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**April 5, 2013 Lunch Meeting**  
**12 Noon**  
**Lakewood Country Club**  
**3101 Carson Street**  
**Lakewood, California 90712**

**Mandatory Confirmation w/John O'Toole**  
**By 4/3/13 @ (323) 258 – 2771**

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# CSSSP

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

Volume 82

April 2013

### *April Speaker*

Ms. Linda Hunter, Certified & OSHA Outreach Trainer from Zee Medical will be speaking on the need for Automated External Defibrillator (AED) its need, usage and operation in the workplace.

Many employers are unaware of the requirements for CPR/AED in their usage, training and the requirement for having them spelled out in the Company's Emergency Action Plan.

Come join us for a detailed explanation on how to come into compliance. There will be vendors displaying the AED models with brochure handouts.

### *February Speaker*

Ms. Lisa Day, Director of Energy Initiatives at Fox Limited Entertainment addressed the renewable energy program that has been initiated at Fox Studios with the application of solar panels on the roofs of some major buildings.

### *Lunch Menu*

Tossed Garden Salad with Ranch & Italian Dressing  
Sliced Ham with brown Sugar and Pineapple glaze  
Mashed Potatoes and Gravy  
Fresh Seasonal Vegetables  
Warm Rolls and Butter  
Chef's Dessert Display  
Coffee, Decaf, Hot Tea and Ice Water

### **2013 - 14 Officers**

On Friday March 1, 2013 the CSSSP Chapter Board of Directors received the following names for approval for the Officer Slate by Mark Pisani, Nominations & Awards Chairman

John McHugh, President  
Debra Duran, President Elect  
Robert Fernandez, Vice President  
Dan Leiner, Secretary/Treasurer

By unanimous vote, the slate of officers was approved

### *President's Message*

As we conclude our term in June, we are looking toward a new term in which mini seminars will have a top priority. I have asked you the membership for suggestions for mini seminar subjects and speakers to start the new term in August. The consensus from you has been to present the following areas: Lead Abatement, Cal/OSHA Appeal Procedures, Confined Spaces, Injury Illness Prevention Programs and Emergency Evacuation Procedures. With these recommendations, we have a good idea on your needs and I am sure these will take a priority one in the preparation of the upcoming meetings the balance of this year.

At our March 1st Chapter Board meeting, the new business was brought to order and the Membership Chair, Ms. Joann Blayney stated that the annual membership notices have been sent out to the membership. She further stated that the membership drive is continuing and she is encouraging the membership that would wish to have associates join to do so by giving her a telephone call or e mail giving the name and addresses to perspective members so a membership application can be sent out promptly.

The Chapter Web Master, Ms. Linda Hunter suggested to encourage the membership to utilize the Chapter web page to obtain advance notice of the Guest Speaker and subject to be addressed. Also, the lunch menu is also posted for memberships convenience.

Our April and June mini seminars on CPR/AED have received overwhelming membership support and we feel that with this interest, the mini seminars will continue to be a main focus in the upcoming term. The support of the Chapter Board to stress chapter members involvement and increase new memberships will remain a top priority.

John A. O'Toole, President

## Warehouse Safety

Your warehouse holds not only your stock but also lots of hazards!

Materials handling-either by powered equipment or manually-can cause injuries to hands, fingers, feet, and toes. Workers can slip, trip, and fall, or heavy objects can fall on them. Forklifts and other equipment such as heavily laden pallet jacks add to the danger. And let's not forget box cutters, nails and splinters on wooden pallets.

Furthermore, warehouse hazards can change from moment to moment, depending on:

- the task employees are performing
- the equipment they're using
- the substances or materials they're handling

Because of all the potential hazards, many different OSHA standards regulate warehouse operations. For example:

- Rules for walking and working surfaces
- Regulations governing the selection and use of PPE
- Material handling and storage rules

Common sense can protect workers from many hazards. For example, your warehouse workers should all be familiar with these basic rules:

- Make safety a priority in everything you do while working in the warehouse.
- Wear appropriate PPE, such as gloves, safety shoes, eye protection, and hard hats.
- Keep alert to hazards and correct or report them when you see them.
- Pay attention to warning signs and signals-and obey them.
- Watch where you're going and focus on what you're doing.
- Pay attention to what others do as well-especially look out for forklifts and other hazardous equipment.
- Stack and store materials properly so that they're stable, secure, and don't create any hazard-including a fire hazard.

