the hazard that has the greatest potential to hurt a person, pet, client, or business. Do not start with the easiest item. Start with the one that matters most.

**Hazard or pressure point:**

**Where does it show up? Pets, homes, routes, clients, weather, tasks:**

**What are we relying on right now? Memory, luck, experience, client recall, or a real safeguard?**

**One improvement we can make this week:**

# WHAT TO DO NEXT

*A calm next step after the scorecard.*

## YOU DO NOT NEED TO FIX EVERYTHING AT ONCE.

**Start with one foreseeable hazard. Choose one improvement.**

### Ask this question first

**Where are we relying on "be careful" instead of a real safeguard?**

Then choose one improvement. It might be a clearer pause/stop rule, a safer entry/exit protocol, a better behavior flag, a weather threshold, a medication escalation step, or a weekly review of near misses.

### Ready for help?

Field Notes helps growing pet-sitting and dog-walking companies build practical, OSHA-informed safety systems that protect both sides of the leash.

**Start here:**

- **Explore the Pet Sitter Safety System**
- **Book a Safety Program Design Advisory consult**
- **Read Field Notes for Pet Pros**

**REAL PET-CARE WORK. REAL OPERATIONAL RISK. PRACTICAL SAFETY SYSTEMS.**

FIELD NOTES
for Pet Pros

# HAZCOM LITE

## FOR PET SITTERS

### SDS STARTER PACK

Know what you're using. Know what can hurt you.
Know what to do.

**OCCUPATIONAL SAFETY**
**FOR PET PROFESSIONALS**

Practical. OSHA-informed. Built for mobile work.

**KNOW**
the product

**READ**
Sections 2 + 4

**REACH**
the SDS now

**RESPOND**
before guessing

**Protecting people is part of protecting pets.**

Version 1.0 | August 2026 | Prepared by Beth Pasek

START HERE

# WHAT IS AN SDS?

The product's standardized technical reference - written so the right information can be found fast.

### THE SHORT ANSWER

A **Safety Data Sheet (SDS)** explains a hazardous chemical's identity, hazards, first aid, safe handling, storage, exposure controls, personal protective equipment, spill response, and more. Older files may use the term **MSDS**.

## Why this belongs in pet care

Pet-care work often includes chemical tasks inside homes, vehicles, supply areas, and offices. The container may look familiar, but familiarity is not hazard information. Relevant products may include:

- [ ] Cleaning and disinfecting products
- [ ] Bleach-containing products
- [ ] Enzymatic cleaners
- [ ] Concentrated sanitizers
- [ ] Flea, tick, or pesticide products when occupationally handled*
- [ ] Other workplace chemicals supplied or required by the business

*Pesticide labeling may be governed by EPA rules; assess the work practice and all applicable requirements.

### COVERAGE CHECKPOINT

Federal HazCom generally applies when **employees may be exposed** to hazardous chemicals during normal use or a foreseeable emergency. A consumer product may be exempt when it is used for its intended purpose and employee exposure is no greater in duration or frequency than typical consumer use. A bottle being client-owned does not, by itself, answer the coverage question. Ask: **Does the business expect workers to use it, and how often or how long?**

### SOLO SITTER NOTE

Federal OSHA generally does not cover a truly self-employed person with no employees. The SDS is still valuable for personal protection. Once the business directs employees or other covered workers, evaluate the employer's HazCom duties.

Regulatory anchors: 29 CFR 1910.1200(b)(2), (b)(6)(ix), (c), and (g).

FIND IT FAST

# THE 16-SECTION SDS MAP

The format is standardized so workers do not have to hunt through a different layout for every product.

