



✓ Prioritize  
✓ Take Action!

The SGB Risk Management department would like to wish all HISIG members a Happy New Year. Safety in the work place is a huge component to a successful business, keeping your employees comfortable and confident in their jobs and keeping the cost of work-related injuries and illnesses low.

It's always important to keep a watchful eye out for potential hazards within the workplace and lead by example. If you set the priority level for your company's safety, your employees will follow.

Wishing you a safe and prosperous 2011.

- Your HISIG Loss Control Team  
hisigLC@sgbinsurance.com

## HOW TO KEEP SAFETY A PRIORITY IN THE NEW YEAR

Where to start and how to stay on track.

Start the year off right by trying to eliminate potential hazards from your workplace. First step in eliminating a hazard is identifying the potential problem. Your company can start by reviewing previous injury and illness records to identify trends that have occurred over the recent years. Be sure to review the potential impact of new practices and/ or equipment your company introduces. It is also important to complete walk through surveys, inspections and safety audits for your internal evaluation periodically. Employees may also provide valuable information and insight regarding current or potential hazards, as they have hands on experience in their work areas.

**After indentifying any potential hazards, be sure to assess the risks before acting. This will help you prioritize your response to hazards.**

As always providing instruction and ongoing training is key in prevention and correction of any hazards. Often times, taking care of the smaller problems, will prevent the larger problems from happening.

In addition, encouraging employee participation in safety meetings can support your efforts in keeping safety a top priority. Formally trained employees have already developed the mindset of "Safety First". By creating small incentives for your employees to remain current on their safety procedures, you can keep safety in the workplace on their minds.

### How to plan your safety meetings for the year

Having a safety plan for the year planned out will help prevent your business from skipping a monthly safety meeting. SGB Risk Management Department is here to help you with any safety questions or concerns.

Monthly topics will vary based on the needs of your business. Identifying your potential hazards will help you also identify relevant safety topics.

### 10 Safety Meeting Ideas

1. Eye Protection in the workplace
2. Lockout and Tagout programs
3. Emergency Response Procedure
4. How to read Material Safety Data Sheet
5. Hazardous Material Preservation and Handling
6. Slips, Trips and Falls- How to Prevent
7. Fire Extinguisher Usage
8. Manual Material Handling
9. Compliance on Safety Regulations
10. CPR Training

\*For FORMS, INFORMATION, INSTRUCTIONS & EXEMPTION LISTS visit [www.caloshareu.info](http://www.caloshareu.info)

Click on: **FORMS & INSTRUCTIONS** link on left side

# REMINDER: MANDATORY OSHA POSTING - 2/1/2011

OSHA has several forms that employers must fill out to remain in compliance - Form 300, Form 300A (the Summary) and Form 301 (injury and Illness Incident Report)



The **300A Summary Form** must be posted in the common areas of the workplace each year from **February 1st - April 30th\*\***

**Cal/OSHA Form 300A (Rev. 7/2007) Appendix B Annual Summary of Work-Related Injuries and Illnesses**

All establishments covered by CCR Title 8 Section 14300 must complete this Annual Summary, even if no work-related injuries or illnesses occurred during the year. Exemptions to various OSHA rules apply to certain establishments. See the OSHA website for more information.

Using the Log, create the individual entries you make for each category. Then enter the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the Cal/OSHA Form 300 in its entirety. They also have limited access to the Cal/OSHA Form 300 in its entirety. See CCR Title 8 Section 14300.22, in Cal/OSHA's recordkeeping rule, for further details on the review processes for these forms.

**Number of Cases**

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(a)	(b)	(c)	(d)

**Number of Days**

Total number of days away from work	Total number of days of job transfer or restriction
(e)	(f)

**Injury and Illness Types**

Total number of ...	(g)	(h)
(1) Injuries	(4) Poisonings	(7) Other
(2) Skin disorders	(5) Hearing loss	(8) Other
(3) Respiratory conditions	(6) Other Illnesses	

Post this Annual Summary from February 1 to April 30 of the year following the year covered by the form.

\*\*For a list of Partial Exemption Industries visit: [www.californiaosha.info](http://www.californiaosha.info)  
 Click on: **Forms & Instructions**  
 View **Index of California Standard Section 14300.2**

Important notes regarding other OSHA required forms:

The Form 300 must be provided to the OSHA representative upon their request.

The Form 301 (Incident Report) must be completed if a WC claim is not being submitted.

**Cal/OSHA Form 300 (Rev. 7/2007) Appendix A Log of Work-Related Injuries and Illnesses**

This form contains information relating to workplace injuries and illnesses that are required to be recorded on this form. It is used to create the Annual Summary of Work-Related Injuries and Illnesses (Form 300A).

OSHA Case No.	Date of Injury or Illness	Employee Name	Job Title	Department	Location	OSHA Case No.	Date of Injury or Illness	Employee Name	Job Title	Department	Location

**Cal/OSHA Form 301 (Rev. 7/2007) Appendix C Injury and Illness Incident Report**

This form and cover sheet are used to report an injury or illness that is recordable on Form 300. They are to be completed together and filed in the OSHA 300 Log. This form is to be completed for all recordable injuries and illnesses, except for those that are excluded from the OSHA 300 Log.

**Information about the employee**

1. Name: \_\_\_\_\_

2. Department: \_\_\_\_\_

3. Job Title: \_\_\_\_\_

4. Supervisor: \_\_\_\_\_

5. Date of Injury or Illness: \_\_\_\_\_

6. Location: \_\_\_\_\_

7. Time of Day: \_\_\_\_\_

8. Shift: \_\_\_\_\_

9. Duration of Absence: \_\_\_\_\_

10. Date of Return to Work: \_\_\_\_\_

11. Date of Report: \_\_\_\_\_

12. Report Made By: \_\_\_\_\_

13. Signature: \_\_\_\_\_

14. Title: \_\_\_\_\_

15. Date: \_\_\_\_\_