

Don't Get Caught in a Bind! Know Your Numbers!

Whew! You made it to the close of Fiscal Year (FY) 2020 and the start of FY 2021. Before you release your mind to think about the end of year time off, don't forget to prepare for your upcoming reporting requirements. Take advantage of these last few weeks of calendar year (CY) 2020 to set yourself up for success at the beginning of CY 2021. Below are some helpful hints to get you on your way.



Image from Bing Images

OSHA RECORDKEEPING REQUIREMENTS

The Occupational Safety and Health Administration (OSHA) requires the posting of Form 300A or an equivalent document in a conspicuous location/(s) February 1–April 30 of each year. You must ensure you captured and recorded all of your site's OSHA recordable cases on OSHA Form 300- Log of Work-Related Injuries and Illnesses to accurately complete Form 300A. You can download current versions of these forms in multiple fillable forms from the OSHA website at <https://www.osha.gov/recordkeeping/RKforms.html>.

Now is a good time to begin your initial review of your logs for accuracy. Collaborate with key stakeholders (Human Resources, Occupational Health, Safety, etc.) to ensure your site has an entry for all OSHA recordable cases. If any of this information sounds foreign to you, contact the SMCX immediately to get a better understanding of the requirement. In the meantime, review resources on OSHA Recordkeeping on the SMCX website.

SERVICE/AGENCY REPORTING REQUIREMENTS

While you are in the recordkeeping frame of mind, ensure you are prepared to respond to any request for your site's performance metrics to support service-level reporting requirements. Your site's performance also influences the maturity of your Service/Agency safety and health management system. Therefore, it is important to ensure you are accurately tracking your safety and health metrics, both leading and lagging indicators, and are prepared to share with your leadership, upper echelon or Service HQ your current performance at a moment's notice. How many of the following questions would you be able to immediately answer?

How many inspections have you completed compared to the number of facilities you are required to inspect?

How many industrial hygiene survey have been completed as required by your Service requirements?

How many Risk Assessment Code (RAC) 1,2, and 3 hazards are you tracking on your hazard abatement log?

How many Class A, B, and C incidents have you site experienced?

Are you meeting all safety and health training requirements?

Have you completed a safety and health program evaluation?

Take advantage of the next few weeks to ensure you are able to start CY 2021 stress free, being well aware of your safety and health management system performance. Remember, we are here to help if you need us.

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smscx.org/>.