**1 Identification**
Product, supplier, emergency phone

**2 Hazard identification**
Signal word, statements, pictograms

**3 Composition**
Ingredients and concentrations

**4 First-aid measures**
Routes, symptoms, treatment

**5 Fire-fighting**
Extinguishing methods and fire hazards

**6 Accidental release**
Spill precautions and cleanup

**7 Handling and storage**
Safe use, storage, incompatibilities

**8 Exposure controls / PPE**
Limits, ventilation, gloves, eye protection

**9 Physical / chemical properties**
Appearance, odor, pH, flash point

**10 Stability and reactivity**
Reactions and materials to avoid

**11 Toxicological information**
Routes, effects, toxicity data

**12 Ecological information***
Environmental effects

**13 Disposal considerations***
Disposal guidance

**14 Transport information***
Shipping classifications

**15 Regulatory information***
Other regulatory information

**16 Other information**
Preparation or last revision date

**TRAINING FOCUS**

Sections **2 and 4** are especially useful for rapid hazard recognition and exposure response. Workers must also know how to locate information throughout the SDS - especially Sections 6, 7, 8, and 10 when spills, storage, PPE, or incompatible products are involved.

*Sections 12-15 appear in the 16-section format, but OSHA does not enforce their content under 29 CFR 1910.1200 because those topics fall outside OSHA's jurisdiction.

READ BEFORE YOU NEED IT

# THE FIVE-SECTION FIRST READ

Start with the identity, the hazard, the response, the handling rules, and the protection.

### SECTION 2 - HAZARD IDENTIFICATION

**Signal word:** Danger or Warning
**Hazard statements:** What the chemical can do
**Pictograms:** Graphic hazard categories
**Precautionary statements:** Prevention, response, storage, disposal

**Use it to answer:** What can hurt me, how serious is it, and what precautions come first?

### SECTION 4 - FIRST-AID MEASURES

**Routes:** Eyes, skin, inhalation, ingestion
**Symptoms:** Immediate and delayed effects
**Treatment:** Product-specific first-aid directions
**Medical attention:** Signs that require prompt care

**Use it to answer:** What do I do now - before I guess, delay, or call the wrong person?

### DO NOT IMPROVISE FIRST AID

The correct response can differ by product and route of exposure. Train workers to reach the exact SDS and follow Section 4 while obtaining emergency help.

SECTION 1

### IDENTIFICATION

Confirm the exact product name, manufacturer, recommended use, restrictions, and emergency contact number.

SECTION 7

### HANDLING + STORAGE

Find safe-use precautions, storage conditions, incompatible materials, and restrictions before the product is carried or stored.

SECTION 8

### EXPOSURE CONTROLS + PPE

Find ventilation, gloves, eye protection, and other controls. 'Wear gloves' is incomplete unless the glove type is suitable for the product.

### ONE-MINUTE PRACTICE

Hand the worker an actual product and its SDS. Ask them to point to: **(1)** the product identifier, **(2)** the signal word and primary hazard, **(3)** eye-exposure first aid, **(4)** required PPE, and **(5)** the emergency phone number. If they cannot do this quickly, the training is not finished.

BUILD THE SET

# SDS COLLECTION CHECKLIST

The sheet must match the product, and the worker must be able to reach it during the work.

- ☐ Make an inventory of workplace chemical products employees may use or encounter.
- ☐ Record the **exact product identifier and manufacturer**; do not collect a sheet for a 'close enough' product.
- ☐ Obtain the current SDS for each applicable hazardous chemical.
- ☐ Confirm the SDS matches the product and formulation actually in use.
- ☐ Replace the active SDS when the product or formulation changes.
- ☐ Keep SDSs readily accessible during each work shift.
- ☐ Establish immediate emergency access for employees who travel between homes or worksites.
- ☐ Test electronic access. A dead link, forgotten password, weak signal, manager-only login, or after-hours delay is a barrier.
- ☐ Move discontinued products out of the active set, but retain the SDS or an appropriate identity/use record as required; do not casually destroy exposure records.

## ACTIVE CHEMICAL INVENTORY

Continue on another page if needed

| Exact product / identifier | Manufacturer | SDS revision | Access location |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

### MOBILE ACCESS TEST

From a client home, can the sitter open the exact SDS **without calling a manager, leaving the work area, or relying on a public product website that may be unavailable?** OSHA permits SDSs at a primary facility for traveling workers only when required information can be obtained immediately in an emergency.

