

# SAFETY MATTERS

safety and loss control resource



**OSHA 300 Logs / Ergonomics /  
Emergency Evacuation / Fire Safety /  
Pesticide Safety / Animal Handling Safety**

# OSHA 300 WHY?

## Reminder for Employers: Ensure Your OSHA 300 Logs are Posted!

As the year draws to a close, it's crucial for employers to remember their responsibility to maintain a safe and transparent work environment. One essential requirement is the posting of the OSHA 300 Logs, which record workplace injuries and illnesses.

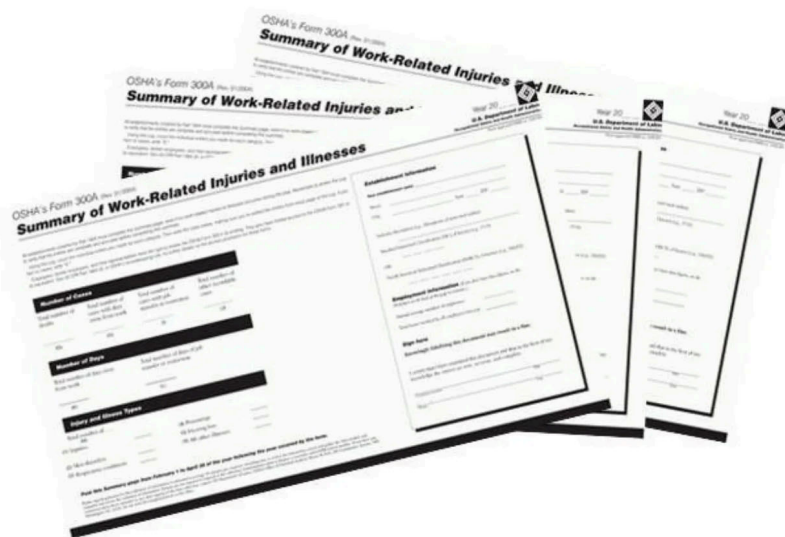
## What is the OSHA 300 Log?

The OSHA 300 Log, officially known as the "Log of Work-Related Injuries and Illnesses," is a record-keeping form required by the Occupational Safety and Health Administration (OSHA). This log is designed to track and document any work-related injuries and illnesses that occur within a workplace. It provides valuable insights into workplace safety trends and helps identify areas that may need improvement.

## Why is it Important to Post the OSHA 300 Log?

Posting the OSHA 300 Log is not just a regulatory requirement; it serves several important purposes:

- **Transparency:** It informs employees about the safety performance of their workplace, fostering a culture of openness and trust.
- **Awareness:** It raises awareness among employees about common injuries and illnesses, promoting a proactive approach to safety.
- **Compliance:** It ensures that employers are in compliance with OSHA regulations, avoid-

The image shows three OSHA Form 300A forms, titled "Summary of Work-Related Injuries and Illnesses," stacked on top of each other. The forms are white with black text and include various sections for recording workplace incidents, such as "Number of Cases," "Number of Days," and "Industry and Census Types." The forms are slightly overlapping, showing the top of the bottom form and the middle of the middle form.

# AND FOR HOW LONG?

## **When and Where Should the OSHA 300 Log be Posted?**

Employers are required to post the OSHA 300A Summary of Work-Related Injuries and Illnesses from February 1st to April 30th of each year. The summary should be posted in a conspicuous location where employees can easily see it, such as break rooms, bulletin boards, or common areas.

