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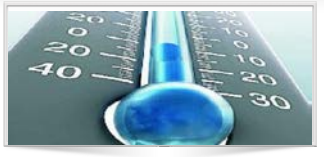
HEALTH & SAFETY NEWSLETTER
DECEMBER 2013

End of Year Resolutions

2014 Resolutions for Safety Professionals

What a Perfect Time to Implement a CSMP

Get Your OSHA Logs Ready



Cold Stress – Actions to Take when Symptoms Arise

What do I do with these Batteries?

Work Safe. Live Safe. Stay Safe.

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End of Year Resolutions

Can I interest you in adjusting your thinking to create a quick end of the year resolutions list? It is important to end the year right so that you can start the New Year with a fresh perspective.

Before the holidays, try to wrap up loose ends and projects that have been lingering on your 'to-do list'. Your time off during the holidays is there for you to recharge and refresh. Focus your time now to make sure you can enjoy worry-free time off. If you are responsible for tasks that others are managing, get them done so they can enjoy their time off as well.

Review 2013 goals.

Highlight those goals that were met or exceeded and share with all personnel. Congratulate those who helped in reaching those goals. List those that were not met, note what progress was made and put a plan of action in place to reach them. If you didn't have any goals, then it is hard to communicate what you were actually trying to get accomplished.

Cinch up the lagging indicators.

Get these less indicators summed up by the end of December so that in the beginning of January you can finalize them:

- Safety Training: Ensure all required training (may include best practice training) has been conducted.
- Safety Audits: Make your reports on the number completed and by whom.
- Safety Meetings: Track what kinds of meetings were held, by whom, and the results or initiatives derived from them.
- Behavior-Based Safety: Track the number of observations, by whom, and results.
- OSHA Recordkeeping: Ensure proper documentation of recordability, lost time, and severity rates.

Although lagging indicators get bad press, they remain a valuable source of guidance that may help improve the potency of leading indicator methods your organization may employ to reduce risk. Taking these into consideration, let's look at how they factor into the leading indicators.

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End of Year Resolutions - Continued

Measure the leading indicators - By digging into the lagging indicators further, ensure you have identified the leading indicators to which you now can measure to get done for 2014:

- Safety Training: A better measure than attendance is the number of people who can perform tasks safely with some level of fluency. Observe and evaluate.
- Safety Audits: Rather than just measuring that audits are done, track the percent of corrective action items (coming from the audits) that have been completed.
- Safety Meetings: Identify and track the suggestions, findings, and completed activities from the minutes or daily safety talks. Use a log or compliance calendar. Assign responsibilities, timeframes for closure, and follow up to ensure corrective actions are working and being followed.
- Behavior-Based Training: In addition to the number of observations, track the percentage of safe behaviors, number of safe habits, and improvements in leadership. These leading indicators should also look at the number of hazards identified and remediated as part of the observation process.

As a result of reviewing leading and lagging indicators, you now have new goals and objectives to focus on in 2014. Meet with key individuals from all levels of your organization to develop a plan of action for the new year.

Recognize and reward safe behavior. Show your gratitude for the efforts employees, supervisors, and managers are making to create a safer workplace. Reinforce safe behavior and positive safety attitudes by giving a Thank You or a reward for the extra effort. Talk up safety at every opportunity. Let all personnel know that their safety is your top priority this and ask them to join you in making it their top priority as well in 2014.

Hopefully this provides an opportunity to get you expending your energies on projects and initiatives that are going to make a difference in 2014. Continue reading for some ideas to kick-start safety in the New Year.

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BROADEN THE SCOPE OF SAFETY

Companies/safety professionals tend to be quite limited in their scope towards safety: protect workers from being injured, lower workers' compensation costs, institute safety meetings, be compliant. Collaborate and partner with as many other functions of the company as possible. Utilize the quality group to provide important tools for quantifying the value of safety to better communicate in terms that business leaders understand. Utilize the human resources department in the creation of safety handbooks and policies and work together to design better hiring practices and workers' compensation. Involve the executive team in the continuous improvement plan to develop goals and objectives for the New Year.

