



"Safety Roundtable"

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- Operators are responsible, if they are driving on and off a trailer, that the trailer is secure, the floor is OK to drive on (no loose boards, etc.) per OSHA Policy
- If there is a death on the worksite, you have up to 8 hours to [call OSHA](#) to report
- If there are 3 or more people hospitalized, you must also [call OSHA](#)
- Forklift drivers must go through training at your facility (site specific training on that particular piece of equipment required by OSHA) and be authorized by your company
 - o Staffing agencies only do classroom training for forklift drivers
 - o There is a class at JJC that includes training, but not a lot of forklift specific instruction
- You also must keep absolute written records for OSHA (verbal not acceptable) including training and certification documentation
 - o No specific format is required, but date of training, specific training topic (preferably something related to [OSHA 1910](#) – General Industry, printed and signed employee name must be recorded
 - o Training and certification is required every 3 years
- [www.OSHA.gov](#) has a lot of good information
- Keller has a forklift training DVD available that is pretty good
 - o The manufacturer of your particular forklift has excellent training materials
- If there is someone not using a forklift correctly, you must stop them and re-train them
 - o If new equipment comes in, employees must be trained on that specific piece of equipment
 - o If an employee has an accident, they must be re-trained (with documentation) on that piece of equipment
- [www.safetyinfo.com](#) has free postings available for printing
 - o Change them frequently
- Wilmette Communications ([check with Curt to confirm company name](#)) sends free weekly e-mail updates if you sign up
- [Labor Law posters](#) and [OSHA posters](#) (right to know, chemical hazards, etc.) are required

- It is valuable to report to all employees, all shifts, if an accident occurs to prevent rumors and grumblings that management doesn't care and poor morale
 - o Event should be spun to a positive learning experience so everyone else knows what could have been done to help prevent it in the future
 - o Bring the employee in to help train to prevent a similar accident in the future
 - If discipline is required, do it, but try to find the root cause first
- In general, injured employees that can be brought back to light-duty, usually get back to full-duty faster
 - o Option to send light-duty employees to local non-profit charities to stuff envelopes, etc.
- At www.OSHA.gov, there is a section on [Record Keeping](#)
 - o Very good idea for HR personnel to review that section
 - Prescription drugs are recordables
 - If a physician can recommend OTC pain relievers, it is not recordable (unless recommendation is for more than the normal dosage, then it is)
- It's a good idea to have a listing of the top 20 things that OSHA inspectors look for in your industry / facility, and regularly monitor them
 - o Exit lights, evacuation routes, punch lists, [personal protection gear](#), etc.
- Requiring pre- and post-trip review and record keeping before keys are given out for a piece of equipment helps increase accountability
- [Operator checklists](#) are also listed on the OSHA website
- Other than vehicle accidents, the biggest fatality is falls
 - o Last year, Bureau of Labor reported 809 deaths
 - Over 42,000 people will never go back to their job in the capacity at which they were operating because of falls
 - o Personal fall protection is [required](#) for heights over 4' for general industry and 6' for construction industry
 - Fall protection training is required in addition to providing fall protection gear
- Shock patch with rip-stitch greatly minimizes impact in full body harnesses if they are more than 18 ½' off the ground (based on 6' employee, 6' lanyard, 3' shock pack, and buffer zone)
 - o If not, the employee has a false sense of security
 - o [Self-retracting lifelines \(SRL\) or fall-arrestors](#) are much better because they act like seat-belts and catch right away
 - Cost is approximately \$100-200
 - The average piece of fall protection has a 5 year expiration date
 - Some new equipment has a 7 year expiration
- If an employee is in a scissor lift with guard-rails on all four sides (as long as their feet remain on the floor of the lift), technically, that is fall protection
 - o BUT, OSHA requires that all manufacturer requirements must be met
 - Most lifts require tie-off
- OSHA requires that all fall protection gear must be inspected by a competent person every 6 months and be documented
 - o Employees must inspect gear before every use

- UV rays will denigrate the nylon material
 - o Don't store them in the sun
- Do not use marker to write on the nylon either
 - o There is a chemical that will disintegrate the nylon
- If an employee calls OSHA with a [complaint](#), OSHA must come out to investigate that issue
 - o If they see any other employee with a harness, they are allowed to ask questions and investigate afterwards
- [Excavation](#) specific training is also required by OSHA
- [GFCIs](#) (ground fault circuit interrupters) are required on ALL extension cords (office & warehouses) for all portable hand tools
 - o They sense if there is any type of shorting
 - o They must be plugged into the source first and then the appliance is to be plugged in to the cord
 - o Using GFCIs will immediately cut the circuit
- Panel listings are now required by OSHA on all panels
 - o [NFPA70E](#) states employees need protection (arc flash shield – special polycarbonate with green tint) if they are to open a cabinet
- Safety incentive programs help encourage employees to follow all safety procedures
 - o Instead of disqualifying everyone, consider making no incidents a requirement to participate
 - o Be consistent
- Encourage employees to be pro-active in safety instead of reactive
- OSHA website (we are district 5) lists [fines](#) for all violations on their website
 - o Generally, \$7,600 and under
 - o If it's a willful violation, it can be more
 - Branch facilities of the same parent organization that have the same OSHA violation are considered willful
- It is also valuable to have a third set of eyes review your facility for safety
 - o Insurance company can provide assistance
- It is important to respond promptly to any OSHA communication received with all requested documentation
- Steel-toed boots are recommended
 - o Requirement is based upon the employer policy for each specific job
 - Once the policy is established (written and in safety policy) it does become an OSHA requirement
- A written safety program is required for any company that has 10 or more employees

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