Regulatory anchors: 29 CFR 1910.1200(e)(1)(i), (g)(8)-(10); record retention may also involve 29 CFR 1910.1020.

MAKE IT EFFECTIVE

# EMPLOYEE TRAINING EXPLAINER

An SDS is a reference. Training makes the reference usable under real field conditions.

**WHEN FEDERAL HAZCOM TRAINING IS REQUIRED**

Provide effective information and training **at initial assignment** for hazardous chemicals in the work area and **whenever a new chemical hazard** the employee has not previously been trained about is introduced. Training may address hazard categories or specific chemicals; chemical-specific information must remain available through labels and SDSs.

## Workers should be able to do the work

- [ ] Recognize hazardous chemicals and signs of a release or exposure.
- [ ] Read the shipped label and the employer's workplace-labeling system.
- [ ] Locate the SDS without delay - including while alone in a client's home.
- [ ] Find Section 2 and explain the signal word, hazard statements, pictograms, and precautions.
- [ ] Find Section 4 and identify first aid for eyes, skin, inhalation, and ingestion.
- [ ] Use Sections 7 and 8 to identify handling, storage, ventilation, and required PPE.
- [ ] Follow the company's spill/exposure procedure and obtain emergency assistance.

**HANDING SOMEONE AN SDS IS NOT TRAINING**

Effective training includes explanation, workplace procedures, questions, and a demonstration that the worker can find and use the information. Record completion, but do not confuse a signature with competence.

**QUICK COMPETENCY CHECK**

Use the actual product and actual access method

- [ ] Worker opens the exact SDS from the field access point.
- [ ] Worker identifies the primary hazard and signal word.
- [ ] Worker states the eye- and skin-exposure response.
- [ ] Worker identifies required PPE and where it is kept.
- [ ] Worker explains the spill/exposure escalation path.

**ANNUAL REVIEW IS NOT AUTOMATIC ANNUAL RETRAINING**

Federal HazCom does not impose a blanket annual retraining schedule. Use the annual review to find new hazards, product changes, access failures, weak performance, incidents, or other reasons that make additional training necessary.

Regulatory anchor: 29 CFR 1910.1200(h).

DOCUMENT IT

# HAZCOM / SDS TRAINING RECORD

Complete one record for each worker or attach a roster that preserves the same information.

**Business name** ______________________

**Employee / worker name** ______________________ **Training date** ______________________

**Instructor** ______________________ **Training type** ☐ Initial ☐ New hazard ☐ Refresher

**Products / hazard categories covered** List exact products or attach inventory

## TRAINING CONTENT AND DEMONSTRATION

Check each item completed

- ☐ SDS access demonstrated using the worker's actual field-access method
- ☐ Labels, signal words, hazard statements, pictograms, and precautions reviewed
- ☐ Section 2 - Hazard identification reviewed
- ☐ Section 4 - First-aid measures reviewed
- ☐ Section 7 - Handling and storage reviewed
- ☐ Section 8 - Exposure controls / PPE reviewed
- ☐ Spill, release, and exposure procedure reviewed
- ☐ Emergency assistance and escalation process reviewed
- ☐ Questions answered in language and vocabulary the worker understands

**Competency demonstrated / notes** What did the worker locate or explain?

### EMPLOYEE ACKNOWLEDGMENT

I received HazCom/SDS information and training, was shown how to access the SDSs used in my work, had an opportunity to ask questions, and understand how to obtain help after a spill or exposure.

**Employee signature** ______________________ **Date** ______________________

**Trainer signature** ______________________ **Date** ______________________

Recordkeeping note: A completed form supports documentation; it does not replace the employer's duty to provide effective training and confirm that workplace procedures are understood.

CHECK THE SYSTEM

# ANNUAL HAZCOM / SDS REVIEW

A practical program-control review - not a statement that federal OSHA requires annual retraining.

