



# OSHA WAREHOUSE COMPLIANCE

PRESENTED BY: SAFETY SARAH ALLENDER

# AGENDA

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- OSHA Recordkeeping, Electronic Submittal, and Severe Injury Reporting Requirements
- Safety Policies
- Employee Training
- Safety Inspections
- OSHA's Top 10 most Cited Standards for Warehouses

# OSHA RECORDKEEPING

1904.4

- OSHA 300 Log of Work-Related Injury and Illnesses
- OSHA 300a Summary of Work-Related Injury and Illnesses
  - Posted February 1st – April 30th
- OSHA 301 Injury and Illness Report

Fatality

Loss of Consciousness

Cases with Days Away From Work

Cases with Restricted Work

Medical Treatment Beyond First Aid

# RECORDKEEPING

## COMMON QUESTIONS

- Multiple Business Establishments – 1904.30(a)
  - Must keep a separate OSHA 300 Log for each establishment that is expected to be in operation for one year or longer.
- Covered Employees – 1904.31(a)
  - Labor, executive, hourly, salary, part-time, season, or migrant workers
  - Employees not on payroll that you supervise
- Change in Ownership – 1904.34
  - Record and report for the period that you owned the establishment
  - When sold, transfer to the new owner
- Record Retention – 1904.33(a)
  - Keep for five years

# ELECTRONIC SUBMITTAL

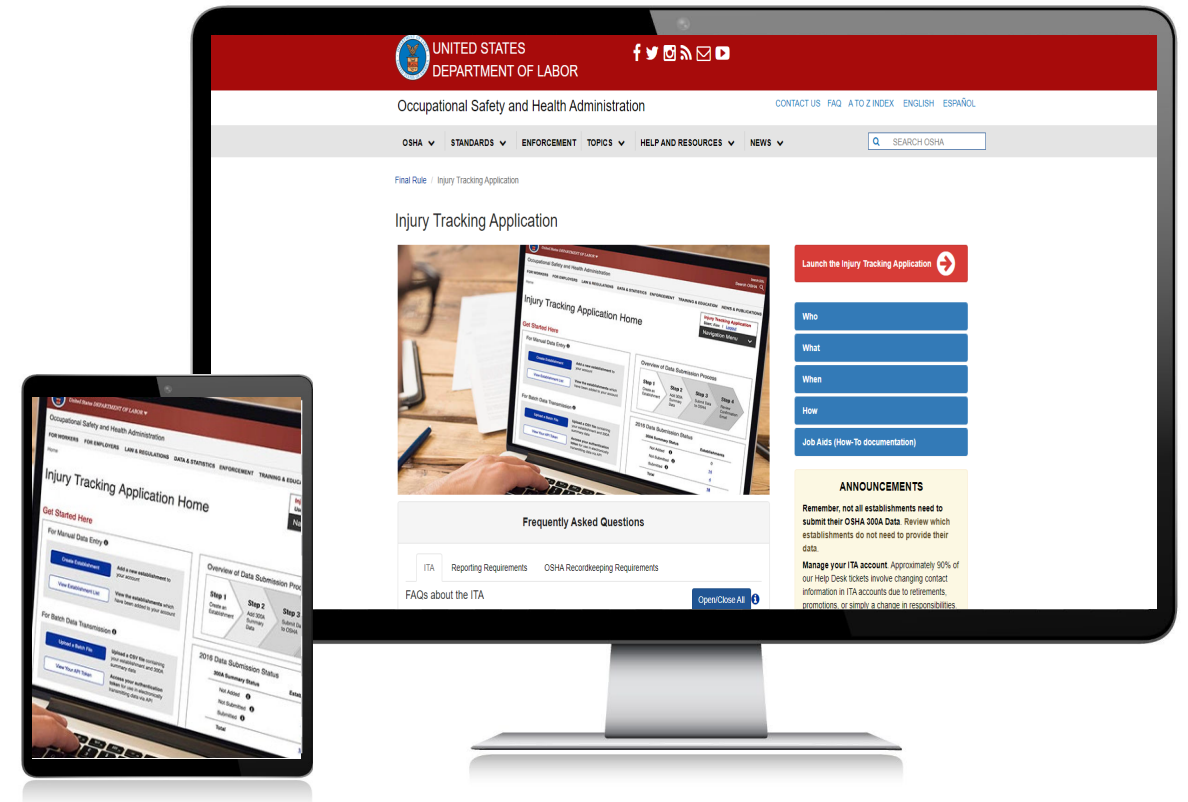
MARCH 2 DEADLINE

- Establishments from 20-249 employees in certain high-hazard industries.
- Establishments more than 250 employees submit.
- Proposed March 30, 2022
  - Establishments with 100 or more employees in new appendix of high hazard industries must submit their 300, 300a and 301.



# SEVERE INJURY REPORTING

- Fatalities
  - 8 Hours
- In-Patient Hospitalization, Amputation, or Loss of an Eye
  - 24 hours
- Report online or by phone at OSHA.GOV
- Report to state that the incident occurred in
- Motor vehicle incidents not included.



