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**February 6, 2015 Lunch Meeting**  
**12 Noon**  
**Lakewood Country Club**  
**3101 Carson Street**  
**Lakewood, California 90712**

**Mandatory Confirmation w/John O'Toole**  
**By 2/3/15 @ (323) 258 – 2771**

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# CSSSP

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

Volume 93

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### *December Speaker*

Stephanie Spann from UCSD informed us of the UCSD - OSHA Training Institute programs that are available for safety professionals.

### *Pre-Luncheon Safety Seminar*

**How to Build a Safety Culture** will be presented prior to the Chapter general meeting. The seminar will be two and a half hours in length. Prior to the seminar, a continental breakfast will be served starting at 8:00 AM.

Ms. Jennifer Keena, RSSP, is a Safety Professional-Trainer Program Developer with over 25 years' experience in the Retail/Grocery Industry including the last 13 years as a Safety Risk Management Supervisor. She is an experienced trainer and educator of safety risk program implementation. Ms. Keena has been a CSSSP Chapter professional member since graduating from Cal State Dominguez Hills in the Health & Safety Certificate Program. Ms. Keena currently is the CSSSP Chapters Vice President.

The seminar will provide the knowledge, practical skills and tools to build the key elements of a written Workplace Safety and Health Program to fit the needs of any organization.

**The seminar will start promptly at 8:30 AM to 11:00 AM.** Each person who successfully completes the seminar will receive a "Certificate of Completion" and will receive .25 CEU credits.

Each Chapter member attending the seminar may bring one guest with them. This will be governed on a first to register with me basis. The seminar is limited to 24 persons and is free for currently dues paid CSSSP members. There will be a \$ 15.00 charge to each guest attending.

**Make your reservations early to assure availability to:** John A. O'Toole, Seminar Coordinator (323) 258-2771, [otoole47@roadrunner.com](mailto:otoole47@roadrunner.com)

### *President's Message*

As we welcome in 2015, I want to take this opportunity to wish you all a healthy, happy & prosperous new year!

I look forward to our February 6, 2015 seminar "How to Build a Safety Culture" presented by Ms. Jennifer Keena, RSSP, Chapter Vice President. Also at this lunch meeting, I will provide information about Safety Resources that offer Power Points materials and videos that can be used at your work place.

In April we shall provide a seminar on the subject of Hazardous Waste. We encourage your support of these seminars due in large part to the importance of the subject materials that are being offered to you the membership. During the lunch meeting, we will provide CAL OSHA update by Dan Leiner and Hassan Adan.

Again, with our programs in place for the balance of the year, we should look forward to a new administration which will convene in June. I encourage you to look forward to seminar subjects and speakers that you wish to have in the new term.

I am encouraged that 2015 will bring us a new success and with the infusion of new memberships; we shall grow at a steady pace.

Robert Fernandez  
Chapter President

### *Lunch Menu*

BBQ Chicken Breast  
Coleslaw  
Red Potato Salad  
BBQ Baked Beans  
Corn on the Cob  
Cake for Dessert

## Successful Safety Training: Preparation Is the Key

Successful safety training that gives you a good ROI in terms of fewer accidents, better compliance, and lower costs doesn't just happen. You have to have a plan and then prepare your strategy carefully. Here's a road map to getting there:

**Analyze training needs.** Begin by determining where you need to spend your training time and money. Consider:

- Job descriptions, which list the skills and information to perform the job safely
- OSHA training requirements, which may be specifically stated in regulations or which can be inferred from the rules
- State safety and health regulations, which may be stricter than OSHA standards and require additional compliance efforts by management and employees
- Goals of your safety programs, which guide your organization toward continuous safety improvement
- Injury and illness records contained in your OSHA 300 log, which tell how, when, and where employees are getting hurt
- Accident and near-miss reports, which tell you why employees are getting hurt or are at risk of being hurt
- Changes in policies, procedures, materials, or equipment, which usually require additional training to bring employees up to speed and prevent accidents

**Decide who needs training.** To determine which employees need specific safety training, look at:

- OSHA standards and your organization's safety policies, both of which often identify employees who must be trained
- Training records, which will tell you who needs refresher training and when
- Employee records, which show who has been involved in accidents or violated safety rules
- Performance data, which will help identify weaknesses in employees' performance that may require training to correct

One top source of information about who needs training might be right before your eyes. Simply observe employees to see if they use proper safety

precautions, wearing appropriate PPE, and obey warning signs. Talk to employees, too, to find areas in which workers feel well equipped for their jobs and areas in which they're unsure about hazards, precautions, or safety rules. Safety meetings are also a good source of information about which employees might need additional training and which areas might be involved. Some organizations use questionnaires to poll employees about safety training needs. Other organizations use focus groups—small groups of employees openly expressing their concerns to an impartial moderator—to find out about safety training needs.

