

# CONN-OSHA QUARTERLY

Connecticut Department of Labor - Division of Occupational Safety and Health

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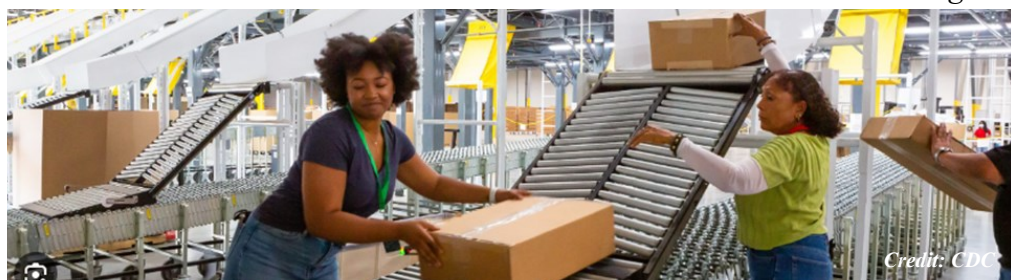
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## OSHA's National Emphasis Program for Warehousing and Distribution Center Operations

Warehousing and distribution center operations pose a variety of serious safety and health hazards and expose workers to serious injury or death. The U.S. Department of Labor's Occupational Safety and Health Administration has launched a [National Emphasis Program](#) (NEP) to identify and reduce or eliminate hazards in warehousing and distribution centers, mail/postal processing, parcel delivery/courier services, and certain high-injury rate retail establishments. Enforcement of this NEP started on October 17, 2023. All inspections will focus on hazards common to the covered industries including, but not limited to, powered industrial vehicle operations, material handling/storage, walking-working surfaces, means of egress, and fire protection. Heat and ergonomic hazards will also be considered during all inspections covered by this NEP. The table below shows the covered industries that have been targeted:

Covered Industries		High Injury Rate Retail Establishments	
NAICS Codes	Establishments	NAICS Codes	Establishments
491110	Postal Service (Processing and Distribution Centers only)	444110	Home Centers
492110	Couriers and Express Delivery Services	444130	Hardware Stores
492210	Local Messengers and Local Delivery	444190	Other Building Material Dealers
493110	General Warehousing and Storage	445110	Supermarkets and Other Grocery Stores
493120	Refrigerated Warehousing and Storage	452311	Warehouse Clubs and Supercenters
493130	Farm Product Warehousing and Storage		
493190	Other Warehousing and Storage		

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*Credit: CDC*

In this issue of the CONN-OSHA Quarterly we focus on two of the hazardous processes found in warehousing and distribution centers: ***Materials Handling and Storage*** and ***Powered Industrial Vehicle Operations***. Additional outreach, materials and guidance to employers covered by this NEP can be found on OSHA's [Warehousing webpage](#).

## Materials Handling and Storage

Materials handling and storage involves diverse operations such as hoisting tons of steel with a crane, driving a truck loaded with concrete blocks, carrying bags or materials manually, and stacking palletized bricks or other materials such as drums, bags, barrels, kegs, lumber, etc. The efficient handling and storage of materials is vital to industry. Unfortunately, the improper handling and storage of materials often results in costly injuries. Strategies employers can implement to prevent these injuries are discussed in [OSHA's Materials Handling and Storage \(Publication 2236\)](#). Highlights from the publication are excerpted below.



To minimize the injuries associated with materials handling and storage, employers and employees should know and understand the potential hazards associated with these tasks and the accidents that may result from the unsafe or improper handling of equipment. In addition, workers should be able to recognize the methods for eliminating the occurrence of such accidents. Employers and employees should examine their workplaces to detect any unsafe conditions, practices, or equipment and take corrective action.

Some precautions that can be taken when employees are *moving materials manually* include attaching handles or holders to loads, using portable lift tables, manual pallet jacks, and hand trucks. In addition, workers should always wear appropriate personal protective equipment (PPE) and use proper lifting techniques.

When *mechanical equipment* is used to move and store materials, there is an increase in the potential for employee injuries. Workers must be aware of safe equipment operating techniques. Employees should avoid overloading equipment when moving materials mechanically by letting the weight, size, and shape of the material being moved dictate the type of equipment used. All materials handling equipment has rated capacities that determine the maximum weight the equipment can safely handle

and the conditions under which it can handle that weight. Employers must ensure that the equipment-rated capacity is displayed on each piece of equipment and is not exceeded, except for load testing.

*Stacking materials* can also be dangerous if workers do not follow safety guidelines. Falling materials and collapsing loads can crush or pin workers, causing injuries or death. To help prevent sliding and collapse, workers must be trained in proper stacking techniques to ensure that materials are not unstable or stacked too high.

## Powered Industrial Vehicle Operations

*Powered Industrial Trucks* are used to stack or store items. When picking up items with a powered industrial truck, workers must:

- center the load on the forks as close to the mast as possible to minimize the potential for the truck tipping or the load falling,
- avoid overloading a lift truck because it impairs control and causes tipping over,
- avoid placing extra weight on the rear of a counterbalanced forklift to allow an overload,
- adjust the load to the lowest position when traveling,
- follow the truck manufacturer's operational requirements,
- pile and cross-tier all stacked loads correctly when possible.

