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June 6, 2008 Lunch Meeting 12 Noon

California State University, Dominguez Hills
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Mandatory Confirmation w/John O'Toole
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C S S S P

California Society of Safety & Security Professionals Los Angeles County Chapter

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June Speaker

Our speaker this month is Dr. Ronald Monard, Esq. Dr. Monard is certified by the American College of Forensic Examiners in Homeland Security. In addition to having his own law practice, Dr. Monard has served as an Arbitrator for the Better Business Bureau and has held the position of President, Keystone Law and Justice, a consulting firm in Orange County, California.

Dr. Monard will be speaking on the topic of Cyber Security.

Memberships

Theodore H. Clemons Professional Member
Kevin D. Davis Student Member
Pierre J. Desmet Student Member
John Quagliani Professional Member
Rosa Salame Student Member
Wayne Spencer Professional Member
B. Kevin Stafford Professional Member
Nathaniel E. Williams Professional Member
Monitta Williams Professional Member

We still have members who have not paid their 2008 dues. If you are not sure if you have paid up, please give John A. O'Toole, Treasurer a call to verify. No member can hold a Chapter office if their dues is not received by May 26th.

New Officers for 2008-09

President Jim Weidner

President Elect Dan Leiner

Secretary Violeta Pisani

Treasurer John A. O'Toole

President's Message

It has been an exciting year for me as president of the California Society for Safety and Security Professionals. Under Linda Hunter's tutelage the Society was able to provide Automated External Defibrillation (AED) and First Aid/CPR training for our members. Linda also worked on the WEB page and due largely to her tireless and frustrating efforts, this task has been accomplished. Thank you, Linda. Scott Mackay has also contributed to the Society by bringing together the luncheons, and coordinating the O.S.H.A quarterly updates. Thank you, Scott. Peter Gin, as usual, has performed admirably in getting out the newsletter. Thank you, Peter. Dr. John O'Toole, our "spark plug" has kept us all afloat with his efforts in scholarships, membership, as our Treasurer and his general enthusiasm. Thank you, John. No, Dan Leiner, I did not forget you. Thanks for filling in for our secretary when she was unable to do so and thank you for doing the raffle. I also want to thank all of the members for their support. Thank you, Members.

In my smooth way:

"O.K. bye"

Crist R. Wagner, CFE, RSSP, CPP, CAS

Rewarding employees can be done in many ways using just a little creativity. Here are some ideas:

- Provide a certificate for dinner, a spa, a massage, entertainment, sporting events, bookstores, department stores, travel, cooking lessons, cultural events or a weekend at a nice hotel.
- Contribute to a charity or cause in the employee's name.
- Purchase a prepaid credit or gift card.

How to Avoid Lockout/Tagout Citations

The *Control of Hazardous Energy (lockout/tagout) Standard* is the fourth most frequent source of OSHA citations. Only Scaffolding, Hazard Communication and Fall Protection standards get cited more. Why are there so many citations under lockout/tagout?

Some employers get tripped up on the inspection provisions of the standard. It's not enough just to *have* energy control procedures. You need to periodically inspect those procedures—and certify this to OSHA.

What the Standard Requires

The lockout/tagout standard requires you to establish energy control procedures to ensure that dangerous equipment remains shut off and doesn't unexpectedly energize, start up or release stored energy during servicing. This involves setting up a program and following procedures to affix lockout devices such as combination locks and tagout devices such as warning tags, to prevent injuries to workers servicing the equipment and others nearby. The standard also requires employers to inspect their energy control procedures at least once a year to ensure that workers are following them.

How to Conduct the Inspection

The first step is to designate an inspector. This should be somebody who services equipment at your facility; but the inspector can't inspect energy control procedures that he actually uses. So inspectors shouldn't inspect the equipment they service. The inspector is supposed to review the energy control procedures to ensure they comply with OSHA standards and that all workers who are supposed to follow the procedures have copies of them. The inspector should also meet with the workers as part of the inspection.

Lockout Inspection

If the inspection covers energy control procedures involving lockout, the inspector must meet with each worker who uses the procedure inspected and ask them to explain their responsibilities under the procedures. If workers aren't clear about certain aspects of the procedure, the inspector should explain the correct procedure and make a note indicating that additional training may be needed.

