

# eplica Safety Lines

## In this edition:

### ▶▶ Recordkeeping

In the past, when OSHA encountered systematic recordkeeping problems, it used its "egregious" enforcement powers to cite companies for each instance of failing to record injuries, a method that can lead to fines in excess of \$100,000.

Page 1

### ▶▶ Eye Safety

Each year, many thousands of eye injuries cause either temporary or permanent loss of sight. So many eye injuries are preventable by taking one simple precaution: wearing eye protection.

Page 2

### ▶▶ Stop Fires Before They Start

Make your New Year's resolution for safety. Reduce the chances for a fire to start in your home.

Page 2



## Recordkeeping Guidelines

January brings a "clean slate" and this can be very exciting for many. You probably didn't fulfill all those resolutions from last year, but that still shouldn't stop you from making some new ones!

January also brings preparation for OSHA recordkeeping guideline requirements for many industries. Even if you're not the person responsible for implementing these, it's always good to know what your company should be doing or already does to comply with these requirements. This is great information to share with your clients to aid them in being compliant.

### What exactly are these guidelines?

Any employer with 11 or more employees in most industries must keep the following two OSHA records: Forms 300 and 301. See 29 CFR 1904 of OSHA's regulations for details about these requirements, and whether or not your company is required to maintain these records.

- ▶▶ Employers with 10 or fewer employees are partially exempt
- ▶▶ Specific low-hazard industries are partially exempt
- ▶▶ Exempt employers may be required to keep records
- ▶▶ All must report fatality or hospitalization of three employees

### OSHA Form 301: Injury and Illness Incident Report

All HR managers and safety managers are required to fill out the OSHA Form 301 for each injury or illness that is considered recordable under OSHA regulations (Sec. 1904). The HR manager or safety manager must fill out the form within seven (7) calendar days after finding out about the injury or illness.

### 1904.7(a) Basic Requirement

You must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid or loss of consciousness. You must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in

death, days away from work, restricted work or job transfer, medical treatment beyond first aid or loss of consciousness.

### OSHA FORM 300:

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

The HR manager or safety manager is responsible for entering the information on the OSHA Form 300 within seven (7) calendar days of receiving notice of a recordable illness or injury. (EDITOR'S NOTE: Each separate establishment or facility must have its own OSHA Form 300 on-site. See OSHA Regulations 29 CFR 1904 for the definition of a separate establishment.)

### OSHA FORM 300A:

#### Summary of Work-Related Injuries and Illnesses

At the end of each calendar year, the HR manager or safety manager will review the OSHA 300 Log to verify that the entries are complete and accurate. This information will be summarized and entered on OSHA FORM 300A. The summary will be reviewed, signed and dated by a company executive and will be posted at each establishment in a conspicuous place available to all employees from February 1 to April 30.

#### Employees recorded guideline:

- ▶▶ Record employees on your payroll
- ▶▶ Record workers supervised on day-to-day basis
- ▶▶ Contractor's employees not recorded
- ▶▶ Self-employed persons not recorded

In the past, when OSHA encountered systematic recordkeeping problems, it used its "egregious" enforcement powers to cite companies for each instance of failing to record injuries, a method that can lead to fines in excess of \$100,000. In some cases, companies can even be fined additionally for a company executive's failure to certify that an OSHA log was correct.

Even though the OSHA 300A form is posted in a conspicuous place for employee communication, most employees never take the time to review the information! This upcoming first of February, make sure your company's OSHA 300A log is posted and in full compliance until April 30.



## January safety tip:

- ▶▶ Something in your eye? Don't rub it. Let your tears naturally wash the eye or use eyewash. If you don't get relief, keep the eye closed and lightly bandaged and see your health care provider.
- ▶▶ To avoid eye infection do not share eye makeup or eye drops with anyone. Many bacteria, including the cold sore virus Herpes, can spread to your eyes and damage your vision.
- ▶▶ Never allow children to play with Laser pointers – they are not toys. The light from a laser pointer aimed into the eye can be more damaging than staring directly into the sun.

## Contact Us

Editor-in-Chief / Writer  
CLAUDIA C. HARO

Editorial Consultant  
/ Writer  
JEFF ADCOCK

Staff Writer  
APRIL FLAK

Contact us:  
[allsafety@eplicaservices.com](mailto:allsafety@eplicaservices.com)

... or visit us online.

## Eye Safety

January is National Eye Care Month, which makes it a good time to stop a moment and think about the health and safety of your eyes. Whether you work in construction, industrial or office environments, there are steps you can take to protect and soothe your eyes.

Each year, many thousands of eye injuries cause either temporary or permanent loss of sight. So many eye injuries are preventable by taking one simple precaution: wearing eye protection. This personal protective equipment or PPE can range from safety glasses and goggles to a face shield or helmet, depending on the hazard. Consider the job at hand and select the appropriate protection.

Hazards that require the use of eye protection in construction or industrial trades include the risks of flying objects and particles from hammering, woodworking, metalwork and machining. Other sources include sparks and flashes from intense light or heat associated with welding, furnace operations or soldering, and chemical splashes and acid mists or chemical handling, degreasing or plating.

For eye safety in the home, there are many activities such as do-it-yourself projects and yard work with power tools, which should be accompanied by proper eye protection.

For workers in an office environment and some light industrial positions such as electronic assembly, there are different kinds of eye hazards. These can come from elements such as staring at a computer monitor or performing repetitive work for many hours a day. This

can lead to symptoms such as eye strain, blurred vision and headaches. This can occur when we spend time with the Internet, video gaming and other eye-intensive pastimes as well. Solution? Exercise your eyes and give them a break! Try these:

**Blink often.** This bathes the eye with tears that are naturally therapeutic to the eyes.

**Look away.** Be sure to look away from your close up work area every 20 minutes and focus on something at a distance for a moment.

**Roll your eyes.** Without moving your head, roll your eyes in as wide a circle as is comfortable. Repeat three times in each direction. Result: You'll strengthen your eye muscles, helping them keep pace with fast moving objects.

**Focus.** Hold a writing instrument 12 inches away from your eyes, focus on it, and then slowly bring it forward to your nose until it starts to blur. Then look at a far away object at the opposite end of a large room or outside a window until your eyes bring it into focus. Focus again on the close up pen or pencil. Repeat 10 times. Result: You'll boost your ability to switch focus between near and far with less eye fatigue.

Experts say eye protection can prevent 90 percent of potential injuries. Be aware of the eye safety hazards in your activities on and off the job and take the appropriate precautions. Your eyes will thank you.

## Stop Fires Before They Start!

Make your New Year's resolution for safety. Reduce the chances for a fire to start in your home.

**Candles.** Make certain that you always blow out candles when you leave a room or go to sleep. Unattended candles have started many fires over the last year.

**Heating.** Try to keep everything that can burn at least one foot away from heaters. Clothes, blankets, newspapers and furniture can start a fire if they are too close to a heater.

**Cooking.** Never leave food unattended while cooking. Many people lose more than their meal when they forget they are cooking.

**Kids.** Keep matches and lighters away from small children. Put them away in places where they are out of sight and out of reach from little hands.

**Home Escape Plan.** When you hear the building fire alarm, you need to act fast. Practice a home escape plan and learn where to go if a fire ever starts in your building.

## January Safety Quote

"Safety is about doing the right thing, even if no one is looking."