Employers must develop a training program specific to the type of powered industrial truck to be driven and the working conditions encountered. Employers must also evaluate the operator's performance in the workplace and certify that each operator has successfully received the training needed. The certification must include the name of the operator, the date of training, the date of evaluation, and the identity of the individual(s) performing the training or evaluation. In addition, you must conduct an evaluation of each powered industrial truck operator's performance at least once every 3 years. You must also conduct such an evaluation as well as refresher training, if needed.

To reduce the number of accidents associated with workplace equipment, employers must train employees in the proper use and limitations of the equipment they operate. In addition to powered industrial trucks, this includes knowing how to safely use equipment such as conveyors, cranes, and slings.



# Protecting Temporary Workers

Credit: OSHA

## **Temporary and Seasonal Workers - Their Right to a Safe and Healthy Workplace** *By Sawyer Gunnell, Occupational Hygienist*

It is no surprise that temporary and seasonal workers make up a substantial percentage of the workforce in the United States, particularly during the frenzied holiday season and summer months. These employees could be retail or warehouse workers, lifeguards, landscapers, or employees hired through a staffing agency. Temporary workers may face greater risk of injury than full-time employees. It is the employer's responsibility to keep these workers as safe as full-time employees.

Temporary and seasonal workers are at increased risk of work-related injury and illness. OSHA has received and investigated many reports of temporary workers suffering serious or fatal injuries, with many workers sustaining serious injuries on their first day of work. Numerous studies have shown that new workers are at an increased risk for work-related injury. For this reason, OSHA has developed valuable [temporary worker outreach materials](#) designed to protect these workers. Additionally, OSHA has dedicated a webpage to [workplace safety during the holiday season](#).

Temporary and seasonal workers must be given the same safety protections as full-time workers. OSHA regulations apply to everyone. OSHA recommends that the temporary staffing agency and the host employer set out their respective responsibilities for compliance with applicable OSHA standards in their contracts to ensure that there is a clear understanding of each employer's role in protecting employees. As an employer of seasonal or temporary employees, it is important to keep in mind:

- The same workplace safety and health training should be provided before temporary workers start work so that they are not rushed into beginning a new position with little to no training.

- Personal Protective Equipment (PPE) for required tasks must be provided to everyone.
- Emergency procedures must be communicated (emergency exits, muster points, etc.) to all new hires.

In addition, seasonal/temporary workers should know how to report safety/health incidents or concerns and they should be involved and encouraged to participate during Safety and Health program evaluations.

### **What can employers do to help keep seasonal workers safe?**

- Delegate authority - When seasonal help is desired, health and safety responsibilities may need to be delegated to specific in-house employees.
- Examine the workplace - Look at the areas where seasonal employees will be working and make sure there are no safety hazards present. If there are any improvements needed or repairs to be made, they should be done before new employees start work. As with any workplace, never place an employee in a dangerous situation.
- Perform a quality onboarding safety orientation – Safety orientations should never differ between employees, regardless of employment status within the company. New and temporary employees should receive the same onboarding as an employee who is hired for full-time work.
- Encourage involvement during safety meetings - Fresh eyes can often identify unseen hazards due to complacency within the workplace.
- Give a tour of the facility - In addition to showing seasonal workers the specific location(s) where they will be working, give them a tour of other key work areas, particularly any related to their roles in carrying out safety plans.

*Continued on Page 4*



- Provide training on job-specific equipment and PPE - Employers are responsible for making sure employees understand their roles, know how to operate necessary equipment, and know when to use the required PPE. Just as with full-time employees, seasonal employees should receive specific training in these areas.
- Follow up - Employees will not retain every single bit of information reviewed with them during the safety orientation/onboarding process on their very first day. Therefore, follow-up training should be conducted to review key safety policies, procedures, and hazards. Also, additional training classes may be needed to teach specific job skills to help prevent accidents and injuries.

### **What can employees do to be safe during seasonal work?**

- Understand that there are specific OSHA laws and regulations protecting employees.
- Recognize hazards and bring them to the attention of management.
- Keep workspaces clean and tidy. This is extremely important not only for cleanliness, but for preventing serious injuries sustained from slips, trips, and falls.
- Take in the surroundings. Always being aware of surroundings may be difficult, but it may also be crucial to the job.
- Know where all emergency exits, fire extinguishers and AEDs are located. Planning a route for escape during an emergency is vital when employees are faced with new work areas.
- See something, say something. This motto has long been implemented for general awareness and public safety. If things do not look right, there is no harm in mentioning it.

