



JMT & Associates, LLC

Human Resources & Safety Consulting

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PEOPLE POINTERS

Volume 14, Issue 1 January 2017

*** NEWS ***

OSHA Log Posting

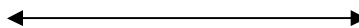
Employers that are required to comply with the OSHA recordkeeping guidelines (this includes most employers) must remember to post their OSHA No. 300A (Summary of work-related injuries and illnesses) for the calendar year 2016 from February 1, 2017 thru April 30, 2017. The No. 300A should be posted in a conspicuous place where you normally post employee information. Failure to post can result in citations and penalties.

New this year is the OSHA electronic reporting requirement. OSHA will provide a secure website with several options for submission. The site is scheduled to go live in February 2017.

- Establishments with 250 or more employees in industries covered by the recordkeeping regulation must submit information from their 2016 Form 300A by July 1, 2017. These same employers will be required to submit information from all 2017 forms (300A, 300 and 301) by July 1, 2018. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.

- Establishments with 20-249 employees in certain high risk industries must submit information from their 2016 Form 300A by July 1, 2017 and their 2017 Form 300A by July 1, 2018. Beginning in 2019 and every year thereafter, the information must be submitted by March 2.

Check to be sure you comply with this new regulation. Visit the OSHA website for the most up-to-date information.



JMT & Associates, LLC Marks Fifteenth Anniversary

Company celebrates 15 years of delivering the highest quality human resources and safety consulting services.

Wooster, Ohio - JMT & Associates, LLC, a full-service human resources and safety consulting firm, is celebrating its fifteenth anniversary of assisting clients solve their "people problems," reduce business risk, lower operating costs and eliminate business hassles.

Founded in 2002, JMT & Associates has developed a niche market of small- to mid-sized companies in a variety of industries working to improve

business value through effective human resources and employee safety management. The company has experienced positive growth, despite a volatile economic climate, in sales, new clients and associates during the past 15 years.

President John M. Turner, Ph.D., said, "We are so excited to reach the 15 year mark. The time has gone by fast. It seems just like yesterday that we started the company. There were some really tough years. It has been fun to help our clients with their HR and safety needs."

Turner said, "I am extremely grateful to our clients and associates who have helped us achieve this milestone. We realize that without each and every one of you, we would not have been successful. Thank you! We look forward to sharing continued success over the next 15 years."

The future holds significant growth potential, according to Turner. "Opportunities are available to grow the firm with additional human resources consultants, safety consultants and sales professionals. The company plans to accelerate client growth and continue to develop strategic partnerships with complementary service companies," commented Turner.

JMT & Associates, LLC's mission is to partner with its

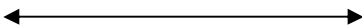


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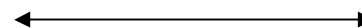
clients to maximize the potential of their greatest asset -- their employees. JMT and Associates strives to develop, implement and support programs and processes which add value to our clients' businesses by aligning human resources skills, talent and motivation with their business goals. JMT and Associates delivers services aligned with its clients' key business drivers and their management style, with a focus on the needs of their customers, employees and stakeholders. JMT & Associates will be the source of information and expertise for human resources and safety issues through customer service, accuracy, timeliness and integrity.



Safety Violations Will Cost You More

Congress passed, in 2015, the Federal Civil Penalties Inflation Adjustment Act to advance the effectiveness of civil monetary penalties and to maintain their deterrent effect.

OSHA's maximum penalties, which have not been raised since 1990, will increase by 78 percent. The top penalty for serious violations will increase from \$7,000 to \$12,471. The maximum penalty for willful or repeated violations will increase from \$70,000 to \$124,709.

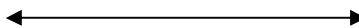


New I-9 Form

By January 22, 2017, employers must use only the new version of the I-9 form, dated 11/14/16.

Some of the changes include:

- The addition of prompts to ensure information is entered correctly.
- The ability to enter multiple preparers and translators.
- A dedicated area for including additional information rather than having to add it in the margins.
- A supplemental page for the preparer/translator.
- The instructions have been separated from the form.



