



# JMT & Associates, LLC

## *Human Resources & Safety Consulting*

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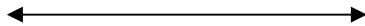
## PEOPLE POINTERS

Volume 7, Issue 2 April 2010

### \*\*\* NEWS \*\*\*

#### Small Business Scams

The Ohio Attorney General, Richard Cordray, just announced a new statewide initiative to help small businesses. One of the Ohio Attorney General's primary duties over the years has been protecting Ohio consumers from fraud and unfair business transactions. However, small businesses that have been scammed previously have not been able to file complaints with the Attorney General's Office. Now, this office will begin accepting consumer complaints from businesses. If you or your small business has been targeted by unfair practices, file a complaint with the Attorney General's office at [www.OhioAttorneyGeneral.gov/Complaint](http://www.OhioAttorneyGeneral.gov/Complaint) or by phone at (800) 282-0515.



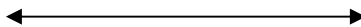
#### Commercial Truck Drivers

U.S. Department of Transportation (DOT) Secretary Ray LaHood announced federal guidance on January 26, 2010, to expressly prohibit texting by drivers of commercial vehicles, such as large trucks, buses and

vans. The prohibition is effective immediately and applies to interstate truck drivers and commercial bus and van drivers who carry more than eight passengers. Truck and bus drivers who text while driving commercial vehicles may be subject to civil or criminal penalties of up to \$2,750.

Employers should take the following steps:

- Develop and implement a written policy.
- Train and educate employees on the policy's application.
- Distribute the written policy to each employee.
- Require each employee to sign an acknowledgment of the policy, stating that he/she received, read and agrees to comply with the policy.



#### HIRE Act

Under the Hiring Incentives to Restore Employment (HIRE) Act, enacted March 18, 2010, two new tax benefits are available to employers who hire certain previously unemployed

workers ("qualified employees").

The first, referred to as the payroll tax exemption, provides employers with an exemption from the employer's 6.2 percent share of social security tax on wages paid to qualifying employees, effective for wages paid from March 19, 2010 through December 31, 2010.

In addition, for each qualified employee retained for at least 52 consecutive weeks, businesses will also be eligible for a general business tax credit, referred to as the new hire retention credit of 6.2 percent of wages paid to the qualified employee over the 52 week period, up to a maximum credit of \$1,000.

Visit [www.irs.gov](http://www.irs.gov) for additional information.



#### OSHA Safety Training – Are You Ready?

Secretary of Labor, Hilda Solis, announced a number of major new OSHA enforcement initiatives during her April 14 keynote address at the National Action Summit for Latino Worker Health and Safety. OSHA currently requires that



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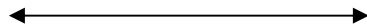
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training provisions under OSHA standards be provided in a language or a form that workers can understand. OSHA further requires that its Compliance Officers check and verify that workers have received the training required by OSHA standards.

Have you provided the required OSHA training and do your employees understand what was taught?

Now is the time to verify your program. Don't wait for an OSHA inspection.



### **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.

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**

- ✓ Review/revise job descriptions for all job positions. Don't forget newly added jobs.

- ✓ Review/revise compliance with the American's with Disabilities Act. This regulation covers employers with 15 or more employees.

- ✓ Review/revise procedures for hiring temporary workers.

#### **General Industry Safety Checklist**

- ✓ The employer shall ensure that no employee is exposed to an airborne concentration of asbestos in excess of 0.1 fibers per cubic centimeter of air as an 8-hour time-weighted average (TWA).

- ✓ Belt sanding machines used for woodworking shall be provided with guards at each nip point where the sanding belt runs onto a pulley and the unused run of the sanding belt shall be shielded to prevent accidental contact.

- ✓ Each employer having employee(s) who may incur skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials as a result of performing their professional duties shall establish a written exposure control plan designed to eliminate or minimize exposure.

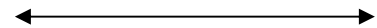
#### **Construction Safety Checklist**

- ✓ Compressed air used for cleaning purposes shall be reduced to less than 30 pounds per square inch and then only with effective chip

guarding and personal protective equipment (PPE).

- ✓ Valve protection caps shall be in place and secured when compressed gas cylinders are transported, moved or stored.

- ✓ Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved.



### **Human Resources (HR) Strategic Planning**

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

Part 5

#### **Human Resources Planning**

##### **Geographic Concerns**

The HR plan must take into consideration the population condition and changes in the labor supply market. The willingness of current employees to take new job assignments that require a move to a different geographic area must be addressed in the plan.

##### **Competition**

Companies must consider the competitive labor market and offer pay rates and benefits that are competitive with these companies in the same general industry. Do not forget to consider international competition and how it will



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affect your business.

Global competition for labor intensifies as global competitors shift jobs and employees around the world.

### **Workforce Composition**

Many companies are struggling to have sufficient employees with the necessary job requirements. Some of the variables to consider include:

- Outsourcing possibilities
- Availability of “contingent” worker
- Work/life balance concerns
- Diversity of employees
- Aging of the workforce

The focus must be on how these factors affect the current and future availability of employees with the job qualifications that you need.

