

Safety Meetings are important!

They: get your employees actively involved
encourage safety awareness
help identify problems before they become accidents
motivate employees to follow proper safety procedures

We are happy to provide you with a monthly topic for your agenda.

ROUTE TO:

- General Manager
- Safety Coordinator
- Supervisor Dept. _____
- Other _____
- Date of Meeting _____

January 2022**OSHA 300A Annual Submission****Driver Policy****COVID-19 ETS** *authored by Rick Schweitzer and Marilyn Dempsey***OSHA 300A Annual Submission**

The new year is here and it's time to gather your workplace illness and injury data to complete the OSHA 300A. Last January (2021), I wrote on the submission process and that article can be reviewed on the GAWDA website/Members only documents/ Safety Organizer January 2021.

OSHA 300A records are generally reviewed by an inspector and there can be five common mistakes:

1. Combining locations onto one OSHA 300A. Each physical location must have an OSHA 300A completed and posted.
2. If a location is opened anytime during the year, a 300A must be completed and posted; even if it is opened on the last day of the year.
3. If a location is closed anytime during the year then a 300A is NOT required to be completed.
4. If a signature from a company executive does not sign the form.
5. The 300A form must be posted from Feb 1 to Apr 30 each year, even if filed electronically.
6. The 300A form must be posted in an area where employees are likely to view it; e.g. next to the OSHA safety posters or time clock.



Driver Policies

Companies generally consider fleet exposure for commercial motor vehicles, with little attention to employees driving personal vehicles for company business; however, the same safety issues, liability and risk apply to these vehicles. Just because someone (e.g. sales, administrative or executive personnel) has a driver's license does not mean they are a safe driver, operate a safe vehicle or have adequate insurance coverage. Companies may want to consider managing the risk through a Safe Driver Program that includes both CMV drivers and other employees who drive on company business.

Program Components:

1. Safe Driving Policy - outlining the expectations, responsibilities and consequences for operating a vehicle on company business.
2. Safe Driving Promise - a commitment by the employee to operate a vehicle safely. This is not a rule from the company but a promise from the driver.
3. Annual Motor Vehicle Reports (MVR) supplied by employee as part of an annual drive performance review.
4. Encourage regular maintenance of vehicles
5. Train drivers on:
 - a. Vehicle inspection: tire pressure, adequate tire tread depth, how to check fluids, belt condition, windows, mirrors, lights and warning devices.
 - b. Defensive driving.
 - c. Intentional driving: situational awareness, maintaining adequate space around the vehicle, avoiding pedestrian traffic and parking with a plan.
6. Review Insurance coverage for coverage amounts and the company as additional insured.



Employees who drive for business purposes, operate as “agents of the company.” The company is now responsible for the employee’s behavior - similar to a CMV driver. If the driver is not insured as well as trained - the company may be deemed culpable in the event of an accident.

An employee’s vehicle insurance does not necessarily remove liability from the company. The insurance company may subrogate a claim to the employer if the accident occurred while performing a job function, or if the employee has not informed the insurance company the vehicle is being used for business purposes the insurance company may deny the claim. The employee should have adequate insurance coverage (generally suggested by the company’s insurance carrier) and the company should be listed as an additional insured.

OSHA COVID-19 Vaccination and Testing Emergency Temporary Standard

-- authored by Rick Schweitzer and Marilyn Dempsey

OSHA’s new Emergency Temporary Standard (ETS) will go into effect on January 10, 2021 unless the Supreme Court places a stay on the ETS or rules that OSHA does not have grounds to issue the ETS. The Supreme Court has scheduled oral arguments for January 7 on whether to reinstate the stay while the merits of the challenge is pending. In the meantime, we can take steps in the event the ETS is allowed to go into effect. Currently, OSHA has extended the deadline for compliance with the ETS as follows: January 10 for developing a list of vaccinating/unvaccinated employees, and generating a written policy on how to meet the vaccine/testing mandate; February 9 for requiring all employees be fully vaccinated or submit to weekly COVID testing.

Basic requirements of the COVID-19 ETS:

By January 10, 2022 - Employers with 100, or more, employees must:

1. Determine vaccination status of each employee (see attached form).
2. Collect vaccination information, including date of vaccination, receipt of vaccination and type of vaccine (see attached form).
3. Develop a company policy on vaccination and testing requirements.



Employers that allow employees to undergo weekly testing, rather than receive the vaccine, must begin testing on or before February 9, 2022.

The COVID-19 policy should include:

1. Purpose of the policy.
2. Scope of the policy (what employees are covered and beginning date).
3. Policy statement (include information on vaccination requirement and testing requirements, if you're company chooses that option)
4. Documentation requirements (when reporting necessary, what information is required and proof of vaccination / testing results).
5. Documentation retention (who will retain them, privacy and who has access to the records).
6. Consequences of non-compliance.
7. Validation of information (forms should be reviewed for accuracy and completeness at a regular frequency and the policy should be reviewed annually).

Additionally, a company may consider including mask requirements, cleaning protocols, isolation and quarantine requirements into the policy.

**Best Safety Practices may be found on the Member's Only Section of the GAWDA Website.*

If you have any questions or concerns regarding these topics, or any other DHS,EPA or OSHA topic, please contact:

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