

# SAFETY SOLUTIONS LLC

The Source for Occupational Safety & Health  
**SAFETY SOLUTIONS NEWS & VIEWS**



**JANUARY 2007**

## OSHA's 'QuickTips' from *QuickTakes*

Perhaps we can all be forgiven for wanting to focus a bit on a festive holiday spirit over the next few weeks. But, while we're doing that, let's not lose sight of some workplace safety issues that, while important each day of the year, have a dynamic ring during this season. For example, let's talk electrical and carbon monoxide hazards.

- Use only factory-assembled electrical cord sets and extension cords that are 3-wire type.
- Visually inspect all electrical equipment before use; remove any equipment with frayed cords, missing ground prongs, cracked tool casings, etc.
- Ground all power supply systems, electrical circuits, and electrical equipment.
- Ensure space heaters and stoves are in good working order to reduce carbon monoxide (CO) buildup.
- Never use a generator indoors or in enclosed or partially enclosed spaces; generators need 3-4 feet of clear space for adequate ventilation.
- CO monitors with audible alarms should be employed whenever possible.

## A NEW YEAR RESOLUTION

Take further steps to make 2007

**Your safest and healthiest year yet!**

*Take pride in your safety program. Let your employees know you care!*

In providing your employees with knowledge and training, you're not only doing what's necessary to keep them safe, you're also complying with OSHA regulations and protecting your company from OSHA citations and potential \$ fines \$. **A win-win situation!**

### Reminders:

Training -

- ◇ General/basic safety training is required annually for all employees.
- ◇ Competency training classes (i.e. Forklift, Respirator, Confined Space) are required in some areas. Be sure certifications are completed/up-to-date.
- ◇ Additional training may be required under special circumstances. Ex: new equipment installed, new chemicals introduced into the facility, etc.
- ◇ We recommend conducting Toolbox/Safety meetings at least monthly.
- ◇ Keep good training records. OSHA can ask for these during an inspection.

**Call us to schedule a new hire/absentee class or specialty training if needed!**

Record Keeping -

- ◇ Post OSHA 300 log from 2/1/07 to 4/30/07. Contact us for forms or go to: [www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf](http://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf)

**Money and time spent on Safety is a small price to pay  
when potentially saving lives!**

If you'd like more information on *electrical, carbon monoxide*, or need other safety topic for toolbox meetings, please feel free contact me.

## REMEMBER OUR REFERRAL PROGRAM

Receive discounts for simply giving others the opportunity you've had with Safety Solutions, to provide a safer and more compliant workplace for employees. *What a deal!* For each of your referrals that contracts with us for an OSHA compliance package within 90 days of the date you refer them, get a one-time **15% discount** on any additional services you might like to obtain from us or take receive the discount on your next contract renewal! There's no limit to the discounts you can receive!



To remove your name from our mailing list, simply contact me via telephone or email and it will be handled immediately. Questions or comments?

Contact me: Lynn Finnell, Business Manager [Lynn@yoursafetypro.com](mailto:Lynn@yoursafetypro.com) or call us at 501-301-1502.