### **Assess Current Workforce**

The next part of the planning process includes analyzing the job that needs to be done and the skills of people who are currently available in your company to do them. The needs that your company has must be compared to the available labor supply available inside your company.

One method to start this process is to conduct a job and skills audit. Forecasting what jobs will need to be done in the future can be accomplished by conducting this analysis. The following questions must be answered as part of the audit.

- What current jobs do you have now?
- How many employees are performing each job?
- What are the reporting relationships of jobs?
- How critical is each job?
- What jobs will you need to implement future company strategies?
- What are the specific characteristics of the future jobs you will need?

The next part of the audit looks at the current employees and their capabilities. Most of the information that you will need is found in the employee’s personnel file.

An inventory of capabilities will generally consider the following elements:

- Employee performance data
- Individual employee career progression
- Employee demographics

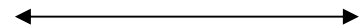
When preparing the data, be careful to avoid discrimination issues by using only job-related data. Another concern is to ensure that you adequately protect confidential data.

### **Forecasting Human Resources Supply and Demand**

The information gathered so far from the external environment and internal workforce will be used to predict HR supply and demand. Consideration must be given to the company’s objectives and strategies.

There are many forecasting methods available. The two main types are judgmental and mathematical. The methods range from a managers’ best guess to very complicated computer simulations. There is an element of subjectivity in each of the different methods. The particular method that you choose to use will depend on your own company requirements.

**Note: Previous articles are available on our Web site.**



## **Is It Hot Enough For You?**

By: Vicki Hershey  
Independent Safety Consultant

Summer is upon us, and summer brings high temperatures and humidity. Employers should pay close attention to their employees during these hot summer months.

### **At Work**

Ten recommended employer/employee precautions:

1. **Drink cool water.** Someone



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working in a hot environment should drink cool water in small amounts, about one cup every 20 minutes. Employers should make water available. Water is best, other drinks can cause dehydration.

**2. Dress appropriately.** Wear lightweight, loose-fitting clothing and change clothing if it becomes completely saturated. Use sunscreen and wear a hat if working outdoors.

**3. Ventilation.** All workplaces should have good general ventilation, as well as spot cooling in work areas of high heat production.

**4. Increase rest breaks.** Supervisors should allow for longer rest periods during days of intense heat. Short, work/rest cycles are best. Schedule heavy work for cooler parts of the day.

**5. Ask people how they feel.** Supervisors should monitor workplace temperature and humidity and check workers' responses to heat hourly. Allow a large margin of safety; be alert to early signs of heat-related illness and allow workers to stop for a rest break if they become uncomfortable.

**6. Know the signs, take immediate action.** Employees and employers should learn to spot signs of heat stroke, which can be fatal. If someone exhibits confusion, loss of consciousness, flushed face, hot and dry skin, or has stopped sweating, get emergency medical attention immediately.

**7. First aid workers.** First aid workers should be able to recognize, and treat heat stress, heat exhaustion, heat cramps, and other heat-related illness. Be sure workers know who first aid responders are.

**8. Reduce work people at risk.** Employers should use common sense when determining fitness for work in hot environments. Lack of acclimatization, age, obesity, poor conditioning, pregnancy, inadequate rest, previous heat injuries, certain medical conditions and medications are some factors that increase someone's susceptibility to heat stress.

**9. Check with a doctor.** Certain medical conditions, such as heart conditions and diabetes, and some medications can increase the risk of injury from heat exposure. Employees who have medical conditions or take medications should ask their doctors before working in hot environments.

**10. Other hazards.** Use common sense and monitor other environmental hazards that often accompany hot weather, such as smog and ozone.

### At Home

According to the Centers for Disease Control and Prevention, approximately 400 Americans die each year due to summer's sweltering heat. The National Weather Service asserts that excessive heat was the number one weather-related killer,

causing more fatalities per year than floods, lightning, tornadoes, hurricanes, winter storms and extreme cold from 1994 to 2003.

At home precautions include:

**1. Water and rest.** Drink plenty of water and take frequent breaks while working outside. Carry water with you.

**2. Dress for heat.** Wear lightweight, light-colored clothing. Light colors will reflect away some of the sun's energy. It is also a good idea to wear hats or to use an umbrella.

**3. Eat small meals and eat more often.** Avoid high-protein foods, which increase metabolic heat.

**4. Slow down. Avoid strenuous activity.** If you must do strenuous activity, do it during the coolest part of the day, which is usually in the morning between 4:00 a.m. and 7 a.m.

**5. Stay indoors when possible.** If air-conditioning is not available, stay on the lowest floor out of the sunshine. Fans do not cool, they simply circulate the air.

**6. Be a good neighbor.** During heat waves, check in on elderly residents in your neighborhood and those who do not have air conditioning.

**7. Learn first aid and CPR.**



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### **Know What These Heat-Related Terms Mean:**

#### **Heat cramps:**

Heat cramps are muscular pains and spasms due to heavy exertion. Heat cramps are the least severe, but an early sign the body is having trouble with the heat.

