

Loss Control & Safety Tips

QUARTERLY UPDATE: JANUARY 2023

**Marshall
&Sterling®**
RISK MANAGEMENT

OSHA Injury Tracking Application Log In Procedure

The OSHA Injury Tracking Application has transitioned its log in procedure to the public's one account access to government applications, [Login.gov](#). The new log in procedures are already in effect.

New Login Overview

OSHA provides a [secure website](#) for employers that are required to submit injury and illness data submissions. Affected employers can manually enter their data, upload a comma-separated values (CSV) file to add multiple establishments at one time or transmit data electronically via an application programming interface.

Current and new account holders will need to connect their ITA account to a Login.gov account in order to access the application for their 2023 reports.

Next Steps for Employers

Employers who are required to report injury and illness data electronically should review this announcement, become familiar with the new procedures and connect their ITA accounts to Login.gov accounts with the same email address before the 2023 report submission deadline. Employers can find instructions on how to complete this transition on the OSHA [website](#).

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Loss Control & Risk Management Solutions

There is never a one size fits all approach to developing a safety system. The common elements existing in almost all health and safety systems are management leadership, worker participation, hazard identification and assessment, hazard prevention and control, education and training, and program evaluation and improvement. These elements are both interrelated and interdependent but necessary to ensure the success of any program.

Call us today to discuss your organization's loss control and safety programs or learn more about the services and experience our team has to offer.

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OSHA Electronic Reports Are Due March 2

Each year, OSHA requires certain employers to submit information from their OSHA Form 300A electronically. These employers must submit their reports using OSHA's ITA. Affected establishments include those with 250 or more employees (if they are already required to create and maintain OSHA records) and those operating in a high-risk industry with between 20 and 249 employees. OSHA or the Bureau of Labor Statistics may also require otherwise exempt establishments to submit these reports on a special, case-by-case basis.

Here are some important dates to keep in mind:

- On **Feb. 1**, employers must complete and display their OSHA 300A forms. The forms must be on display until April 30.
- On **March 2**, employers subject to the electronic reporting requirement must submit their electronic reports using the ITA.



Affected Establishments

OSHA's electronic reporting rule affects establishments that:

- Are already required to create and maintain OSHA injury and illness records and have 250 or more employees;
- Have between 20 and 249 employees and belong to a high-risk industry; or
- Receive a specific request from OSHA to create, maintain and submit electronic records, even if they would otherwise be exempt from OSHA recordkeeping requirements.

Reporting Requirements

Under the rule, affected establishments are required to submit information from their OSHA Form 300A.

- Manual entry;
- Comma-separated value (CSV) file upload; and
- Application programming interface (API) transmission.

The ITA offers affected establishment instructions and sample files and templates to help them complete the submission process.

For further compliance resources, contact us today!

How to Use Heating Devices Safely at the Workplace

For some of us, the onset of cooler weather means heating our work area with temporary heaters. When used correctly, these heaters can make the working environment much more comfortable. However, when used incorrectly, they present a significant risk of fire or even explosion.

To-Dos Before Use

Heaters are primarily used seasonally and are often stored for long periods of time between uses. Prior to its use, inspect the equipment. It may be damaged from being hauled from one location to another. It is critical that each heater is examined for signs of damage before operation and is watched closely during initial operation to ensure that it functions properly.

Another safety precaution is to make sure the heater is approved for the environment in which you plan to use it. For example, is the unit approved for direct contact with wood floors? Does it consume oxygen? Does it radiate heat or force heated air across the room? The manufacturer's specifications will explain how and where the heater may be safely used.



Finally, make certain there is adequate ventilation in the room in which the heater will be placed. When the natural supply of fresh air is inadequate, mechanical ventilation must be provided.

Stay Safe While Keeping Warm

Job site heating devices get hot! Here are some things to keep in mind:

- Be aware that the outside of the heater may not look hot, but if you touch it, you could be severely burned.
- Heaters not intended by their manufacturer for use on wood floors must not be set on wood or other combustible materials. This type of heater must be set on suitable heat-insulating material such as one-inch concrete or masonry block. The insulating material must extend beyond the heater two feet or more in all directions.
- Temporary heaters must be placed at least 10 feet from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire.
- Most temporary heating devices are intended to be used in the horizontal position; do not attempt to use them otherwise, unless permitted by the manufacturer.
- Each temporary heating unit must have a fire extinguisher with a rating of at least 20-ABC positioned to be immediately available in the event of a fire.

