



PEOPLE POINTERS

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*** NEWS ***

OSHA Proposes To Delay Electronic Reporting of Injuries

Earlier this year, the Occupational Safety and Health Administration (OSHA) implemented its rule regarding the electronic submission of workplace injury and illness records that many employers are required to keep.

The original mandate would have given most companies until July 1 to electronically submit their lists of 2016 workplace injuries. However, on June 27, 2017 OSHA proposed a delay of the rule until **December 1, 2017**.

Covered employers should check the OSHA website periodically for instructions on how to report.



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 employer should be certain about the factual circumstances that result in an employee's discharge. The underlying reason(s) should be documented contemporaneously with the termination decision.
- ✓ When informing an employee about the reasons for termination, an employer should express only those reasons which can be reasonably substantiated.
- ✓ Periodically train supervisors and managers of your policy and the importance of referring all reference requests to the human resources manager. Have a policy in place to ensure consistency with the information that is released.

General Industry Safety Checklist

- ✓ Protective eye and face equipment shall be required,

used and maintained in a sanitary and reliable condition, as necessary to protect employees from workplace hazards.

- ✓ Eye and face protection equipment shall be in compliance with the latest ANSI Z87 standard and in compliance with OSHA 1910.138.

- ✓ Suitable facilities for quick drenching or flushing of the eyes and body shall be provided, if there is a possibility that an employee might be exposed to injurious, corrosive materials.

Construction Safety Checklist

- ✓ Only approved containers and portable tanks shall be used for storing and handling flammable and combustible liquids.
- ✓ No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. No more than three storage cabinets may be located in a single storage area.
- ✓ Storage in containers outside buildings shall not exceed 1,100 gallons in any one pile or area. The storage area shall be graded to divert possible spills away from buildings or



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other exposures or shall be surrounded by a curb or dike. Storage areas shall be located at least 20 feet from any building and shall be free from weeds, debris and other combustible materials not necessary to the storage.



Employee Training

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

Part 6

New Employee Orientation Training

Perhaps training new employees is the most important training that we do. It surprises us as to how many companies do not have an effective new employee orientation program. Orientation is the planned introduction of new employees to their jobs, co-workers and the company. It requires cooperation between human resources staff, operating managers and supervisors. Many of our small clients' supervisors or the company owner themselves provides the orientation to new employees.

What are the key purposes of the orientation program?

- Gives the employee a favorable first impression of the company and their new job.
- Provides company and job information.

- Enhances interpersonal acceptance by co-workers.
- Accelerates socialization and integration of the new employee into the company.
- Ensures that employee performance and productivity begin more quickly.

A good orientation program will contribute to the new employee's success, both in the short-run and the long-run.

The following are some key points to review when creating a new employee orientation program.

- Positive initial commitment by the employee.
- Allows the employee to "fit into" the company.
- First impression is better.
- Lower employee turnover rates.
- Increases overall organizational performance.
- Make sure everyone that is involved in presenting the orientation is well prepared.
- Assign a mentor to each new employee following the orientation for a pre-determined period of time.
- Use an orientation checklist. We prepare a customized checklist for each client so

that important elements are not forgotten.

- Be sure the material being used is complete and accurate.
- Use a variety of training styles.
- Watch for information overload. An employee can only learn so much information at a time.
- Evaluate and follow-up.

Cross training occurs when employees are trained to do more than one job. The advantages are flexibility and development. Sometimes we receive push-back from employees when doing cross training. They feel they are doing more work for the same pay. At some clients, cross training is welcomed and sought after because the more they know the better their chance to get a promotion. If you are in a union shop, then you will need to work with your union representative to implement a cross training program. A company usually sees a decrease in production initially, but the advantages are seen over time. Some clients will pay bonuses based on the number of jobs an employee can effectively perform.

This article will continue in our next newsletter edition.

Note: Previous articles are available on our website.





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Working In The Heat

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

Summer is now here. While summer brings us out of hibernation to enjoy the sun, it also brings hazards. Outdoor workers and others who work in foundries, bakeries or other hot indoor environments are subject to heat stress and can be affected by heat illness.