BROADEN YOUR SHOULDERS

Gotta get tough! Sometimes the weight of 'Your responsibility' to lower injury rates and 'Your responsibility' for developing the programs and policies to keep safety under control and 'Your responsibility' for getting people trained and 'Your responsibility' for implementing corrective actions and 'Your responsibility' for tracking everything and 'Your responsibility' for compliance and 'Your responsibility' for minimizing the downtime associated with these responsibilities…can be tough. Guess what? These are our responsibilities - but we are not to do it alone! Adjust your cape, get others to get a plan of action in place for each of these tasks and lead them to the desired outcomes.

COACH RATHER THAN PREACH

The goal is to improve performance - not discipline; engage – not turn away; embrace safety as positive – not thwart as negative. Coaching reviews the company's procedures, policies, best practices, goals and values and the role each employee has in meeting these goals. Coaching reviews previous incidents and allows for open discussion about root causes and corrective actions. Assess your safety meeting topics and shift talks – are they engaging or are you preaching?

GET OFF YOUR BUTT

You can't sit in the office and let safety play out. You have to realize (and make top management realize) that safety is imperative to the bottom line and is a key component in the business. How do we affect the bottom line? Get out there and talk to personnel and see what is going on during the day and during the night. Negotiate better rates for the safety essentials. Understand how to manage workers' compensation claims and lower your experience modifier. Make safety, and yourself, invaluable to the company.

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GET AGGRESSIVE

Meet with your insurance provider and have them market you to different carriers. Follow up with their claims personnel and ensure they manage the claim, not just process it. Demand from your provider that they give you the suitable help and guidance that they have promised you in the renewal meeting - you are paying for it! Show your enthusiasm and aggressiveness to all personnel. One of the most common problems that we have to tackle is complacency in the workforce as it pertains to of safety. Well, don't let complacency and laziness sneak into your world! Take a hold of the position you have earned - be creative and be the benchmark!

DON'T FORGET ABOUT THE 'H' IN H&S

When it comes to safety, there is usually the word health (or at least the letter H) that accompanies it. The realm of safety incorporates so much that we tend to forget the H. Focus on one initiative or goal in 2014 that incorporates the health of the workforce. No matter the goal and even if no budget is given, one can't argue that there is a financial incentive for improving worker health.

If you have a New Year's Resolution that you would like to share, join the discussion on LinkedIn!

MIX IT UP

Instead of you or managers reading a safety topic before start of shift, let the workers come up with topics that are relevant. Instead of audits being conducted by you, engage personnel to audit departments where they do not typically work. Have one-on-one discussions on safety topics between executive management and floor employees – it is amazing what comes from these talks. Utilize outside personnel to come in and talk with the workforce: a physical therapist, chiropractor, person who became disabled due to an on the job injury, fire chief, employee's children…the list can go on.

Enjoy the challenges and the reward of Health & Safety!

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What a Perfect Time to Implement a Contractor Safety Management Program

I will bet that we can all say that we want the best contractors working on our projects or in our facility, right? Most organizations have a simple contractor selection process in place that starts with a questionnaire outlining basic qualifications. That's good, but really that is only the first step. The questionnaires should be evaluated to ensure they require the necessary information, but we encourage our clients to go beyond the questionnaire.

Do you have a Contractor Safety Program in place or do you need one implemented?

Let us help you devise your contractor safety program for 2014.

Is your Contractor Safety Management Program lacking in policies, auditing, safe work practices, compliance, evaluation, etc.? Contact Us today to take your program from basic to comprehensive.

C'mon and Take a Free Ride

As you plan your New Year's Eve Celebration, plan ahead for your safe return home. Towns and cities across the United States are offering a potentially life-saving treat this New Year's Eve…FREE RIDES! Check out AAA, transit authority, local Metro, emergency medical services (EMS), and churches in your area to see if they are sponsoring free rides that night. Even if you are not planning on being on the roads, someone you care for may be heading out. Spread the news!

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Get Your OSHA Logs Ready – EHS Support is at your Service!