Be sure to get authorization to use any temporary heating device. Also, consider the job site's conditions and requirements before selecting temporary heaters. It's your job to become familiar with the safe use of a heating device.

Fire Extinguishers and Safety: What You Need to Know

Fire extinguishers play an important role in your preparation efforts, and in the event of a fire, they could mean the difference between minor damage and a complete disaster.

Types of Fires

There are five different classifications of fires. Some fire extinguishers should be used specifically for only one type of fire, while others are effective for multiple types. However, some extinguishers are quite dangerous when used on the wrong type of fire. Fire extinguishers should have labels specifying which type(s) of fire they are meant to combat.

- **Class A:** Ordinary combustibles, such as trash, wood, paper and cloth.
- **Class B:** Flammable liquids, such as gasoline, petroleum oil and paint. Also includes flammable gases, such as propane and butane, but does not include fires from cooking oil and grease.
- **Class C:** Fires from energized electrical equipment, such as motors, transformers and appliances.
- **Class D:** Combustible metals, such as potassium, sodium, aluminum and magnesium.
- **Class K:** Cooking oils and greases.

Employers must provide approved portable fire extinguishers where employees may easily locate, identify and access when needed. **The extinguishers should be fully charged and operable at all times and kept in their designated spot when not in use.**



Proper Fire Extinguisher Use

Before using any fire extinguisher, it is important to assess the situation.

Follow these best practices:

1. Locate your exit path.
2. Sound the fire alarm.
3. Stand away from the fire.
4. Use the fire extinguisher to put out the fire.
5. Keep away from the extinguished fire.

When using a fire extinguisher, remember to Pull, Aim, Squeeze and Sweep (PASS).

Training

- ✓ Only trained and authorized employees are allowed to use fire extinguishers in the facility.
- ✓ Employees will receive training after they are authorized to use fire extinguishers and become familiar with the hazards involved with incipient stage firefighting. Training will also be repeated annually for all authorized personnel.
- ✓ Employees who are not authorized to use fire extinguishers must be advised that their only duties in a fire are: notification and evacuation.
- ✓ Training will consist of classroom training and can be supplemented with hands on training when necessary.

Avoid Winter Slip-ups

Winter months present additional hazards that are typically not factors for employees during warmer weather – specifically, slip and fall concerns. With snow and ice-covered conditions, you run the risk of taking major falls, which can lead to serious injuries.

Prevention

Education 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.
- Exercise caution when entering and exiting vehicles and use the vehicle for balance and support.
- Try to walk only in 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. Avoid putting your hands in your pockets. This will allow you to break a fall should you slip.



- Use handrails, walls or anything stationary to assist in steadyng your feet.
- Look ahead to the path in front of you to avoid hazards.
- Test a potentially slippery area before stepping on it by tapping your foot on the surface first.
- Remove debris, water and ice from all working walkways.
- Steer clear of roof edges, floor openings and other drop-offs to avoid slipping hazards.
- Sand or salt surfaces covered by ice or snow to provide traction.
- Dry your shoes or boots on floor mats when entering a building.
- Report trip and fall hazards immediately to your supervisor.

If You Begin to Slip...

- Twist your body and roll backward to avoid falling forward and injuring your face.
- 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 so it does not land on you when you fall. This will also free your arms to help break your fall.

Make Respiratory Protection a Priority

Respirators protect employees from areas with insufficient oxygen, harmful dusts, fogs, smokes, mists, gases, vapors and sprays. These hazards may cause cancer, lung impairment, other diseases or death. Always wear respiratory protection where required at the workplace.

The Occupational Safety and Health Administration (OSHA) requires employers to have a written respiratory protection plan and training in place, but this requires compliance with the program across all employees, as safety is everyone's concern.

Respirator Use and Safety Tips

Respirators are an important safety and health protection tool, when used properly. If you exercise proper respirator maintenance, it will protect you from harmful, airborne contaminants and particles.

- Use respirators certified for use to protect against the contaminant you are working with. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Always inspect your respirator before use. Alert your supervisor and replace your respirator if you find a crack, puncture, tear, leak or any other unusual condition.
- Check the face piece seal each time you wear your respirator. Proper face piece fit is critical.
- Keep your face shaved. Facial hair, headbands, bandanas or other objects that interfere with the face piece seal must be removed prior to wearing your respirator.