## **Tips for Employers:**

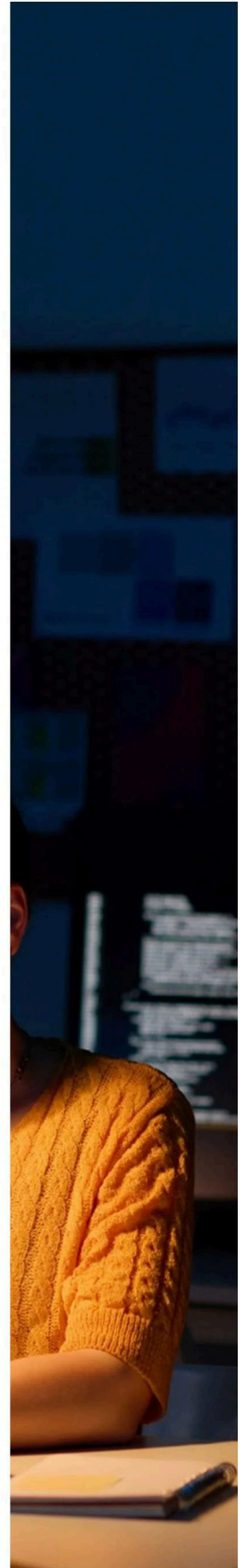
- **Review and Verify:** Before posting the log, review it carefully to ensure all entries are accurate and complete.
- **Educate Employees:** Take the time to explain the purpose of the OSHA 300 Log to your employees and encourage them to report any work-related injuries or illnesses.
- **Maintain Records:** Keep a copy of the OSHA 300 Log on file for at least five years, as required by OSHA regulations.
- **Stay Updated:** Keep abreast of any changes to OSHA's record-keeping requirements and ensure your practices are up-to-date.

## **Final Thoughts**

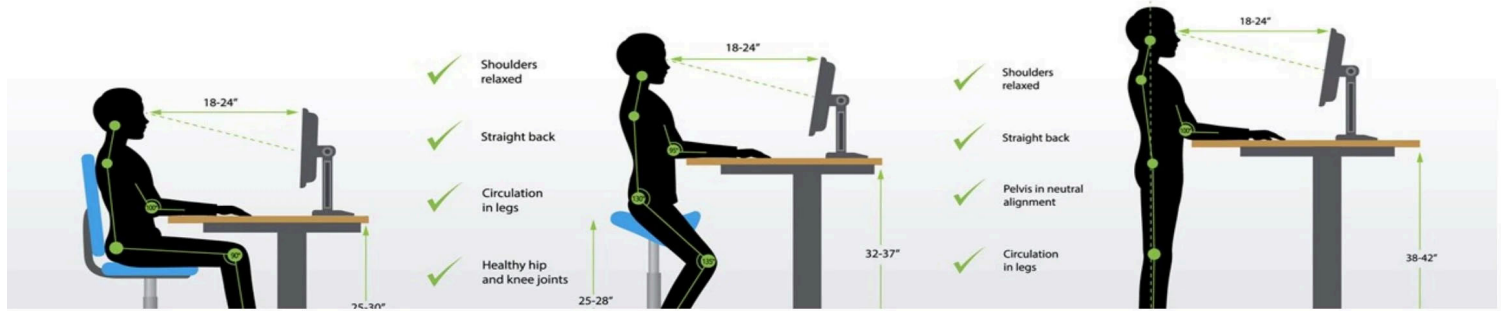
Posting the OSHA 300 Logs is a vital step in promoting workplace safety and transparency. By complying with this requirement, employers not only adhere to regulations but also demonstrate their commitment to the well-being of their employees. Let's prioritize safety and make our workplaces safer for everyone.

Remember, safety is everyone's responsibility. Post your OSHA 300 Logs and take a step toward a safer workplace today!

If you need any more information or have any other questions, feel free to let me know!



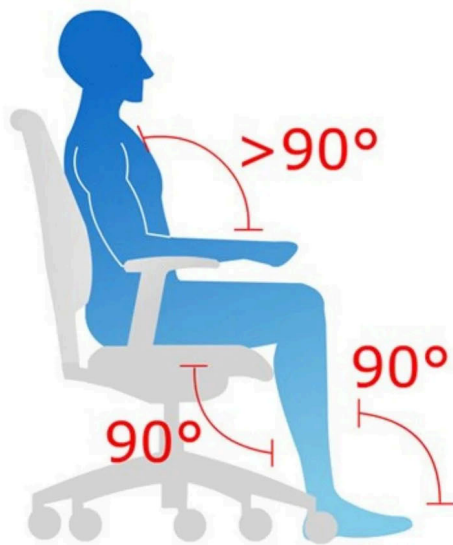
# Ergonomics in Everyday Life



In today's fast-paced world, many of us spend hours working at desks, using computers, and engaging in other sedentary activities. While we often focus on productivity and efficiency, we sometimes overlook an important aspect of our well-being: ergonomics. Incorporating ergonomics into our daily lives can significantly improve our comfort, health, and overall quality of life.

