



# JMT & Associates, LLC

*Human Resources & Safety Consulting*

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## PEOPLE POINTERS

Volume 12, Issue 1 January 2015

### \*\*\* 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 2014 from February 1, 2015 thru April 30, 2015. 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.



#### OSHA Reporting

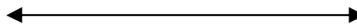
Effective January 1, 2015, employers must report more injuries to the Occupational Safety and Health Administration (OSHA).

OSHA has updated the list of industries that, due to relatively low occupational injury and illness rates, are exempt from the requirement to routinely keep injury and illness records.

Please see our previous newsletter for more details.

All employers covered by OSHA, should review the new

rule to ensure compliance.



#### DOL - What Is A Spouse?

The U.S. Department of Labor (DOL) on June 20, 2014, issued a proposed rule changing the Family and Medical Leave Act (FMLA) rule's definition of "spouse." In the proposed rule, "spouse" no longer will be defined by the state of residence, but instead based on where the marriage was entered into. This is sometimes referred to as the "place of celebration." The proposed rule also will recognize marriages abroad if valid in the place where the marriage occurred.

As of June 18, 2014, 19 states and the District of Columbia recognize same-sex marriage.

If your company is required to comply with the FMLA, you should review your policy and practices to ensure compliance.



#### 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

✓ Do you have a set of guidelines to help your staff interview? You should have specific guidelines developed for each position category that you hire for. This will allow consistency in your interviewing process. This will also minimize your risks of discrimination claims.

✓ Interview questions should be developed for each job classification and used consistently by your interviewers. It is a dangerous practice to ask off-the-cuff questions during an interview.

✓ Training should be provided to all employees that conduct interviews. No employee should conduct interviews if they are not properly trained.

#### General Industry Safety Checklist



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✓ OSHA requires portable ladders to have nonconductive side rails if used by employees who would be working where they might contact exposed energized circuit parts.

✓ Conductors shall be spliced or joined with devices identified for such use or by brazing, welding, or soldering with a fusible alloy or metal.

✓ All splices, joints and free ends of conductors shall be covered with an insulation equivalent to that of the conductor or with an insulating device suitable for the purpose.

### **Construction Safety Checklist**

✓ A fire extinguisher, rated not less than 2A, shall be provided for each 3,000 square feet of the protected building area, or major fraction thereof.

✓ Travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 100 feet.

✓ One or more fire extinguishers, rated not less than 2A, shall be provided on each floor. In multistory buildings, at least one fire extinguisher shall be located adjacent to the stairway.



## **Employee Training**

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

### Part I

When we ask "What is employee training?" it is not surprising that we get different responses. Of course, no one particular answer is more correct than another. One definition of training to consider is as follows: Training is the process whereby people acquire capabilities to perform jobs. No company wants poorly trained employees. Their mistakes can be very costly to your company. Training provides employees with specific, identifiable knowledge and skills. Sometimes we will talk about training and development together. Development is different than training. Employee development is broader in scope and focuses on employees gaining new capabilities useful for both present and future employment. Training may include "hard" skills and "soft" skills. A "hard" skill would be learning how to operate a machine or piece of equipment. A "soft" skill would be how to effectively communicate with other employees.

In this series of articles, we will discuss several key components of employee training. These include the following:

- Training defined.
- Strategic training approach.

- Four phases of the training process.
- Types of analysis to determine training needs.
- Internal, external and e-learning training delivery methods.
- Levels of training evaluation.
- Intercultural competence training for global employers.

We have seen contemporary training in companies change considerably over the years. Factors affecting the changes include the competitive environment and technology. Four specific areas have been affected. Each area is discussed below.

### **A. Organizational Competitiveness and Training**

Companies realize that training their employees is important to a successful business. Estimates say approximately \$60 billion is spent annually on training in the U.S. On average this expense is 1.5% - 2.0% of payroll expenses. This data is from a study conducted by The American Society for Training and Development (ASTD). Training can be compared to "continuous improvement." If your employees are not properly trained, you could lose competitive advantage in the market. Retraining good employees is enhanced by an effective training program.



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### **B. Knowledge Management and Training**

Historically, competitive advantage among companies was measured in terms of physical capital. Today, "intelligence" is considered a raw material used by "knowledge workers." Knowledge management is the way a company identifies and leverages knowledge in order to be competitive. Technology can help transmit knowledge, but having technology does not mean employees will use it to manage knowledge effectively. Knowledge management is a conscious effort to get the right knowledge to the right employees at the right time. This way it is shared and implemented in your company.

### **C. Training as a Revenue Source**

Many companies make a profit from selling training. In some cases, training is included with a product purchase, for example, a new human resources information software package. Purchasing a new machine for the production department can be less than successful without proper training from the manufacturer. Future sales can be increased by providing product training.

### **D. Integration of Performance on Training**

Job performance, training and employee learning must be integrated to be effective. The link between training and job performance is critical. Let's

look at safety fall protection personal protective equipment (PPE). If your employees were simply shown a training video it is doubtful that the equipment would be used properly. As an alternate method of training, the trainer could demonstrate how to properly put on the equipment, have the employees put the equipment on themselves and provide real-time feedback. We think it is obvious which training method works better.

