

TOGETHER WITH **TOSHA** newsletter

February 2025



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A photograph of a man and a woman in a warehouse setting. The man, on the left, has a beard and is wearing a plaid shirt. He is looking towards the woman. The woman, on the right, is wearing a black jacket with orange and yellow reflective safety stripes and a yellow hard hat. She is sitting on the seat of an orange forklift. They appear to be in a conversation. The background shows warehouse shelving with yellow boxes.

The Critical Role of Seat Belts in Forklift Operation Safety



The Critical Role of Seat Belts in Forklift Operation Safety

Powered industrial trucks, commonly known as forklifts, are essential in many workplaces, particularly in warehouses and construction sites, where they help move heavy loads efficiently. However, like any other vehicle, forklifts come with risks. One of the simplest and most effective ways to reduce these risks is by always wearing a seat belt when operating a forklift.

Seat belts are a crucial safety feature in forklifts. In the event of a sudden stop, tip-over, or collision, wearing a seat belt can prevent injuries or fatalities. Forklift accidents, such as tipping over, are not uncommon, and without the restraint of a seat belt, the operator can be thrown from the vehicle, potentially leading to crushing injuries or falls from height. Additionally, some employees may instinctively jump out of a forklift when they feel it tipping over, believing this will help avoid injury. However, this is an extremely dangerous reaction as jumping out of a forklift during a tip-over can increase the risk of being crushed under the vehicle or thrown into the path of falling loads. Wearing a seat belt ensures that the operator remains secured in the safest position, reducing the chance of injury and preventing the dangerous instinct to jump out.

Although OSHA does not have a specific standard that requires the use or installation of seat belts, Section 5(a)(1) of the Occupational Safety and Health Act (OSH Act) requires employers to protect employees from serious and recognized hazards. Recognition of the hazard of powered industrial truck tip-over and the need for the use of an operator restraint system is evidenced by certain requirements for powered industrial trucks in ASME B56.1-1993 - Safety Standard for Low Lift and High Lift Trucks. This national consensus standard requires that powered industrial trucks manufactured after 1992 have a restraint device, system, or enclosure that is intended to assist the operator in reducing the risk of entrapment of the operator's head and/or torso between the truck and ground in the event of a tip-over. Therefore, OSHA would enforce this standard under Section 5(a)(1) of the OSH Act.

By prioritizing seat belt use, forklift operators protect themselves, maintain compliance with safety regulations, and help create a culture of safety in the workplace. Always remember that safety starts with you, and a seat belt can make all the difference in preventing a life-altering accident. 🚫



Overturned Vehicle

Inspection #1579237—Federal Express Corporation dba FedEx Express

A 32-year-old female employee was pinned beneath a forklift when it overturned while loading palletized freight onto a trailer in the trucking area. She had to access a yard ramp to enter the truck trailer.

The yard ramp measured approximately 36 feet in length, approximately 6 feet, 4 inches in width, and was approximately 49 inches above ground level at the trailer end. The yard ramp curb measured approximately 5½ inches in height and ran the length of the yard ramp on both sides. Two of the three grating panels near the front tread plate at the “trailer” end of the yard ramp were out of position, with the middle grating panel sticking up and not lying flat. In addition, damage including an approximately 15-inch-by-23-inch concave section was observed in a grating panel near the rear tread plate at the “ground level” end of the ramp where the forklift was overturned. Also, the running gear of the yard ramp was missing one of two wheels. The yard ramp was not secured to the trailer via the safety chains provided and a chock was not placed behind the ramp’s wheel.

The employer’s video surveillance footage showed that approximately 13 minutes prior to the incident, the victim stopped the forklift that she was operating approximately three-fourths of the way up the yard ramp

to reposition grating panels that had become displaced near the front tread plate at the “trailer” end of the yard ramp. She dismounted, mounted, and maneuvered the forklift two times while attempting to reposition the grating panels. Once the grating panels were set back into position, she got back on the forklift and began operating the vehicle in reverse. The forklift quickly veered to the “right” side of the ramp, struck the curb, and then quickly veered to the “left” side of the ramp and struck the “left” side curb with enough force to cause the left rear wheel to go over the curb and off the ramp, resulting in the forklift being stuck at the approximate halfway point of the yard ramp. The victim remained on the forklift and attempted to maneuver the forklift wheel back onto the ramp for approximately 30 seconds prior to another Forklift Operator responding to assist her. Upon arrival of the second forklift, the victim dismounted the “stuck” forklift and both Forklift Operators attempted to get her forklift unstuck for approximately 8 minutes.

The attempts were unsuccessful in getting the left rear wheel back onto the yard ramp; however, they did result in the forklift being repositioned on the yard ramp to where the forklift was approximately 1 vehicle length from the approach plate at the ground level.

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Overturned Vehicle

Inspection #1579237—Federal Express Corporation dba FedEx Express

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Video surveillance showed the victim getting back onto the “stuck” forklift and putting the vehicle into reverse. As the vehicle rolled back, the right rear wheel appeared to drive into a depression in the yard ramp grating, resulting in the forklift becoming unstable, which caused the victim to be ejected from the vehicle and the forklift subsequently overturning on top of her.

The location of the approximately 15-inch-by-23-inch concave, damaged section in the grating panel observed by the CSHO during the walkaround inspection coincided with the location of the “depression” that the right rear wheel drove into as seen on the video footage just prior to the victim being ejected from the forklift. The victim was not wearing a seat belt at the time of the incident.

Citation 1 Item 1 Type of Violation: Serious \$3,200

TCA 50-3-105(1): The employer did not furnish employment and a place of employment which were free from recognized hazards that were causing or likely to cause death or serious physical harm to employees:

In that an employee did not utilize a seat belt while operating the HELI forklift, model CPQYD25, bearing number 520325.

Among other methods, feasible and acceptable means of abatement would be:

- a) Effectively enforce the use of seat belts when operating forklifts
- b) Have sensors installed on seat belt buckles that will not allow the machine to be started until the seat belt is engaged.



Citation 1 Item 2 Type of Violation: Serious \$3,200

TCA 50-3-105(1): The employer did not furnish employment and a place of employment which were free from recognized hazards that were causing or likely to cause death or serious physical harm to employees: In that the JH Industries Mobile Container-amps were not properly secured to trailers while employees operated HELI forklifts, model CPQYD25, on the yard ramps.

Citation 1 Item 3 Type of Violation: Serious \$7,000

TCA 50-3-105(1): The employer did not furnish employment and a place of employment which were free from recognized hazards that were causing or likely to cause death or serious physical harm to employees: In that damaged yard ramps were used by Forklift Operators in the International Heavy Weight Operations Canopy.