## What is Ergonomics?

Ergonomics is the science of designing and arranging things people use so that they interact most efficiently and safely. In simpler terms, it's about making sure our workspaces and daily activities fit us well, reducing the risk of discomfort and injury.



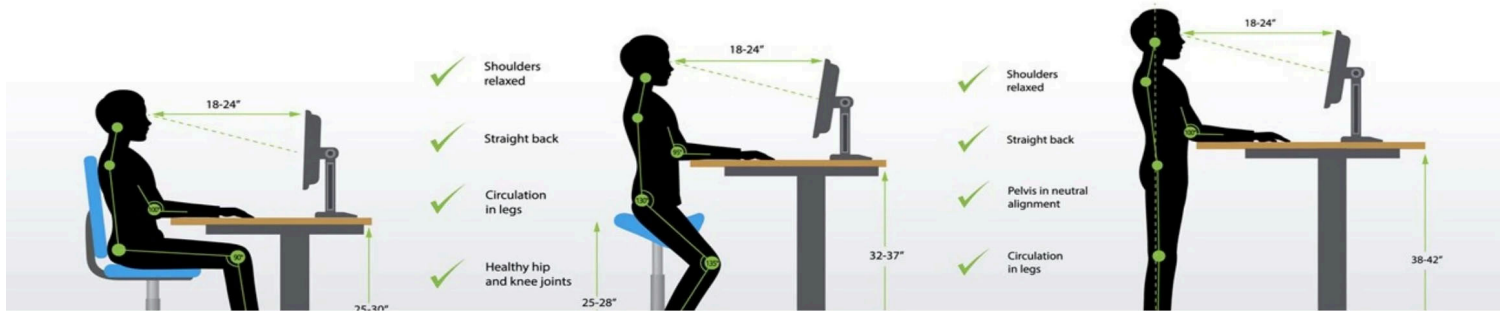
## The 90/90/90 Rule

A fundamental principle of ergonomics is the 90/90/90 rule. This rule states that when sitting, your elbows, hips, and knees should all be at 90-degree angles. Let's break it down:

**Elbows:** Ensure your elbows are bent at a 90-degree angle when typing or using a mouse. Your forearms should be parallel to the ground, and your wrists should not be bent upwards or downwards. This position helps reduce strain on your wrists and arms.

**Hips:** Sit with your hips at a 90-degree angle. Your lower back should be supported by the backrest of your chair, and your feet should be flat on the ground. If your chair is too high, use a footrest to maintain this position. Proper hip alignment helps reduce lower back pain and discomfort.

**Knees:** Keep your knees at a 90-degree angle with your thighs parallel to the floor. Avoid crossing your legs, as this can lead to poor circulation and muscle strain. Maintaining this position promotes better blood flow and reduces the risk of leg discomfort.



## Ergonomics in Everyday Activities

Ergonomics isn't just about sitting at a desk—it's about making all aspects of your daily life more comfortable and efficient. Here are some tips to incorporate ergonomics into your everyday activities:

**Using Devices:** When using smartphones or tablets, hold them at eye level to avoid straining your neck and shoulders. Avoid hunching over the screen, and take regular breaks to rest your eyes and hands.

**Household Chores:** Pay attention to your posture when doing household chores. For example, when lifting heavy objects, bend at the knees and keep your back straight to avoid injury. Use tools with ergonomic handles to reduce strain on your hands and wrists.

**Sleep:** Ensure your mattress and pillows provide proper support for your body. Sleeping in a neutral position, such as on your back or side with a pillow between your knees, can help maintain spinal alignment and prevent discomfort.

**Driving:** Adjust your car seat and steering wheel to ensure you're sitting comfortably with your back supported and your hands resting naturally on the wheel. Take breaks during long drives to stretch and move around.