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

# SAFETY POLICIES

## COMMON LIST OF TOPICS

- First Aid/CPR
- Blood Borne Pathogens if trained in First Aid/CPR/AED
- Electrical Safety
- Emergency Action Plan
- Employee Injury Reporting Procedure
- Fall Protection
- Fire Prevention/ Fire Extinguishers
- Hazard Communication
- Hot Work Permit Program
- Ladder Safety
- Lock-Out/Tag-Out
- Lock-Out/Tag-Out Procedures

- Personal Protective Equipment
- Powered Industrial Trucks (Forklift)

### Optional Topics:

- Ergonomics
- OSHA 10/30 Hour – General Industry
- Slips, Trips and Falls
- Consensus Standards (e.g. ANSI/NFPA)
- Cold/Heat

# SAFETY TRAINING

- New Employee Orientation
- Changes in Policy or Procedure
- Annual Training Topics
- Lock-Out/Tag-Out
  - Authorized
  - Affected
- Forklift
  - Classroom
  - Practical Training
  - Evaluation

## GENERAL INDUSTRY TRAINING ASSESSMENT

USE THIS ASSESSMENT TO DETERMINE NEW EMPLOYEE ORIENTATION AND ANNUAL SAFETY TRAINING NEEDS.

DATE:

Required Trainings	
	Asbestos – <a href="#">LA</a>
	Blood Borne Pathogens - <a href="#">LA</a> Occupational Exposure
	Chainsaws - <a href="#">I</a>
	Compressed Gases - <a href="#">I</a>
	Crane, Derrick, Hoist – <a href="#">LA</a>
	Diving – <a href="#">LP</a>
	Electrical Safety – <a href="#">LA</a>
	Emergency Action Plan – <a href="#">I, P</a>
	Ethylene Oxide – <a href="#">LA</a>
	Fall Protection – <a href="#">LP</a>
	Fire Prevention – <a href="#">LP</a>
	Hazard Communication – <a href="#">LP</a>
	HazWoper – <a href="#">LA</a>
	Hearing Protection – <a href="#">LA</a>
	Ladder Safety – <a href="#">LP</a>
	Laser Safety (class 2 or higher) -

Required Trainings Continued	
	Radiation Safety – <a href="#">I (NRC)</a>
	Respiratory Protection – <a href="#">I, A, P</a>
	Rigging – <a href="#">A</a>
	Servicing of Multi-Piece and Single-Piece Rim Wheels – <a href="#">LP</a>
	Storage of Flammable and Combustible Liquids – <a href="#">LP</a>
	Silica, <a href="#">I, P</a>
	Toxic/Hazardous Substances – <a href="#">LP employees at or above levels</a>
	Tuberculosis (medical, fire, police) – <a href="#">LP</a>
	Welding – <a href="#">LP</a>

[I](#) = Initial Training                      [A](#) = Annual  
[P](#) = Periodic, change in equipment/process  
 check OSHA standard for other requirements



# SAFETY AUDITS

- Daily Inspections
  - Forklift
- Weekly Checks
  - First Aid Kits
  - Eye Wash Stations
- Monthly Checks
  - Extinguishers
  - Exit Signs/Lighting
- Facility Inspection

DATE: LOCATION: SURVEYOR:

### SAFETY AUDIT CHECKLIST

**General Safety**

	YES	NO	NA	
1				Are drivers kept closed at all times when not actually in use?
2				Are chairs and other furniture in good condition?
3				Are all compressed gas cylinders that may be in your area secured from falling over?
4				During the survey, were all staff observed using proper body mechanics?
5				In areas where items are stored or placed overhead, is there ready access to a suitable step stool, stepladder, or similar device?
6				In storage areas, are the heavier items stored at waist level, with the lightest objects placed on the higher shelves?
7				Are all vehicles (carts, wheelchairs, etc.) in good operating condition?
8				Has personal protection equipment (as required by MSDS or other standards) been provided to all employees needing it?
9				Has staff been trained on how to inspect and use patient care equipment?
10				Is the area free of clutter?
11				Is excess paper and combustible material improperly stored creating a fire risk?

**Fire & Disaster**

	YES	NO	NA	
12				Are all fire alarm pull stations and fire extinguishers accessible?
13				Does all staff know the locations of fire alarm pull stations?
14				Does all staff know the locations of extinguishers in or near their work area?
15				Does staff in the area know the proper reporting procedure if they find (or believe there may be) a fire? (RACER)
16				Is all storage kept at least 18" below the sprinkler head keeping sprinklers unobstructed?
17				Are all containers of powders, liquids, and gases labeled as to contents?
18				Are all areas in compliance with "No Smoking" policies?
19				Are all areas, other than approved kitchens, free of Toasters or Toaster Ovens?
20				If portable space heaters are used, are they the approved type? (See Page _____ in the Safety Manual for approved heater type)

**Hallways, Stairs, & Exit Paths**

	YES	NO	NA	
21				Are the corridors kept clear of obstructions?
22				Are all wet floors marked with "CAUTION, WET FLOOR" (or similar) signs?
23				Is carpeting secure to the floor, unfrayed, free from tripping hazards, and generally in good condition?
24				Are hard floor surfaces secure and free of tripping and slipping hazards?
25				Are floor surfaces uneven or in need of repair?
26				Are all EXIT signs illuminated?
27				When opened and then released, do all fire doors close and latch properly?
28				Are stairwell handrails in good condition?
29				Are stair treads in good condition?
30				Are stairwells completely clear of obstructions and any objects? (Stairwells may not be used for storage)
31				Is the housekeeping in this area adequate?