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Overturned Vehicle

Inspection #1579237—Federal Express Corporation dba FedEx Express
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Citation 1 Item 4 Type of Violation: Serious \$7,000

29 CFR 1910.178(l)(3)(ii)(G):

Operator training did not include workplace related topics such as ramps and other sloped surfaces that could affect the vehicle's stability:

In that Forklift Operators were not provided with effective training in the safe operation of forklifts with regards to operating a forklift on a yard ramp.

Citation 1 Item 5a Type of Violation: Serious \$5,000

29 CFR 1910.178(l)(4)(iii): An evaluation of each powered industrial truck operator's performance was not being conducted at least once every three years:

In that each Forklift Operator's

performance was not evaluated at least every three years.

Citation 1 Item 5b Type of Violation: Serious \$0

29 CFR 1910.178(l)(6): The certification did not include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation:

In that the certification of Forklift Operator training and evaluation did not include the identity of the person performing the training or evaluation.

Citation 2 Item 1 Type of Violation: Other-than-Serious \$600

29 CFR 1910.178(a)(6): The employer did not ensure that

all nameplates or markings were maintained in a legible condition:

In that nameplates on powered industrial trucks were not legible in the following instances:

- a) HELI forklift, model CPQYD25 bearing number 520325; and
- b) HELI forklift, model CPQYD25 bearing number 520320. Ⓞ



Together with TOSHA Quiz *Answers on page 10*

When does OSHA consider a forklift to be left unattended?

- A** As soon as the operator steps off the forklift.
- B** When the operator is more than 25 feet away, even if the forklift is still in view.
- C** When the operator leaves the forklift and it is no longer within their view.
- D** Both B and C.



Which of the following statements about OSHA's regulations on walking-working surfaces is TRUE?

- A** Walking-working surfaces must only be inspected once every year, regardless of use.
- B** Employers are not required to provide fall protection systems for walking-working surfaces.
- C** All walking-working surfaces must be kept clean, orderly, and in a sanitary condition.
- D** Employers must post a maximum safe load limit sign in pounds per square foot on all overhead storage areas.



Winter Weather Safety

While Tennessee typically doesn't experience the harsh winter weather seen in Northern states, it's still crucial to assess your work environment and be prepared for unexpected conditions. Many may recall the significant winter storm that struck Middle Tennessee starting late Sunday, January 14, 2024, which led to treacherous conditions lasting several days. This unexpected weather event required many employers to delegate non-standard snow and ice removal tasks to their employees, thereby potentially exposing them to slip, trip, and fall hazards. Due to insufficient preparedness, certain hazards, such as skylights concealed by snow, may only become evident after an incident occurs. Tragically, during this storm, TOSHA investigated a workplace fatality involving a worker falling through a skylight while clearing snow from a roof. ☹



Fall Through Skylight

Insp #1721951—Big G Metal Works Inc.

A 66-year-old male employee fell 16 feet through a skylight while engaged in snow removal from the facility's roof. Having worked over 20 years at the facility, the victim served as a maintenance and welding professional. His primary duties involved overseeing the maintenance of the premises, ensuring the upkeep of the workshop, and actively participating in welding and metal fabrication tasks for the company owner.

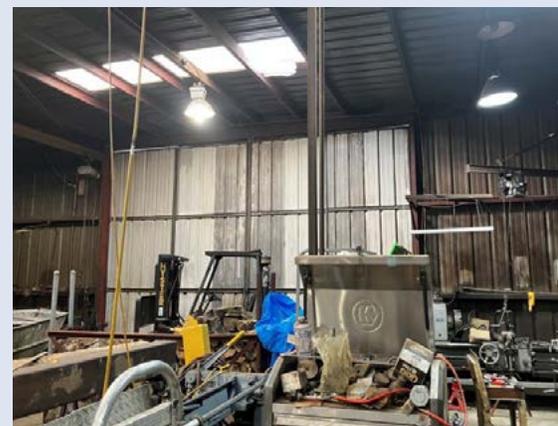
Around 3 p.m., the victim began to sweep snow from the facility's roof to prevent structural and heating issues. Both the victim and the company owner accessed the 16-foot-high roof of the front bay using a caged ladder situated behind the building. Despite the presence of multiple skylights measuring approximately 3 feet by 15 feet on the roof, they proceeded with the snow removal. At approximately 3:30 p.m., the company owner, weighing over 275 pounds, expressed concerns about the roof's capacity to hold his weight and decided to step down, with the victim volunteering to complete the task. The roof was composed of corrugated tin/standing seam. There were six skylights on the roof of the front bay and 10 skylights throughout

the whole facility. According to the company owner, the victim warned him to avoid stepping on the skylights. He went back to the ground and waited for the victim to finish, who, according to the owner, claimed he had "one more swipe." The owner waited on the ground and took out his phone to take a picture of the victim while he was on the roof. When the victim did not come down from the roof, he began to call his name.

The owner then walked back inside the shop, where he saw the office manager. He asked the manager if the victim was with him. He confirmed that he wasn't. The company owner then went back outside, beginning to search for the victim. While the manager walked back through the facility to the front office, he discovered that the victim had fallen through one of the skylights and landed on a lathe machine. The fall from a height of 16 feet resulted in the victim breaking his neck and being pronounced deceased at the scene.

It was established that the victim fell through a skylight on the roof without utilizing any fall protection measures while removing snow from the 16-foot-high roof.

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Fall Through Skylight

Insp #1721951—Big G Metal Works Inc.

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The company owner verified the lack of fall protection harnesses or other fall protection equipment on-site. Additionally, the owner confirmed the lack of individuals trained to provide first aid, and employees had not undergone safety training related to hazard recognition.

Citation(s) as Originally Issued A complete inspection was conducted at the accident scene. Some of the items cited may not directly relate to the fatality.

Citation 1 Item 1 Serious \$1,200

29 CFR 1910.22(b): The employer did not ensure that each walking-working surface can support the maximum intended load for that surface: In that the employer did not ensure the corrugated tin/standing seam roof was capable of supporting the maximum intended load prior to allowing employees to get onto it to perform various maintenance, such as cleaning.

Citation 1 Item 2 a Serious \$4,000

29 CFR 1910.28(b)(1)(i): The employer did not ensure that each employee on a walking-working surface with an unprotected side or edge that was 4 feet (1.2 m) or more

above a lower level was protected from falling by one or more of the following: guardrail systems, safety net systems, or personal fall arrest systems: In that employees worked from a flat corrugated tin/standing seam roof 16 feet high without being protected from falling off the unprotected edge.