Time to start thinking about ensuring that your company's OSHA 300 logs are complete and accurate. As I hope you are well aware, beginning February 1 of each year, covered employers with 10 or more employees must post the OSHA-required Form 300A, which summarizes an employer's recordable injuries and illnesses for the prior year. The Form 300-A posting period is February 1- April 30. An employer subject to this requirement must post the OSHA Form 300-A even if the employer had no reportable injuries/illnesses in the prior year. In addition to the posting requirement, employees with no fixed work site or no access to posted sites must be provided with a copy of the report.

Through many years of experience handling clients OSHA recordkeeping requirements, we have been able to audit recordable injury determination of new cases and work-relatedness, cross-reference lost time day counts with medical reports and doctors' notes, and assist clients with the compilation of multiple site records. Proper documentation of recordable injuries and lost time work days can be overwhelming if your company has been faced with multiple injuries. EHS Support health and safety professionals are gearing up to assist you in this endeavor.

Contact our EHS Support H&S Experts to help you complete your 2013 OSHA logs or review your recordability and lost time determination

OSHA® News Release

The Occupational Safety and Health Administration issued a proposed rule to improve workplace safety and health through improved tracking of workplace injuries and illnesses.

OSHA is proposing to amend its current recordkeeping regulations to add requirements for the electronic submission of injury and illness information employers are already required to keep under existing standards, Part 1904. The first proposed new requirement is for establishments with more than 250 employees (and who are already required to keep records) to electronically submit the records on a quarterly basis to OSHA.

OSHA is also proposing that establishments with 20 or more employees, in certain industries with high injury and illness rates, be required to submit electronically only their summary of work-related injuries and illnesses to OSHA once a year.

"With the changes being proposed in this rule, employers, employees, the government and researchers will have better access to data that will encourage earlier abatement of hazards and result in improved programs to reduce workplace hazards and prevent injuries, illnesses and fatalities. The proposal does not add any new requirement to keep records; it only modifies an employer's obligation to transmit these records to OSHA." said Assistant Secretary of Labor for Occupational Safety and Health Dr. David Michaels.

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Cold Stress – Actions to Take when Symptoms Arise

When the body is unable to warm itself, cold related stress may result. This may include tissue damage and possibly death. Four factors contribute to cold stress: cold air temperatures, high velocity air movement, dampness of the air, and contact with cold water or surfaces. A cold environment forces the body to work harder to maintain its temperature. Cold air, water, and snow all draw heat from the body. Wind chill is the combination of air temperature and wind speed. For example, when the air temperature is 40˚ F, and the wind speed is 35 mph, your exposed skin receives conditions equivalent to the air temperature being 11˚ F. While it is obvious that below freezing conditions combined with inadequate clothing could bring about cold stress, it is also important to understand that it can also be brought about by temperatures in the 50's coupled with some rain and wind.

Hypothermia - occurs when body heat is lost faster than it can be replaced. When the core body temperature drops below the normal 98.6˚ F to around 95˚ F, the onset of symptoms normally begins.

Frostbite - occurs when the skin actually freezes and loses water. In severe cases, amputation of the frostbitten area may be required. While frostbite usually occurs when the temperatures are 30˚ F or lower, wind chill factors can allow frostbite to occur in above freezing temperatures.

Trench Foot or **Immersion Foot** is caused by having feet immersed in cold water at temperatures above freezing for long periods of time. It is similar to frostbite, but considered less severe.

The table on the next page shows **symptoms** and **first aid measures** to take if a worker shows signs of a cold-related illness.