Good housekeeping is essential for a safe warehouse, and also allows employees to function more effectively, productively, and safely. Follow these good housekeeping rules:

- Don't leave items in aisles, on the floor, or perched insecurely on a surface.
- Clean up all spills immediately.
- Don't block sprinklers, fire exits, or fire extinguishers.
- Put items in their assigned places immediately, rather than moving them from one stopping point to another.
- Don't leave box cutters or other sharp tools lying around.
- Keep cords and wires off the floor.
- Report loose or damaged flooring or other tripping hazards you can't fix.
- Dispose of all trash immediately in proper containers.

**Make safe material handling the norm.** Whether employees use power equipment or their own bodies to move materials, they should obey these materials handling safety rules:

- Make preparation the first step in every job-that means checking the load to decide how best to move it; checking the route to make sure there are no obstacles in the way; and checking to see if there's space for the load at its destination.
- Always use safe lifting techniques.
- When carrying objects, be sure you can see over the load.
- Use material handling equipment carefully and follow proper operating procedures.
- Never drive a forklift or use other powered equipment unless you've been trained and authorized.
- When using a hand truck or pallet jack, be sure to load heavy objects on the bottom and secure bulky or awkward items.
- Push, rather than pull, manual material handling equipment whenever possible, and lean in the direction you're going.
- Be careful around conveyors, making sure not to get body parts or clothing caught in the machinery's moving parts.

## **Safety Training Meetings: What to Do When You Don't Have the Answer**

If you are training and don't know how to reply to a trainee's question ...

**Don't be afraid to admit you don't know.** No matter how experienced you are as a trainer or how much you know about workplace safety, a question could come up in a training session to which you simply don't have the answer. What should you do? The best course of action in a situation like that is to say something like this: "That's a really good question. I don't know the answer, but we're sure going to find out." Never be tempted to guess at an answer or brush a question aside just because you don't know how to reply. That could come back to haunt you. Unanswered or incorrectly answered safety questions can lead to accidents and injuries.

**Ask trainees to suggest an answer.** One approach to handling these situations is to use them as an opportunity to make your training more interactive. For example, you could ask members of the group to suggest possible answers. Of course, you'll have to check the accuracy of suggested answers after the session and get back to the group with a definitive answer. But this kind of discussion can be a good way to get employees thinking about safety problems and solutions. And it can also get them more involved in the training process.

**Research the issue, or check with an expert.** Depending on the nature of the question and the composition of the training group, you might decide to delegate researching the question to one of the more experienced and knowledgeable employees in the group. The employee can report back at your next safety meeting with an answer. If the issue is something you need to research yourself, you might check with an experienced colleague, your boss, or your safety coordinator. If necessary, you could even check with a safety expert, such as one of your organization's safety consultants. You might also search for an answer on the Internet, but be careful-not all sources on the Web are equally reliable. Make sure any information you get online is from a government agency, industry organization, or other equally trustworthy source. Also make sure the information is up to date.

**Get back to employees with an answer as soon as possible.** Once you have a complete and

accurate answer to an employee's question, get the information out to all the members of the training group as soon as possible. The most effective way to do this is to call another safety meeting to discuss the issue and any related information of interest. If this is not practical or necessary, send out a memo or e-mail to all the members of the training group. But if you use either of these forms of communication, remember that employees don't always read or pay attention to memos and e-mail. Make sure to follow up with a phone call or face-to-face to make sure that everyone got the answer and understands it. You don't want any misunderstanding or confusion about a safety issue.

## **Recycle Your Cell Phone**

EPA's Plug-In To eCycling program offers you two choices for recycling your old cell phone, PDA, cell phone batteries, chargers, or other accessories.

*Drop it off* at one of the following retailers or service providers AT&T, Best Buy, Office Depot, Sony Ericsson, Sprint, Staples, T-Mobile, LG Electronics, or Verizon Wireless.

*Mail it in* to one of the following retailers or service providers Nokia, Sprint, Samsung, T-Mobile, Motorola, LG Electronics, Verizon Wireless, or Sony Ericsson.

\*\*See retailer's websites for drop off and mailing locations.

Don't forget these 3 things before you recycle your old cell phone:

1. Terminate your service.
2. Clear the phone's memory of stored information

Conduct a factory hard reset by following instructions from your wireless carrier or the product manual; *or*

Use data erasing tools (available on the Web)

3. Remove your SIM card.

Of course, you can also donate your working cell phone to charity to help those in need.