## Benefits of Ergonomics

Incorporating ergonomic principles into your daily life can lead to numerous benefits, including:

- \* **Reduced Pain and Discomfort:** Proper posture and alignment can alleviate common issues such as back pain, neck strain, and wrist discomfort.
- \* **Increased Productivity:** When you're comfortable and pain-free, you can focus better and work more efficiently.
- \* **Improved Health:** Ergonomics helps prevent long-term health issues related to poor posture and repetitive strain injuries.
- \* **Enhanced Quality of Life:** A comfortable and ergonomic environment can boost your overall well-being and make everyday tasks more enjoyable.

Nobody expects an emergency or disaster -- especially one that affects them, their employees, and their business personally. Yet the simple truth is that emergencies and disasters can strike anyone, anytime, and anywhere. You and your employees could be forced to evacuate your company when you least expect it.

### **What is a workplace emergency?**

A workplace emergency is an unforeseen situation that threatens your employees, customers, or the public; disrupts or shuts down your operations; or causes physical or environmental damage. Emergencies may be natural or manmade and include the following:

- Floods
- Hurricanes
- Tornadoes
- Fires
- Toxic gas releases
- Chemical spills
- Radiological accidents
- Explosions
- Civil disturbances
- and Workplace violence resulting in bodily harm and trauma.

### **How do you protect yourself and your employees?**

The best way is to prepare to respond to an emergency before it happens. Few people can think clearly and logically in a crisis, so it is important to do so in advance, when you have time to be thorough—and complete your Emergency Action Plan.

### **What is an emergency action plan?**

An emergency action plan covers designated actions employers and employees must take to ensure employee safety from fire and other emergencies. Putting together a comprehensive emergency action plan that deals with all types of issues specific to your worksite is not difficult. You may find it beneficial to include your management team and employees in the process. Explain your goal of protecting lives and property in the event of an emergency and ask for their help in establishing and implementing your emergency action plan. Their commitment and support are critical to the plan's success.

# EMERGENCY

### **What should your emergency action plan include?**

When developing your emergency action plan, it's a good idea to look at a wide variety of potential emergencies that could occur in your workplace. It should be tailored to your worksite and include information about all potential sources of emergencies. Developing an emergency action plan means you should do a hazard assessment to determine what, if any, physical or chemical hazards in your workplaces could cause an emergency. If you have more than one worksite, each site should have an emergency action plan. At a minimum, your emergency action plan must include the following:

- A preferred method for reporting fires and other emergencies;
- An evacuation policy and procedure;

- Emergency escape procedures and route assignments, such as floor plans, workplace maps, and safe or refuge areas;
- Names, titles, departments, and telephone numbers of individuals both within and outside your company to contact for additional information or explanation of duties and responsibilities under the emergency plan;
- Procedures for employees who remain to perform or shut down critical plant operations, operate fire extinguishers, or perform other essential services that cannot be shut down for every emergency alarm before evacuating; and
- Make available an emergency communications system such as a public address system, portable radio unit, or other means to notify employees of the emergency and to contact local law enforcement, the fire department, and others; and
- Stipulate that alarms must be able to be heard, seen, or otherwise perceived by everyone in the workplace. You might want to consider providing an auxiliary power supply in the event that electricity is shut off. (29 CFR 1910.165(b)(2) offers more information on alarms.)

# EVACUATION

- Rescue and medical duties for any workers designated to perform them. You also may want to consider designating an assembly location and procedures to account for all employees after an evacuation.

## **How do you alert employees to an emergency?**

Your plan must include a way to alert employees, including disabled workers, to evacuate or take other action, and how to report emergencies, as required. Among the steps you must take are the following:

- Make sure alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform actions identified in your plan;

## **How do you account for employees after an evacuation?**

Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accountability of your employees, you may want to consider including these steps in your emergency action plan:

- Designate assembly areas where employees should gather after evacuating;
- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge;
- Establish a method for accounting for non-employees such as suppliers and customers;

# Fire Safety: Preventing Fires is Everyone's Job

Does your coworker have piles and piles papers on or near the desk? Is the emergency exit blocked by a new shipment of brochures? Are the props for the interpretive program obstructing the fire sprinklers? Are flammable liquids stored in the furnace room?

