



In this Issue

Safe Winter
Driving

OSHA Injury
Tracking
New Requirements

Powered Industrial
Truck Safety

**OSHA's Injury
Tracking
Application (ITA)**

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

There are three ways to submit data:

- ❖ A web form on the ITA
- ❖ Submission of a csv file to the ITA
- ❖ Use of an application programming interface (API) feed.

The ITA will begin accepting data on Jan. 2, 2024. The deadline to complete all submissions from previous year will be March 2nd of each year.

The submission requirement is annually.

Wishing you all a safe and Happy New Year!! May the new year bring peace, happiness, and prosperity to all.

Safe Winter Driving

Although employers cannot control roadway conditions or the weather, they can still promote safety for their employees by sharing the three Ps of safe winter driving, Prepare for the trip, Protect yourself, and Prevent crashes.

1. Prepare for the trip by making sure all systems are working properly. Make sure all fluids are at the proper level including brake fluid, coolant/anti-freeze and oil. Check that tires have the proper tread and the proper inflation. Make sure the battery is fully charged and the connections are clean. Check that the alternator belt is in good condition with proper tension. Make sure all lights are working properly and the windshield wipers are in good condition.
2. Protect yourself by keeping a winter emergency kit with the following items in the car; ice scraper, snow brush, flashlight with extra batteries, emergency flares, jumper cables, shovel, blankets, water, snacks, and a bag of sand or kitty litter for traction. Make sure your cell phone is fully charged.
3. Prevent crashes by slowing down and increasing distance between cars during bad weather. Stomp on anti-lock brakes and pump for non anti-lock brakes. Steer into a skid. Allow plenty of time for travel, always buckle up, and be alert for other drivers who may swerve or brake suddenly. Driving in the winter can be harrowing, but following simple safety tips can help!

OSHA Injury Tracking New Requirements for 2024

- Certain establishments must electronically submit to OSHA detailed information about each recordable injury and illness entered on their previous calendar year's OSHA 300 Log and 301 Incident Report forms (29 CFR 1904.41). This includes the date, physical location, and severity of the injury or illness; details about the worker who was injured; and details about how the injury or illness occurred.
- The new rule requires establishments with 100 or more employees in designated high risk industries to submit case-specific information. Establishments that had a peak employment of 100 or more employees during the previous calendar year meet this size criteria. (Otherwise, employers with 10 or more full-time employees must still keep a yearly log but do not have to submit it to OSHA. Employers with 250 or more employees must still electronically submit OSHA logs to OSHA.)
- The data must be electronically submitted through OSHA's Injury Tracking Application (ITA).
- As always, only recordable injuries must be reported. Recordable injuries include any work-related fatality, or any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.





Forklift Maintenance and Repair

- Ensure vehicles are maintained and repaired in accordance with manufacturers' recommendations.
- Remove from service any forklift found to be in unsafe operating condition.
- Make sure you place a lockout/tagout tag on forklift should it be taken out of commission as required by OSHA.



- Do not modify or make additions to the forklift that could affect capacity and/or safe operation without prior written approval from the manufacturer.
- Keep up with yearly PM service

Powered Industrial Truck (Forklifts) Safety

Warehouses are a constant moving mix of people, vehicles and equipment. Forklift operators must be properly trained to ensure understanding of the working environment. This prevents injuries to operators and pedestrians and damage to other warehouse equipment (storage racks, stored materials, etc.).

Forklift Operations

1. Only trained and certified workers may operate a forklift. (See 29 CFR 1910.178). No one under the age of 18 may use a forklift.
2. Operators must be trained on the type of vehicle in use, and on workplace conditions.
3. Before operating the vehicle, examine it for hazardous conditions which would make it unsafe to operate.
4. Always wear a seatbelt, if available.
5. Never exceed the rated load and ensure it is stable and balanced.
6. Ensure you have enough clearance when raising, loading, and operating the vehicle.
7. Follow safe procedures for picking up, putting down and stacking loads.
8. Keep a safe distance from platform, ramp, and loading dock edges. Never back up a forklift to the dock's edge.
9. Watch for pedestrians and observe the speed limit.
10. Slow down in congested areas and those with slippery surfaces.
11. Use horns at cross aisles and obstructed areas.
12. Do not give rides or use the forks to lift people.
13. If required to park a vehicle on an uneven surface, set the emergency brake.
14. Maintain safe clearances for aisles and at loading docks or passages.
15. Provide visual warnings near obstacles and dock edges.



Ultimately, it's up to each individual to follow and apply these guidelines and practice safety!