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# April 4, 2008 Lunch Meeting 12 Noon

California State University, Los Angeles 5151 State University Drive Los Angeles, California 90032

Mandatory Confirmation w/Crist Wagner by 3/31/08 @ (714) 539-3496 or by email at: omecrist@sbcglobal.net



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# CSSSP

# California Society of Safety & Security Professionals Los Angeles County Chapter

Volume 52 April 2008

#### April Speaker

Our speaker this month is Mr. Joseph L Peterson, Director and Professor of the School of Criminal Justice and Criminalistics, College of Health and Human Services. He will provide an overview of the center's purpose and what is being performed there.

We will be meeting in the HERTSBERG-DAVIS FORENSIC SCIENCE CENTER (Building 43) on the campus map. Parking will be in Lot 1 which is directly in front of the building. The room which the meeting will be held is on the main floor. There will be directions at the main door on the meeting day.

We can only accommodate 30 people and it is my wish that people who want to attend contact me at (714) 539-3496 or by e-Mail <a href="mailto:omecrist@sbcglobal.net">omecrist@sbcglobal.net</a>.

# February Speaker

Mr. James Black, CPP, CSP, CSC, CET. Mr. Black spoke on threat assessment and how his company can assist your organization to address this issue.

Mr. Black is a senior consultant with TRC in Irvine. TRC provides security technology engineering and consulting for a diverse group of infrastructure clients.

# Memberships

Wanda Kay Arns Student Member

Osiris Y. Ayoola Student Member

John Quagliani Professional Member

Wayne Spencer Professional Member

Nathaniel E. Williams Professional Member

Monitta Williams Professional Member

#### President's Message

I am slightly in shock as I write this. I have served as your President since June of 2007 and I am still going strong. This is quite a feat for me since I am not a person who likes to serve in these positions. I want to thank you for the honor of electing me and for the hard work of those members of the CSSSP Board for their miles traveled, hard work and their dedication to the Society.

This officer crop is a very good one and I see that the future of our Society will be in good hand for many years to come.

I look back at the accomplishments and want to thank Linda Hunter for instructing two different CPR/First Aid classes in 2007 and 2008. I also want to thank John O'Toole for having the foresight of coordinating a field visit to California State University Los Angeles for our April meeting. I look forward to seeing our members at the lab and am confident that the site visit will be very informative.

To our members, I appreciate your participation, positive input and for keeping our society a viable organization. This can only be accomplished with the support of our members. So......

"Be kind to your fellow members"

Crist Wagner, CPP, RSSP, CFE

# **Cal/OSHA Update Class**

California State University, Dominguez Hills will be holding this course on May 2, 2008 from 1 – 3 pm. Please check the previous email for more information. You can contact Scott MacKay at CSUDH for further details.

# **Educating New Employees**

New employees are *five times* more likely to suffer a lost-time injury on the job within the first month than are those more experienced employees. And other statistics, add that 40 percent of all workers injured on the job have been doing it less than a year.

Such injury rates lead to the question of why "newbie's" are so vulnerable, and more importantly, what your company can do about it.

The first question—why it happens—is easy to answer. The high injury rates are caused by a combination of lack of knowledge and fear.

Trainees learn more when you use both sight and sound to teach them.

The lack of knowledge is not only on the workers' part. Sure, they're unfamiliar with the tools, conditions, and most important, safety hazards, of their new environment. But it extends to employers, too. Employers assume that new employees know more than they really do. Certain jobs require precautions that may seem like common sense to someone who has spent years on the job. But to a newcomer, these are brand new hazards never even thought about.

The fear comes in a newcomer's refusing to ask questions, lest he or she seem incapable of doing the job, which could lead to an early termination. But questions not only fill the newcomer's need for knowledge they also expand the instructor's ability to deliver that knowledge. Students' questions often remind [the instructor] of things he or she didn't explain fully, or forgot to mention at all.

Supervisors need to remind new workers again and again that questions are welcome at any time. The more questions, the better. Everyone will learn more.

The question of how to properly acclimate new hires to workplace safety starts with a question of when.

During orientation is a perfect place to introduce safety training to a new hire. Included in the new hire packet should be a company safety policy covering generic safety concerns and resources for additional information so the employee feels comfortable addressing specific issues if necessary.

It is highly recommended that a walk-through of the facility to incorporate the safety information.

