

# ***The New Year Review Checklist***

- **T**raining – Is it current and is the training log updated?
- **P**repare Cal-OSHA Logs - Ready to be Posted (February 1 through April 30)
- **W**orkplace Posters/Postings up-to-date (There were changes in 2022 and you might need new posters for 2023)
- **A**nnual Training – (Examples: Emergency Evacuation Plan, Fire Extinguisher, Lockout/Tagout Review, Confined Space Emergency Rescue, etc.)
- **F**orklift Re-Evaluations (every three years).
- **S**exual Harassment Prevention Training (Statewide mandatory training every 2 years) for all employees and supervisors.
- **“W**ay to Go” Letters to employees on how well your company did preventing injuries/ accidents throughout the year.
- **D**o you use subcontractors? Then check status of your subcontractors’ licenses.
- **C**heck your subcontractors’ insurance policies.
- **N**ot on the Pull Program? Have your employees who drive for company business (errands, bank, post office - company vehicle or their own vehicle) bring in their original driving record from DMV and proof of insurance if applicable. Remember – all your commercial drivers are required to be a part of the DMV’s Pull Program.
- **C**heck onsite vendors and subcontractors Cal-OSHA records.
- **C**heck if you are using independent contractors. The law has changed. Check the requirements under Assembly Bill 5.
- **H**eat Prevention Training/Refresher.
- **V**erify computer back-up, backup C drives and individual laptops.
- **S**afety Data Sheets Updated and Log current.
- **P**roposition 65 Chemical Listing updated.
- **C**al-OSHA Permits (Trenching/Excavations, Scaffold, Compressors...)
- **U**ppdate Safety Programs/Review Safety Programs for effectiveness, enforcement name changes, responsibilities.
- **A**re your accountability procedures working? What does this mean?
- **W**ould your company pass a Cal-OSHA inspection for documentation? Review your paperwork for compliance and accuracy.
- **P**PE Personal Protection Equipment (PPE) replacement / inspection / re-evaluation.
- **A**ntibacterial hand gel available throughout the office?

## **New Year's Resolution: Keeping Safety a Top Priority**

As the New Year approaches, it's a good time to reflect on the success of your safety program during the past year. Was safety a top priority for everyone in your organization? Did you manage to meet objectives, or do you perhaps need to undertake some new initiatives in 2023?

**Hunt down and eliminate hazards.** One initiative that you might consider is to turn the spotlight on workplace hazards. For example:

- Take a second look at the layout and condition of work areas.
- Examine tools and equipment to make sure they are safe for employees to use (and review maintenance schedules to make sure they stay that way).
- Observe the way employees work (you might be surprised at how many unsafe behaviors you observe).
- Check to make sure that appropriate personal protective equipment (in good condition) is readily available to all workers.
- Identify potential fire, chemical, electrical, and other hazards throughout your facility and take action to eliminate these risks.

**Emphasize training.** Employee training is probably the most important aspect of any successful safety program.

- Check OSHA standards for training requirements (many regulations have very specific requirements).
- Make sure training sessions are interactive and provide plenty of opportunities for questions and discussion.
- Take advantage of available technology to enhance and expand training options.
- Provide lots of demonstrations and hands-on experience during training sessions.
- Don't forget to provide training for supervisors and managers, too (especially when new regulations, policies, equipment, processes, etc., are introduced).

**Encourage employee participation.** If employees at all levels in the organization are actively involved in promoting workplace safety, your safety initiatives for 2023 are much more likely to achieve objectives and improve overall safety.

- Encourage employees to make suggestions about how to improve workplace safety (and then be sure to give their suggestions serious consideration!).
- Involve employees in problem-solving when challenging safety and health issues arise.
- Rely on employees input from all levels and functions to identify hazards, investigate accidents, and promote safe work habits among your workforce.

**Recognize and reward safe behavior.** Finally, don't forget to show your gratitude for the effort's employees, supervisors, and managers are making to create a safer workplace. Use recognition and reward programs to reinforce safe behavior and positive safety attitudes. Talk up safety at every opportunity. Let employees know that their safety is your top priority this year and ask them to join you in making it their top priority as well.