

**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 2024

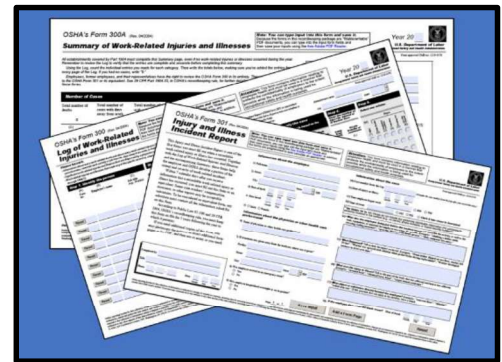
### OSHA 300A

#### GAWDA Safety Committee Publications

**Lessons Learned** -- *A new section to learn lessons from fellow GAWDA members' incidents, accidents and injuries. Information is sanitized to keep the member's identity anonymous, unless the member company chooses to share their identity.*

### OSHA 300 Series

Happy New Year! It's the beginning of 2024 and that means it's the time to gather your 2023 injury and illness records and prepare your company's OSHA 300A posting (and electronic submission for most GAWDA members). The posting deadline is February 1, 2024!



Any company with 10 or more employees in a hazardous industry (as defined by [OSHA](#)) must maintain injury and illness records and annually create an OSHA 300A, Summary of Injury and Illnesses, even if there were NO work-related injuries or illnesses during the calendar year.

#### Overview for Recording Work-Related Injuries and Illnesses

Workplace Injuries and Illnesses must be recorded and this process includes THREE forms:

• **OSHA Form 300** – Log of Work-Related Injuries and Illnesses

ALL Recordable Injuries incurred in 2023 must be recorded on an OSHA 300 Log of Work-Related Injuries and Illnesses.

#### What must be recorded?

- Any medical treatment beyond First Aid
- Death
- Loss of consciousness
- Days away from work
- Restricted work activity or job transfer



**When?**

- Within 7 days after being informed of injury or illness
- EXCEPTION:
  - Death - within 8 hours
  - Hospitalization, amputation, loss of eye - within 24 hours

•**OSHA Form 301** – Injury and Illness Incident Report (or equivalent form) that records the detailed information about an injury/illness . For most states a Worker’s Compensation Report of Injury would be equivalent to the OSHA 301 because the Worker’s Compensation Report of Injury contains the same information as the OSHA 301 form.

•**OSHA Form 300A** – Summary of Work-Related Injuries and Illnesses  
By the end of January, of each year, a summary of Injury and Illnesses (OSHA 300a) must be completed, reviewed, certified and posted (Electronically and Physically)

**Physical posting due Feb. 1 of the next calendar year**  
**Electronic Submission due March 2 of the next calendar year**  
**(ex: 2023 OSHA 300A must be posted by Feb 1, 2024)**  
<https://www.osha.gov/injuryreporting/>

**Process:**

- 1. Complete OSHA 300A using data from OSHA 300 log**
- 2. End of the year review:**
  - Review the OSHA 300 log for accuracy
  - Correct any mistakes
  - Create the Annual Summary (Form 300A)
  - Certify the summary
- 3. Certify the summary**
  - An owner of the company (only if the company is a sole proprietorship or partnership);
  - An officer of the corporation;
  - The highest-ranking company official working at the establishment; *or*
  - The immediate supervisor of the highest-ranking company official working at the establishment



#### 4. Post OSHA 300A:

- Physical posting:  
OSHA 300A should be where notices to employees are usually posted.
- Electronic reporting:  
Any employer with establishments with 250 or more employees must report electronically. Employers that have 20 or more employees and are deemed to be **HIGH RISK** by OSHA must also report electronically.

**HIGH RISK** industries include those companies that fill cylinders, requalify cylinders, sell compressed gases or welding supplies.

NAICS codes of **HIGH RISK** industries include:

325120- industrial gas manufacturing

423840- industrial supplies Merchant; Welding Supply wholesalers

424690- welding gases, other chemical and Allied products Merchant Wholesalers

454390- other direct selling establishments.

[Click here for the complete OSHA list of NAICS codes that must file electronically \(20-250 employees\)](#)

#### INSPECTIONS:

OSHA 300A records are generally reviewed by an OSHA inspector and there are **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. A company executive has not signed the form.

A company executive may be:

- An owner of the company (only if the company is a sole proprietorship or partnership)
- An officer of the corporation;
- The highest-ranking company official working at the establishment; *or*
- The immediate supervisor of the highest-ranking company official working at the establishment.



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.
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## **GAWDA Safety Committee - New Publications**

Did you know the GAWDA Safety Committee has published 54 Sample Safety Practices, many with easy to use pictograms. These documents are found on the [Members Only page of the GAWDA website](#) and can be used as safety training, toolbox talks or posted as quick reminders.