**Business name** ______________________

**Review date** ______________________ **Reviewer** ______________________

## PROGRAM REVIEW

Mark complete, not applicable, or action needed

- ☐ Current chemical inventory checked against products actually in use
- ☐ Products added identified and SDSs obtained
- ☐ Products removed from active set and records retained as appropriate
- ☐ SDS product identifiers and revision dates verified
- ☐ Mobile / remote SDS access method tested
- ☐ Container and secondary-container labels checked
- ☐ PPE requirements reviewed against actual PPE available
- ☐ Emergency and spill/exposure procedures reviewed
- ☐ Training records reviewed for completeness and effectiveness
- ☐ Incidents, near misses, access failures, and worker questions considered

**Products added** — Exact identifiers

**Products removed** — Retain required records

**Corrective actions / owner / due date** — Be specific

**New or additional training required?** ☐ No ☐ Yes - new hazard ☐ Yes - access / performance gap ☐ Other

**Completion date** ______________________ **Reviewer signature** ______________________

### CLOSE THE LOOP

A review is complete only when action items are assigned, corrected, verified, and reflected in the active inventory, SDS access system, labels, PPE, procedures, and training.

ONE PRODUCT AT A TIME

# QUICK SDS REVIEW WORKSHEET

Complete this worksheet from the exact SDS. Do not answer from memory or from a similar product.

**Product name / identifier** ______________________ **SDS revision date** __________

**Manufacturer** ______________________ **Signal word** __________

**What do we use it for?** Include where and how often

**Primary hazard - Section 2** Include hazard statement / pictogram

**What should never be mixed with it?** Sections 7 and 10

**What PPE / controls are required?** Section 8

## EXPOSURE RESPONSE - COPY THE PRODUCT-SPECIFIC DIRECTIONS

Section 4

**Skin exposure** Remove / rinse / time / medical advice

**Eye exposure** Rinse / time / contact lenses / medical advice

**Inhalation** Fresh air / symptoms / medical advice

**Ingestion** Do not assume vomiting is appropriate - copy exact direction

**Spill / release response** Section 6

**Safe storage / incompatibilities** Section 7

**Where is this SDS stored or accessed?** Test the exact path

**Completed by** ______________________ **Date** __________

FIELD CONDITIONS MATTER

# PET SITTER REALITY CHECK

Use the questions before a product becomes part of an employee's visit instructions.

1. Is the product supplied by the company or found in a client's home?
2. Are workers expected, instructed, or routinely allowed to use it?
3. Is it being transferred into an unlabeled or poorly labeled secondary container?
4. Are incompatible products being stored together - or within easy reach of a curious pet?
5. Could a sitter access the exact SDS while alone in the client's home, including during poor cell service or after office hours?
6. Does the sitter know what to do immediately after exposure before waiting for a manager to respond?
7. Is the required PPE actually available where the product will be used, in the correct type and size?

### STOP-AND-FIX SIGNAL

If the product is unidentified, the label is missing, the SDS cannot be reached, incompatible products may be mixed, or required PPE is unavailable, **pause the chemical task** and follow the business escalation procedure. Pet-care urgency does not make chemical guesswork safer.

**The foreseeable failure** What could realistically go wrong?

**One safeguard to add now** Control, owner, due date

### THE MOBILE-WORK TEST

The procedure must work at 7:00 p.m. in a client's laundry room with a sitter working alone - not only at the office during onboarding. Test access, PPE, communications, and response under the conditions in which the chemical is actually used.

KEEP THE SOURCE CLOSE

# REFERENCES + BUSINESS CONTACTS

Use current primary sources and complete the business-specific emergency process before issuing this packet.

## Federal OSHA references

- OSHA Hazard Communication Standard - 29 CFR 1910.1200
- Appendix D - Safety Data Sheets (Mandatory)
- OSHA Hazard Communication: Safety Data Sheets QuickCard - OSHA 3493 (2024)
- OSHA Hazard Communication Standard Pictogram QuickCard - OSHA 3491 (2024)
- OSHA Access to Employee Exposure and Medical Records - 29 CFR 1910.1020
- OSHA Hazard Communication topic page
- OSHA: Am I Covered?