While we all hope that our workplaces, wherever they may be, are fire safe, we can probably think of some similar scenarios to the ones mentioned above. Instead of waiting for another employee to take action, thinking "that's not my job," take control of what you can to contribute to a fire-safe workplace.

- ◆ Good housekeeping is key. Keep your workplace clean and clutter-free. An untidy work environment provides fuel for a fire and blocks access to emergency exits, fire sprinklers, fire extinguishers, and other fire safety equipment.
- ◆ Report overloaded outlets, faulty wiring, and permanent use of extension cords to your Department. Check electrical appliances, such as coffee pots, toasters, portable heaters, and microwaves, regularly for these hazards. Do not hide wiring under carpets.
- ◆ Store chemicals and flammable fuels properly. This is imperative if handling and storing these items are part of your job. Contact your regional structural fire manager for clear directions and requirements. Check containers regularly for leaks and damage.
- ◆ Ensure that the electrical control panels in your building are accessible, in case the power needs to be turned off in an emergency.

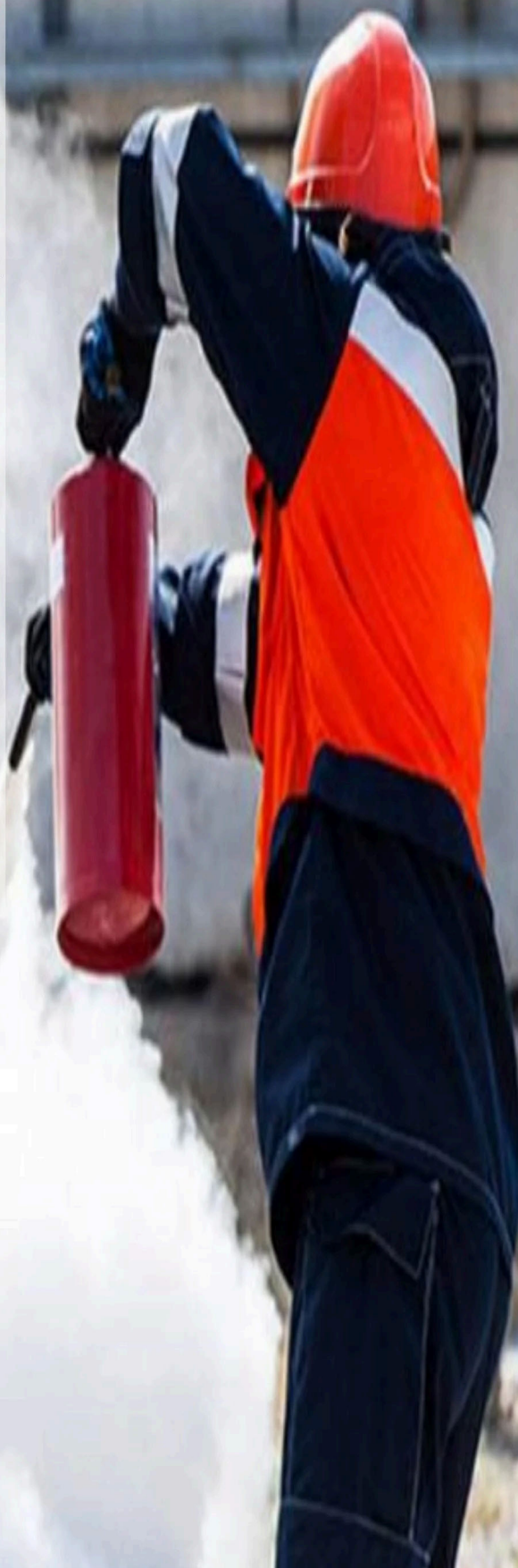
Take control of what you can to prevent fires; report any suspected fire hazards to your supervisor, the park safety officer, or the park structural fire coordinator for correction. Your employer and your coworkers are counting on you to be fire-safe.