### **Requesting a Consultation**

**To learn more or request your free consultation from CONN-OSHA:**

**Call us at 860-263-6900, or visit our [webpage](#)**

## **OSHA Expands its Electronic Occupational Injury and Illness Recordkeeping Requirements**

On July 7, 2023, the U.S. Department of Labor issued a final rule that expanded the electronic reporting requirements for injury, illness data provided by private sector employers in high-hazard industries. This final rule takes effect on January 1, 2024, and now includes the following submission requirements:

- Establishments with **100** or more employees in certain high-hazard industries must electronically submit information from their Form 300 *Log of Work-Related Injuries and Illnesses*, and Form 301 *Injury and Illness Incident Report* to OSHA once a year. These submissions are in addition to the submission of Form 300A *Summary of Work-Related Injuries and Illnesses*.
- To improve data quality, establishments are required to include their legal company name when making these electronic submissions to OSHA.

The final rule retains the current requirements for electronic submission of information from Form 300A from establishments with 20-249 employees in certain high-hazard industries and from establishments with 250 or more employees in industries that must routinely keep OSHA injury and illness records.

As a [state plan state, CONN-OSHA](#) covers all state and local government workers in Connecticut. The adoption of this expanded recordkeeping rule in the public sector is under review.

For additional information, these links are being provided:

- [OSHA National News Release](#)
- [OSHA Recordkeeping home page](#)

Remember, March 2 is the date by which certain employers are required to submit their data to OSHA.





## Virtual Training Schedule



### **OSHA Reporting and Recording Requirements**

*11/8/23*

This workshop will introduce the requirements and procedures related to OSHA Injury & Illness Recordkeeping, including the electronic reporting of injuries and illnesses requirements. The class will help develop skills to accurately report occupational injuries and illnesses. If you are responsible for completing the documents required by this rule (OSHA 300, OSHA 300A and OSHA 301), or if you supervise the person that completes the forms, or if you are a safety committee member, this class is a must!

### **Bloodborne Pathogens**

*12/6/23*

This workshop introduces participants to the requirements of 29 CFR 1910.1030 Bloodborne Pathogens. Emphasizes developing the knowledge and skills necessary to do program development, administration, and training as required by the rule.

### **Warehouse and Storage Safety**

*1/24/24*

This workshop introduces hazards and injuries that are likely to be encountered in warehouse operations. Warehousing has become an increasingly hazardous area in which to work. OSHA identifies public storage and warehousing as one of several industries with a high lost time claims rate. Topics touched upon in this session include forklifts/PITs, materials handling, warehouse distribution issues, walking/working surfaces, improper lifting, ergonomics, insufficient hazard communication, exit routes and emergency action plans.

### **Noise and Hearing Conservation**

*2/7/24*

OSHA requires a hearing conservation program whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent. This class will provide an overview of 29 CFR 1910.95, Occupational Noise standard.

### **New England Roundtable**

*Every Wednesday of the Month*

Bringing business together to network and share ideas in the occupational safety and health community. The roundtable meetings are held from 9:00 am to 10:15 am every Wednesday. For more information on the New England Roundtable visit: [oshaedne.com/roundtables](https://oshaedne.com/roundtables)

**[Visit this link for more info and to sign up.](#)**

# Fatality & Casualty Reporting

## State & Town:

- Report to CONN-OSHA
- (860) 263-6946

## Private Employers:

- Report to Federal OSHA
- (800) 321-OSHA (6742)

## Hazard Corner: Seventeen-Year-Old Warehouse Laborer Dies After the Forklift He Was Operating Tipped Over and Crushed Him

### Summary:

A 17-year-old male warehouse laborer (the victim) was fatally injured when the sit-down-type forklift he was operating tipped over and crushed him. The victim apparently lost control of the forklift, which had a load on its forks and the mast fully extended, as he was making a right turn, causing the forklift to tip over 90 degrees onto its left side. The unrestrained victim was crushed under the extended boom/mast of the forklift. Fire department personnel responded 7 minutes after receiving a 911 call from company personnel and, together with police officers, pulled the victim clear as company employees used two forklifts to lift the forklift from the victim. The victim was unconscious and bleeding from head injuries. First aid was provided by emergency medical services (EMS) personnel and the victim was transported to an area hospital where he was pronounced dead at 1:35 p.m, approximately 25 minutes after the incident.

NIOSH investigators concluded that, to help prevent similar occurrences, employers should:

- Establish work policies that comply with child labor laws prohibiting youths less than 18 years of age from performing hazardous work, including operating power-driven hoisting equipment such as forklifts. Employers should communicate these work policies to all employees.
- Develop, implement, and enforce a comprehensive written safety program for all workers which includes training in hazard recognition and the avoidance of unsafe conditions. The comprehensive training plan should identify required specialized training, i.e., training for forklift operators.
- Identify and label equipment that is not to be operated by young workers less than 18 years and provide keys to only trained and authorized machine users.

Additionally,

- Equipment manufacturers should consider placing a warning decal on equipment that indicates it is not to be operated by workers less than 18 years and note this restriction in the operator's manual.



### How to Subscribe

Contact [robert.hunt@ct.gov](mailto:robert.hunt@ct.gov) and in the subject line type "Subscribe" and then provide your e-mail address in the body of the message.



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