



JMT & Associates, LLC

Human Resources & Safety Consulting

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PEOPLE POINTERS

Volume 11, Issue 1 January 2014

*** NEWS ***

OSHA Log Posting

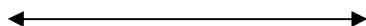
Employers that are required to comply with the OSHA recordkeeping guidelines (this includes most employers) must remember to post their OSHA No. 300A (Summary of work-related injuries and illnesses) for the calendar year 2013 from February 1, 2014 thru April 30, 2014. The No. 300A should be posted in a conspicuous place where you normally post employee information. Failure to post can result in citations and penalties.



Reminder

Ohio employers don't forget to post the new Ohio Minimum Wage poster with your other labor posters. The new minimum wage went into effect on January 1, 2014.

If you need this poster, contact our office and we will email you a copy.



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

- ✓ Every company should have a formal grievance/complaint procedure. Regular communication of this policy to current and new employees is important. Always apply the policy fairly and consistently in all circumstances.
- ✓ Every manager must terminate an employee at some point in their career. Does your company have a formal termination procedure? A checklist should be used so you don't forget any of the steps. Failure to follow your procedures could lead to violations.

- ✓ Performance reviews are a tricky subject. Does your company have a formal procedure? Is it easy to use? Do your employees gain value from the process? Employee performance reviews should be an integral part of your workforce development. It is critical to communicate to your employees as to how they are doing - both good and bad.

General Industry Safety Checklist

- ✓ For a grounded system, a grounding electrode conductor shall be used to connect both the equipment grounding conductor and the grounded circuit conductor to the grounding electrode.
- ✓ For an ungrounded service-supplied system, the equipment grounding conductor shall be connected to the grounding electrode conductor at the service equipment.
- ✓ The path to ground from circuits, equipment and enclosures shall be permanent and continuous.

Construction Safety Checklist

- ✓ Eye and face protection shall be provided when machines or operations present potential eye or face injury.



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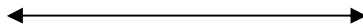
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✓ Employees involved in welding operations shall be furnished with filter lenses or plates of at least the proper shade number.

✓ Employees exposed to laser beams shall be furnished suitable laser safety goggles that will protect for the specific wave length of the laser and the optical density adequate for the energy involved.



Employee Compensation Management

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

Part 12

Pay Structures

Pay structures are developed once job valuations and pay survey data are gathered. Data from the valuation of jobs and the pay surveys will help you establish several different pay structures for different job families. A job family is a group of jobs having common organizational characteristics. The number of different job families will depend on the culture, size and structure of your company. The following are some of the common pay structures:

- Hourly and salaried
- Office
- Plant
- Technical

- Professional
- Managerial
- Clerical
- Information Technology
- Professional
- Supervisory
- Executive

Pay Grades

You will use pay grades to group individual jobs having approximately the same job worth. How many pay grades should you have? Of course, this will depend on how many employees you have and the amount of different jobs you have. Typically, a small company will have 5-10 different pay grades.

There are two common methods used to establish pay grades. These are market banding and use of job evaluation data.

Market Banding

This method is closely linked to the use of market pricing to value jobs. Market banding groups jobs into pay grades based on similar market survey amounts. The midpoint of the survey average is used to develop pay range minimums and maximums.

Job Evaluation Points

This method uses job evaluation points or other data generated from the traditional job evaluation methods discussed previously in this article. This process ties pay survey information to job evaluation data by plotting a wage curve and scattergram. First, make a

graph that charts job evaluation points and pay survey rates for all surveyed jobs. The graph shows the distribution of pay for the surveyed jobs. Develop a linear trend line by the least-squares regression method. A curvilinear line can be developed by multiple regression and other statistical techniques. The end result is the development of a market line that shows the relationship between job value as determined by job evaluation points and pay survey rates.

Pay Ranges

Next, calculate the pay range for each pay grade. Use the market line as a starting point; you can determine minimum and maximum pay levels for each pay grade by making the market line the midpoint line of the new pay structure. For example, in a particular pay grade, the maximum value may be 20% above the midpoint located on the market line, and the minimum value may be 20% below it.

Next, the current pay of your employees will be compared with draft ranges. If the pay of a significant number of your employees falls outside the ranges, then you will need to revise the pay grades and ranges as needed. Once costing and budgeting scenarios are run to assess the financial impact of the new pay structures, then pay policy decisions about market positioning may have to be revised, by either lowering or raising the ranges.



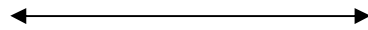
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This article will continue in our next newsletter edition.

Note: Previous articles are available on our website.



Self - Empowerment

By: Nick Dillon, MAED
Independent Human Resources and
Safety Consultant

BRING OUT THE LEADER IN YOU!

Even if you are not a natural-born leader, it does not mean you cannot become one. Leadership, like talent, is a skill you can build on so never feel like you are not capable of becoming a leader.

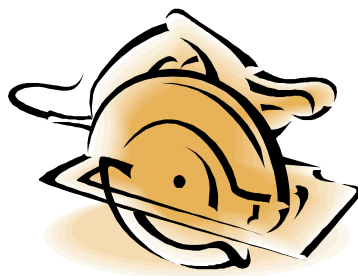
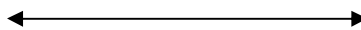
As a leader, you are in a position where you will need to make decisions. So just as you have written down your goals and broken them into smaller ones, you can do the same when in charge of a group. List each task that needs to be done and then give the tasks to each member of your group depending on their own talents. By giving the right tasks to the right person with the skills to accomplish it, you give your group more confidence in you to finish the project. This in turn will give you the self-empowerment to see it to the end.