Citation 1 Item 2 b Serious \$0

29 CFR 1910.28(b)(3)(i): The employer did not ensure that each employee was protected from falling through any hole (including skylights) that were 4 feet (1.2 m) or more above a lower level: In that employees worked without fall protection on a flat roof 16 feet high, resulting in one employee falling through a skylight and receiving fatal injuries; the skylight was not rated to support personnel, and employees wore no fall protection.

Citation 1 Item 3 Serious \$1,200

29 CFR 1910.30(a)(1): The employer did not provide training for each employee who used personal fall protection systems or who was required to be trained as specified elsewhere in this subpart before the employees were exposed to a fall hazard: In that employees working on a flat

roof 16 feet above the ground had not been trained to recognize fall hazards in the work area, nor in procedures to be followed to minimize those hazards.

Citation 1 Item 4 Serious \$600

29 CFR 1910.151(b): In the absence of an infirmary, clinic, or hospital near the workplace which is used for the treatment of all injured employees, a person or persons was not adequately trained to render first aid: In that the employer did not ensure that a person or persons were trained in First Aid/CPR, and the closest hospital was Ascension Medical Group Saint Thomas Hickman Express Care, 1518 TN-100, Centerville, TN 37033, located 6 minutes/4 miles from the facility.

Citation 2 Item 1 Other-than-Serious \$1,500

TDLWD Rule 0800-01-03-.05(1)(a)1: Within eight (8) hours after the death of any employee as a result of a work-related incident, the employer did not report the fatality to the TOSHA Division of the Tennessee Department of Labor and Workforce Development: In that the employer did not report an employee fatality that occurred on January 15, 2024, to TOSHA. ☉

Plan, Equip, and Train to Prevent Winter Weather Injuries

Winter weather presents hazards including slippery roads/surfaces, strong winds, and environmental cold. Employers must prevent illnesses, injuries, or fatalities by controlling these hazards in workplaces impacted by winter weather.

OSHA and the National Oceanic and Atmospheric Administration (NOAA) are working together on a public education effort aimed at improving the way people prepare for and respond to severe weather. Below is information to help businesses and their workers prepare for winter weather.

Preventing Slips on Snow and Ice

To prevent slips, trips, and falls, employers should clear snow and ice from walking surfaces and spread deicer as quickly as possible after a winter storm. When walking on snow or ice is unavoidable, workers should be trained to:

- Wear footwear that has good traction and insulation (e.g., insulated and water-resistant boots or rubber overshoes with good rubber treads)
- Take short steps and walk at a slower pace to react quickly to changes in traction

Preventing Falls When Removing Snow from Rooftops and Other Elevated Surfaces

OSHA's Hazard Alert, "Snow Removal: Know the Hazards" pamphlet, and winter weather webpages provide guidance to employers on how to prevent serious injuries and fatalities. Employers should consider options to avoid working on roofs or elevated heights, plan for safe snow removal, and they must:

- Provide required fall protection and training when working on roofs or elevated heights
- Ensure ladders are used safely (e.g., clearing snow and ice from surfaces)
- Use extreme caution when working near power lines
- Prevent harmful exposure to cold temperatures and physical exertion ☺

Beyond TOSHA : A L&WFD Program Spotlight

This article highlights one of the resources available within the Tennessee Department of Labor and Workforce Development outside the scope of TOSHA and workplace safety and health.

The Tennessee Office of Reentry (TOOR), established in July 2021, has worked to create strategies, trainings, and programs to help facilitate a more impactful environment for justice-involved individuals to overcome barriers to employment, achieve successful reentry, and reduce recidivism. TOOR continues to use data-driven methods, digital efficiency, and mission-driven partnerships to expand a statewide ecosystem to support justice-involved Tennesseans.



TOOR Goals

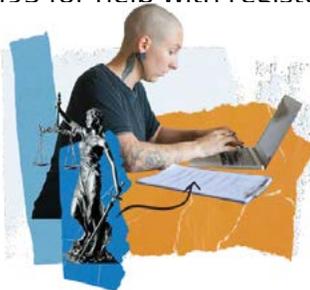
1. Improve data tracking of justice-involved individuals (JIIs).
2. Advance efforts in helping JIIs overcome barriers to employment.
3. Increase awareness of engaging, employing, and retaining JIIs.

Incentives

Work Opportunity Tax Credit (WOTC): Earn tax credits from \$1,200 to \$9,600 per qualifying hire. WOTC incentivizes employers to hire those who face consistent barriers to employment to include: veterans who are unemployed and disabled, or individuals (including veterans) who have received government assistance like SNAP or TANF, or those convicted/released of felony charges within the justice system. Applying for the tax credit is simple and done completely online. Contact the WOTC hotline at 844-216-8495 for help with registering or email WOTC.Info@tn.gov.

Tax credits issued over the years:

2019:	\$191,834,600
2020:	\$160,960,400
2021:	\$192,770,000
2022:	\$180,514,400
2023:	\$146,418,400



Federal Bonding Program (FBP): The mission of the Federal Bonding Program is to give employers peace of mind by bonding job candidates considered to be higher risk. There are no out-of-pocket expenses for the employer because FBP bonds are provided free of charge and carry a \$0 deductible. Applying for bonds in Tennessee is done online. Go to [stateoftennessee.formstack](https://stateoftennessee.formstack.com) and submit the form. Bonds are eligible for any job (excluding self-employed), and bonds cover a minimum of \$5,000-\$25,000.

Examples of Our Work

Reentry Simulations

Reentry simulations bring together local stakeholders to share a collective simulated reentry experience from the view of a justice-involved individual (JII) and allow participants to reflect on how their organizations can help address reentry.

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A reentry simulation is meant to bring to the forefront the reality of what the reentry process can look like for JIIs and begin to explore collaborative opportunities to mitigate barriers to employment and reduce recidivism.

Community Reentry Reinvestment Grant (CRRG)

CRRG is a competitive state-funded reimbursable grant program for the creation of pathways to permanent employment for justice-involved persons. CRRG seeks to fund innovative partnerships that include but are not limited to local workforce development agencies, local governments, nonprofit organizations, faith-based organizations, social services, and second or “fair” chance employers.

Second Chances Work

TOOR created and now markets the “**Second Chances Work**” media campaign and accompanying **Employer Guide** focused to inform employers on the benefits of Second Chance Hiring and provide resources and next steps regarding implementation.

