



# CSSSP

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

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### **OUR 2<sup>ND</sup> ANNUAL VENDOR FAIR**

Our second annual vendor fair will take place at 10:00 AM before our lunch meeting on Friday, December 4, 2015 starting at 11:30 AM. We will have several vendors available including Safety Dynamics with Ms. Virginia Chamberlain ; General Safety Services with Mr. Patrick O'Toole ; Versatile Systems with Mr. John McHugh; American Safety with Mr. Kris Bowles; Cal/OSHA Consultation Services with Mr. Dan Leiner. We still have a few spaces available and if you would like to participate, give either Jared Williamson a call at 714-726-6170 or John A. O'Toole at 323-258-2771. We will be able to always have room for one more.

### **OUR NEXT LUNCH MEETING**

Our next lunch meeting will be held on Friday, December 4, 2015 from noon to 1:30 PM. Feel free to arrive early and network. Our speaker will be one of our past presidents Dr. John A. O'Toole, Ph.D, RSSP. Dr. O'Toole will address Behavior Based Safety and discuss the benefits of establishing behavior based systems and the basic principles of how to motivate employees safe behavior in the workplace. He will also explain what is behavior based safety both the pros and cons.

#### **Our lunch buffet will include:**

- Sliced Turkey with Gravy
- Mashed Potatoes
- Cranberry Sauce
- Seasonal Vegetables
- Garden Salad
- Rolls & Butter
- Chocolate Cake

The lunch buffet price is \$25.00 for current dues paid CSSSP members and their guests; \$30.00 for non-members **including CSSSP members whose membership is not current**.

Please RSVP by December 2<sup>nd</sup> with John A. O'Toole by phone at (323) 258-2771 or by email at [otoole47@roadrunner.com](mailto:otoole47@roadrunner.com) to confirm your attendance so we have enough food.

## **PRESIDENT'S MESSAGE**

Last month's speaker, Mike Zimmer, President and Owner of 1Stop Environmental Compliance Consulting Services, provided an overview of storm water run-off regulations. I'd like to thank Mike for his outstanding presentation! As many of us are well aware, instructing employees to work a certain way because it's a requirement of a government agency is not always effective in reducing work-related injuries in the workplace. This month, we will have John O'Toole provide us with useful information on Behavior Based Safety and Health. I hope you will join us to learn of this additional, often overlooked, tool that helps makes our workplaces safer.

As we approach the end of the year, the holidays often remind us of hidden dangers around us... from theft and robberies in shopping center parking lots while holiday shopping, to fire hazards in the home from dried out Christmas trees, to candles, to dangerous carbon monoxide levels from faulty or unsafe heating sources. As safety, health and security professionals, emergency preparedness regulations we comply with in the workplace are often not addresses at our homes.

How many of us have an emergency evacuation plan for our homes (let alone a safe meeting location)? How many of us have a method of contacting their loved ones should an emergency happen during the workday? How many of us have enough food and water for at least three days safely stored and accessible should there be an emergency? How many of us have fire extinguishers in our homes and do your family members know how to use an extinguisher? The end of the year might be a great time to implement an emergency plan for our homes.

We often struggle with gift ideas for "what to get the person who has everything?" How about considering home safety items such as fire extinguishers, smoke detectors, and carbon monoxide meters? How about a supply of dried and canned foods neatly packaged in a 5-gallon bucket (don't forget pet food if you have animals)? Drinking water storage containers or an emergency water purifier system? Glow light sticks or emergency power failure flashlights? A solar charger for cell phones? A first aid kit? These are not the most fun or exciting gift ideas, but you'll certainly be remembered for your thoughtfulness should an emergency occur.

I'd like to thank you for your continued support of our organization! I hope to see you at our Vendors Day Fair and Lunch Meeting. Did you know you can pre-pay for your lunch by going to our website and using PayPal? We also accept credit cards at the lunch meeting. And, as always, we can use more raffle prize donations.

As we approach the end of 2015, I would like to wish everyone happy holidays and a very happy, healthy and safe 2016!

Dan Leiner,  
Chapter President

## **SAFETY & HEALTH HIGHLIGHT**

As 2015 ends, many workplaces have to complete their OSHA Forms 300, *Log of Work-Related Injuries and Illnesses*, and 300A, *Annual Summary of Work-Related Injuries and Illnesses*. While these forms seem easy to fill out, many mistakes are made on these forms. Both Cal/OSHA ([www.dir.ca.gov/dosh/etools/recordkeeping/index.html](http://www.dir.ca.gov/dosh/etools/recordkeeping/index.html)) and Federal OSHA ([/www.osha.gov/recordkeeping/index.html](http://www.osha.gov/recordkeeping/index.html)) have webpages devoted to these forms. Many people wonder the purpose of these forms, other than yet more government required paperwork. The purpose of these forms is to identify work-related injury and illness trends within a company. Once trends are identified, actions may be taken to reduce these injuries thereby lowering costs of medical treatment, lost time, etc.

