



JMT & Associates, LLC

Human Resources & Safety Consulting

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PEOPLE POINTERS

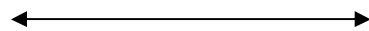
Volume 19, Issue 1 January 2022

*** NEWS ***

OSHA Log

Employers that are required to comply with the OSHA recordkeeping guidelines (this includes most employers) must remember to post their OSHA Form 300A (Summary of work-related injuries and illnesses) for the calendar year 2021 from February 1, 2022 through April 30, 2022. The Form 300A should be posted in a conspicuous place where you normally post employee information. Failure to post can result in citations and penalties.

Employers with 20 or more employees in certain high-risk industries must submit their 2020 Form 300A data electronically to OSHA by March 2, 2022.



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

✓ Conducting regular payroll audits is important. In many off-the-clock work cases, it appears the alleged misconduct could have been detected through periodic audits, physical observation or review of payroll records.

✓ Employers should maintain contemporaneous records that explain any changes they make to employees' time entries and should obtain employee approval and signature on any changes.

✓ Incomplete record keeping provides plaintiffs' counsel with a wonderful opportunity to claim that the employer's own time records show the employer was cheating its employees out of overtime.

General Industry Safety Checklist

✓ Powered industrial trucks include fork trucks, tractors, platform lift trucks, motorized hand trucks, and any other specialized industrial trucks powered by electric motors or internal combustion engines.

✓ Only after a location has been classified as to whether it is hazardous or non-hazardous may industrial trucks be used therein and then only after a properly designated industrial truck is provided.

✓ If at any time a powered industrial truck is found to be in need of repair, defective or in any way unsafe, the truck shall be taken out of service until it has been repaired to a safe operating condition.

Construction Safety Checklist

✓ Employers shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area.

✓ Employers shall provide employees with information on any operations in their work area where hazardous chemicals are present and the location and availability of the written hazard communication program, including the required list of hazardous chemicals and safety data sheets required by the standard.

✓ Employers who produce, use or store hazardous chemicals at multi-employer workplaces shall ensure that their hazard communication program

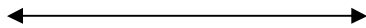


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includes the methods the employer will use to provide other employers with a copy of the safety data sheet for hazardous chemicals other employer employees may be exposed to while working, the methods the employer will use to inform other employers of any precautionary measures for the protection of employees and the methods the employers will use to inform the other employers of the labeling system used in the workplace.



Job Analysis

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

Part 2

When we look at HR Management, several key activities are associated with jobs.

Workflow analysis – Looking at how work flows through the company in order to improve operational efficiency.

Re-engineering – Improving productivity by changing the jobs themselves.

Job design – Dividing up organizational work into jobs in order to utilize worker capabilities effectively.

Let's take a closer look at each of these key activities.

Workflow Analysis

Workflow analysis is the way work moves through your organization. When we perform a workflow analysis, we begin by looking at the quantity and quality of the desired and actual outputs. Depending on the type of business, this would be the goods produced or the services provided. Next, we look at the tasks and jobs (activities) that lead to the outputs. We determine if the activities are achieving the desired outputs. We next list the inputs; such as, people, materials, information, data, equipment, etc. We will determine if the inputs make the outputs and activities more efficient.

A lot of times this analysis will reveal there are too many steps involving too many different jobs in the process. This will lead to a redesign of the process. We will redefine tasks, duties and responsibilities of the affected jobs. The new jobs are implemented through employee training. The result is a more responsive workflow, increased efficiency and a better designed job. Sometimes this can lead to cost savings through reduction.

Technology and Workflow

Technology must be part of the workflow analysis. We see constant changes to the workflow due to improved technology. Several of our clients have their employees access and change their benefits information themselves through technology. Employees can make changes anytime using an app on their phone.

Another change we are seeing is the reduction of secretaries. I remember when I first started in HR, I had a personal secretary. Today, most HR managers are doing the tasks previously done by a secretary themselves with the use of technology. How has voicemail affected this job?

Another related example is the receptionist. Many companies have replaced this position with technology.

Do you remember when we had the job position of a typist? Now, we type our own memos and use email and texting. Basically, eliminating the need for a typist.

So, how have these changes in technology affected the workflow today? Today's office support functions require greater responsibility, coordination and authority. To reflect these changes, the new job title is administrative assistant.

This article will continue in our next newsletter edition.

Note: Previous articles are available on our website.



Heat Illness

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

While we all complain about the heat on a hot day, we may not be aware that heat can kill. A landscape worker on a hot day feels sick; he continues working, collapses, and emergency



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medical staff cannot revive him. A bakery worker, working near an oven, collapses and dies. The hazard can be worse when workloads are higher, humidity is higher and when air movement is low. In 2011 OSHA launched the *Heat Illness Prevention Campaign* and is currently working on a new standard to address hazards of worker exposure to high temperatures. While high temperatures can affect everyone, workers can get used to some levels of heat; this process is called acclimation, or tolerance.