Workforce Reentry Tablet Program

This program was established to provide electronic tablet usage for persons incarcerated in county jails across the state for the purpose of workforce and personal development at no cost to the user. The Workforce Tablet Program allows users in most county jails the opportunity to independently select several modules that will empower the user to successfully reenter society through innovative work-based efforts. TOOR now seeks to expand the Workforce Tablet Program’s depth and reach through third-party requests. 🔄



Together with TOSHA Quiz Answers to questions on page 5

When does OSHA consider a forklift to be left unattended? Both B and C

- A** As soon as the operator steps off the forklift.
- B** When the operator is more than 25 feet away, even if the forklift is still in view.
- C** When the operator leaves the forklift and it is no longer within their view.
- D** Both B and C.



Which of the following statements about OSHA’s regulations on walking-working surfaces is TRUE? C

- A** Walking-working surfaces must only be inspected once every year, regardless of use.
- B** Employers are not required to provide fall protection systems for walking-working surfaces.
- C** All walking-working surfaces must be kept clean, orderly, and in a sanitary condition.
- D** Employers must post a maximum safe load limit sign in pounds per square foot on all overhead storage areas.



Enforcement Efforts Lead to Fewer Worker Deaths

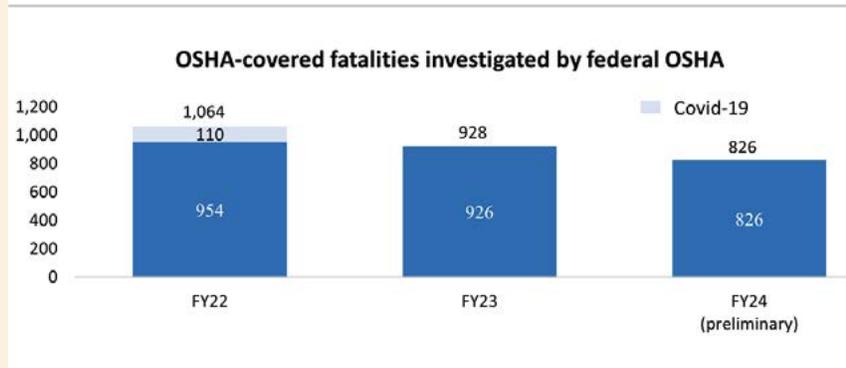
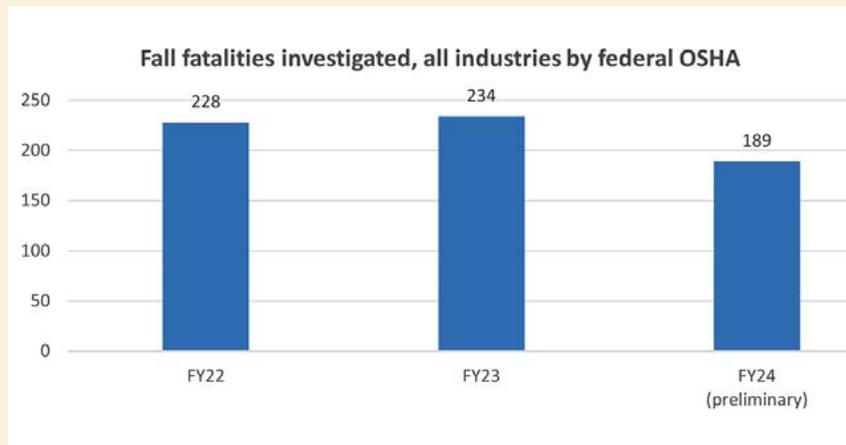
Initiatives lead to significant reductions in fatal trench collapses, falls

WASHINGTON – Fewer workers are dying from hazards where the U.S. Department of Labor’s Occupational Safety and Health Administration has focused its enforcement resources. Preliminary agency data show a decrease in fatalities the agency is mandated to investigate, including significant reductions in fatal injuries from trench collapses and falls, two of the leading causes of death among construction industry workers.

“These numbers are promising evidence that stronger enforcement and collaboration with labor and management, driven by the Biden-Harris administration’s worker-centered approach, is saving lives,” said Assistant Secretary for Occupational Safety and Health Douglas Parker. “Most striking is the improvement in areas we have focused on with employers and unions. Our state program partners have also seen improvements.”

In fiscal year 2024, federal OSHA investigated 826 worker deaths, an 11 percent reduction from 928 in the previous year. Excluding COVID-related deaths, this is the lowest number of worker fatalities OSHA has been mandated to investigate since FY 2017.

OSHA’s National Emphasis Program on Falls, the leading cause of serious



work-related injuries and fatalities in the construction industry, saw fatal falls investigated by federal OSHA drop from 234 to 189, a decrease of almost 20 percent. Preliminary data from state OSHA programs, pending validation by federal OSHA, indicates more than 15 percent fewer fatalities in state jurisdictions. Currently, federal OSHA covers about 60 percent of private-sector employees and **approved state programs** cover the remaining workers.

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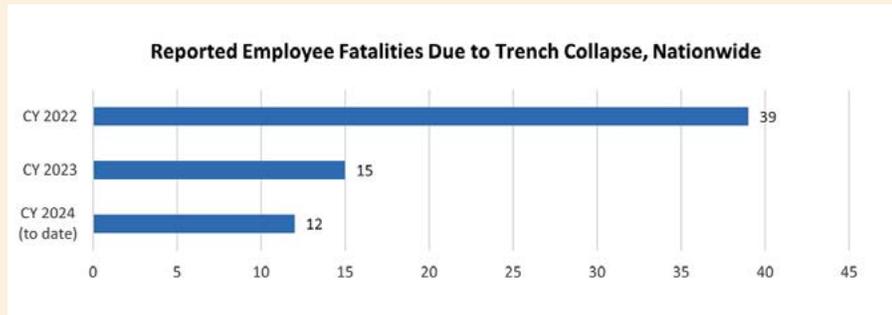


Enforcement Efforts Lead to Fewer Worker Deaths

Initiatives lead to significant reductions in fatal trench collapses, falls

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National reporting by federal and state OSHA programs shows worker deaths in trench collapses declined nearly 70 percent since calendar year 2022. Fatalities decreased from 39 in 2022 to 15 in 2023 and, to date, 12 in calendar year 2024. These decreases follow intensive outreach and education by OSHA and industry partners, work by state plans and aggressive enforcement under a “zero tolerance” policy for unprotected trenches, including immediate inspections and referrals for criminal prosecution where warranted.



