

SAFETY & WELLNESS

SHORTS



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UPCOMING TRAINING

For a list of upcoming trainings visit our website at www.cciservices.com. Upcoming trainings are listed on the far right hand side of the page.

Check out the new CIS Video Library on our Member Portal at www.cciservices.com/webportal. Browse the catalogue and request videos online!

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Please use this newsletter for safety meetings or to distribute to your employees with our compliments.

OR-OSHA Adopts Safety Committees Changes

OR-OSHA recently changed its rules for work-place safety committees (OAR 437-001-0765) and added an option for holding less-formal safety meetings. The past rules required all medium and large entities (11 or more employees) to have safety committees. This part of the rule has not changed.

OR-OSHA simply states: If you're an employer in Oregon, your entity must have a safety committee or hold safety meetings.

If your entity has 10 or fewer employees and they don't do construction work, you have until September 19, 2009 to comply. All other employers were required to comply by January 1, 2009.

If your entity has 10 or fewer employees you can have a **safety committee** or hold **safety meetings**. For small entities, holding regular **safety meetings** will save time and keep paperwork to a minimum.

SAFETY COMMITTEE OR SAFETY MEETINGS?

Entities can choose to have either a safety committee or hold safety meetings if:

- Any location has 10 or fewer employees.
- Any location has more than 10 employees and
 - More than half of your employees travel frequently between jobs away from the location; or
 - More than half of the employees work in an office environment.

If none of the above apply, a safety committee is required. There are no changes from the rules previously in place.

SAFETY MEETINGS

If you are a small entity, here is what you need to know about starting and holding **safety meetings**:

- All available employees must attend safety meetings. At least one person must have management authority to ensure that hazards discussed are corrected.
- Safety meetings must be held on company time and employees paid their regular rate of pay.
- Safety meetings must include discussions of:
 - Employees' safety or health concerns
 - Accident investigations, causes, and suggested corrective measures
- Minutes are not required as long as *all* of your employees attend the meetings.
- In any employee is absent, minutes must be taken. Record the following information:
 - Meeting date
 - Attendees' names
 - Notes on any safety and health issues discussed, including hazards involving tools, equipment, the work environment and any other work-place or work-practice issues
- You must hold safety meetings monthly or quarterly, depending on the nature of your entity.
 - If your employees do mostly office work: Meet at least quarterly.
 - All other entities must hold meetings at least monthly.

If your entity has more than one location, you can have a *centralized safety committee* that represents all of the locations or operational/functional work areas.

A centralized safety committee must follow the requirements in OAR 437-001-0765 and repre-

OR-OSHA Adopts Safety Committees Changes (continued)

sent the safety and health concerns of individuals at all of the locations/operations.

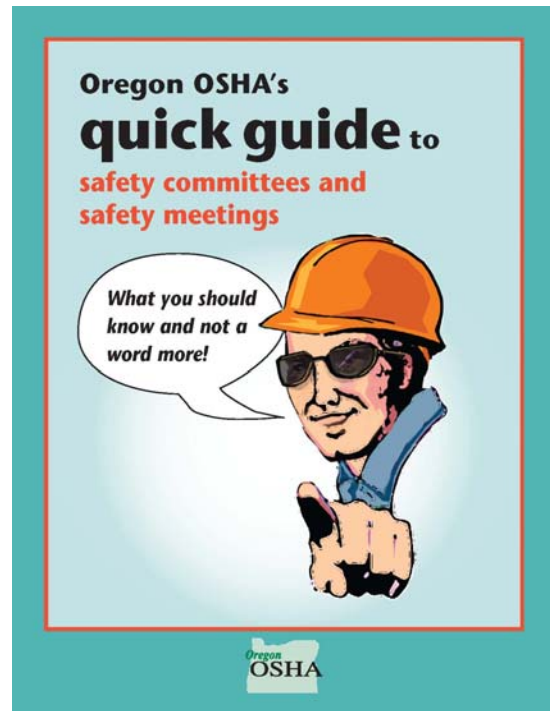
A centralized safety committee must also have a written policy that:

- States management’s commitment to workplace safety and health.
- Requires employee involvement and describes what that means.
- Describes how management will hold everyone in the entity accountable for safety and health.
- Describes specific methods for identifying and correcting safety and health hazards at each location or operational/functional work area.
- Requires a comprehensive annual review, in writing, of the committee’s activities to enhance workplace safety at all locations.