**STATE PLANS AND OTHER RULES**

This packet summarizes selected federal OSHA concepts. State-plan requirements, pesticide rules, public-health rules, client-site conditions, workers' compensation, and other duties may also apply.

## BUSINESS EMERGENCY CONTACT / PROCESS

Complete before training

**Manager / owner** ______________________ **Phone** ______________________

**Occupational clinic / medical provider** ______________________ **Phone** ______________________

**Emergency department / location** ______________________ **Phone** ______________________

**Company spill / exposure reporting steps** Who is called, what is documented, where records go

### HUMAN CHEMICAL EXPOSURE - U.S.

Poison Control: 1-800-222-1222 | poison.org

If the person collapses, has a seizure, has trouble breathing, or cannot be awakened: call 911.

Also use the manufacturer's emergency number in Section 1 and follow the exact Section 4 directions.

**Packet version:** 1.0 | August 2026 **Prepared by:** Beth Pasek, Field Notes for Pet Pros

**Disclaimer:** Educational starter resource only; not legal or medical advice. It does not replace an employer-specific written Hazard Communication Program, current product-specific SDSs, workplace-specific training, medical direction, or applicable law. Verify requirements for your jurisdiction and operation.

**Know the product. Reach the sheet. Respond from the source.**

ONE PRODUCT AT A TIME

# QUICK SDS REVIEW WORKSHEET

Complete this worksheet from the exact SDS. Do not answer from memory or from a similar product.

**Product name / identifier** ____________________ **SDS revision date** ____________

**Manufacturer** ____________________ **Signal word** ____________

**What do we use it for?** Include where and how often

**Primary hazard - Section 2** Include hazard statement / pictogram

**What should never be mixed with it?** Sections 7 and 10

**What PPE / controls are required?** Section 8

## EXPOSURE RESPONSE - COPY THE PRODUCT-SPECIFIC DIRECTIONS

Section 4

**Skin exposure** Remove / rinse / time / medical advice

**Eye exposure** Rinse / time / contact lenses / medical advice

**Inhalation** Fresh air / symptoms / medical advice

**Ingestion** Do not assume vomiting is appropriate - copy exact direction

**Spill / release response** Section 6

**Safe storage / incompatibilities** Section 7

**Where is this SDS stored or accessed?** Test the exact path

**Completed by** ____________________ **Date** ____________

# HAZARD IDENTIFICATION & RESOLUTION LOG

PSW26 Safety Toolkit | Field Notes for Pet Pros

**FIELD USE FORM**

Use this log whenever a structural, environmental, animal-related, weather, or access/security hazard changes how a visit can be safely performed.

**Date:** ________________ **Worker:** ____________________ **Client / Location:** ____________________________________

## 01 TYPE OF HAZARD (check all that apply)

- ☐ Structural (stairs, flooring, lighting)
- ☐ Environmental (chemicals, ventilation, temperature)
- ☐ Animal behavior (fear, aggression, resource guarding)
- ☐ Weather-related (ice, heat, visibility)
- ☐ Access / Security (broken lock, alarm issues)
- ☐ Other: ______________________________________________

## 02 DESCRIPTION OF HAZARD

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

## 03 IMMEDIATE ACTION TAKEN (check all that apply)

- ☐ Documented only
- ☐ Modified task
- ☐ Shortened visit
- ☐ Used PPE
- ☐ Exercised stop-work authority
- ☐ Notified management
- ☐ Notified client

**Action details:**

______________________________________________________________________

______________________________________________________________________

## 04 FOLLOW-UP & RESOLUTION

**Follow-up needed:** ☐ Yes ☐ No **Target date:** ________________ **Owner / Supervisor:** ______________________

**Follow-up action / resolution:**

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

**WHY LOG IT?** Accurate hazard logs help identify patterns, document decisions, and reduce repeat risk.

# INCIDENT MANAGEMENT

What happened? What do you do next?  |  PSW26 Safety Toolkit

FIELD RESPONSE

An incident is any event that results in injury, illness, property damage, animal escape, or a near miss with the potential for harm. Reporting helps identify patterns and correct hazards.