“While fewer workers have died from the hazards OSHA investigates, we still lose more than 5,000 workers each year in largely preventable incidents. While we’re proud of this progress, our work is far from over. Reducing worker deaths means embracing an approach that makes worker health and safety a core value in every workplace. Only then can we fully address all the causes and factors that lead to workers dying needlessly on the job,” added Parker.

Visit OSHA’s website to learn more about its **emphasis programs** and how to **prevent falls** and **trench collapses**. OSHA offers free and confidential **compliance assistance** to small and medium sized businesses to identify and fix hazards, establish or improve safety and health programs, and comply with OSHA standards. ©



National Census of Fatal Occupational Injuries in 2023

On December 19, 2024, the U.S. Bureau of Labor Statistics released the **National Census of Fatal Occupational Injuries in 2023**. There were 5,283 fatal work injuries recorded in the United States in 2023, a 3.7 percent decrease from 5,486 in 2022, the Bureau of Labor Statistics reported. (See *chart 1*.) The fatal work injury rate was 3.5 fatalities per 100,000 full-time equivalent (FTE) workers, down from 3.7 in 2022. (See *chart 2*.) This data is from the Census of Fatal Occupational Injuries (CFOI).

Some interesting findings in the report:

- A worker died every 99 minutes from a work-related injury in 2023 compared with 96 minutes in 2022.
- Construction had the most fatalities (1,075) among all industry sectors in 2023, and that number was the highest for the sector going back to 2011. Falls, slips, and trips accounted for 39.2 percent (421) of all construction fatalities, with transportation incidents accounting for 22.3 percent (240) of fatalities.
- Most fatal falls to a lower level (260, or 64.4 percent) within construction were from a height of between 6 and 30 feet, while 67 fatal falls were from a height of more than 30 feet. Portable ladders and stairs were the primary source of 109 fatalities in construction.
- Opioids were the primary source of 162 fatalities and a contributor in an additional 144 fatalities where multiple drugs were the source.
- Approximately 30 percent of fatalities in the retail trade industry sector were homicides (94).
- Workers ages 55 to 64 continued to have the highest number of fatalities in 2023 with 1,089 (20.6 percent of total fatalities). Transportation incidents were the highest cause of fatalities for this age group (401), followed by falls, slips, and trips (226).
- Workers ages 25 to 34 had the highest number of fatalities due to violent acts (179), including 121 homicides and 58 suicides.
- Workers in transportation and material moving occupations represented the occupational group with the most fatalities (1,495) in 2023. However, fatalities for this group declined 7.7 percent from 2022, driven by an 11.9 percent decrease in fatal injuries to heavy and tractor-trailer truck drivers. The rate for the occupational group also decreased from 14.6 per 100,000 FTE workers in 2022 to 13.6 in 2023. 📍

Chart 1. Number of fatal work injuries, 2014-23

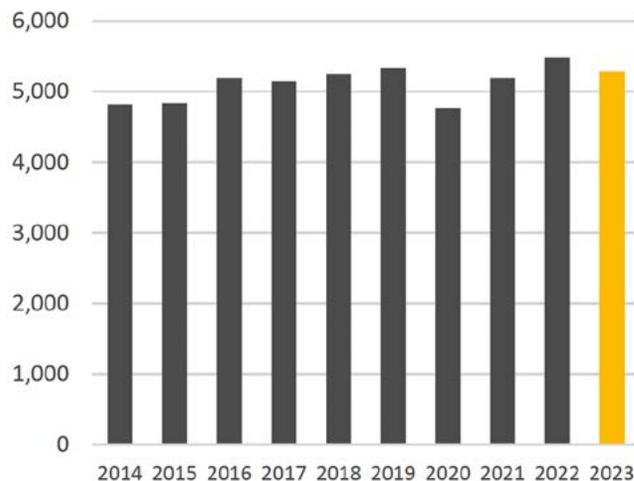
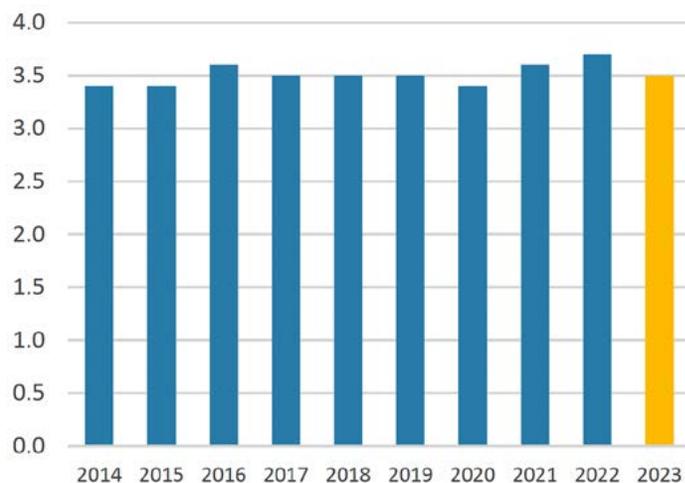


Chart 2. Fatal work injury rate per 100,000 FTE workers, 2014-23



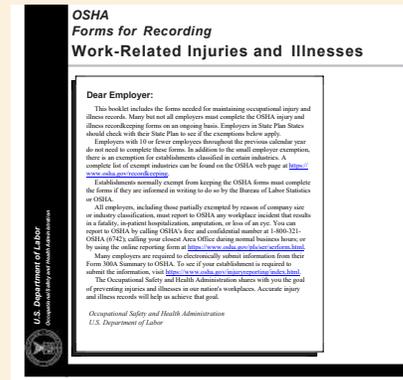
Reminder: The OSHA 300A Posting Requirement Deadline has Arrived!

If you are required to maintain OSHA 300 logs, you must review them at the end of each year to ensure the entries are complete and accurate and that any deficiencies are corrected. Afterward, you must summarize your injuries and illnesses on the OSHA Form 300A, the Summary of Work-

Related Injuries and Illnesses. A company executive must then certify that they have examined the OSHA 300 log and reasonably believe, based on their knowledge of how the information was recorded, that the annual summary is correct and complete. The summary must be posted in a conspicuous location

where employee notices are customarily displayed from February 1 through April 30 of the current year. Failure to comply with this requirement can result in a citation and monetary penalty. ☹

For more info on recordkeeping & reporting requirements, go to [osha.gov/recordkeeping](https://www.osha.gov/recordkeeping)



Understanding the OSHA Injury Tracking Application (ITA): What Employers Need to Know

The **Occupational Safety and Health Administration's Injury Tracking Application (ITA)** is a critical tool for employers to comply with federal workplace safety regulations. Designed for electronic submission of workplace injury and illness data, the ITA helps employers meet OSHA's electronic recordkeeping requirements and fosters transparency in safety reporting.