### **Sample Safety Practices**

- Active Shooter Emergency Preparedness
- Backing and Parking
- Bloodborne Pathogen Program
- Canine Bites, Awareness and Mitigation of
- Carbon Dioxide Awareness
- CO2 Cylinders in the Cannabis Industry
- Confined Space Program
- Contractor Safety Requirements Agreement
- Control of Hazardous Energy Lockout-Tagout
- Customer Safety at Member Sites
- Customer Vetting Practices
- Cylinder Connection at Customer Sites
- Cylinder Deliveries at Locations with Stairs and Ramps
- Cylinder Delivery Sample Safety Practice
- Cylinder Loading Dock Safety
- Cylinders - Guidelines for Leaking Cylinders at Customer Locations
- Cylinders - Safe Handling of
- Delivery Survey
- Docking Ramps - Selection and Use of
- Driver Distractions Personal Communication Devices



- Dry Ice Sample Safety Practice End User Guide
- Earthquake Emergency Preparedness
- Electronic Submission of Injury and Illness Records to OSHA
- Emergency Preparedness
- Employee Onboarding
- Ergonomics in the Workplace
- Facility Securement
- Fall Protection
- Fill Plant PPE
- Fire Emergency Preparedness
- Flood Emergency Preparedness
- Forklift Cylinder Safety
- Forklift Training
- Hazardous Communication Program Sample Safety Practice
- Heat Related Illness Prevention
- Insect Sting Bite Policy
- Ladder Safety
- Load Securement
- LPG-Vendor-Audit-Checklist
- LPG Cylinder Storage Guidelines
- LPG Filling and Storage
- Mechanical Lifting Devices
- Personal Protective Equipment in Fill Plants
- Regulatory Agency Visit Guideline
- Retail Security Premises Safety
- Sign-in Safety Guidelines
- Slips, Trips and Falls Guidelines
- Suggestions-Best Practices
- Tornado Emergency Preparedness
- Training Form Cover Letter
- Training Record
- Transport of Pressurized Cryogenic Liquid Containers in an Elevator
- Vehicle Accident/Incident Considerations
- Walking Working Surfaces



## Life Lessons

Battery operated devices are everywhere and the welding industry is not immune with battery operated welders becoming more popular; but these battery-operated devices come with risks including overheating, fires, and other problems. Lithium-ion batteries are the most common portable energy storage source and comprise the majority of product safety recalls and complaints. The Consumer Product Safety Commission has recorded over 25,000 instances of fires involving 400 types of devices over the past decade. In New York City alone between 2021 and 2023, there has been a significant increase of lithium-ion battery device fires (1,500%), injuries (686%) and deaths (2,675%). To address the hazards of Lithium-ion (LION) battery fires the Fire Safety Research Institute launched the

[Take C.H.A.R.G.E](#) campaign:



- C - Choose certified products
- H - Handle with Care
- A - Always be aware of warning signs
- R - Recycle batteries and appliance properly
- G - Get out quickly if there is a fire
- E - Educate others about battery safety

Other factors to keep in mind:

### Common Failures

With a two-to-five-year life span, lithium ion batteries can malfunction based on the construction of the battery pack, how it is discharged, and how it is handled. Lithium-ion batteries can fail or overheat releasing toxic gases that are hard to extinguish.



## Charging safety

- Lithium-ion batteries require two steps: constant current followed by constant voltage charging
- Do not charge lithium-ion batteries below 32 degrees
- Under normal circumstances, lithium ion batteries stop charging when full, thus leaving them on a charger constantly should be safe but not recommended

## Storage Safety

- Lithium-ion batteries should be stored on racking outside in cool, well ventilated, dry storage areas
- Lithium-ion batteries should be kept from heat sources including direct sunlight or ignition sources
- Store batteries in low humidity facilities keeping them ventilated through natural or mechanical means
- Batteries should be kept in a state of 50% to 60% charge—overcharging can be damaging to the unit
- If storing lithium-ion batteries for a year or longer, make sure it has a 50%+ charge
- Lithium-ion batteries are subject to aging meaning they can lose capacity and fail after a number of years

## Fire Awareness

- Lithium-ion batteries can overheat when charging
- Lithium-ion batteries can ignite spontaneously
- Behavior such as improper charging or physical damage put users in danger of combustion
- This type of battery is extremely hard to extinguish using considerably more water than conventional fires
- Toxic gases including hydrogen cyanide are released during such lithium ion fires

## Disposal

- Lithium-ion batteries should be taken to separate recycling or hazardous waste points for disposal
- Do not dispose of lithium-ion batteries in household waste as they may ignite when discarded with flammable or plastic trash





If you have any questions about these topics, how to subscribe to the CGA program or any OSHA, EPA or DHS questions please contact me.

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