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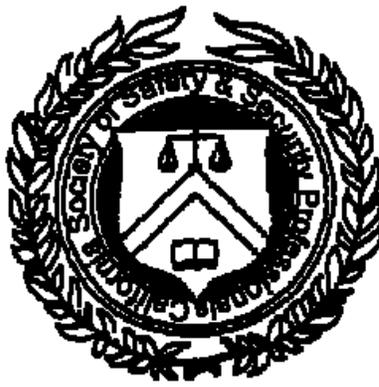
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December 4, 2009 Lunch Meeting 12 Noon

**California State University, Dominguez Hills
Extended Education Building
1000 E. Victoria Street
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**Mandatory Confirmation w/John O'Toole
By 12/1/09 @ (323) 258 – 2771**

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CSSSP

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December Speaker

Mr. Charles Hunt, Program Director for CSUDH Extended Education will present the dynamic changes to take place in each of the HEX certificate programs. He will also discuss the new direction that will be taken in advertising and promoting the HEX certificate programs.

October Speaker

Mr. Keith McDonnell, Project Executive with Bovis Land Lease shared with us his experience with safety and health cultural issues, including employee education, in countries where occupational safety and health is rarely even addressed.

New Members

Mariano S. Kramer (Professional Member)
Robert Fernandez (Professional Member)
James Lee Wolford (Student Member)
Hal D. Lindsey (Professional Member)
Charles Hunt (Honorary Member)

President's Message

The holiday season has arrived. Where has the year gone? Wasn't it just a couple years ago there was all the concern about Y2K issues causing the collapse of computers and the Internet? Here it is almost 2010 and we're rolling along fine. Speaking of the Internet, have you taken the opportunity to look at the CSSSP's website (www.csssp.org) recently? We now have a link for Educational Opportunities (the link is below the photos). Here you will find information on the CSUDH and UCSD OSHA Training Institutes, CSUDH's certificate programs, and the free quarterly Cal/OSHA Updates.

You may not know, we are currently working with CSUDH to add a new Environmental certificate as an addition to the 'Safety and Security' and the 'Environmental and Occupational Health and Safety' certificates.

We realized that many of our members and students going through the certificate programs wear many hats in their workplace. The Environmental and Occupational Health and Safety certificate was not addressing important environmental issues. When we discussed adding a core environmental class to the existing certificate, we realized there were enough topics to develop a standalone Environmental certificate. Stay tuned!

The CSSSP continue to support the free Cal/OSHA Updates that are held quarterly in the Extended Ed Auditorium (February, May, August, and November). The speakers at the Updates are typically from Cal/OSHA or are instructors from the certificate programs. These Updates are a great way to keep up with safety and health issues. At the end of the Updates, we ask for suggestions for future topics, which we actually listen to and use the suggestions for future Update topics. CSSSP also sponsors the raffle held at the end of the Update where we raffle a free certificate class from the 'Safety and Security' or the 'Environmental and Occupational Health and Safety' program. Not bad for free (well, you do have to pay for parking).

I hope to see you at our December meeting. Remember, students currently enrolled in the security or the occupational safety & health certificate programs at CSUDH only pay \$10.00 for the lunch. And, as always, we always welcome donations for our raffle prizes to fund our scholarships.

Happy Holidays!

Dan Leiner
Chapter President

Think Safety during this holiday season!

Preventing Ladder Accidents

You can easily prevent ladder accidents because most of them are caused either by risky behavior or faulty set-up of ladders. Fortunately, both of these mistakes can be corrected with a simple training session.

Make sure employees understand the rules for safe ladder setup:

- Place the ladder on a firm, level surface, and check to make sure it's stable. Use wide boards under a ladder if the ground is soft.
- Never set up a ladder in front of a door unless the door is locked or someone is posted on the other side to keep people from opening it while you're up on the ladder.
- Never lean a ladder against a window or any other surface that isn't strong enough to support the weight of a person.
- Never lean a ladder against a surface that might move.
- Make sure the spreaders on a stepladder are fully extended and locked in place.
- Be certain locking devices on extension ladders are secure before climbing.

And be sure to stress these special rules for setting up extension ladders:

- Secure the ladder top and bottom to make sure it doesn't shift while you are on it. (*This is one of the most common reasons for ladder accidents and injuries.*)
- Have at least 3 feet of extension above the support point.
- Make sure that the upper section of an extension ladder overlaps and rests on the bottom section. The overlap should always be on the climbing side of the ladder. For ladders of 36 feet or more, the overlap should be least 3 feet.