Compliance Review Checklists

Checking key components of your human resources and safety programs is important to maintaining an effective and up-to-date management program.

In each issue we will present a checklist of human resources, general industry safety and construction safety key components.

Please take a few minutes to check your compliance with the

components that apply to your business.

Human Resources Checklist

- ✓ An employment reference should be expressed in writing only, so there is no question about the content of the reference. "Over-the-phone" references should be declined.
- ✓ An employment reference should identify no more than dates of employment, position held and salary or wages at the time of termination.
- ✓ Every company should have a written policy describing their reference giving procedures.

General Industry Safety Checklist

- ✓ Exits shall be marked by readily visible, suitably illuminated exit signs. Exit signs shall be distinctive in color and provide contrast with surroundings. The word "EXIT" shall be plainly legible letters, not less than 6 inches high.
- ✓ Any door, passage or stairway that is neither an exit nor a way of exit access and that is so located or arranged as to be likely to be mistaken for an exit, shall be identified by a sign reading "Not an Exit" or similar designation.
- ✓ All explosives shall be kept in approved magazines.

Construction Safety Checklist



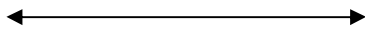
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- ✓ The employer shall establish an alarm system at the worksite so that employees and the local fire department can be alerted for an emergency.
- ✓ When signs, signals and barricades do not provide necessary protection on or adjacent to a highway or street, flagmen or other appropriate traffic controls shall be provided.
- ✓ Flagman shall be provided with and shall wear a red or orange warning garment while flagging. Warning garments worn at night shall be of reflectorized material.



Employee Training

By: John M. Turner, Ph.D.,
President

Part 5

Effective training should involve employees in learning by actively engaging them in the learning and problem-solving process. Active practice occurs when employees perform job-related tasks and duties during the training. Active practice can be structured in two ways. The first, spaced practice occurs when several practice sessions are spaced over a period of hours or days. The second, massed practice, occurs when an employee performs all the practice at once. If the training requires muscle memory, spaced practice is the better method. If the training requires memorizing

tasks, massed practice is more effective.

One of the best ways to learn is behavior modeling. This method has the employee copy someone else's behavior. This is an effective method to teach both knowledge and practice skills, including interpersonal skills.

The concept of reinforcement is based on the law of effect. This states that people tend to repeat responses that give them some type of positive reward and to avoid actions associated with negative consequences. Another learning concept is called immediate confirmation. This is based on the idea that people learn best if reinforcement and feedback are given as soon as possible after training. We use this method when training new employees how to use various safety devices.

Phase 3: Transfer of Training

As trainers, we must design training for the highest possible transfer from the classroom to the employee's job. We know transfer has occurred when the employees actually use what they learned while performing their jobs. Effective transfer of training meets two conditions.

- The employees can take the material learned in training and apply it to the job context in which they work.
- The employees maintain their use of the learned material over time.

There are a number of approaches that can increase the transfer of learning.

- Offer the employee an overview of the training content and process before the actual training begins.
- Ensure the training mirrors the job context as much as possible.

Training Categories

We design training to meet a number of objectives. Training can be classified in a variety of ways. Some examples are given below.

- Required training - mandated by government regulations. For example, Occupational Safety and Health (OSHA) topics, non-discrimination, sexual harassment, and new employee orientation.
- Job/technical training - enable employees to perform their jobs, tasks and responsibilities. For example, product knowledge, technical processes and procedures and customer relations.
- Interpersonal and problem-solving training - addresses both operational and interpersonal problems and seeks to improve organizational working relationships. For example, interpersonal communication, managerial/supervisory skills and conflict resolution.



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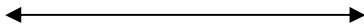
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- Developmental and innovative training - provides long-term focus to enhance individual and organizational capabilities for the future. For example, business practices, executive development and organizational change.

This article will continue in our next newsletter edition.

Note: Previous articles are available on our website.