## 01 COMMON INCIDENT TYPES

### INJURY INCIDENTS

- Bites
- Scratches
- Falls
- Chemical exposures
- Medication handling errors
- Sprains or strains

### ANIMAL INCIDENTS

- Escape
- Fight or redirected aggression
- Sudden medical emergency
- Unexpected death

### PROPERTY INCIDENTS

- Broken items
- Water leaks
- Appliance malfunction
- Accidental damage during visit

### NEAR MISSES

- No injury or damage occurred
- Clear potential for harm
- Early-warning signal

## 02 IMMEDIATE RESPONSE STEPS

1. Ensure safety first
2. Stop the activity
3. Provide first aid if trained and appropriate
4. Document conditions
5. Notify management immediately
6. Contact client as directed
7. Complete incident reporting within the required time

### DO NOT MINIMIZE IT

Workers must not attempt to conceal or minimize incidents. Near misses matter because they reveal risk before the next event causes harm.

# OSHA-ALIGNED REPORTING

Where does the documentation go? | PSW26 Safety Toolkit

RECORDKEEPING

Section 13 of the Field Note Safety Manual connects internal incident reporting with OSHA recordkeeping requirements where applicable. Use the official OSHA forms when your business is required to do so.

## 01 OFFICIAL OSHA FORMS

### OSHA 301

**Injury & Illness Incident Report**

Individual incident detail

### OSHA 300

**Log of Work-Related Injuries and Illnesses**

Ongoing injury / illness log

### OSHA 300A

**Annual Summary**

Year-end summary

## 02 INTERNAL REPORTING STILL MATTERS

The manual calls for an internal company incident report for:

- ☐ Near misses
- ☐ Property damage
- ☐ Animal-related incidents
- ☐ Situations that do not meet OSHA thresholds

**WHO IS COVERED?**

The source manual states: employees are covered under OSHA recordkeeping; independent contractors are not covered, but internal reporting is still required.

## 03 USE THE HAZARD LOG FOR THE EARLY SIGNALS

Not every unsafe condition becomes an injury. Document hazards, modifications, stop-work decisions, and follow-up before they become incidents. Pair this guide with the PSW26 Hazard Identification & Resolution Log.

# RECORDKEEPING & FILE STORAGE

What do you keep - and for how long? | PSW26 Safety Toolkit

BACK-END SYSTEM

Accurate documentation supports trend analysis, reduces repeated mistakes, and demonstrates a consistent safety process. Appendix J organizes the records that support that system.

## 01 RECORDS TO MAINTAIN

- **Hazard Logs**
  Documented hazards and actions taken
- **Incident Reports**
  Internal reports + OSHA Form 301 (if employees)
- **PPE Records**
  Issue / return forms and replacement logs
- **Training Records**
  Dates, topics, signatures for safety, medication, animal behavior, ride-along supervision, and PPE use
- **Emergency Protocol Updates**
  Annual review documentation

## 02 RETENTION PERIODS IN THE SOURCE MANUAL

| RECORD | RETENTION |
|---|---|
| Incident Reports | 5 years |
| Hazard Logs | 3 years |
| PPE Distribution | Until employee leaves + 1 year |
| Training Records | Duration of employment + 1 year |
| OSHA 300 / 300A Logs | 5 years (if applicable) |

## 03 STORAGE & ACCESS

- [ ] Secure but accessible
- [ ] Organized by category
- [ ] Not altered, deleted, or overwritten
- [ ] Stored digitally with backups
- [ ] Reviewable by management on request
- [ ] Submitted within required timeframes to maintain accuracy

**THE POINT OF THE PAPERWORK**

Recordkeeping transforms "we didn't know" into "we have data." Use the records to identify patterns, correct hazards, and improve the next visit.