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DID YOU KNOW?

In November of 2011, OSHA announced its 2012 National Emphasis Program (NEP) and defined those business classifications that will be targeted for inspection. Nursing Homes and Residential Care Facilities were included in the targeted list for 2012.

In answer to this announcement, KING is presenting a Webinar January 19, 2012 to assist our members with preparing for a possible inspection and a tutorial on OSHA 300 Recordkeeping.

Presentation Outline:

- Discussion: OSHA's National Emphasis Program. What to expect.
- OSHA's focus targets
- Tutorial: Managing your OSHA 300 Log

KING Webinar

January 19, 2012
10:30-noon

You may register through the most recent copy of the *LeadingAge Aging Update* Newsletter, by going to www.leadingagekansas.org or by calling the LeadingAge Kansas offices at 785-233-7443.

IT'S THAT TIME OF YEAR AGAIN!

The New Year is upon us and, once again, it's time to dust off your OSHA 300 Log and get ready for posting last year's events. During the month of February, all employers with more than ten (10) full time employees must post their OSHA 300A Summary of Injuries and Illnesses in a conspicuous place or places in order to successfully communicate to all employees the injuries and/or illnesses that took place during the previous year in the workplace. The OSHA 300A Summary must be completed and posted no later than February 1 and kept up until May 1.

If you need assistance with recordkeeping or the appropriate forms, go to the OSHA website at www.osha.gov. Look for "Recordkeeping" on the home page. You can download the forms in either PDF or Excel formats.

REMINDER: *There is an excellent tutorial that will walk you through all aspects of the recordkeeping process at the KING Online Resource Library.*



DON'T BE FOOLED! WINTER IS OFFICIALLY HERE

Although we have had a relatively mild winter so far, don't be fooled. Winter is still with us with January and February looking to be cold and wet. Now is the time to prepare your plans to combat snow and ice on your campus.

- Remove ice and snow completely before employees arrive for work and continue removal throughout the day if needed.
- Apply deicers and/or abrasives to accelerate melting of ice and give traction.
- Walkways, stairways, and ramps should be completely cleared of ice and snow. Give extra attention to areas frequented by the public.
- Pay particular attention to north-facing sides of buildings which receive less sunlight and tend to stay frozen longer.
- Encourage employees to report any areas that need ice/snow removal, deicing, sanding, mopping etc. Remind them that they are each responsible for safety-don't rely on someone else to report the hazard.



REMINDER: *There are some very useful, user friendly tools that will assist with managing your ice and snow removal program at the KING Online Resource Library.*

SAFETY TIPS: USING PORTABLE HEATERS AT WORK

Space heaters are widely used in the work environment during the winter months to augment the traditional heating system. According to many sources, these devices are not highly efficient and have significant fire and safety hazards. The following are some tips to help you insure the safe use of these portable heaters:

- ✓ There must be 36 inches of clearance in front of the heater and 18 inches on each side and the rear of the heater.
- ✓ The unit must have thermostatic controls and automatic "tip over" devices.
- ✓ The heater, if electric, must be plugged directly into an outlet. Do not use power strips.
- ✓ Turn off the heater when you leave the room; unplug it every night before leaving work.
- ✓ Do not place heater under desks or in enclosed areas.

WELLNESS CORNER

This monthly feature is dedicated to your personal health and well being.

Tips for Winter Wellness

- Go for a walk even when the weather is really cold. Your body has to work overtime to get warm and stay that way. You will burn 50% more calories than walking in warmer weather.
- Instead of picking up a cup of hot chocolate to keep yourself warm, try a herbal beverage.
- The cold air and indoor heaters can dry out your skin. Make sure you drink at least 8 glasses of water a day to keep hydrated.
- Buy some indoor plants to soften up the dry atmosphere caused through heating. Indoor plants give off moisture and oxygen and the colors will brighten up a dull day outside.

Editor's Note:

The KING Loss Control News is published monthly to provide general safety information. It is not a substitute for adequate safety training, or intended to provide complete safety information or training, on any specific subject. The information contained herein is intended to assist safety efforts, and increase safety awareness.

In order to ensure the contents of the newsletter are helpful and important to you, please feel free to send comments, suggestions and feedback to:

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