Tagout Inspection

While inspecting tagout procedures, the inspector must do a review not just with each worker who uses the procedure but also workers who work in the immediate area or who use the particular equipment or machine. The inspector must meet with each worker and verify that the worker understands:

- His or her responsibilities under the procedures;
- The limited protection provided by tagout; and
- That he or she is not to remove a tagout device that's been placed on equipment or attempt to bypass or otherwise override it.

Document your inspection.

As far as liability is concerned, documenting the steps you take to comply with an OSHA standard is just as important as taking those steps in the first place. As lawyers like to say, if it isn't documented, it never happened.

This principle is especially true in the realm of lockout/tagout. There have been many cases where employers who did perform required inspections and still got cited because they couldn't prove it.

What the LOTO Standard Requires

The lockout/tagout (LOTO) standard requires you to set out procedures to control energy to shut down equipment and inspect those procedures at least once a year. The standard also requires you to certify that you've done an inspection and describe what the inspection covered.

How to Certify the Inspection

Although there's no such thing as a one-size-fits-all form, there are standard kinds of information that all forms should include. Make sure that whatever certification you use lists the following items:

1. Inspection Date

The LOTO standard specifically requires listing the date the inspection was performed. One year from that date is your deadline for conducting your next inspection.

2. Location of Equipment

List the area or department of the facility in which the equipment or machinery covered by the inspected lockout/tagout procedures is located. Make sure you do a separate inspection and complete a separate certification form for each area of the workplace you inspect, even if the area contains the

same machinery or equipment as an area you've already inspected. Keep in mind that the point of the inspection is to ensure that workers *in each area* understand the LOTO procedures.

3. Description of Equipment

Describe and provide specific identifying information of the equipment or machinery covered by the inspection, such as a model or serial number.

4. Description of Procedures

Use a check box to indicate what kind of procedures were inspected—lockout or tagout.

5. Workers Spoken To

List the name of each worker the inspector spoke to and the department in which they work. This is critical information to document because it enables you to show that you went over the procedures with all the workers the LOTO standard requires you to talk to.

6. Inspector's Name

OSHA requires you to list the name of the inspector. It's also a good idea to include the person's extension and other contact information so you can easily follow-up with the inspector.

Machine Guarding

OSHA regulations require the use of machine guards to keep hands, feet, and other body parts away from machinery's dangerous points of operation and power trains (29 CFR 1910.211-222). Here's a brief rundown on machine safeguards to help ensure that your employees get the training they need to work safely with machines and prevent amputations and other horrible, disabling accidents.

Machine guards ward off danger. Guards provide physical barriers that prevent access to hazardous areas. They must be secure and strong, and workers should not be able to bypass, remove, or tamper with them. Guards should not obstruct the operator's view or prevent employees from working.

There are basically four kinds of guards:

- *Fixed:* Includes fences, gates, and protective covers for blades, presses, and all moving parts.
- *Interlocking:* Disengages the machine's power source when opened or removed.

- *Adjustable:* Provides a barrier that can be adjusted to many different operations.
- *Self-adjusting:* These barriers move according to the size or position of the work piece.

Training in the danger zone. Safety training sessions should emphasize the need to:

- Recognize machine hazards and the potential for serious injuries such as amputations
- Understand the need for machine safeguards and how they protect employees
- Check to see that guards are in place at all required points before turning on a machine
- Realize that removing, bypassing, or tampering with machine guards exposes employees to serious injuries, including amputations
- Report any problems with the operation of machine guards to their supervisor right away
- Refrain from using a machine without required safeguarding or when safeguarding is not operating properly
- Feed and operate machines correctly using hand tools when appropriate to keep hands away from the danger zone during cycling
- Clear jams or make running adjustments safely
- Clean and maintain machinery properly, replacing guards and making sure they are in place before using machine
- Follow lockout/tagout procedures when machine guards must be removed for maintenance or repairs

Here is a simple reminder about proper lockout/tagout to remember using the word AUTO:

If you can reach

Around

Under

Through

Over an existing machine guard ... STOP! You are in danger—the guard is not effective!

Newsletter Article Request

Dear CSSSP Members, I am always in need of articles and subject matter to print in our newsletter. If you author or find any interesting subject matter you would like to share with the membership, please send to me via email (petergin@earthlink.net) and I will include it in the newsletter. I am looking forward for your input and participation for future issues of this newsletter.