Training should be done; once employees and supervisors are aware of the hazard, they will be able to recognize the conditions and symptoms that can lead to severe illness or death. Time to acclimate, access to cool water and sufficient rest breaks in an area away from heat, will reduce the hazard. Workers should be trained to drink water throughout the day and wear proper clothing. They should be advised of health and environmental conditions that increase the hazard, as well as, how to recognize symptoms, protective measures, and treatments.

Workers should be monitored for heat stress and emergency action plans in place when high temperatures occur. The National Weather Service reports a heat wave when conditions are such that heat stress is more likely, but heat stress can occur outdoors under lower temperatures and can

happen year-round in workplaces with heat sources.

The *OSHA Technical Manual* at <https://www.osha.gov/otm/section-3-health-hazards/chapter-4#screening> gives guidance on screening conditions to determine if there is a hazard to employees from excessive temperatures and workload. Note that in order to measure the temperature, a special thermometer called a WBGT (wet bulb, dry bulb, and globe temperature) must be used. This device considers not only the air temperature as measured by a standard thermometer, but also considers the radiant heat (from sun or hot surfaces), air movement and the humidity. The technical manual also shows how to calculate the outdoor WBGT based on weather conditions. Once you have determined the WBGT temperature you can determine the appropriate workload and rest break periods. The technical manual states, for example, that once the WBGT temperature reaches 82.4°F, and employees are doing a moderate level of work; such as, walking, a hazard may exist and an evaluation should be done.

OSHA's slogan for this campaign is "Water. Rest. Shade", which sums up well how to handle work settings when high temperatures are expected.

JMT & Associates, LLC can help address heat stress by training employees, developing plans, and performing monitoring.

Self-Image - What Do You See In The Mirror?

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

While we all understand the importance of eating healthy, exercising and dieting, very few realize that changing our self-image is just as important to leading a healthy lifestyle.

How you think and feel about yourself goes a long way to bringing happiness and success into your life and in order to change your self-image – just as you give your body a workout – you need to give your mind a workout too.

The first step you need to take is to determine what exactly it is you would like to be and what you are already good at or enjoy doing. You might say you are good at sports, poetry and spending time with friends. The one thing you don't want to do is create a list of things that you don't like about yourself. This pencil and paper exercise would only make you feel inadequate and hinder your ability to change yourself and your self-image. By focusing on the good in yourself, you will be able to quickly change your self-image into something that you are proud of.

Visualization and affirmations can help you to realize just how great you already are. See yourself doing and becoming everything that you originally wrote down. Repeat positive



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affirmations throughout the day to help the new way of thinking sink in and develop your new positive outlook. By vividly imagining this new you, your mind will retrain until you understand that all the things you visualize are true.

Consider keeping a journal. During this process you will benefit from keeping a journal about your transformation, you will be able to look back on it and this will help to strengthen your self-image and reinforce the new you. As part of my own personal self-image development, I found that keeping a journal really helped me not only track my progress, but it truly created a release for me to pour out my feelings and emotions throughout the process. It is important that you let your past go and think only about the future and the new you, you will develop your new self-image more rapidly by focusing on what you are achieving and have yet to achieve. Goals will get you there.

You can help yourself mold a positive self-image if you set attainable goals for yourself and then strive to reach them. Giving yourself something to work towards creates success in your life – a vital part of reshaping your self-image. Set goals for yourself in any area you wish; work, personal, health, fitness and then go for it. Set yourself a realistic time in which to accomplish each goal and give yourself praise when you get there. Make a list of potential challenges you might face

during your transformation and develop an action to persevere through those challenges. It is always a good job to keep a risk management plan to protect the valuable asset “YOU.”

How you choose to change your self-image is entirely up to you, there are no limitations to what you are able to achieve if you set your mind to it and are determined to work towards reaching the desired goal. If you stray from the path leading you there, then don't be put off and discouraged, get back on track and carry on with determination.

Remember your positive self-talk, as well as, daily affirmations and don't be afraid to use these tools to get you through the process. Good luck and know that you have a fan and advocate cheering you along the way “ME.”

Feel free to reach out to me for inspiration and to share your progress.

You are committing yourself to working hard to achieve what you want. Plan on what you will do when you finally reach your ultimate goal, you should aim to give yourself a special treat, you deserve it. Make sure that it is something which you can set your mind on during the tough times, keeping it in mind will give you an incentive that it will completely worthwhile.

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

Believe Coach at www.BelieveUniversity.net.

INTERESTING FACT

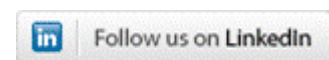
Seventy-two percent of HR leaders said their organizations will place more emphasis on continuous feedback as a result of the pandemic.

Source: Aon

SOCIAL MEDIA

JMT & Associates, LLC is on LinkedIn, Twitter, Facebook, 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



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SERVICE UPDATES

The JMT Network Program

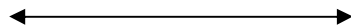
The JMT Network Program is up and running. Please visit www.jmt-associates.com (Click on the link located on the left-hand side of the home page.) to read about the latest developments.

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 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.



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- 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:

- 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.



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- 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 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 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





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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.

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