- You must submit 300A data if your establishment meets one of the following criteria:
1. 250 or more employees and is not in an industry listed in the Exempt Industries list in **Appendix A to Subpart B of OSHA's recordkeeping regulation of 29 CFR Part 1904** or
 2. **20-249 employees and is in an industry listed in Appendix A to Subpart E of 29 CFR Part 1904.**

You must also submit 300/301 data if your establishment(s) has 100 or more employees and is in an industry listed in **Appendix B to Subpart E of 29 CFR Part 1904.**

Covered establishments must electronically submit their OSHA injury and illness data (Forms 300A, 300, and 301 data) by March 2 of the year following the covered year of the data (e.g., for submission of 2024 data, that is March 2, 2025). However, not all establishments need to submit this data. To determine if your establishment is required to electronically submit data to OSHA, please go to the **ITA Coverage Application**. All selections are required. ☹

5 Most Common Errors When Filling Out an OSHA 300 Log and OSHA 300A

In this article, Todd Reaves, an Industrial Hygienist Consultant with TOSHA Consultative Services, highlights the most common recordkeeping issues he has encountered over the years.

Most employers have heard of a requirement to record workplace injuries and illnesses on something called the OSHA 300 log. Whether filling out a print or digital form or calling other company management officials to complete the form for the site, employers do their best to complete the form and might assume that everything is OK. This is done sometimes with little or no knowledge of the recordkeeping requirements and/or without taking a recordkeeping seminar or reading the instructions included on the OSHA 300 log packet. Unfortunately, this can present some problems when you get a TOSHA inspection. Let's go over some of the most common mistakes we see from a TOSHA inspector's point of view.

1. Not describing the injury or illness, parts of body affected, and object/substance that directly injured or made person ill (Column F). This by far is the most common issue. OSHA provides an example of how to complete this column

("Second degree burns on right forearm from acetylene torch") right under the heading. Sometimes we see things like "hurt arm" or "pain in shoulder" or similar language. When describing body parts, remember that people have left and right sides as well as multiple fingers and toes. Remember, fill in the three key points as required for every injury/illness and use the example provided.

2. Not classifying the case or not correctly classifying the case (Columns G-J). There are several options from which to choose. OSHA provides instructions under the Classify the Case heading ("SELECT ONLY ONE circle based on the most serious outcome"). Yes,

we did scream that one at you in capital letters.

Sometimes employers choose multiple choices that the employee experienced or don't select a choice at all. The easiest way to determine the most serious outcome is by reading the list provided from left to right: Death (Column G) is the most serious, followed by Days Away From Work (Column H), then Job Transfer or Restriction (Column I), and Other Recordable Cases (Column J). So, if an employee experiences multiple types of outcomes from injuries/illnesses (such as days away and restricted duty case), remember to choose the most serious of the two (days away in this case) and not both.

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OSHA's Form 300 (Rev. 04/2004)
Log of Work-Related Injuries and Illnesses

Please Record:
 - Information about every work-related death and about every work-related case of loss of consciousness, restricted work activity or job transfer, days away from work, or job transfer or restriction.
 - Significant work-related injuries and illnesses that are diagnosed by a physician, nurse, or other licensed health care professional.
 - Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR 1904.12.

Step 1. Identify the person **Step 2. Describe the injury or illness** **Step 3. Classify the case**

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock no. 1)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Remained at Work			
						Death (G)	Days away from work or restriction (H)	Job transfer or restriction (I)	Other recordable cases (J)
Reset			/ / month / day			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reset			/ / month / day			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note: A yellow callout bubble highlights the example text in column (F): "Second degree burns on right forearm from acetylene torch".

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3. Not certifying the OSHA 300A or the wrong person certifying the OSHA 300A. Let's be honest — most of us are probably hesitant to sign any document certifying its accuracy, especially one subject to review by OSHA or TOSHA. However, it's a necessary requirement.

The certification part of the form must include a company executive's name, job title, phone number, and date of certification. We sometimes do not find any person's name or job title listed or we see names and job titles from the individual who was tasked with filling out the OSHA 300 log/OSHA 300A (such as a secretary, safety and health manager, supervisor, etc.).

Truth is only four people can certify the OSHA 300A per the recordkeeping standard: an owner of the company (only if the company is a sole proprietorship or partnership), an officer of the corporation, the highest-ranking company official working at the establishment, or the immediate supervisor of the highest-ranking company official working at the establishment. I tend to side on the top person at the site as the best way to go for this one. However, as long as it is certified by one of the four people listed, you should be fine. Also, the company executive needs to sign their name versus typing in the name (it does say "Sign here").

4. Not completing the OSHA 300A form. OSHA provides instructions at the top left side of the OSHA 300A. All establishments covered by Part 1904 must complete this summary page even if no work-related injuries or illnesses occurred during the year. Remember to review the 300 log to verify that the entries are complete and accurate

before completing this summary. Using the log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases, write "0."

Usually, most people complete the left side of the document adequately with an occasional hiccup (leaving out the 0 in some categories or listing a different total on the OSHA 300A than the total from the 300 log, etc.). However, the right side of the OSHA 300A form (establishment information and employment information) is where we see issues.

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Establishment information

Your establishment name _____

Street _____

City _____ State _____ Zip _____

Industry description (e.g., *Manufacture of motor truck trailers*)

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive _____ Title _____

Phone _____ Date _____

Reset

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These include: not completing the establishment name, address, city, state, ZIP code, and industry description; not listing the NAICS code (which can be searched by keyword at [census.gov/naics](https://www.census.gov/naics)); and not listing the annual average number of employees and total hours worked by all employees last year (remember to count the management officials' time along with any temps' time as long as they are supervised by your company's staff). Review the form to make sure it is complete and accurate, and ensure all the necessary information is filled out and that the totals on the OSHA 300A form match the totals on the OSHA 300 log.

5. Not entering the number of days the injured or ill worker was away from work (Column K) or on job transfer or restriction (Column L). When you have either of these instances or both, you must enter the number of days for each in their respective columns. We see zeros in some of these columns due to an ongoing case (for example, one that happened a few weeks ago and the employer didn't know the exact number yet), or it is left blank, or the number of days is listed in the wrong column

(number of days away from work is mistakenly listed in Column L or days on job transfer/restriction is listed in Column K).