**Draw up a detailed plan.** The final step in preparing for successful training is to draw up a plan of action.

- Set specific goals to meet each training need you've identified.
- List all employees who need to be trained in each topic area.
- Set up a training schedule.
- Choose trainers and appropriate training methods.
- Prepare training materials.
- Include an evaluation for each session so that you can objectively measure effectiveness of training.

### *Membership Reminder*

Just a quick reminder that our annual dues for the membership is due in February 2015. Please renew your dues with your luncheon this month.

### **OSHA 300 Log Requirements**

#### **Recording Criteria**

OSHA requires employers to report injuries and illnesses that cause death, loss of consciousness, restricted work ability, need for medical care (other than basic first aid), days away from work or transfer to another job on the OSHA 300 log. Employers must report deaths and multiple hospitalizations on both the 300 log and over the phone. If a physician or other healthcare professional recommends medical treatment for a work-related illness or injury, the employer must report the illness or injury even if the employee does not follow the physician's recommendation to get medical treatment.

#### **Diagnosis**

Even if an incident does not cause death, loss of consciousness, restricted work ability, medical a physician or care beyond first aid, transfer

to another job or days away from work, employers must report it if other health professional diagnoses it as a serious illness or injury from work. Employers should record occupational cancer, chronic diseases, bone fractures, broken bones and punctured eardrums on the OSHA 300 log at the time of diagnosis by a healthcare professional.

### **Hearing Loss**

OSHA considers occupational hearing loss as an injury, which employers must report on the OSHA 300 log. Any hearing loss that hearing tests measure as a change in hearing threshold greater than an average of 10 decibels at 2000, 3000 and 4000 hertz, in both ears or one ear, is large enough to be considered an injury.

### **Cuts and Needle stick Injuries**

OSHA does not usually require employers to report small cuts that require only basic first aid. However, it does require employers to report cuts and needle injuries if the sharp object may have contained another person's blood or other infectious materials.

### **Tuberculosis**

OSHA also considers work-related tuberculosis as an injury, and OSHA 300 log requirements mandate that employers record tuberculosis. If an employee gets a tuberculosis infection after being exposed to tuberculosis at work, the employer must report the infection as a "respiratory condition" on OSHA Form 300.

### **Vaccines**

If any employee needs a tetanus vaccine for work, OSHA considers the vaccine first aid and does not require 300 log reporting of it. However, if an employee needs any other vaccines for work, such as hepatitis or rabies shots, OSHA considers it medical treatment and requires reporting on the 300 log.

OSHA Form 300A, must remain posted between February 1 and April 30, 2015 in a location that is clearly visible to employees.

## **Safety Communication Thought...**

Many companies have sophisticated systems for communicating with customers and vendors yet they fail to ensure this same level of communication in their programs. Good communication is an essential part of an energized program.

## **Lifting Safely**

**The Anatomy of a Back.** The back may appear solid and strong but, in fact, it's built of many intricate and delicate parts ... some 33 vertebrae, 300 muscles, various types of connective tissue, and 30 cushioning pads, called discs, that ease movement of bone against bone as we bend, rise, twist, and turn. Displacement of one of these cushions- the often talked about "slipped" disc-lets the bones grind on nerves, creating back pain.

**Strain vs. Sprain.** These terms are often used interchangeably but they're not the same. A *strain* is the overuse of a muscle. A *sprain* is a tear of connective tissues such as ligaments. Both of these injuries tend to develop over time. The more improper use of the back continues, the more chance they'll appear. Rest and conservative treatments usually cure them.

**Posture Counts.** Because the back's structures weigh on each other, all must be in proper alignment so that weight flows downward as it should. Slouching or slumping when standing, walking, or sitting disturbs that alignment over time, often causing injury.

**Learning to Lift.** Many back injuries happen while attempting to lift or manually move loads. Here are some key guidelines for lifting:

- Plan the lift in advance. Know the load's weight (call for help when it's too heavy for one person), plan the route to the new location to avoid obstacles, and be sure there's room to place the load when you get there. "The shortest route may not be the best route." Also be sure the object does not block your visibility while carrying it. And if you need to move it off a high shelf, get a stepstool. Never try to remove a heavy object by stretching your arms out over your head.
- Use proper body mechanics in lifting. That means letting your legs, not your back, do the work. Stand feet apart, close to the load, bend the knees, grasp the object close to the body, and lift upwards from the legs and buttocks. Never simply bend over to start a lift.
- Unload properly. Face the spot you've chosen and lower the load slowly, again bending your knees while keeping your back straight, until the weight of the load rests on the ground. Then slide it into its final location.