OSHA Issues New Rule on Walking and Working Surfaces

By: Marc Snitzer, CIH, CSP, RS -
Independent Safety and Health
Consultant

Falls cause many fatalities and serious injuries in the workplace. There have been advances in many fields in the past 46 years when many OSHA Standards were written and many advances made in fall protection. To address these deficiencies, on November 17, 2016, OSHA issued a final rule on walking and working surfaces. With several exceptions, most notably the requirements for fall protection on fixed ladders, most of the standards go into effect in 60 days. The standards only apply to general industry and do not apply to construction or agricultural workplaces.

The new rules allow the use of a variety of fall protection systems, rather than requiring the use of guard rails for almost every situation, and require that some form of fall protection be used whenever a fall hazard 4 feet or greater exists in a workplace.

The existing OSHA standard stated that ladder cages were required for fixed ladders longer than 20 feet. Safety professionals have long recognized that these cages do not serve to limit falls from ladders and that ladder safety systems are much more effective. The new rule requires that ladder safety systems or personal fall arrest should be used when ladders exceed 24 feet, but allows dependence on existing ladder cages for 20 years. Fixed ladders longer than 24 feet without cages must be equipped with fall arrest or ladder safety systems within 2 years.

The new standard codifies the practice of using rope descent systems (RDS) which were permitted under OSHA policy memorandums; these systems utilize a chair or seat-board and can be used to lower employees to perform elevated work. One example of this is for window washing on office buildings.

Specific prescriptive performance criteria were added in the new standards. These standards include design, inspection and setup requirements for fall protection systems.

While the existing standard required walking surfaces to be in good condition, the new standard specifies that there must be inspections made and measures taken to address any unsafe conditions found.

Protection from falling objects is also addressed in the new standards and in addition to requiring head protection the standard also addresses means to prevent falling objects from striking employees through the construction of canopies or other means.

Many newer OSHA standards require training of employees and these standards are no different. Workers who work in situations where falls are a hazard and who use fall protection must be trained about the hazard and how to properly use the fall protection equipment.

If you need help in understanding these requirements and how they may apply at your workplace, contact JMT & Associates, LLC and let us help you to comply with the new standards.



Developing Self-Acceptance

By: Nicholas Dillon, MS, MAED
"The Believe Coach"

Journaling – Nonjudgmental Expression



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Do you feel like your emotions are complicated and confusing? If you struggle to understand why you feel or react the way you do, you might benefit from using a journal. Journaling can help you appropriately identify and express your feelings to increase self-understanding.

Once you learn to identify and deal with your feelings in acceptable ways, you have truly mastered self-understanding. By simply jotting down what's going on with you and how you feel about it, you can get a handle on your emotions.

Writing your feelings in a journal helps increase self-understanding in four ways:

1. Journaling compels you to think about and process a particular situation or occurrence. When you write about an event, you automatically process the event through words and description. Recording the situation in writing can lead you to notice details you had not noticed when the event took place, thus increasing your insight about the situation.

- While journaling, put aside other thoughts and just focus on the situation.

2. Journaling allows you time to identify feelings about the situation. Chances are you may not have time to analyze every event as it occurs throughout the day. However, if you pledge to journal, you know that you'll later take the opportunity

to reflect on important occurrences and consider how you felt about them.

- Labeling your feelings leads to a better understanding of how you respond in certain situations.
- Use "feeling" words when describing your emotions about a situation or event. Examples of feeling words are, "pumped," "annoyed," "ecstatic," and "angry."
- A helpful sentence structure to use in your journal is, "I felt _____ when _____ happened."

3. Journaling helps you see why you felt the way you did. Journaling provides an opportunity to fully explore your emotions about an event or situation and come to a conclusion about your feelings. Writing about your feelings can even assist you in changing negative feelings in the future, once you figure out why you felt the way you did.

- Knowing why you responded in a certain manner increases self-understanding and also allows opportunities for change.
- When completing a journal entry, consider all the reasons why you may have felt or responded in the way you did.
- Theorize and decide which theory best fits to explain your feelings and behavior.