FIRE DEPARTMENT SAFETY COMMITTEES

Fire Departments have a separate set of rules related to Safety Committees, however under the new rules, Fire Departments can have **safety committees** or **safety meetings**. Fire departments that have more than one location can also have a centralized safety committee that represents the safety and health concerns of employees at all their locations.

- Valerie Saiki,
CIS Risk Management Consultant



Visit OR-OSHA’s website at www.orosha.org for an electronic copy of their Quick Guide to Safety Committees and Safety Meetings.

Safety Committee Requirements Review

For those who are required or choose to have Safety Committees here’s a review of the requirements:

MEMBERSHIP

Membership depends on how many employees your entity has.

- If your entity has 20 or fewer employees, your committee needs at least two members.
- If your entity has more than 20 employees, your committee needs at least four members.

Your safety committee must have an equal number of employer-selected members and employee-elected (or volunteer) members.

- An employer-selected member can be a manager, supervisor, or any other employee management chooses to serve on the committee.
- Employees can elect another employee or a supervisor to represent them.
- If everyone on the committee agrees,

there can be a majority of employee-elected members or volunteers. **Your safety committee can’t have a majority of employer-selected members.**

Safety committee members must:

- Agree on a chairperson.
- Serve a minimum of one year, when possible.
- Be compensated at their regular pay rates.
- Be trained in accident and incident investigation principles and know how to apply them.
- Be trained in hazard identification.
- Receive safety committee meeting minutes.
- Represent the major activities or operational/functional work areas of the entity.



WHAT DO SAFETY COMMITTEES HAVE TO DO?

There are four things that your safety committee must do:

1. **Meet monthly or quarterly — depending on your entity activities.**
 - a. Your safety committee must meet on entity work time.
 - b. Your safety committee doesn’t have to meet during a month when you do a quarterly workplace inspection.
 - c. You can conduct safety committee meetings with a conference call, if necessary.

If your employees do mostly office work, you can meet quarterly; otherwise your committee must meet monthly.
2. **Keep a record of each meeting for three years.** Keep the following information for each meeting:
 - Meeting date
 - Attendees’ names
 - Safety and health issues

Safety Committee Requirements Review (continued)

- discussed; include hazards involving tools, equipment, the work environment, and work practices
 - Recommendations for correcting hazards and reasonable deadlines for management to respond
 - Name of the person who will follow up on the recommendations
 - All other committee reports, evaluations, and recommendations
3. **Have procedures for workplace safety and health inspections.** Your safety committee must have procedures for conducting workplace safety and health inspections, including where the inspections are conducted, who conducts the inspections, and how often.
- Those who do inspections must be trained in hazard identification.
 - Those who do inspections do not have to be safety committee members.
 - See the summary in the table below.

Conduct workplace safety and health inspections		
Where	Who	How often
Primary fixed sites	Employer and employee representatives	Quarterly
Office environments	Employer and employee representatives	Quarterly
Auxiliary and satellite sites	Employer and employee representatives or a trained, designated person at the worksite	Quarterly
Mobile worksites, infrequently visited sites, and sites that do not lend themselves to quarterly inspections	Employer and employee representatives or a trained, designated person at the worksite	As often as the safety committee determines necessary

4. **Accomplish the following tasks**
- Work with management to establish accident investigation procedures that will identify and correct hazards.
 - Establish a system for employees to report hazards to management and suggest how to correct hazards.
 - Establish a procedure for reviewing inspection reports and making recommendations to management.
 - Evaluate all accident and incident investigations and recommend how to prevent them from happening again.
 - Make safety committee meeting minutes available for all employees to review.
 - Evaluate how management holds employees accountable for working safely and recommend ways to strengthen accountability.
 - Examples include evaluating the effectiveness of safety committee meetings, safety training, safety incentives, disciplinary policies, and employee and supervisor participation in identifying and correcting hazards.

- Valerie Saiki

If you have any questions regarding OR-OSHA's Safety Committee/Safety Meeting Rules, contact your CIS Risk Management Consultant at (800)922-2684 or OR-OSHA at (800)922-2689 ;or visit OR-OSHA's website to download the new OR-OSHA Quick Guide to Safety Committees and Safety Meetings and their Fact Sheet at www.orosha.org.

Quick Ergo Tip: Look For Ways To Reduce Tool Vibration

Many common hand tools used in home shops or garages, or in a workplace result in a certain amount of hand-arm vibration. Think about sanders, routers, impact guns, drills, and circular saws – to name a few. Vibration has long been recognized as an ergonomic risk factor. Even so, there are few guidelines regarding “how much is too much” regarding an increased risk of injury associated with vibration. So, prevention is the guideline to follow.