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Cold Stress – Actions to Take when Symptoms Arise - Continued

Illness	Symptoms	First Aid*
Hypothermia	• Shivering to generate heat • Stomping of feet to generate heat • Loss of coordination • Slurred speech • Fumble with items in hands • Pale and cold skin • As body temperature falls symptoms will worsen and shivering will stop • Inability to work or stand • Body temp reaches 85°, hypothermia will develop and may lose consciousness • At 78° and below, possible death	Mild Hypothermia • Move to warm area and stay active. Remove wet clothes and replace with dry clothes or blankets, cover the head. To promote metabolism and assist in raising internal core temperature drink a warm (not hot) sugary drink. Avoid drinks with caffeine. More Severe Hypothermia • Do all the above, plus Call 911 • Cover all extremities completely, place very warm objects, such as hot packs or water bottles on the victim's head, neck, chest and groin. Arms and legs should be warmed last. Severe Hypothermia • Treat the worker very gently and do not apply external heat to re-warm. Hospital treatment is required.
Frostbite (Typically the feet and hands)	• Cold • Tingling • Stinging or aching followed by numbness • Skin color turns red, then purple, then white, and is cold to the touch. • Possible blisters in severe cases.	• Do not rub the area to warm it. • Wrap the area in a soft cloth, move the worker to a warm area, and contact medical personnel. • Do not leave the worker alone. If help is delayed, immerse in warm (maximum 105°F), not hot water. • Do not pour water on affected part. If there is a chance that the affected part will get cold again, do not warm. Warming and recooling will cause severe tissue damage.
Trench Foot	• Tingling • Itching • Burning sensation • Blisters	• Soak feet in warm water, then wrap with dry cloth bandages. • Drink a warm, sugary drink.

*** Remember, if you are not a medical professional, use this information as a guide only to help workers in need.**

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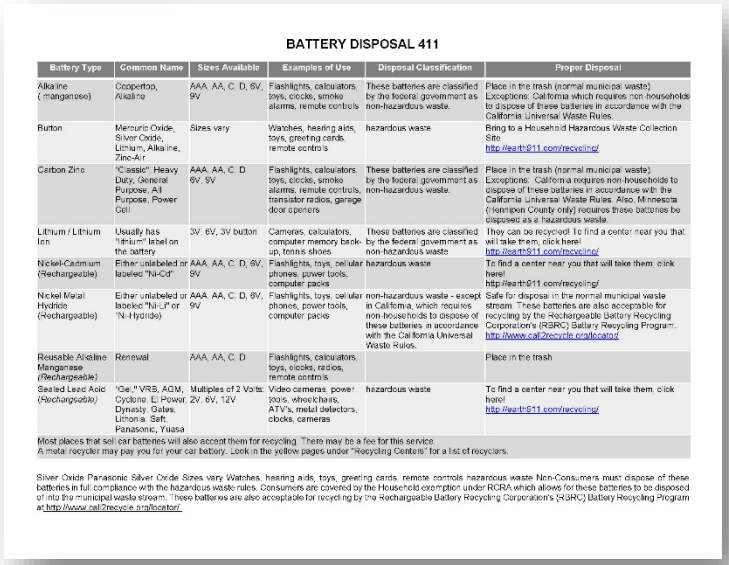
What do I do with these Batteries?

As we drop a paycheck on buying batteries for toys that pierce our eardrums, we often get asked later, how am I supposed to dispose of these? Here is a little help from www.ehso.com.

Click here for a free downloadable version of the Battery Disposal 411.