4. Re-reading your journal sheds light on your progress. When you process situations through journal writing and read about them later, you'll likely see patterns of emotions and responses that recur in similar situations.

- You might want to learn to more openly express your emotions upon identifying these patterns. Or maybe you want to work to change your pattern of responding.
- Re-reading your journal might reveal unhealthy reactions to certain situations. In this case, these reviews of your entries could help you make a commitment toward more positive and helpful reactions.
- Take notice of your progress over time in responding to situations in positive ways.
- Regardless of whether you choose to accept your feelings or make a change, you still increase your self-understanding through reviewing your journal.

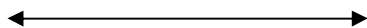
You might feel confused at times and be at a loss to explain why you responded in a certain way. However, you can improve insight by reflecting further about these situations and the feelings you experienced, especially if you see patterns of similar reactions.

Sometimes your feelings are deep-rooted and go back to an



incident that happened many years ago, so similar situations now trigger similar feelings. Writing and reflecting on your journal entries may help you remember the previous incidents so you can understand your feelings and decide if they benefit you now or if you wish to pursue more positive outcomes in the future. Try journaling today to explore how you feel and respond to life events. When you do, you'll increase self-understanding and live a healthier, fulfilling life.

The Believe Coach, Nicholas Dillon www.nicholasdillon.com. Try out a complimentary life coaching session with The Believe Coach at www.BelieveUniversity.net.



Hand Protection

By: Safety Division

TEN LITTLE FINGERS

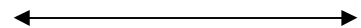
- Your hands and fingers are the key to your work. They are your best tools. You have only one pair. It is very

important to guard them because your ability to work depends on them.

- Most serious hand injuries happen while working with machinery. Be sure you understand a machine before operating it. There is no good reason to try and use a machine that you do not know how to safely use. Look for and use all guards and safety devices. They are there for your protection.
- The hazards to your hands on the job may be similar to hazards you face off the job. Examples of these hazards are car doors, electric fans, and kitchen knives. Avoiding hand injury is simple. It is just common sense. Hand safety is important both on-the-job and off-the-job.
- Always see "First Aid" for your hands. Never neglect a cut or scratch. Infection can spread rapidly. Always wear the appropriate personal protective equipment (PPE) for your hands. If you don't know what protection to wear, ask your job foreman.
- Rings and metal watch bands should not be worn while working. They can catch on many objects, and are also dangerous conductors of electricity. Think about those ten precious fingers – the key to your work. You have only one pair of hands and one set of fingers.

- Guard them every minute. There is no way to replace them.

SAFETY IS COMMON SENSE. THINK BEFORE YOU ACT!



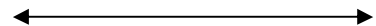
SURVEY

Where HR is Hiring

According to a new survey of 365 HR professionals, the HR functions most actively seeking candidates are:

- HR generalists - 49%
- Employment/recruitment - 31%
- Administrative - 15 %
- Benefits - 14%
- Employee relations - 13%

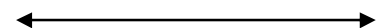
Source:
Society for Human Resource Management, Alexandria, Va.



INTERESTING FACT

In a study of 1,200 employees, 38 percent say they are able to work from home at least one day a week. Of those, 48 percent are more likely to rate their job a "10 out of 10" on the happiness scale.

Source:
PwC, New York





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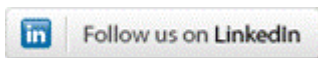
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SOCIAL MEDIA

JMT & Associates, LLC is on LinkedIn, Twitter, Facebook, Google+ and Skype.

Please visit us at the following social media sites:



www.linkedin.com/company/jmt-&-associates-llc



www.twitter.com/JMTHR



www.facebook.com/pages/JMT-Associates-LLC/144214645671881

SKYPE: JMT-001



<https://plus.google.com/117077074727697779296>



SERVICE UPDATES

The JMT Network Program

The JMT Network Program is up and running. Please visit www.jmt-associates.com (Click on the link located on the left-hand side of the home page.) to read about the latest developments.

