



Weekly Safety Tip

Workplace Hygiene



Workplace Hygiene



As a result of our living through COVID-19, there are some undeniably worthwhile “lessons learned” on skills and habits for personal hygiene with respect to workplace hygiene.

*Here is a **checklist** that provides productive guidance for personal hygiene skills and habits in the workplace, that are just as beneficial for use at home or really anywhere at any time... DaveV*

Basic Prevention

- Avoid close contact with people who are sick or are exhibiting symptoms
- Cover your cough or sneeze with a tissue, then properly discard the tissue
- Clean and disinfect frequently touched surfaces and objects
- Avoid sharing tools and equipment
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick, except to get medical care
- Wash your hands often with soap and water for at least 20 seconds

Workplace Hygiene

Respiratory Etiquette

- Encourage covering nose and mouth if you cough or sneeze
- Turn away from others when coughing or sneezing

Hand Hygiene

- Promote thorough and frequent handwashing
- Make hand sanitizer available in multiple locations adjacent to common touchpoints

Avoid Touch Points

- Provide disposable wipes so common touchpoints can be disinfected before and after use
- Discourage the use or borrowing of other people’s phones, desks, offices, or equipment

The High Five of Hand Hygiene

1. Wash hands for at least 20 seconds
2. Keep your hands dry; germs spread more when damp
3. Avoid shaking hands, or apply hand sanitizer afterward
4. Use hand sanitizer with 60% alcohol content or more
5. Avoid touching your face

Weekly Safety Share



2024 Changes to OSHA Injury & Illness Recordkeeping Requirements

< 2024 > Changes to OSHA Injury & Illness Recordkeeping Requirements

What's Changing

- Establishments with 100+ employees in certain designated industries are required to electronically submit information from their OSHA Forms 300 and 301 to OSHA once a year.
- OSHA will not collect employee names or addresses, names of health care professionals, or names and addresses of facilities where treatment was provided if treatment was provided away from the worksite from the Forms 300 and 301.
- OSHA is updating the NAICS codes used in appendix A to 29 CFR 1904, subpart E, which designates the industries required to submit their Form 300A data.
- OSHA is adding appendix B to 29 CFR 1904, subpart E, which designates the industries required to submit Form 300 and Form 301 data.
- Establishments will be required to include company name when making electronic submissions to OSHA.

What's Not Changing

- ◆ Establishments with 20-249 employees in certain industries will continue to be required to electronically submit information from their OSHA Form 300A annual summary to OSHA once a year.
- ◆ All establishments with 250+ employees that are required to keep records under OSHA's injury and illness regulation will also continue to be required to electronically submit information from their Form 300A to OSHA on an annual basis.

Am I required to electronically submit my injuries and illnesses?

Not every establishment is required to electronically submit through **OSHA's Online Injury Tracking Application**. You are required if any of the following apply to you:

- If your establishment had 20–249 employees at any time during the previous calendar year, and your establishment is classified in an industry listed in appendix A to 29 CFR 1904, subpart E, then you must electronically submit information from OSHA Form 300A.
- If your establishment had 250 or more employees at any time during the previous calendar year, and 29 CFR 1904 requires your establishment to keep records, then you must electronically submit information from OSHA Form 300A.
- If your establishment had 100 or more employees at any time during the previous calendar year, and your establishment is classified in an industry listed in appendix B to 29 CFR 1904, subpart E, then you must electronically submit information from OSHA Forms 300 and 301.

Types of OSHA logs

 affected by change

OSHA FORM 300

LOG OF WORK-RELATED INJURIES AND ILLNESSES
Submitted by establishments of 100 or more employees and classified in an industry listed in appendix B to subpart E of 1904.

OSHA FORM 301

INJURY AND ILLNESS INCIDENT REPORT
Submitted by establishments of 100 or more employees and classified in an industry listed in appendix B to subpart E of 1904.

OSHA FORM 300A

SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES
Submitted by establishments with 250 or more employees regardless of industry.
Submitted by establishments of 20-249 employees classified in an industry listed in appendix A to subpart E of 1904.



<https://www.osha.gov/injuryreporting/ita/>

Key Dates

- January 1, 2024:** Improve Tracking of Workplace Injuries and Illnesses final rule takes effect
- January 2, 2024:** Injury and illness recordkeeping submissions begin for 2023
- March 2, 2024:** Deadline for injury and illness recordkeeping submission for 2023



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