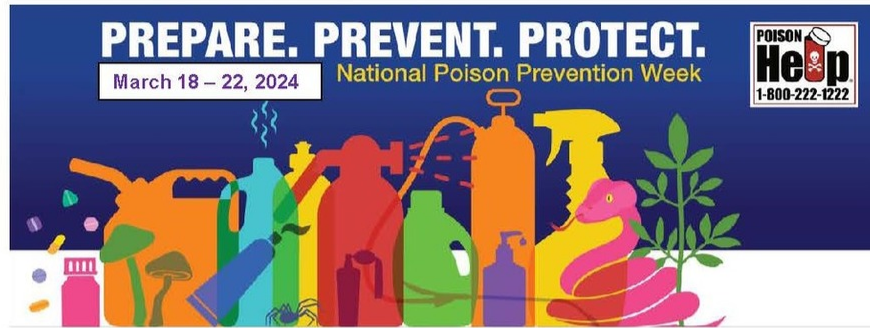




Weekly Safety Tip

Spring Cleaning Safety Tips



With **National Poison Prevention Week** in this third week of March, which also includes the first day of Spring, it is important to note that **household cleaning substances are among the most common poison exposures for children.**

Here are 10 tips to prevent poison exposures during spring cleaning:

1. Never mix household and chemical products together; this may create a poisonous gas.
2. Read the labels of household and chemical products before you use them.
3. Follow safety recommendations when using household cleaning products or other chemicals, such as wearing gloves, long sleeves and masks.
4. Properly ventilate the area when using household cleaning products or other chemical products. Turn on the fan and open the windows.
5. Don't leave chemical products unattended. If you must leave the room in the middle of a task, either put the product away or take it with you.
6. Properly mark and store under lock and key all household and pool chemicals, paints and poisons. Keep these on a high shelf, out of children's reach.
7. Store household products in original containers and never put cleaning solutions in food containers.
8. Dispose of household and chemical products that are leaking, expired or that look bad.
9. Know how to properly dispose of chemical products. Never put them in the trash or pour them down the drain. If you don't know how to dispose of the products, contact your local waste management authority.
10. Post the poison control center number near every phone: **1.800.222.1222.**

David A. Varwig, CSP-retired for the **Safety Council of Northwest Ohio – SCNWO**

Weekly Safety Share



Preventing Common OSHA Recordkeeping and Reporting Mistakes



SAFETY & HEALTH SHARE

Preventing Common OSHA Recordkeeping and Reporting Mistakes

In complying with OSHA regulations, mistakes can and do occur... Are you well versed in OSHA's Recordkeeping Requirements for Documenting & Reporting Workplace Incidents?



The **Most Common OSHA Recordkeeping Mistakes**

1. **Failure to Retain OSHA Logs for 5 Years**
2. **Failure to Properly Certify OSHA Logs**
3. **Failure to Post the OSHA 300A Form**
4. **Inaccurate Description of an Injury or Illness**
5. **Incorrect Case Classification.**

Inadequate recordkeeping practices lead to confusion, inaccuracies, and more time lost on rework that undermine the reliability and validity of your incident report documentation, when you lack attention to detail.

Common OSHA Reporting Documentation Mistakes

Here are the three most common OSHA compliance documentation errors.

1. Incomplete Incident Documentation

Fully detailed **documentation is the heart of OSHA reporting**, because it reveals the 'what', 'when', 'where', 'how', and 'why' of the safety incidents that have occurred in your workplace.

Incomplete documentation obscures the true nature and potential ramifications of an incident, which in turn compromises the corrective action process.

2. Inconsistencies in Incident Reporting Particulars

Employees are the frontline reporters. Untrained employees can mishandle reporting or neglect it altogether, leading to a lack of vital safety information.

3. Misclassification of Recordable Incidents

Not fully understanding *what constitutes an OSHA recordable* often results in **misclassifying and/or under-reporting**. When incidents are misclassified, they can be mistakenly omitted from your log and records, potentially distorting causal factors and often missing improvement actions that should have been taken to ensure workers don't remain at risk of a repeat or similar incident in the future.

How to Prevent OSHA Reporting Documentation Mistakes

What follows is a list of five actions that you can take to prevent OSHA reporting errors.

1. Establish Clear Reporting Protocols

Clearly outlined step-by-step processes empower employees to report incidents promptly and fully.



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