Mechanical Power Presses

Do you have a mechanical power press? As you know, mechanical power presses can be very dangerous. The OSHA standard is complicated and can be confusing. We can perform a comprehensive safety audit and determine if you have any safety hazards and if you are complying with the OSHA standard.

Monthly HR & Safety Programs

JMT & Associates, LLC offers a monthly HR program and a monthly safety program (general industry and construction) specifically designed for the small business. A comprehensive, customized program is offered for low monthly payments.



EDUCATIONAL BOOKS

John M. Turner, Ph.D. has written the following books:

"Office Safety - Hidden Dangers - Book A"

Safety is Priority Number One. Safety First. Think Safety. Always Work Safely. Safety slogans like these are very common. Companies want to provide a safe workplace for their employees. No one wants to have an accident.

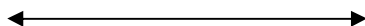
When you think of workplace safety, what types of businesses do you think of? Construction, factories, manufacturing, saw mills, logging, commercial fishing, and foundries . . . office workers.

Even though we don't normally associate safety with office workers, there are hazards and health concerns associated with working in an office environment. Serious accidents can and do occur.

In this book, information is provided for the following office safety topics:

- Slips, Trips, and Falls.
- Office Lighting.
- Housekeeping.
- Ergonomics.
- Back Injury and Safe Lifting.
- Office Equipment.
- Electrical Safety.
- Chemical Safety.
- Material Handling and Storage.
- Air Quality and Ventilation.

You will learn what the hazards are, how to recognize the hazards, and how to avoid an injury.





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This book includes the following tools:

- Real-life office accident scenarios.
- The Occupational Safety and Health Administration (OSHA) standards that apply to an office.
- Office safety tips.
- Office safety checklist (audit form).

"Office Safety - Hidden Dangers - Book B"

Working in an office environment is safe, right? You might be surprised by the number of employees that suffer an injury while working in an office.

Most office accidents are minor, but you could have a serious accident that results in time off from work.

Every office employee has responsibilities for safety. These responsibilities include having the knowledge to identify office safety hazards and working in a manner to avoid causing an injury either to themselves or a co-employee.

In this book, information is provided for the following office safety topics.

- Noise.
- Emergencies in the Office.
- Stress.
- Office Furniture.
- Workplace Violence.
- Germs in the Office.
- Getting Hit—Ouch!
- Bloodborne Pathogens.

- Reporting Accidents and Near Misses.
- Employee Safety Training.

You will learn what the hazards are, how to recognize the hazards, and how to avoid an injury.

This book includes the following tools:

- Real-life accident scenario.
- Office safety tips.
- Office safety checklist (audit form).
- Sample employee safety training topic agenda.
- The components of a typical emergency action plan.
- Stress relieving exercises you can do at your desk.

"The Employee Hiring Process – Who Are You Hiring?"

This book is an employer's guide to knowing who you are hiring – before it is too late.

This is a must have book for anyone who is hiring employees. You will learn how to hire your next great employee.

This book comes with a workbook to help you practice and understand the process of hiring employees.

All the sample hiring forms and policies are included so you can customize them for your company.

"How Are Your Employees Performing? Employee Performance Appraisals – Book 1."

Why do supervisors dislike giving employee performance appraisals so much? The answer lies in the understanding of what an effective employee performance appraisal program consists of:

- Employee performance appraisal program overview.
- Developing the employee performance appraisal measurement criteria.
- Establishing the employee performance appraisal process procedures.
- Conducting the employee performance appraisal meeting.

This book provides the framework and roadmap to develop an employee performance appraisal program or to review a current program. A self-assessment worksheet and a performance improvement plan agreement are included. A sample employee performance appraisal policy is also part of this book.

"How Are Your Employees Performing? Employee Performance Appraisals – Book 2."

This book builds upon the framework and roadmap introduced in "How Are Your Employees Performing? Employee Performance Appraisals - Book 1."

Book 2 provides additional guidelines and resources you can use to ensure your program is successful.