THE OREGON DIVISION OF OCCUPATIONAL SAFETY AND HEALTH OFFER THESE SUGGESTIONS TO REDUCE VIBRATION.

- Perform routine maintenance on all vibrating tools and equipment.
- Provide vibration-dampening wraps on tool handles.
- Isolate the tool from the operator.
- Properly fit employees with vibration-dampening gloves.
- Provide vibration isolators, such as springs or pads, for seated work tasks.
- Provide cushioned floor mats for standing work tasks.
- Alter the speed or motion of tools and equipment.



For additional information, visit www.orosha.org

As always, please contact CIS Risk Management at 1-800-922-2684 x3857 to arrange for a workplace risk assessment.

- Jan Noland, CIS Benefits Representative

OR-OSHA Issues Notice

Emergency Responders Use Of High Visibility Garments

In December, OR-OSHA issued a policy notice regarding the use of “High Visibility Garments” for emergency responders (law enforcement and fire fighters). The notice states that compliance with their rules relating to mandatory use of high visibility garments does not cover emergency responders during situations of “duress or emergency situations”.

Oregon OSHA defines duress situations as “occasions when an officer cannot stop to put on traffic-related personal protective equipment, including traffic stops, foot pursuits, and similar situations”. They further discuss emergency response situations as “occasions when the employee cannot stop to put on traffic related personal protective



equipment, including the initial stages of response to an accident or fire apparatus line hook up”.

OR-OSHA’s rules regarding high visibility garments DOES apply once the initial response or crisis situation has passed and the employee begins other routine activities like traffic control, investigation, scene documentation, or clean up. These rules come into affect if the work exposes the employee to hazards caused by street or highway traffic.

When employees are “sufficiently” off the roadway or protected by objects such as concrete barriers, they do not have to wear high visibility garments.

This rule is found in Division 2, Subdivision I, OAR 437-002-0128, under the section that discusses *high visibility garments*.

The rules apply to all situations where employees who are exposed to hazards caused by on-highway moving vehicles in construction zones and street/highway traffic. In these situations, employees must wear highly visible upper body garments. The rules go on to state that the colors must contrast with other colors in the area sufficiently to make the worker stand out. Colors equivalent to strong red, orange, yellow, yellow-green or fluorescent versions of these colors are acceptable. During hours of darkness, the garments must also have reflective material visible from all sides for 1000 feet.

If you have any questions regarding these rules, please contact your CIS Risk Management Consultant or OR-OSHA at 503-378-3272.

- Valerie Saiki

Protecting Your Back

The same old news and old method remains the best news and the best method for back injury prevention. Correct body mechanics and physical fitness are still the most recommended remedies for keeping your spine injury and pain free.

Four out of five adults experience back pain at some point, and many of these four will experience more than one episode of back pain. One major cause associated with back pain is lifting incorrectly – at home, at work, and at play.

If you lift objects – light or heavy – the right technique can prevent pain and injury. DO IT RIGHT! Not like those pictured right.



LIFTING TIPS

- Know & honor your own personal strength limits.
- Think before your lift. Are you moving something from one place to another? Is the path clear? Can you place the object at a higher level other than putting it on the floor?
- Bend at your knees, not your waist. This requires holding your abdominals tight - pulling the “abs” in toward the spine. Maintain the forward curve in your lower spine.
- If needed, assume a semi squat/kneel position with one knee resting on the floor, and the other knee in a squat position to assume a good lifting position. This may be needed if knee flexibility or strength don’t allow a full squat position.
- Bring the object close to your body getting a good stable grip on the object.
- Straighten up slowly while holding the object close to your body. Straighten with the large strong thigh muscles.
- Do not twist or bend to the side while lifting, holding, or moving with the load. Pivot with the feet and turn the whole body directly toward the location for unloading.
- When at all possible, use lifting machines and or devices for moving objects.
- Store the heaviest items between thigh to mid-chest height to match the strongest lifting zone in the human body.
- Eliminate physical barriers which limit close body access for lifting or handling items. The risk for injury greatly increases the further the distance from the body and the heavier, more awkward the item.

Practice a good back care exercise routine with emphasis on spine range of motion, abdominal strength, quadriceps (front thigh muscles) strength and knee range of motion, and back extension strengthening.

For a good core (abdominal & back extension) strengthening program, visit www.cciservices.com/uploaddocs/BuildingCoreEndurance.pdf. For additional assistance with workplace fitness programs, contact CIS Risk Management at 1-800-922-2684.

- Jan Noland