# OSHA MOST CITED STANDARDS FOR WAREHOUSING

FEDERAL OSHA OCTOBER 2020 – OCTOBER 2021

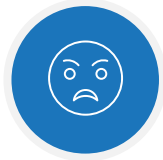
<b>Standard</b>	<b>Average Citation Value*</b>
Powered Industrial Trucks	\$4,293
Hazard Communication	\$1,017
Handling Materials – Housekeeping & Secure Storage	\$4,168
Emergency Exit Routes	\$2,886
Electrical Safety	\$3,290
5(a)(1) General Duty Clause	\$4,837
Portable Fire Extinguishers	\$2,606
Wiring Methods	\$2,309
Respiratory Protection	\$1,271
Personal Protective Equipment	\$14,393

\* Calculated by number of citations issued/total amount of penalties

# WHY MIGHT OSHA SHOW UP?



Severe Injury Report



Employee Complaints



Referrals



National/Local Emphasis Program



# GREAT RESOURCES

OSHA | [osha.gov](https://www.osha.gov)

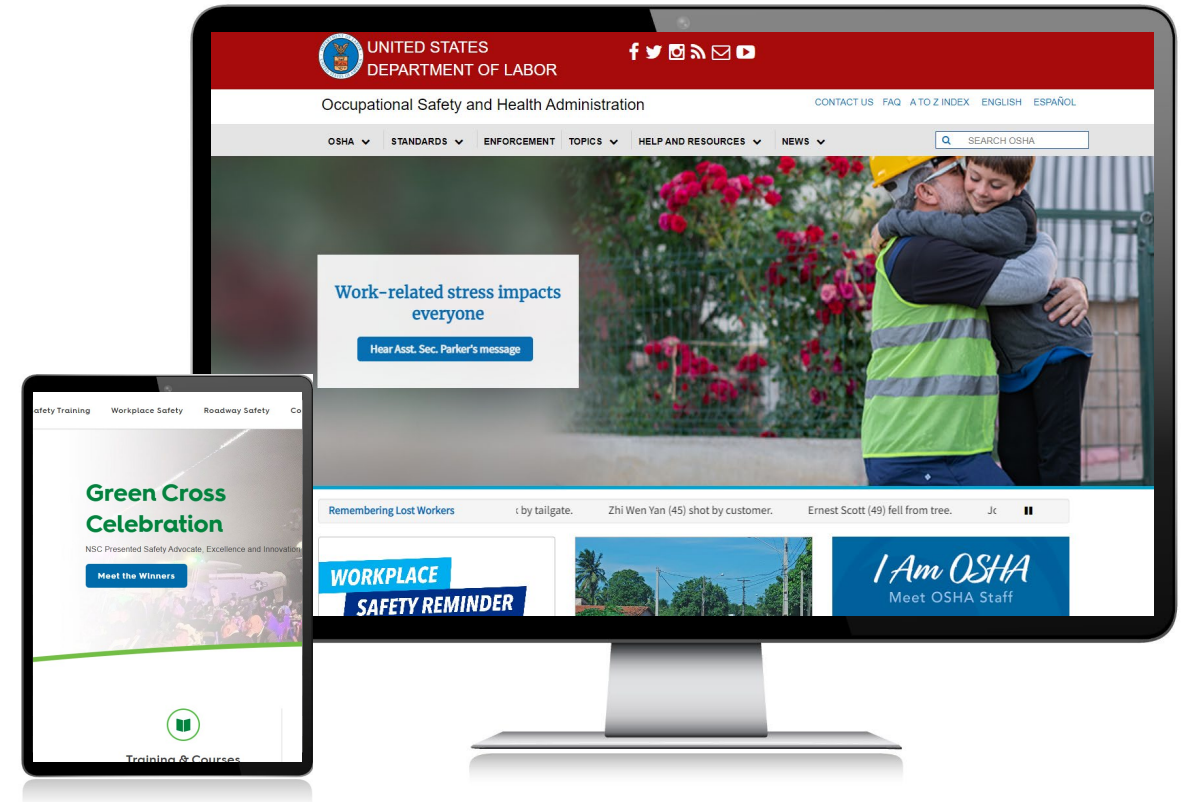
National Safety Council | [nsc.org](https://www.nsc.org)

American Society of Safety Professionals

[Aspp.org](https://www.aspp.org)

Trusted Partners

Vendors



# CONTACT SAFETY SARAH



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