Topics covered include:



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- Employee performance appraisal program's legal considerations.
- Common mistakes to avoid and/or correct.
- Communication tips to make the performance appraisal meeting productive.
- The benefits of an annual employee performance appraisal audit.
- Applying information learned through scenario analysis.
- Employee performance appraisal forms and instructions for a variety of job types.

“Interviewing for Success – Finding the “Right” Person – Book 1.”

Interviewing job candidates can be a challenging and frustrating task. However, it is one of the most crucial tasks of your job. Hiring the right people to staff your company is very important to the success of your company. Hiring the wrong people will cost your company valuable time and money.

The task of interviewing can be made more effective once you know the keys to successful interviewing. Also, having the right tools in your toolbox can greatly improve your success rate of hiring the “right” person.

This book provides the tools to help you:

- Develop an effective interviewing plan.
- Evaluate your employment application.

- Save time and be more efficient when reviewing resumes.
- Conduct effective telephone interviews.
- Conduct effective face-to-face interviews.

This book provides the following samples:

- Interviewing policy.
- Employment application.
- Resume/employment application review worksheets for several different types of jobs.
- Telephone screen worksheet.
- Telephone questionnaire worksheet.
- Candidate interview evaluation form.
- Sample candidate rejection letter.

“Interviewing for Success – Finding the “Right” Person – Book 2.”

The task of interviewing job candidates contains many hidden pitfalls. Mistakes that are made during the interviewing process can cost your company valuable time and money. It is very important not to unlawfully discriminate against job candidates during the interviewing process. Even accidental discrimination can put your company at risk.

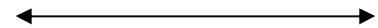
Experienced interviewers can make a costly mistake without proper preparation. The key to effective interviewing is the preparation. Reviewing mistakes that others have made during the interviewing process can teach

you valuable lessons about what NOT to do.

This book provides information about the following interviewing topics:

- Interviewing without discrimination.
- Common interviewing mistakes.
- Americans with Disabilities Act interviewing.
- Questions not to ask during an interview.
- Sample interview questions.

Please visit our website at www.jmt-associates.com or send us an email for additional information.



ABOUT US

JMT & Associates, LLC is a full service Human Resources (HR) and safety solutions provider. We partner with small, mid-size, and large companies to develop and improve HR processes and procedures.

We offer extensive "real-world" experience in a variety of industries, including



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manufacturing, service, union, union-free, profit, not-for-profit, private, and public sectors.

Our level of involvement ranges from complete management of your HR needs to providing project-based assistance to your in-house HR person, depending on your specific business requirements. These services range from basic policy development to in-depth HR strategic planning.

We begin with a comprehensive HR assessment of your current policies and procedures, then we provide a detailed analysis and a "roadmap of recommendations" to maximize your HR investment. We then provide the necessary follow-up to ensure process effectiveness.

Areas of Expertise:

- Coaching & Leadership Development
- Compensation & Benefits
- HR & Safety Compliance
- Employee Handbooks
- Employee Relations
- General HR Practices
- HR Assessments
- HR Policies & Procedures
- HR Strategy & Planning
- Labor Relations
- Organizational Development
- Performance Management
- Job Analysis
- Job Descriptions
- Employee Assessments
- OSHA Written Programs
- OSHA Audits
- OSHA Citation Abatement
- HR & Safety Training Courses

ABOUT THIS NEWSLETTER

Legal Note: JMT & Associates, LLC provides services in conformance with best practices of the human resource (HR) profession, but is NOT engaged in rendering legal advice or services. While implementation of effective HR management programs and systems significantly reduces potential legal liability, should legal assistance be required the company is advised to utilize the services of a competent legal professional.

While the information in this newsletter has been compiled from sources and documents believed to be reliable, its accuracy is not guaranteed, nor is any responsibility assumed or implied for any damage or loss resulting from inaccuracies or omissions.

Guest Authors: Articles written by guest authors express their own views and information. JMT & Associates, LLC in no way endorses or is responsible in any way for the content or views of their articles.

If you or a colleague would like to be added to our newsletter's email list, please email:

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