While many employees who die of heat related illness are farm workers, the OSHA website can be used to search for cases where a fatality occurred related to heat exposure (<https://www.osha.gov/pls/imis/accidentsearch.html>). A search in 2015 and 2016 revealed a range of occupations where employees died from heat. Most workers were outdoor workers including; farm worker, concrete worker, roofer, crane operator, pipeline worker, and tree trimmer. Indoor workers included; baker, dispatcher, warehouse worker and a janitor. Heat rash is a common, less serious effect of heat exposure. Cramps caused by excessive sweating sometimes can give a warning that an employee is exposed to heat stress. Muscles that are in heavy use are likely to experience these cramps.

Heat exhaustion and heat stroke are more serious forms of heat related illness.

Heat stroke is a very serious condition and reflects a loss of

the body to control body core temperature. Employees who have the symptoms of heat stroke need emergency medical treatment right away.

Here is a chart provided by OSHA on heat illness and first aid:

Heat Stroke

Symptoms:

- Confusion
- Fainting
- Seizures
- Excessive sweating or red, hot, dry skin
- Very high body temperature

First Aid:

- Call 911
- Place worker in shady, cool area
- Loosen clothing, remove outer clothing
- Fan air on worker; cold packs in armpits
- Wet worker with cool water; apply ice packs, cool compresses, or ice, if available
- Provide fluids (preferably water) as soon as possible
- Stay with worker until help arrives

Heat Exhaustion

Symptoms:

- Cool, moist skin
- Heavy sweating
- Headache
- Nausea or vomiting

- Dizziness
- Light headedness
- Weakness
- Thirst
- Irritability
- Fast heart beat

First Aid:

- Have worker sit or lie down in a cool, shady area
- Give worker plenty of water or other cool beverages to drink
- Cool worker with cold compresses/ice packs
- Take to clinic or emergency room for medical evaluation or treatment if signs or symptoms worsen or do not improve within 60 minutes.
- Do not return to work that day

Heat Cramps

Symptoms:

- Muscle spasms
- Pain
- Usually in abdomen, arms, or legs

First Aid:

- Have worker rest in shady, cool area
- Worker should drink water or other cool beverages
- Wait a few hours before allowing worker to return to strenuous work



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- Have worker seek medical attention if cramps don't go away

Heat Rash

Symptoms:

- Clusters of red bumps on skin
- Often appears on neck, upper chest, folds of skin

First Aid:

- Try to work in a cooler, less humid environment when possible
- Keep the affected area dry

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

https://www.osha.gov/SLTC/heatstress/heat_illnesses.html

Employees and supervisors should be trained to recognize the symptoms of heat related illness and to not ignore symptoms, but to immediately seek treatment.

The most important way to prevent heat related illness is to assure that workers are properly hydrated; this will serve to allow sweat to cool the body and maintain proper fluid levels. Supervisors should assure that workers have access to drinking water and workers should be trained that they should drink before they feel thirsty. On hot

days, it may be beneficial to start the work earlier in the day so that working during the hottest part of the day can be minimized. Workers should be instructed to take breaks periodically in a cooler, or at least a shaded area. Loose fitting clothing and sun hats can serve to limit sun exposure which increases the heat load on the body. Ice vests are available for short term exposure to high temperatures. Workers at theme parks use these ice vests under their heavy costumes.

OSHA has a fact sheet on heat related illness at: <https://www.osha.gov/Publications/OSHA-NIOSH-Heat-Illness-Infosheet.pdf>; please consult this for more information.



Self-discipline: How Do You Rate?

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

Self-discipline is touted as a necessity for accomplishing anything in life. You even need self-discipline to improve your self-discipline. What's a person to do? And what exactly is self-discipline?

Self-discipline is the ability to exhibit a behavior that is not enjoyable at that time, without any outside compulsion to do it.

So you would be able to get yourself to clean out the attic, even though you'd rather be fed

grapes and feathered. And you would do it even though you really don't have to do it right then. You can get yourself to do it simply because it needs to be done. That sounds like a great trait; who wouldn't want that?