First off, it's important to understand the Recordkeeping regulation ([www.dir.ca.gov/dosh/etools/recordkeeping/CAStandard/CAStandard.htm](http://www.dir.ca.gov/dosh/etools/recordkeeping/CAStandard/CAStandard.htm)). If your company has more than 10 employees throughout the calendar year (section 14300.1), you may be required to maintain these forms. Next, determine if your industry is required to maintain these forms by looking up your NAICS code and checking the regulations to see if you're an exempt industry (Section 14300.2). If you have 11 or more employees and are not an exempt industry, then you must maintain the forms.

What is recorded on these forms are work-related deaths, injuries or illnesses involving days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, and a significant injury or illness diagnosed by a physician or other licensed health care professional (Section 14300.7). If the injury or illness meets any of these criteria, you must enter the injury or illness the Form 300.

On the Form 300 ([www.dir.ca.gov/dosh/etools/recordkeeping/CAStandard/](http://www.dir.ca.gov/dosh/etools/recordkeeping/CAStandard/)), you must enter information on your employee, including a temporary or contract employee if you have direct day to day supervision of that person). This includes a unique case number, the employee's name, job title, date of the injury, where the injury occurred, and a description of the injury. Then you need to classify the case as a death, lost workday, restricted or transfer, or other recordable case (only check one box). Then count the number of lost and restricted/transfer days (calendar days, including weekends) and enter this information in the appropriate column(s) with a cap at 180 days. Last, you mark the appropriate box for an injury or the type of illness (skin disorder, respiratory condition, poisoning, hearing loss, or all other illnesses), again choosing only one – the most severe.

At the end of the year, the columns are totaled and the numbers transferred to the Form 300A. Additional company information is also included on the form 300A, including the company name and address, the type of industry, the NAICS, the annual average number of employees, and the total hours worked by all employees. Then the form 300A needs to be signed by a company executive (Section 14300.32). Lastly, the Form 300A must be posted for employees to review from February 1 to April 30. After

April 30<sup>th</sup>, the Form 300A may be taken down and the forms filed and maintained for five (5) years (Section 14300.33).

While these forms seem simple enough, there are many nuances including multiple business establishments (Section 14300.30), privacy concern cases (Section 14300.29), what constitutes first aid (Section 14300.7), etc. The Cal/OSHA Recordkeeping page has FAQs, subject index, highlights, and test your knowledge links. Federal OSHA has a Q&A Recordkeeping search ([www.osha.gov/recordkeeping/faq\\_search/index.html](http://www.osha.gov/recordkeeping/faq_search/index.html)) and with recent changes to OSHA's injury and illness recording and reporting regulation, the *OSHA Recordkeeping Handbook* is no longer current. The Handbook is replaced with *Detailed Guidance for OSHA's Injury and Illness Recordkeeping Rule* ([www.osha.gov/recordkeeping/index.html](http://www.osha.gov/recordkeeping/index.html)). Cal/OSHA Consultation ([www.dir.ca.gov/dosh/consultation\\_offices.html](http://www.dir.ca.gov/dosh/consultation_offices.html)) can also help answer many of your recordkeeping questions.

## **SECURITY HIGHLIGHT**

Online shopping has become very popular way to shop for the holidays. It is important to protect your personal information when shopping online. The Department of Homeland Security's United States Computer Emergency Readiness Team ([www.us-cert.gov](http://www.us-cert.gov)) has excellent information about online shopping found in their *Shopping Safety Online Security Tip* ([www.us-cert.gov/ncas/tips/ST07-001](http://www.us-cert.gov/ncas/tips/ST07-001)) which is summarized below.

- **Why do online shoppers have to take special precautions?** The internet offers a convenience that is not available from any other shopping outlet. From the comfort of your home, you can search for items from countless vendors, compare prices with a few simple mouse clicks, and make purchases without waiting in line. However, the internet is also convenient for attackers, giving them multiple ways to access the personal and financial information of unsuspecting shoppers. Attackers who are able to obtain this information may use it for their own financial gain, either by making purchases themselves or by selling the information to someone else.
- **How do attackers target online shoppers?** There are three common ways that attackers can take advantage of online shoppers:
  - Targeting vulnerable computers - If you do not take steps to protect your computer from viruses or other malicious code, an attacker may be able to gain access to your computer and all of the information on it. It is also important for vendors to protect their computers to prevent attackers from accessing customer databases.

- Creating fraudulent sites and email messages - Unlike traditional shopping, where you know that a store is actually the store it claims to be, attackers can create malicious websites that appear to be legitimate or email messages that appear to have been sent from a legitimate source. Charities may also be misrepresented in this way, especially after natural disasters or during holiday seasons. Attackers create these malicious sites and email messages to try to convince you to supply personal and financial information.

- Intercepting insecure transactions - If a vendor does not use encryption, an attacker may be able to intercept your information as it is being transmitted.

- **How can you protect yourself?**

- Use and maintain anti-virus software, a firewall, and anti-spyware software.

- Keep software, particularly your web browser, up to date.

- Evaluate your software's settings.

- Do business with reputable vendors.

- Take advantage of security features.

- Be wary of emails requesting information.

- Check privacy policies.

- Make sure your information is being encrypted.

- Use a credit card.

- Check your statements.

## **BOARD MEMBERS**

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