Other topics could incorporate everyday business issues as learning examples. This would increase the realism of training exercises and scenarios. This method integrates training, learning and job performance.

*This article will continue in our next newsletter edition.*

**Note: Previous articles are available on our website.**



## **How To Empower Your Career**

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

Your career is an important step toward self empowerment. You need to make wise choices in order to find the career that you are best suited to and that you will enjoy. If you get stuck in a career you are not good at or hate your life you will become unhappy and unfulfilled.

You need to work at your career

and not hold back. Give it all you've got to build a strong successful career. If you find you start and it does not feel like you have made the right career choice, step back and take a good look at your choice.

Is it something you enjoy doing? Can you see yourself still doing it in 5 -10 -15 years? Do you enjoy it but need to gain the skills to do it better? Are you ready to commit to learning the skills necessary? These are all choices you need to make in order to get yourself in the right career that fits you.

Never be afraid to ask for help if you do not understand how to do certain things. It is better to ask for help than make costly mistakes. The better you get at what you do, the more confidence you will feel to achieve whatever is necessary to succeed in your career.

Your career should be challenging and yet enjoyable. Don't let anyone or anything hold you back. Remember you are in control of your own life. You can make anything you want to achieve become a reality as long as you stick to it.





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### Horse Play

By: Safety Division

Horse play does not have a place on the job!

All of us like to have fun, but when horse play gets started on the job it usually ends up with someone getting injured, and none of us really wants that to happen. Practical jokes and those who initiate them are not wanted. For example, take the supervisor who knew that one of his employees was extremely sensitive to loud noise. One day he sneaked up on the employee and hit a piece of metal with a hammer, and the sudden loud noise surprised and shocked the employee. The end result of this 'joke' was not funny; a worker's compensation claim was filed and the employee was out of work for some time before recovering.

Sometimes horse play goes even further. A worker decides to play a trick on another worker by taking off or changing the position of a safety device on a power tool. Something like this is not only stupid but extremely dangerous and could cause an

accident with serious injuries.

Practical jokers should be banned from all work sites. If you see any kind of horse play taking place, stop it at once. Let the other person know that you don't like it, and if it continues you will notify your supervisor to put a stop to it. You should also remind the jokester that if the prank results in an injury or death, they are subject to prosecution and possible imprisonment.

Be a safe worker. Check your work area for hazards, inspect your tools before use, set a good example, follow the rules and never be the person that horses around.

Remember, if a prank backfires and someone is injured, it's no joke!

The job is no place for horse play - don't do it!



### Control the Hazards Created by Compressed Gas Cylinders on the Job Site

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PO Box 26068 - Birmingham, AL 35260

Part 5

### Compressed Gas Cylinder Inspection

Each employer shall determine that compressed gas cylinders under his control are in a safe condition to the extent that this can be determined by visual inspection. Visual and other inspections shall be conducted as prescribed in the Hazardous Materials Regulations of the Department of Transportation (49 CFR parts 171-179 and 14 CFR Part 103). Where those regulations are not applicable, visual and other inspections shall be conducted in accordance with Compressed Gas Association Pamphlets C-6-1968 and C-8-1962, which is incorporated by reference as specified in Sec. 1910.6.

The in-plant handling, storage, and utilization of all compressed gases in cylinders, portable tanks, rail tank-cars, or motor vehicle cargo tanks shall be in accordance with Compressed Gas Association Pamphlet P-1-1965, which is incorporated by reference as specified in Sec. 1910.6.

Compressed gas cylinders, portable tanks, and cargo tanks shall have pressure relief devices installed and maintained in accordance with Compressed Gas Association Pamphlets S-1.1-1963 and 1965 addendum and S-1.2-1963, which is incorporated by reference as specified in Sec. 1910.6.

Work safely with compressed gas cylinders at ALL times.

### Additional Information



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Additional information regarding the transportation, use, and storage of compressed gas cylinders is available from the Compressed Gas Association (CGA) at [www.cganet.com](http://www.cganet.com).

### Sources:

Jeffery K. Dennis, MS, CSP, CHMM, CET, CSSM, WSO-CSE

OSHA 29 CFR 1910 Subpart H - Hazardous Chemicals

**Note: Previous articles are available on our website.**



## SURVEY

### Social Media's Workplace Impact

When 340 U.S. workers were asked, "What has been the most positive impact of social technologies in the workplace?" they responded:

- Simplified communications - 29%.
- Increased collaboration - 27%.
- Greater mobility - 24%.
- Boosted relationships - 20%.

Source:  
Lee Hecht Harrison, Woodcliff Lake, N.J.



## INTERESTING FACT

Thirty-six percent of 609 working Americans surveyed say they have worked with a colleague they knew to be using marijuana, while only one in 12 say they have used marijuana within 12 hours of the start of their workday.

Source:  
Workplace Options, Raleigh, N.C.

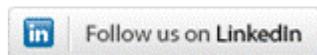


## SOCIAL MEDIA

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](http://www.linkedin.com/company/jmt-&-associates-llc)



[www.twitter.com/JMTHR](http://www.twitter.com/JMTHR)



[www.facebook.com/pages/JMT-Associates-LLC/144214645671881](http://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](http://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



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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.

### **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:**

### *"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.



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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.
- 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



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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](http://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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