Try these ways to develop your self-discipline to enjoy greater achievement in your life:

1. **It's important to keep your focus, like a Zen master.** Why do monks have so much discipline? Part of the reason is they are great at staying focused on the task and keeping that inner voice that screams "Ugh" quiet. They simply do the work and don't think about how much they don't like doing it.
2. **Recognize that you have control over your actions.** You have free will; you can do as you please. So, you can choose to take part in an activity that needs to be done, even if you don't like doing it.
3. **Keep the result in mind before you get started.** If you're focused on the results, it's easier to get started. It's usually a lot easier to maintain working on a task than it is to begin. Focus on the benefits and the beginning will come.
4. **Do your task when distractions are at a**



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minimum. Buddhist monks are a good example. They can't touch money; they can't even shake hands with a woman; they may only own a couple of robes, a bowl, and a spoon. They aren't even allowed to prepare or store food. The primary reason is to eliminate all distractions.

If you disallow yourself to worry about money, relationships, possessions, clothing, or food; your mind is free to focus on whatever you choose. So plan your task when you're not likely to be distracted by other more interesting or enjoyable activities.

- 5. **Eliminate the stuff from your life that isn't meaningful to you.** These things take away from the quality of your life and your focus and serve as distractions from the things that are more important to you.

Self-discipline is like anything else; with practice, it becomes a positive habit. Self-discipline is developed one decision at time. So make every opportunity to experience self-discipline count. It gets a little easier each time. Practice every day. Take smaller tasks, like washing the dishes or folding laundry, and see how well you can complete them without being distracted. See how many negative thoughts pop into your head.

Most importantly, acknowledge the times you are successful and show self-discipline. Any behavior that is rewarded is more likely to appear again in the future

Imagine how your life would be if you could accomplish your task list without procrastinating. People we consider highly successful have simply been able to get themselves to do things the rest of us don't like to do. Self-discipline is the key ingredient to reaching a high level of success in your life.

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



DON'T TAKE CHANCES

By: The Safety Division

In most types of industries "CHANCE TAKERS" are a dime a dozen -- they are present on every job, creating danger for

themselves, as well as, others. The only difference between chance takers is the size of the gamble they take. Since so many of these chance takers are around, a good tip on how to spot one quickly is to look into a mirror.

We are all guilty of taking chances; such as, not buckling your seatbelt in a motor vehicle -- you know it makes you safer, but you're too lazy to do it or you just forget?

How about on your job -- have you ever used a ladder that was broken, defective, too short, or not tied off -- scaffolding constructed improperly -- worked without the protection of guardrails -- or not tied off where required? Did you fail to lockout/tagout your machine because you were only going "to be a minute?"

Have you ever been guilty of overloading a crane, hoist, chain fall, etc. -- or using chokers, chains or ropes that are worn or damaged?

Is the gas can that you use at work and at home OSHA compliant? Those plastic cans in our garages do not met the safety requirements.

Do you gamble losing your eyesight by cutting, grinding, chipping, etc. without wearing safety glasses -- damaging your hearing by not using ear protection -- or clogging your lungs because you don't use a respirator? How long does it take to put the proper personal



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protective equipment (PPE) on? How long will you be off of work if you are injured?

These are just a few examples of the many chances we all take -- the most important step is to be aware of these types of chances so that you can avoid them in the future.

Every time you take a chance, you either win or lose -- when the chance involves safety there is very little to win, and a whole lot to lose! Think about this the next time you are about to "take a chance."



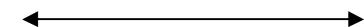
SURVEY

Awesome Entry-level Jobs

A new report that compares 109 different types of entry-level positions based on 11 metrics - from starting salaries to industry growth - find the following jobs to be the 10 best for first-time works:

- Training specialist
- Web-applications developer
- Network engineer
- Attorney
- Environmental engineer
- Software engineer
- Web designer
- Information-security analyst
- Financial analyst
- Programmer

Source:
Office Team, Menlo Park, California



INTERESTING FACT

Sixty-five percent of 2,175 hiring managers and HR professionals surveyed say they plan to hire recent college graduates this year, up from 57 percent last year.

Source:
CareerBuilder, Chicago



SOCIAL MEDIA

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Please visit us at the following social media sites:



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



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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



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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.

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.



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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:

- 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



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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 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



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