



# WisCon Words of Wisdom

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## January Awareness Topics

All Month Long:

[National Radon Action Month](#)

## Radon, A Silent Hazard

This January, in honor of **National Radon Action Month**, take a proactive step toward ensuring long-term employee health by testing your facility for radon. Radon is an invisible, odorless radioactive gas that can accumulate in any building—new or old—and is a leading cause of lung cancer among non-smokers. Because radon enters through the foundation, basements, ground-floor offices and warehouses are particularly vulnerable. Buildings can act like giant vacuums. In the winter, warm air rises and escapes through the roof, creating a vacuum that pulls radon gas from the soil up through foundation cracks, sump pumps, and floor drains. Consider testing your facility for radon. Testing is non-disruptive and provides immediate peace of mind. Radon testing kits are readily available online.

## We want to hear from you!

What content would you like to see in an upcoming newsletter? Let us know [here](#).

## Small Pauses, Big Impact: The Power of Micro-Breaks

In a fast-paced work environment, pushing through tasks without pause might seem like the quickest route to success. However, whether you're operating machinery, driving, or managing office tasks, staying in the same position for extended periods can lead to both physical strain and mental fatigue. These factors are major contributors to workplace accidents across all industries. This month, consider promoting employees to take "Micro-Breaks" — brief 30- to 60-second pauses every 30 minutes to refresh both the body and mind.

Taking a moment to shift your focus or adjust your posture shouldn't feel like wasted time. These quick resets help avoid the "autopilot" mindset, which can lead to mistakes and ease the physical tension that can result in long-term injuries. Ensuring everyone stays alert and energized is a great way to maintain quality and prevent a small lapse in concentration from turning into a serious safety issue.

## A 2026 Resolution: Moving From "Safety First" to "Safety Always"

We've all seen the posters that say "Safety First," but in a busy business, we know the reality: Production, Deadlines, and Quality often fight for that top spot.

For 2026, let's stop pretending safety is a separate priority. Instead, let's resolve to make it the **fundamental way we operate**. Use the "Three C's" framework to transform your culture this year.

### 1. Commitment (The Top-Down Signal)

Culture is caught, not taught. If a supervisor ignores a safety rule to meet a deadline, the culture is damaged instantly.

- **The Resolution:** Every leadership meeting—from the owner's office to the shop floor—must start with a "Safety Moment."
- **The Action:** Share one piece of safety data (like a "Good Catch" report) before discussing any financial or production numbers. This signals that people are the prerequisite for profit.

### 2. Capability (The Bottom-Up Empowerment)

A culture fails when employees feel like "safety" is something done *to* them, not *by* them.

- **The Resolution:** Transition from "policing" to "coaching."
- **The Action:** Give employees the tools to succeed. This means "Right-Sized" training (short, frequent bursts) and the actual authority to stop a job if it feels unsafe.

**The Goal:** Moving your team up the "Safety Maturity" curve.

### 3. Consistency (The Daily Habit)

Culture is the sum of small, repeated actions. Large annual training sessions don't

# OSHA Recordkeeping Rules: Compliance Guide

According to OSHA regulations (29 CFR 1904), most employers with **11 or more employees** are required to maintain OSHA injury and illness records.

## Exceptions:

- **Small Employers:** If your company had **10 or fewer employees** at all times during the last calendar year, you are exempt from keeping these records unless OSHA or the Bureau of Labor Statistics (BLS) informs you in writing that you must do so.

**Low-Risk Industries:** Certain low-hazard industries (defined by specific NAICS codes, such as certain retail, finance, or service sectors) are exempt from maintaining records, regardless of size.

*Note: Even if exempt from routine recordkeeping, **all** employers must report any worker fatality to OSHA within 8 hours and any amputation, loss of an eye, or inpatient hospitalization within 24 hours.*

If you are covered by the recordkeeping rule, you must complete three specific forms:

- **Log of Work-Related Injuries and Illnesses (OSHA 300 Log):**

This is a running list of injuries and illnesses throughout the calendar year. It must include a detailed account of each incident, including the employee's name, job title, date of injury, description of the injury/illness, and the result (death, days away, restricted work, etc.).

- **Summary of Work-Related Injuries and Illnesses (OSHA Form 300A):** This form is a summary of the information from Form 300 and must be posted in a visible location in the workplace from February 1 through April 30 of the following year.

**Injury and Illness Incident Report (OSHA Form 301):** This form records the specific details of each individual case. It requires more in-depth information than the Form 300 log, such as what the employee was doing just before the incident, how the injury occurred, and information about the physician or healthcare professional.

## How to Fill Out the OSHA Logs

- **OSHA 300 Log:** You must record work-related injuries or illnesses that result in death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid.

- **OSHA Form 300A:** At the end of the year, total the columns from your Form 300. A company executive must certify that they have examined the OSHA 300 Log and that the 300A Summary is accurate.

**OSHA Form 301:** Complete this form within 7 calendar days of receiving information that a recordable work-related injury or illness has occurred.

## Deadlines and Submission Requirements

### 1. Posting Requirement (Form 300A)

- **Who:** All employers who are required to keep injury and illness records.

- **When:** The signed OSHA Form 300A must be posted in a visible location in the workplace from **February 1 through April 30** of the year following the recorded year.

**Note:** You should not post the Form 300 (Log) or Form 301 (Incident Report) publicly, as they contain private employee information.

### 2. Electronic Submission to OSHA (Updated for 2024/2025)

Certain employers must electronically submit their injury and illness data to OSHA via the [Injury Tracking Application \(ITA\)](#).

#### Who Must Submit?

- **Establishments with 20–249 Employees:** If you are in a designated industry with historically high rates of injuries (e.g., construction, manufacturing, utilities, grocery stores), you must submit information from **Form 300A** annually.

- **Establishments with 250 or More Employees:** All establishments of this size that are required to keep records must submit information from **Form 300A** annually.

**Establishments with 100 or More Employees in High-Hazard Industries:** As of January 1, 2024, if your establishment is on the "Appendix B" list of high-hazard industries, you must submit information from **Forms 300 and 301**, in addition to Form 300A. This requirement allows OSHA to collect more specific details on how injuries are occurring.

Still unsure about what you may have to electronically report? Consider using the [ITA Coverage Application](#) to help determine what or if you need to submit. Submissions for 2025 begin January 2, 2025 and should be completed by March 2, 2025.

## A 2026 Resolution: Moving From "Safety First" to "Safety Always" (continued)

build culture; short daily huddles do.

- **The Resolution:** We will create a "Feedback Loop" that never closes.

- **The Action:** If an employee reports a hazard, the manager must provide a status update within 24 hours—even if the fix will

take a month. Lack of feedback is a killer of safety culture.

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