



WisCon Words of Wisdom

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January is National Radon Action Month

National Radon Action Month is sponsored by the Environmental Protection Agency (EPA) primarily focused on providing information to individuals and community groups about risks from radon. In this month individuals are encouraged to test their home for radon, attend a radon event in their area, spread the word about radon and encourage others to test their home, and to invest in a radon-resistant home.

The EPA also encourages individuals and communities to promote outreach not just in January, but throughout the year providing seasonal messages to share each month. More information on National Radon Action Month can be found by visiting this [EPA webpage](#).

Upcoming Webinar Topics

The WisCon Weekly Webinars are scheduled to begin on January 9, 2023. However, an updated schedule that includes webinar topics has yet to be released. Refer to our [webpage](#) for upcoming webinar topics.

Sign up [here](#) to get weekly webinar reminder emails! Click [here](#) to view previous webinars!

New Year, Same WisCon

Happy New Year from all of us at WisCon! As we bring in the New Year, now is a good time to remind you about our services. WisCon is a FREE and CONFIDENTIAL service that is funded primarily through grant funding from OSHA. WisCon operates under the UW-Madison School of Medicine and Public Health through the Wisconsin State Laboratory of Hygiene, so we are university employees and are prohibited from sharing our data with OSHA enforcement.

We offer both off and on-site safety and health consultation services to primarily small and medium sized businesses. Off-site we can provide, depending on your needs, a limited-scope virtual visit or phone and email assistance. Call us anytime you have a safety or health question.

If you have us on-site for a limited-scope or comprehensive visit, we can provide assistance with:

- Identifying workplace hazards,
- Performing industrial hygiene employee exposure sampling and assessment,
- OSHA non-formal complaint responses,
- Developing and assessing controls for OSHA citation abatement,
- Conducting limited ergonomic assessments,
- Recommending and assisting in developing controls,
- Evaluating and assisting in developing and implementing a comprehensive safety and health management program, and

Conducting limited training and education to help you establish and grow strong in-house employee safety & health training programs. During our initial visit, we typically spend up to one work shift at your facility. If needed, additional follow-up or training and education visits can also be scheduled.

Ready to schedule your yearly safety and health consultation visits? Give us a call at 1-800-947-0553 or complete a [Consultation Services Request Form](#), today! We look forward to working with you this year.

OSHA Injury and Illness Tracking

Do I have to keep injury and illness forms?

Yes, if you have more than 10 employees at any time throughout the year OSHA requires employers to keep a log of workplace injuries and illnesses at the worksite. There are some exceptions to the rule, if you are in a [low risk industry](#), you may be exempt from injury tracking rule. If you are required to keep records, they must be maintained for at least 5 years.

When do I have to post the injury and illness record?

A paper copy of the 300A summary log must be displayed where employees can readily see from February 1st to April 30th each year. The standard [1910.32\(b\)\(5\)](#) requires the Annual Summary to be posted “in each establishment in a conspicuous place or places where notices to employees are customarily posted”. This means that you CANNOT only post your summary electronically to meet the OSHA requirements.

Do I have to submit my records electronically?

Employers with 250 or more employees and establishments with 20-249 employees from [certain industries](#) are required to submit the information from their 300A Forms each year before March 2nd. You submit the information using the [Injury Tracking Application \(ITA\)](#). Keep in mind that you only get one account per establishment and only one password. If a new person will be taking over reporting, have the current responsible employee or share the password prior to handing over the responsibility.

When do I have to report an injury to OSHA?

If there is a worker fatality, you must report the incident to OSHA within 8 hours. If there is an amputation, loss of an eye, or hospitalization you must report to OSHA within 24 hours. All other recordable injuries are recorded on the OSHA 300 logs to be shared with OSHA upon request.

Carbon Monoxide Poisoning

What is Carbon Monoxide? Carbon Monoxide (CO) is a colorless, odorless, tasteless gas. When breathed in, CO is harmful as it displaces oxygen in the body by combining with hemoglobin circulating in the blood, depriving the heart, brain, and other organs of oxygen.

Where is CO found in the workplace? CO is a common hazard that results from incomplete burning of materials containing carbon. Examples of these materials include natural gas, propane, oil, kerosene, coal, and wood. Employees may be exposed to harmful CO levels in places like petroleum refineries, steel production, pulp and paper production, boiler rooms, warehouses, loading docks, coke ovens, and blast furnaces or if their position involves driving a propane forklift or welding.

What are the signs and symptoms of CO Poisoning? CO symptoms have been described as “flu-like” and can vary from person to person. Common symptoms of CO poisoning include headache, confusion, dizziness, drowsiness, fatigue, upset stomach, vomiting, and chest pain. Prolonged exposure to high CO concentrations can cause symptoms to worsen and lead up to collapse, loss of consciousness, or even death.

How can I help someone if I suspect they have CO Poisoning? If you think someone is experiencing CO poisoning, consider taking

the following actions:

- Immediately move them to fresh air in an open area,
- Call for the person designated to provide first aid at your facility or 911, depending on your company’s written emergency response plan, and
- If the person has stopped breathing, administering cardio-pulmonary resuscitation, if you are trained and able to do so.

What can I do as an employer to protect my employees from CO poisoning? Consider the following:

- Install an effective ventilation system that will remove CO from the work area,
- Implement a preventative maintenance schedule to keep equipment in good working order,
- Prohibit the use of gas powered engines and tools in poorly ventilated areas,
- Provide employees with personal CO monitors that will alarm when high CO concentrations exist, and
- Educate employees on the sources of CO in their work areas, the measures you have in place to control exposures, and the symptoms of CO poisoning.

For more information on CO poisoning, see OSHA’s [Carbon Monoxide Poisoning Fact Sheet](#).

Wisconsin Safety and Health Consultation Program

Phone: (800) 947-0553 | Email: wiscon@slh.wisc.edu

<http://slh.wisc.edu/wiscon>

WSLH COVID-19 Consulting

Phone: (608) 226-5246 | Email: covidconsulting@slh.wisc.edu

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