Since you are the leader of the group, you must be sure to make sure everyone is doing their part. Each day, have everyone give you a run down on where they

are on their assignments. Keep a list of your own so you know exactly where the project is as far as completion at all times.

Be sure to treat each member of the group with the same respect, no matter what assignment they have or how minor it may seem, it is after all part of the process of achieving the final goal. Each member needs to know that whatever part they are contributing, that it is important to the finish line.

You need to be available to help the members of your group when they have questions or need to know if they are doing their tasks right to accomplish the final goal. Always make sure to be there for your group and they will in turn work hard to make sure that everything is done right until the goal becomes a reality.



POWER TOOLS

by: Safety Division

Power Tools Safety Tips

Have you ever said or heard a co-worker say any of the following?

"It's only 110 Volts — it can't really hurt you."

"Let me just stretch a little and drill this one hole."

"I emptied this nail gun..."

"Let me pull this saw blade guard back just to finish this one cut."

Portable power tools are one of the greatest time and energy savers around.

Since they're so readily available and useful, we tend to forget that they're powered, and have the potential to amputate, break bones, electrocute, and kill.

Some of the serious accidents using power tools have involved situations like the following:

"A man was installing flashing on a school roof. Using a power drill on the roof edge, he lost his balance when the drill cut through the material. Failing to use a safety harness, he toppled 30 feet to his death."

"A framer amputated three fingers using a portable circular saw incorrectly. He tried to adjust the blade depth with one hand, with the other on the grip handle. He accidentally hit the trigger."

Common Power Tool Problems

- Inadequate instructions



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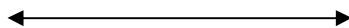
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- Use of improperly grounded, non-double insulated tools
- Protective guards were defective, or removed
- Dull cutting edges of blades and bits
- Hang-up of power cord twist plugs on ladder rungs
- Non-secure operator position

Review These Possible Solutions

- Proper training in power tool use
- Preventive maintenance on power tools
- Inspections and defective tool reports
- Shorten power cord to prevent hang-ups
- If you are performing elevated work, use proper fall protection

What can you and your company do better to prevent power tools injuries? It may take some time and effort, but it only takes a second to have a life-changing accident.



Control the Hazards Created by Compressed Gas

Cylinders on the Job Site

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Part 1

Introduction

Hazards associated with compressed gases include oxygen displacement, fires, explosions, and toxic gas exposures, as well as, the physical hazards associated with high pressure systems. Special storage, use, and handling precautions are necessary in order to control these hazards.

Compressed gas and equipment is addressed in specific standards for the general industry, shipyard employment, marine terminals, and the construction industry.

Compressed gas cylinders can be extremely hazardous when misused or abused. Compressed gas cylinders can present a variety of hazards due to their pressure and/or content.

Depending on the particular gas, there is a potential for simultaneous exposure to both mechanical and chemical hazards. Gases used may be:

- Flammable or combustible
- Corrosive
- Explosive
- Poisonous

- Inert
- Acidic
- Reactive
- or a combination of hazards

Without proper use and care, compressed gas cylinders can explode, killing workers and destroying equipment. Cylinders can also become flying projectiles when cylinder valves are damaged or broken off. Regulators can become bullets that tear through workers if safety precautions are not taken.

Careful procedures are necessary for handling the various compressed gases, cylinders, regulators or valves used to control gas flow, and the piping used to confine gases during flow.

Compressed Gas Safety Guidelines

Identification: “ALWAYS READ THE LABEL”

The contents of any compressed gas cylinder must be clearly identified. Gas identification should be stenciled or stamped on the cylinder or a label. Commercially available three-part tag systems may be used for identification and inventory.

No compressed gas cylinder should be accepted for use that does not legibly identify its contents by name. If the labeling on a cylinder becomes unclear the cylinder should be marked “contents unknown” and returned to the supplier.

Do not rely on the color of the cylinder for identification.



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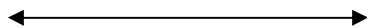
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Color-coding is not reliable because cylinder colors may vary with supplier. Also, never rely on labels on caps because they are interchangeable.

All gas lines leading from a compressed gas supply should be clearly labeled to identify the gas and the area served. The labels should be coded to distinguish hazardous gases such as flammable, toxic, or corrosive substances. Signs should be posted in areas where flammable compressed gases are stored or used, identifying the substance and appropriate precautions.

This article will continue in our next newsletter edition.

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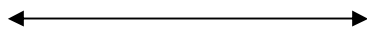
SURVEY

Longer Hours

When 325 U.S. workers were asked, "Do employees in your organization work longer hours than five years ago?"

67% said - "Yes, a great deal."
10% said - "Yes, somewhat."
23% said - "Not really."

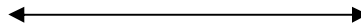
Source:
Right Management, Milwaukee, Wis.



INTERESTING FACT

More than two-thirds (69 percent) of 728 HR and benefits professionals at companies that currently provide health benefits have analyzed how the Affordable Care Act will affect their healthcare-plan costs and exactly half were able to pinpoint the cost change in 2013 resulting from the ACA.

Source:
International Foundation of Employee Benefits Plans, Brookfield, Wis.



SERVICE UPDATES

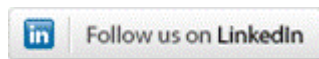
The JMT Network Program

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.

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>

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



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

Construction Safety Training

JMT & Associates, LLC offers the OSHA 10 hour and 30 hour construction industry outreach training programs.

Educational Books

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

“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.

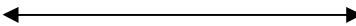
“How Are Your Employees Performing? Employee Performance Appraisals – Book 1.”

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

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

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

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





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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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