Ultimately, we all could admit to not paying a lot of attention to detail at some point in our lives. However, let's all make a New Year's resolution (I hear these are occasionally done) to spend a few extra minutes when trying to complete the OSHA 300 log and OSHA 300A to make sure information is filled out correctly, totals are complete and match, and zeros are filled in when appropriate (let's hope for a lot of these). Keep in mind that during an inspection, a TOSHA or OSHA inspector will request copies of your OSHA 300 logs as well as the 300A summaries and will review them for accuracy.

We can all improve by using the OSHA Recordkeeping Forms Package at [osha.gov](https://www.osha.gov) to help us complete the log and forms or by taking a recordkeeping seminar online or in person (TOSHA has some upcoming in-person recordkeeping seminars listed at [TOSHA-Seminar-Schedule](#)). ☺

Safe + Sound at Work

Safe + Sound is OSHA's year-round campaign to encourage every workplace to have a safety and health program. Though not required by OSHA, every workplace should have a safety and health program that includes management leadership, worker participation, and a systematic approach to finding and fixing hazards. Whether you have a well-developed program or are just getting started, look for ways to be #SafeAndSoundAtWork. ☺



Spotlight on TOSHA Trainers

TOSHA frequently partners with various organizations, such as the Tennessee Chamber of Commerce and Industry (TCCI) and the Tennessee Association of Utility Districts (TAUD), to offer safety and health training seminars across the state. Through a variety of programs, TOSHA Training Services assists employers, employees, and their representatives in reducing safety and health hazards in their workplaces and in complying with TOSHA standards and regulations. TOSHA provides education to employers and “train-the-trainer” programs. This means TOSHA does not provide the direct training to employees that is required to fulfill training requirements of a TOSHA standard or regulation. It is always the employer’s responsibility to train his or her employees.

During the first week of December, TOSHA trainers John Pietuszka, Steve Tobias, Kayla Werfel, Phillip Lett, Dave Thomas, and Dave Buckles conducted the OSHA 30-Hour General Industry course in Murfreesboro. The training was attended by 17 safety professionals representing various local industries. ☺

[Click here for more info on TOSHA's Training Services and Resources](#)



State of the Workforce

The Tennessee Department of Labor and Workforce Development has partnered with NewsChannel 5+ in Nashville to produce “State of the Workforce.” This 30-minute program examines how the Department is reimagining workforce development to meet the needs of Tennessee employers. “State of the Workforce” airs each Monday at 6 p.m. CT on NewsChannel 5+ in Middle Tennessee. ☺

[Click here to view the latest episode](#)



Volunteer STAR News



On November 21, **Assistant Commissioner Larry Hunt** presented the employees of **Performance Pipe** in Knoxville with the Volunteer STAR Award. This was the fifth time the company has received the award.

Performance Pipe produces polyethylene pipe used for natural gas distribution lines. Team members on the evaluation included **Steve Morrison and Phillip Lett**.



On December 3, **Deputy Commissioner Dewayne Scott** presented the employees of **Kirby Building Systems** in Portland with the Volunteer STAR Award. This was the fourth time the company has received the award.

Kirby Building Systems manufactures engineered steel buildings. Team members on the evaluation included **Steve Morrison and Brian Joynt**.

The Volunteer STAR is patterned after the OSHA Voluntary Protection Program and recognizes the best of the best in safety and health programming and performance. Qualified candidates must demonstrate that they have performed in a manner that is below the national average for injury and illness rates in their industrial classification. They also must have all of the critical safety and health management system components in place and involve their employees in a manner that ensures total involvement in safety and health issues. Volunteer STAR is open to all manufacturers (NAICS codes 20-39). Programs must be in place for at least a year before evaluation.

On average for 2023, Tennessee Volunteer STAR sites experienced three-year Total Case Incident Rates (TCIRs) 65% below their industry average and three-year Days Away, Restricted or Transferred Case Rates (DARTs) 71% below their industry average. In 2023 there were 12 sites that experienced a TCIR of 0.0, and there were 18 sites that experienced a DART of 0.0. There are 33 Volunteer STAR sites, covering approximately 28,000 employees in Tennessee.

For more information on Volunteer STAR, contact the VPP Manager at 800-325-9901.



TOSHA Consultative Services Offers Guidance on Crystalline Silica Exposure Prevention in the Workplace

Crystalline silica, a common mineral found in many naturally occurring materials, poses significant health risks when inhaled in the form of respirable crystalline silica (RCS) dust. The mineral is commonly present in materials such as sand, concrete, stone, and mortar, which are often used in construction and industrial settings. When these materials are fractured — whether through cutting, grinding, or other activities — tiny particles of RCS are created, which are small enough to be inhaled deep into the lungs, potentially causing serious health conditions.

Exposure to RCS can lead to debilitating diseases such as silicosis, lung cancer, chronic obstructive pulmonary disease (COPD), and kidney disease. With these dangers in mind, the Occupational Safety and Health Administration (OSHA) has put in place regulations to protect workers. The OSHA Respirable Crystalline Silica standards (29 CFR 1910.1053 for general industry and 29 CFR 1926.1153 for construction) mandate that employers implement specific engineering controls and work practices to reduce employee exposure to RCS to safe levels.

The permissible exposure limit (PEL) for respirable crystalline silica is set at 50 micrograms per cubic meter (50 $\mu\text{g}/\text{m}^3$) as an eight-hour average. To meet this requirement, employers must assess the extent of exposure

in their workplaces, especially in industries where activities like abrasive blasting, foundry operations, and masonry work could create harmful silica dust.

Why Exposure Assessments Are Crucial

Employers are required to assess the potential exposure to RCS for any employee who may be at risk of exposure at or above the action level (AL) of 25 $\mu\text{g}/\text{m}^3$ (calculated as an eight-hour average). The assessment is typically conducted through air monitoring, which tracks the concentration of RCS particles in the air over a set period of time and represents the exposures of employees on each shift, for each job classification, in each work area. The results of this monitoring help determine if additional controls, such as respiratory protection, ventilation, or engineering methods, are necessary to reduce exposure and maintain employee health.

In construction, employers have the option of following *Table 1-Specified Exposure Control Methods When Working With Materials Containing Crystalline Silica* of OSHA's Construction standard, which outlines specific control methods for tasks involving RCS-generating activities like using masonry saws, drills, and grinders. If these control methods are properly implemented, an exposure assessment may not be required.

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However, in industries such as stone, cement, and ceramic manufacturing, where RCS exposure is more common, monitoring is a key tool for assessing risk.