## Employees

Prevention is key, but preparedness for a fire event is just as important. Become familiar with your building's emergency plan and your role in it, learn how to operate a fire extinguisher, and familiarize yourself with your building's fire and life safety systems, such as smoke detectors, pull alarm locations, exit doors and stairwells, fire doors, sprinklers, fire extinguishers, and the park's fire alarm monitoring service.

**If a fire event occurs,  
remember the acronym **RACE**:**

- R** Rescue people from the immediate area of fire or smoke; basically, tell visitors and employees that the alarm is real and they need to exit the building.
- A** Activate the nearest fire alarm.
- C** Contain the fire on your way out of the building by closing doors behind you.
- E** Extinguish the fire, if it is small enough. Keep your escape route in view, in case the fire increases in size and you need to escape.





# Pesticides

Working with pesticides can pose significant health risks, and it's crucial to follow safety guidelines to protect yourself and others. Here are some key points from CAL-OSHA regulations regarding pesticide safety:



## Department Responsibilities

Employers must ensure that employees who handle pesticides or work in treated fields are properly trained and equipped. This includes providing safety training before employees begin handling pesticides and renewing this training annually.

- Employers must also maintain records of this training for at least two years.

## Safety Measures

- ◆ **Personal Protective Equipment (PPE):** Employees must wear appropriate PPE, such as gloves, masks, and protective clothing, to minimize exposure to pesticides.
- ◆ **Decontamination Facilities:** Employers must provide decontamination facilities, such as showers and eye wash stations, for employees to use in case of exposure.
- ◆ **Safety Information:** Safety information, including Safety Rules for Pesticide Handlers, must be displayed in a central location where employees start their workday.
- ◆ **Age Requirement:** Employees must be at least 18 years old to handle pesticides or perform early-entry activities.

## Employee Responsibilities

Employees should follow all safety protocols and use PPE correctly. They should also report any incidents of pesticide exposure immediately and seek medical attention if necessary.

## Emergency Procedures

In case of a pesticide spill or exposure, employees should follow the emergency response procedures outlined in the safety training. This includes evacuating the area, using decontamination facilities, and seeking medical care.

## Additional Resources

For more detailed information, you can refer to the California Department of Pesticide Regulation (DPR) and CAL-OSHA publications on pesticide safety.

By adhering to these guidelines, employers and employees can work together to create a safer environment when handling pesticides. If you have any specific questions or need further assistance, feel free to ask!



## **Animal Handling Safety**

Workers in veterinary, field, and animal services industries may handle animals as a part of their job duties. The types of animals may vary, but workers should get training on their potential hazards and safe handling techniques. Animal hazards may include injuries due to sudden animal movements, bites and scratches, and zoonotic diseases (also known as zoonoses): a disease spread from animals to humans.

### **What your employees need to know about working with animals**

Animal handling techniques should be taught to inexperienced workers and used consistently by everyone. Generally, slow and deliberate movements should be used around animals.

Animal behavior can be unpredictable; therefore, workers should remain constantly alert when handling them. Workers should watch for warning signs of animal aggressiveness and fear. These vary with animal breeds, but may include raised fur, flattened ears, twitching tails, or bared teeth. If possible, workers should avoid handling these animals until they are in a calmer state.

### **What your employees need to do when working with animals**

Aggressive (or sick) animals and their pens should be labeled to ensure that everyone uses extra caution around them. If workers must capture animals or administer treatments that may cause pain, they should do so with assistance from animal capture devices and/or other workers. Workers should use extreme caution when giving injections and handling sharps around animals; sudden animal movements could cause a stick injury.

When capturing or handling a tethered animal, workers should practice good ergonomics by keeping their backs straight and their joints “soft.” This can prevent injury and a “whiplash” effect if the animal moves suddenly. If an animal begins thrashing around too violently to safely control, the handler should release the animal if it is safe to do so. Additional restraints or help may be needed to handle that animal safely. It is advisable to keep an open route of escape when working with animals.

For safety on the job, workers need protective footwear with non-slip soles, sturdy clothing, and gloves. The potential for zoonoses varies depending on the animal breed, but is generally caused by dirty hands or inhalation of contaminated dusts. Frequent hand washing is the best defense against diseases caused by touching animal saliva and wastes.