#### **Heat exhaustion:**

Heat exhaustion typically occurs when people exercise or work in a hot, humid place. Body fluids are lost through heavy sweating and blood flow to the skin increases causing decreased blood flow to vital organs. This is a form of mild shock. If not treated, heat stroke can occur. Signals of heat exhaustion include: *cool, moist, pale flushed or red skin; heavy sweating; headache; nausea or vomiting; dizziness; and exhaustion.* Body temperature will remain near normal.

#### **Heat stroke or sunstroke:**

Heat stroke is *life-threatening*. The body's temperature control system that produces sweating to cool the body, stops working. The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly. Signals include: *hot, red and dry skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing.* Body temperature can be very high—sometimes as high as 105 degrees.

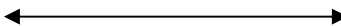
### **General Care for Heat Emergencies:**

#### **Heat cramps or heat exhaustion:**

Get victim to a cool place and have them rest in a comfortable position. If the person is alert, give half a glass of cool *water* every 15 minutes. Do not let them drink too quickly. Remove or loosen tight clothing, apply cool wet cloths, such as towels or sheets. Call 9-1-1 or the local emergency number if the person refuses water, vomits or loses consciousness.

#### **Heat stroke:**

Heat stroke is *life-threatening*. Help is needed fast. Call 9-1-1 or your local emergency number. Move to a cool place. Quickly cool the body. Immerse victim in a cool bath or wrap wet sheets around the body and fan it. Watch for signals of breathing problems. Keep the person lying down and continue to cool the body any way you can. If the victim refuses water or is vomiting or there are changes in the level of consciousness, do not give anything to eat or drink.



### **Skin Care Safety Program**

By: Brad Sheely, EMT  
Independent Safety Consultant

Can you believe there is a skin care safety program? How many companies have such a program? If your company doesn't have one, they need to. The Centers for Disease Control and Prevention's annual survey (1997) states the following. Skin disease or disorders accounted for 13.5 percent of all occupational illnesses reported. That totals about 67 per 100,000 workers or 57,900 cases in the U.S. workforce. Estimates calculate this number to be 10 to 50 times higher because of limitations of the survey.

Manufacturing seems to be the highest rate of new skin disease cases. Sectors include farming, forestry and fishing. A 2006 study by NCFH in North Carolina found 77.7 percent of male workers were diagnosed with a skin disease. Farmers have an 80% higher chance of contracting a skin disease. One notable source would be the sun. The sun's UV rays penetrating through ozone will cause diseases such as skin cancer. In 1988, the rate of new cases was at a rate of 1.7 percent for occupational dermatitis; resulting in 1.87 million persons with some kind of skin related disease. The cost was \$222 million to \$1 billion annually in treatments. This results in 12 to 108 per 100,000 employee claims annually.

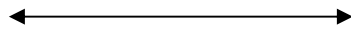


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Strategies include identifying allergens, substituting chemicals, and engineering controls to reduce exposure, personal protective equipment (PPE), personal hygiene, workplace awareness and health screening. With these strategies, your company can help prevent skin disease.

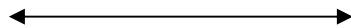


### **SURVEY**

#### **What, Me Worry?**

U.S. employees spend 19.2 hours a week (13 hours during the workweek and 6.2 hours on the weekend) worrying about “what a boss says or does,” according to a survey of 1,000 American adults.

Source:  
Lynn Taylor, author of *Tame Your Terrible Office Tyrant*, Santa Monica, California.



### **INTERESTING FACT**

Nineteen percent of newly hired employees achieve “unequivocal success” within 18 months of hire.

Source:  
Leadership IQ



### **SERVICE UPDATES**

#### **Monthly HR & Safety Programs**

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.

#### **CPR, AED and First Aid Training**

JMT & Associates, LLC is now offering CPR, AED and First Aid training for your employees.

#### **Safety Products**

JMT & Associates, LLC is now offering a full-line of safety and health related products. Call for pricing.

#### **Construction Safety Training**

JMT & Associates, LLC is now offering OSHA 10 hour and 30 hour construction industry outreach training programs.

#### **Educational Books**

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

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

**NOW AVAILABLE** - *“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 Web site 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



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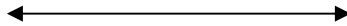
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HR assessment of your current policies and procedures, then we provide a detailed analysis and a "roadmap of recommendations" to maximize your HR investment. We then provide the necessary follow-up to ensure process effectiveness.

### **Areas of Expertise:**

Coaching & Leadership Development, Compensation & Benefits, HR & Safety Compliance, Diversity, Employee Relations, General HR, HR Assessments, HR Policies & Procedures, HR Strategy & Planning, Labor Relations, Organizational Development, Performance Management, Job Analysis, Job Descriptions, Employee Assessments, and a variety of HR & Safety Training courses.



## **ABOUT THIS NEWSLETTER**

**Legal Note:** JMT & Associates, LLC provides services in conformance with best practices of the human resource 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.

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