TOSHA Consultative Services Offers Free Assistance for Employers

Tennessee OSHA (TOSHA) Consultative Services provides a valuable service to employers. Consultants can assist in conducting exposure assessments, including air monitoring. TOSHA uses calibrated equipment and works with a third-party laboratory accredited by the American Industrial Hygiene Association (AIHA) to ensure the accuracy of the results. TOSHA Consultative Services' assistance is offered at no cost to employers, and the results are kept confidential.

Employers who participate in the voluntary exposure assessments receive a written report that they can retain for their records, which is a requirement under TOSHA standards. TOSHA Consultative Services has identified elevated RCS exposures in industries like foundries,

countertop manufacturing, and sandblasting. In cases where RCS concentrations exceed the action level or permissible exposure limit, TOSHA consultants are available to help employers take corrective action and comply with OSHA's standards.

Assistance With Compliance

TOSHA's consultants can assist employers with compliance with OSHA's silica standards, such as additional air monitoring, employee training on safe work practices, ensuring proper respiratory protection is available, setting up regulated areas for high-exposure tasks, and offering guidance on effective housekeeping methods to reduce airborne dust.

For employers in Tennessee, TOSHA's free exposure assessment services provide invaluable assistance in mitigating the risks of respirable crystalline silica and ensuring worker health and safety. Given the severe health risks associated with RCS exposure, these efforts are critical in preventing long-term damage to

workers and reducing liability for employers.

To learn more about TOSHA Consultative Services, visit [**Tosha Consultative-services**](#).

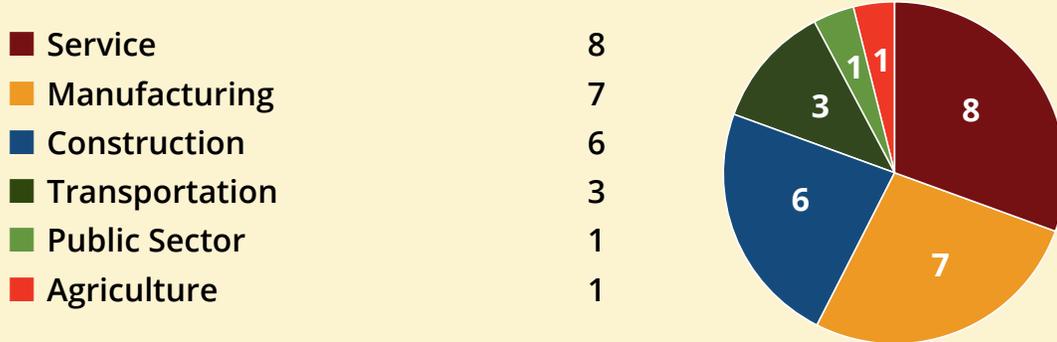
Conclusion

Crystalline silica exposure remains a serious occupational hazard, but with the right precautions and monitoring in place, employers can protect their workers from its harmful effects. TOSHA Consultative Services' free exposure assessments offer a proactive approach to preventing illness and ensuring compliance with OSHA's silica standards. By acting now, employers can help safeguard their workforce and avoid the risks associated with this dangerous substance. 🕒

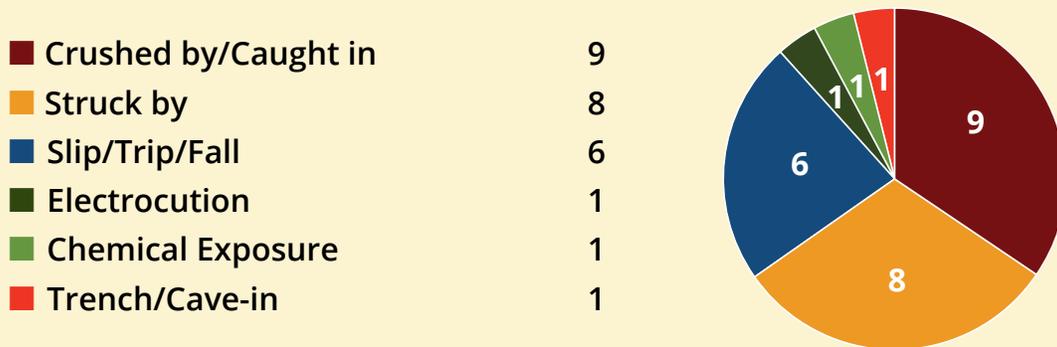


TOSHA Fatality Statistics (January - December 2024)

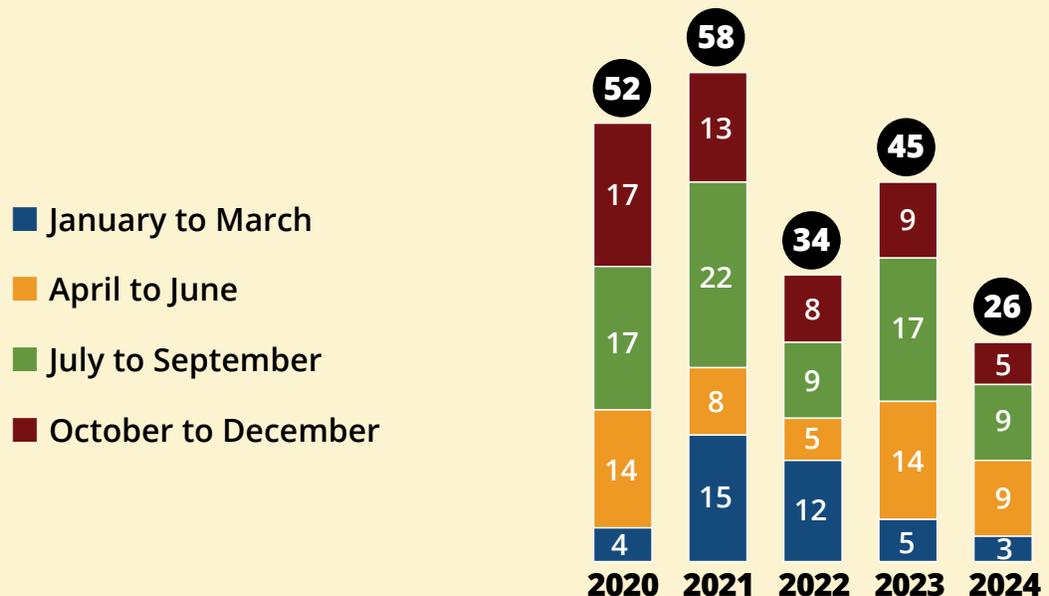
Industry; Number of Inspections (26)



Fatality Type; Number of Victims (26)



Fatality Totals per Quarter



*Statistics may change due to findings during the TOSHA investigations.

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- Record Keeping
- Walking, Working Surfaces



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