Also be sure to train employees to follow these safety rules when climbing and working on ladders:

- Check your shoes before you climb, and wipe off wet, muddy, or greasy soles.
- Allow only one person on a ladder at a time.
- Face the ladder when you go up or down, holding on to the side rails with both hands as you climb.

- Don't climb higher than the fourth rung from the top on a straight or extension ladder or the second step from the top on a stepladder.
- Carry tools up on a belt or shoulder strap, or hoist them up once you're in place atop the ladder. Then keep them in a hanger or holder while you work.
- Keep one hand on the ladder while you work.
- Move slowly and cautiously.
- Keep your body centered on the ladder as you work (a good rule of thumb is to keep your belt buckle between the rails).
- Don't overreach—take the time to get down and move the ladder instead.
- Never reposition a ladder while you're on it.
- Be extra careful when using a ladder outdoors in very windy conditions.
- Never slide down a ladder.
- Never climb a ladder if you are very tired, feeling ill, taking medication that affects alertness, or impaired by alcohol or drugs.

And don't forget to remind your workers to always choose the right ladder for the job (right height and weight capacity) and inspect it carefully before use to make sure it's in good, safe condition.

Customizing Training Materials

Outside safety training materials offer many advantages. They provide:

- Well-organized lesson plans prepared by professionals who understand adult learning and are experts in the particular field of knowledge covered by the training
- Cost-effective training for any number of employees with the purchase of a single training program
- Relief for overworked supervisors who don't have to carry the added burden of creating training materials themselves
- Consistent and accurate safety training throughout the organization

But there's one thing they can't do. They can't tell your employees about the unique safety information specific to your workplace—essential information that employees need to know in order to protect themselves on the job and comply with OSHA regulations.

Customizing greatly increases value. Customizing training materials allows you to focus on safety issues specific to your organization and specific to certain groups of trainees. For example, through customizing an off-the-shelf training program, you can highlight:

- Specific hazards in your workplace
- Your safety policies and procedures
- Detailed procedures for safe operation of equipment and processes in your facility
- Proper handling of materials and substances used and stored in the workplace
- PPE employees are required to use and the circumstances in which they must wear it
- Required written plans and programs, such as your emergency plan and hazard communication program
- Other safety programs, such as safety incentive programs and suggestion programs
- Special events recognized in your organization, such as designated safety weeks and months, and special initiatives, such as safety and health awareness campaigns
- References to job aids and manuals where employees can find additional information about safety rules and procedures
- Updates on regulatory or company rule changes, new safety information, etc.

Customizing doesn't have to be hard or time-consuming to be effective. For example, you can easily insert company-specific information into standard training materials through:

- Handouts
- Samples of materials, equipment, PPE, etc., used in your facility
- Pictures from around your facility illustrating specific safety issues
- Group discussions
- Demonstrations
- Hands-on practice
- Problem-solving
- Reviews of workplace accidents and near misses
- Guest speakers (company personnel or outside experts)

Success can...

be defined less by how information is presented and more by the way in which the information is received, remembered and put into practice.

10 Holiday Gifts that Reduce Waste

Looking for ways to reduce waste this holiday season? Here is a list of items you can give to friends, relatives, or co-workers that generate little or no waste.

1. Tablecloth and cloth napkins
2. Lunch box/bag
3. Refillable pen/pencil set
4. Stationery made from recycled paper
5. Seeds for spring planting
6. Reusable storage containers
7. Rechargeable alkaline batteries and charger
8. Compact fluorescent light bulbs
9. Houseplant
10. Reusable party dishes

Some waste-reducing decorating ideas for the holidays:

- Use old wrapping paper to make origami ornaments
- Use old greeting cards for gift tags
- Use old jewelry as holiday decorations
- Make edible ornaments
- Place gifts in reusable, decorative tins, baskets, and bags

Enjoy the holidays and help reduce waste!

Keep Your Programs off the Shelf!

Companies can have the greatest programs in the world – complete with terrific information, videos, and posters. But if they attempt to implement these programs in an environment that isn't energized and ready for action, they are destined to be disappointed with the results.

Year end is a good time to review your current written programs and evaluate your training efforts from the past year.

Making changes to fit your culture and environment is a must and will offer up new challenges and refresh the materials for your employees.

Don't let the employees complain that this is another one of those safety meeting or tell you it's the same old thing just another year older.