- Read and follow all instructions provided by the manufacturer on use, maintenance, cleaning and care and warnings regarding your respirator's limitations.
- Use the correct cartridge for your respirator, if applicable.
- Keep track of your respirator so you don't inadvertently use another employee's respirator.
- Make sure you stay properly trained in the use and maintenance of your respirator. Contact your supervisor or other designated person if you need assistance or have any questions.

Did you know...

A respirator from another area of the workplace may not provide adequate protection for you.

For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small particles of fumes or smoke.



Do Your Employees Feel Safe?

Employees yearn for safe working conditions. Many feel their safety is not much of a concern to their employers.

"Only 54% believe their safety is extremely important to their employers"

Employers may not be expressing their stance on safety or there is an underperformance of safety actions. Employers have an obligation to be clear, consistent with safety meetings, and create good communication with their employees. The best way to find out about safety concerns is listening to your employees.

Employees' care about job specific safety, but also public health emergencies, cyber-attacks, severe weather, crime, or outages. Having a thorough *emergency preparedness plan* and to effectively communicate will be the best way to reassure your employees safety. Approximately 1 in 4 employees who worked remote during the Covid-19 pandemic, felt unsafe returning to work. If safety is not a top concern, and fail to notify your employees during an emergency, they may consider leaving.

Workplace Safety

Proactive and effective safety efforts may help an organization recruit and retain employees during the pandemic and beyond.

Consider the following ways to help highlight safety efforts to attract and retain employees:

- Survey employees about their needs.
- Establish a safety and health program.
- Provide functional and appropriate safety training or education.
- Include safety-related expectations in job descriptions and postings.
- Prioritize safety in nonemployment-related company branding.

Emergency Notification System

Implementing an Emergency Notification System (ENS) is a great way to send out information to a group of people or pertinent information and instruction during emergencies. The ENS can contact employees via email, text or phone calls. This will allow your company to communicate with your employees more efficiently and effectively. Your employees will feel valued and safe, especially during emergencies.

How an organization communicates with its employees has a tremendous impact on the overall workplace experience and retention. Effective communication keeps employees informed, keeps employees engaged and gives employees a voice for feedback, debate and discussion. Conversely, ineffective communication may increase the chances for misunderstandings, break employee trust and, ultimately, damage relationships between employees and organizational leadership.

OSHA's Top 10: Most Frequently Cited

Everyone must take part to keep the workplace free from hazards. Lots of work goes on behind the scenes to make your job as safe as possible, but there are also some things you can do to take accident prevention into your own hands.

Safety is important because nothing less than the future of your family is at stake. They are counting on you to provide food and shelter, and an on-the-job accident could very easily disable you and leave you without security.

1



**Fall protection -
General requirements**
(1926.501): 5,260 violations

2



Hazard Communication
(1910.1200): 2,424 violations

3



Respiratory Protection
(1910.134): 2,185 violations

4



Ladders
(1926.1053): 2,143 violations

5



Scaffolding
(1926.451): 2,058 violations

6



Lockout/tagout
(1910.147): 1,977 violations

7



Powered industrial trucks
(1910.178): 1,749 violations

8



**Fall protection -
Training requirements**
(1926.503): 1,556 violations

9



**Personal protective and
lifesaving equipment -
Eye and face protection**
(1926.102): 1,401 violations

10



Machine guarding
(1910.212): 1,370 violations

OSHA provided this list to inform employers of the most commonly cited standards in the workplace, thus helping them focus on hazard recognition and prevention strategies. The most recent statistics from OSHA reveal the top 10 standards cited in fiscal year 2022.

Food for Heart

Slow Cooker: Lentil Soup

Ingredients

6 Cups water
1/4 cup fresh parsley (chopped,
or 2 Tbsp. dried Parsley)
2 tsp. beef bouillon
1 1/2 cups lentils (dry)
2 medium carrots (sliced)
1 medium onion (chopped)
2 celery stalks (sliced)

Directions

1. Mix all ingredients in a slow cooker.
2. Cook on the low setting for 8-10 hours
3. Serve hot with crackers or bread



Do your part, Take care of your February is **American Heart Month**.

Did you know..

Eating lentils is associated with an overall lower risk of heart disease! High levels of homocysteine are another risk factor for heart disease. These can increase when your dietary folate intake is insufficient. Because lentils are a great source of folate, they may help prevent excess homocysteine from accumulating in your body.

What is an OSHA Official's favorite beverage?



Safe Tea.