BATTERY DISPOSAL 411

Battery Type	Common Name	Sizes Available	Examples of Use	Disposal Classification	Proper Disposal
Alkaline (manganese)	Coppertop, Alkaline	AAA, AA, C, D, 6V, 9V	Flashlights, calculators, toys, clocks, smoke alarms, remote controls	These batteries are classified by the federal government as non-hazardous waste.	Place in the trash (normal municipal waste) Exceptions: California which requires non-households to dispose of these batteries in accordance with the California Universal Waste Rules.
Button	Mercuric Oxide, Silver Oxide, Lithium, Alkaline, Zinc-Air	Sizes vary	Watches, hearing aids, toys, greeting cards, remote control's	hazardous waste	Bring to a Household Hazardous Waste Collection Site http://earth911.com/recycling/
Carbon Zinc	"Classic" Heavy Duty, General Purpose, All Purpose, Power Cell	AAA, AA, C, D 6V, 9V	Flashlights, calculators, toys, clocks, smoke alarms, remote controls, transistor radios, garage door openers	These batteries are classified by the federal government as non-hazardous waste.	Place in the trash (normal municipal waste) Exceptions: California requires non-households to dispose of these batteries in accordance with the California Universal Waste Rules. Also, Minnesota (Hennepin County only) requires these batteries be disposed as a hazardous waste.
Lithium / Lithium Ion	Usually has "lithium" label on the battery	3V, 6V, 3V button	Cameras, calculators, computer memory back-up, tennis shoes	These batteries are classified by the federal government as non-hazardous waste	They can be recycled! To find a center near you that will take them, click here! http://earth911.com/recycling/
Nickel-Cadmium (Rechargeable)	Either unlabeled or labeled "Ni-Cd"	AAA, AA, C, D, 6V, 9V	Flashlights, toys, cellular phones, power tools, computer packs	hazardous waste	To find a center near you that will take them, click here! http://earth911.com/recycling/
Nickel Metal Hydride (Rechargeable)	Either unlabeled or labeled "Ni-Lt" or "Ni-Hydride"	AAA, AA, C, D, 6V, 9V	Flashlights, toys, cellular phones, power tools, computer packs	non-hazardous waste - except in California, which requires non-households to dispose of these batteries in accordance with the California Universal Waste Rules.	Safe for disposal in the normal municipal waste stream. These batteries are also acceptable for recycling by the Rechargeable Battery Recycling Corporation's (RBRC) Battery Recycling Program. http://www.call2recycle.org/locator/
Reusable Alkaline Manganese (Rechargeable)	Renewal	AAA, AA, C, D	Flashlights, calculators, toys, clocks, radios, remote control's		Place in the trash
Sealed Lead Acid (Rechargeable)	"Gel," VRS, AGM, Cyclone, E-Power, Dynasty, Gates, Lithonia, Saft, Panasonic, Yuasa	Multiples of 2 Volts: 2V, 6V, 12V	Video cameras, power tools, wheelchairs, ATV's, metal detectors, clocks, cameras	hazardous waste	To find a center near you that will take them, click here! http://earth911.com/recycling/

Most places that sell car batteries will also accept them for recycling. There may be a fee for this service.
A metal recycler may pay you for your car battery. Look in the yellow pages under "Recycling Centers" for a list of recyclers.

Silver Oxide Panasonic Silver Oxide Sizes vary Watches, hearing aids, toys, greeting cards, remote controls hazardous waste Non-Consumers must dispose of these batteries in full compliance with the hazardous waste rules. Consumers are covered by the Household exemption under RCRA which allows for these batteries to be disposed of into the municipal waste stream. These batteries are also acceptable for recycling by the Rechargeable Battery Recycling Corporation's (RBRC) Battery Recycling Program at http://www.call2recycle.org/locator/.

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It Is Winter and the Parking Lot Gets Slippery. How Would You Classify This Injury if it Happened On Your Property? Recordable or Non-Recordable?

SCENARIO

An employee must report to work by 8:00 a.m.

- The employee drove into the company parking lot at 7:30 a.m. and parked the car.
- The employee exited the car and proceeded to the office to report to work.
- The parking lot and sidewalks are privately owned by the facility and both are within the property line, but not the controlled access points (i.e., fence, guards).
- The employee stepped onto the sidewalk and slipped on the snow and ice.
- The employee suffered a back injury and missed multiple days of work.

OUTCOME

The company believes that the employee was still in the process of the commute to work since the employee had not yet checked in at the office. Since a work task was not being performed, the site personnel deemed the incident not work-related and therefore not recordable.

Are they correct in their determination?

ANSWER

Company parking lots and sidewalks are part of the employer's establishment for recordkeeping purposes. Here, the employee slipped on an icy sidewalk while walking to the office to report for work. In addition, the event or exposure that occurred does not meet any of the work-related exceptions contained in 1904.5(b)(2). The employee was on the sidewalk because of work; therefore, the case is work-related regardless of the fact that he had not actually checked in.

This is taken from an OSHA Letter of Interpretation – Scenario 2
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&p_id=24735

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Contact Monica Meyer at Monica.Meyer@ehs-support.com today to learn more about how we can help you manage your health and safety risks.