While you're showing your new workers the lay of the land as far as their jobs go, also point out the safety elements you've built in, such as the location of fire exits and extinguishers, first-aid kits, eyewash stations, and MSDSs.

Also point out less obvious safety features ... such as how wide you've made walkways so forklifts can safely traverse the area. Help employees to make the connection to how they can keep things safe, by keeping those pathways clean and clear.

While you're imparting safety knowledge, you're having a secondary, but also important effect. Your attention is making the newcomer feel "valued and informed," and that will lead to a more engaged and productive employee.

# **Qualities of a Good Trainer**

Some people seem to be born with the qualities to be good trainers. They're:

- Good communicators
- Knowledgeable
- Experienced
- Good with people
- Interested in learning
- Patient
- Open-minded
- Creative
- Well-prepared
- Flexible
- Well-organized

But most trainers weren't born with all the necessary qualities and skills. They had to learn them. And your trainers will probably have to learn them, too, in informative, skill-building sessions. Train-the-trainer training should start with understanding how adults learn-because, after all, that's who your trainers are going to be training.

Adults don't like being treated like kids. They don't want to sit there being lectured to like they were in high school. They want to:

- Know why they are learning (specifically how it benefits them and how it will be useful)
- Link new skills and information to what they already know and can do
- Be actively involved in the learning process through participation, discussion, problem solving, etc.
- Have the opportunity to use multiple senses (the visual being the most important)
- See a direct relationship between what they are learning and their job
- Have a chance to practice what they have learned right there during the training session

Different people learn in different ways. Some people are more visual and learn best by seeing something done-for example, a demonstration of a technique, diagrams of a process, or a list of steps in a procedure. Other people are more auditory and learn by listening and talking about what they are learning. Still others have a manual learning style. They learn best when they have the opportunity to get their hands on something and actually see how it works. To learn, they need to be able to handle the equipment, run the operation, or practice the skill. Furthermore, some people prefer group training sessions, while others like self-paced training modules that they can work on individually and review as often as they need to. Effective trainers try to accommodate all these different styles and preferences when they design training programs. And they make sure to include elements of different styles in group training sessions to meet the needs of all trainees. Some trainers may do this naturally. But most probably need to learn about learning styles and how to accommodate them.

# 5 Key Areas for Lockout/Tagout

The following missteps, which account for most of the 60,000 injuries and 120 deaths recorded each year from accident startups of hazardous machinery, include:

- (1) not shutting down equipment before service or repair
- (2) not disconnecting at the power source
- (3) not draining or blocking residual energy
- (4) accidental restart, and
- (5) failing to clear the area of tools and personnel before restarting.

These are 5 elements you must include to create a lockout/tagout program that's safe, effective, and legal per the requirements of 29 CFR 1910.147.

- **1. Internal policy.** Most aspects of a safe workplace start with a company's statement of how things should be. Your lockout/tagout policy fits that description. It should include what equipment needs to be secured, how to secure it, how to communicate that equipment has been secured, and who is responsible for this action.
- **2. Contractor policy.** Because equipment service and repair is often handled by outsiders, a separate policy is needed to address what these outside resources need to do to meet your lockout/tagout standards, and how they will coordinate with your own people. Many accidents happen when a contractor takes one action while an employee takes another, contrary action.
- **3. Documentation.** The law requires a written procedure for the lockout and/or tagout of each piece of equipment that presents an energy hazard.
- **4. Inspection.** By law, employers must inspect every lockout/tagout process at least annually, then review the results of the inspection with a person authorized to use the equipment. The inspection must be done by an authorized person other than the machine operator. The inspection report should note the process inspected, the employees involved, the date, and the name of the inspector.
- **5. Training.** Again, by law, all persons authorized to do lockout/tagout must be trained. The training should also make those not authorized aware that they are not allowed to attempt lockout/tagout, and must call on an authorized person instead.

Retraining is required if a person changes jobs, if a new machine or process is introduced, if there's a change in how to control the sources of energy, if there's been a failure in following the procedures, or even a close call.

In fact, you need to train "if there's any reason to doubt employees are failing to follow the procedures."

The training should concentrate on those employees with a "productivity first" mindset. With consequences as drastic as they are in a failure to lock out properly, every employee must learn that safety is always the first priority.

Make sure you have the proper equipment on hand for the employees to use for lockout/tagout.