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## **June 1, 2012 Lunch Meeting 12 Noon**

**Lakewood Country Club  
3101 Carson Street  
Lakewood, California 90712**

**Mandatory Confirmation w/John O'Toole  
By 5/29/12 @ (323) 258 – 2771**



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# C S S S P

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

Volume 77

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### *June Speaker*

Ms. Linda Hunter, Past President, Safety & Health Educator, OSHA Outreach Trainer will speak on Sexual Harassment in the Workplace.

Ms. Hunter is a well-respected safety & health educator with over 20 years experienced in providing training to Employers and Employees alike. She and Mr. Crist Wagner are presenting a 2 hour sexual harassment training session prior to the Chapter meeting and Ms. Hunter will provide an overview of the session with a question and answer period.

### *April Speaker*

Mr. Mariano Kramer, Safety & Health Educator will be reviewing NFPA 70E Standard for Electrical Safety in the Workplace.

### *Lunch Menu*

Oriental Buffet to include: Teriyaki Chicken, Sweet and Sour Chicken, Chinese vegetables, white rice, Chef's Dessert Display, unlimited Iced Tea, Coffee Decaf, hot tea, ice water.

### *Members*

Please make sure you notify us of any changes in employment with new email addresses and phone numbers. Contact John O'Toole at (323) 258 – 2771 with updated information.

### *2012 – 2013 Officers*

John O'Toole – President  
John McHugh – President Elect  
Bernie Konig – Vice President  
Dan Leiner – Secretary/Treasurer

### *Calling for Articles*

If you have any articles or write ups you want to share with the membership, please feel free to forward to me and I will be happy to include them in our newsletter.

### *President's Message*

Hello fellow members,

Summer is now upon us and my term as Chapter President is at an end. It has been an honor and a privilege to serve as Chapter President during the past year and I would like to thank all of our members for their continuing support of the Chapter through their attendance at our bi-monthly lunch meetings, raffle donations, and contributions to our newsletter. I would also like to extend a special thanks to fellow Board members John O'Toole, Dan Leiner, Joann Blayney, Linda Hunter, and Christ Wagner for their invaluable assistance & guidance throughout the past year, and to Peter Gin for all of his hard work with the Chapter newsletter. I would also like to extend my best wishes to the incoming President and Board members during their term and wish continuing success & good health to our entire Chapter

Stay Safe!

Mark Pisani  
Chapter President

### **Time-Tested Energizers**

Take employees from different levels and areas to lunch and ask what they would change in the organization and how they'd change it.

Encourage employees to improve one process, procedure, or aspect of their job every day.

Encourage employees to set time aside each day to focus uninterrupted on their highest-priority tasks.

Communicate all information to all employees all of the time.

## Returning Injured Workers to the Job: How to Do It Quickly, Safety, and Legally

When a worker is injured, he or she will likely have to take time off, and should be given as much time as is needed. But the flip side is that staying out longer than that is not something employers want to encourage, unless absolutely medically necessary.

In fact, it's in an employer's interest to do everything possible to get workers back on task as soon as possible.

To reverse some of those losses, attorneys have laid out the fundamentals of a strong return-to-work (RTW) program:

1. **Before they take leave, be sure workers know you're committed to RTW.** The program should be written in policy form, and communicated, starting from the orientation materials and handbook you provide to newcomers, on out. The policy should point out that your aim is to get injured or ill workers back on the job as soon as possible, and that you'll be calling to invite them back as soon as it's practical to do so. Also, point out that they're obligated to provide information and certification to justify their absence, as long as they're out, and to cooperate with any reasonable effort to get them back. Also, communicate that any award of disability or other payment during leave will be contingent on that cooperation.
2. **Create an RTW organization.** It should be headed up by an *RTW coordinator*, who immediately follows up on all on-the-job accident-caused leave immediately and on any non-job-related leave that lasts longer than a week. Employees should know this is the person to talk to about their continued need for leave or arrangements for returning to work.
3. **Let doctors know what the worker does.** It is highly suggested to send the treating clinic a list of job descriptions for workers at your facility, and actively asking which parts of those jobs can be done and which cannot.
4. **Create a temporary light-duty/transitional program.** Often, workers incapable of doing their full former jobs can still do a variety of the tasks requiring lesser effort. If so, such a program should be created to get these employees back, at least part-time.

However, make absolutely clear that the light-duty work is temporary, so that the employees don't view the modified job as a permanent entitlement. Put into writing that you retain discretion to change or end a light-duty assignment.

**5. Create a wellness program to minimize RTW needs!** If you can head off illness before it strikes, RTW programs won't be needed as much. The same goes for having an effective safety program, of course. If workers aren't injured, that cause of medical leave also goes away.

The important thing is to retain control over the process so that workers cannot simply drift off in an undisciplined manner and stay out longer than their legitimate needs merit. The formula is *TC2 - Take care of your employees, [but] take control of your risks.*

## Getting 'Caught in a Pinch' Can Be Fatal

There are danger zones in many machine-related pinch point accidents:

**Point of operation.** The part of a machine at which work is performed. A slot into which a worker inserts or removes product would be such a point of operation, as would the table on which a saw or grinder does its work.

**Power transmission apparatus.** Though removed from the point at which work is done, pulleys, gears, belts, chains, or other devices that move power into the machine also can snag or tangle the employees who run them, and even those just passing by.

**Other moving parts.** Even if they don't actually do work or move power, such devices as cooling fans or even revolving doors can also cause pinch point/caught-between injuries.

There is no specific OSHA standard relating to pinch point or caught-between hazards. Instead, the agency relies on protections for workers afforded by its *Machinery/Machine Guarding, Hazardous Energy (Lockout/Tagout), Hand and Power Tools, Conveyors, and Concrete and Masonry Construction standards*, as well as its all-purpose General Duty Clause.

## Office Safety and Security: What Workers Need to Know and Do

Although office environments lack the cutting, crushing, twisting or pounding machinery of industrial spaces, that doesn't mean they're without risks ... from both inside and outside the building.

**Parking Lot Security/Lighting.** Because crime flourishes in the dark we suggest a "buddy system" to escort workers to and from their cars. Parking lots access should be limited to controlled points, and the lots should be as well lit as possible. In fact, light is such a deterrent to crime that we suggests you keep your entire facility lit, inside and out, during non-business hours.

**Area Safety.** Reception areas should always be manned, all visitors registered (even if they wear the uniform of contract cleaning or other service personnel), and all doors, windows, and locks checked frequently for proper operation. Badge or other photo ID systems should be used, with entry code systems checked often. And if you ever see a door propped open with a chair so it doesn't lock behind employees outside on a break, you have every right to get really, really upset about it.

**Suspicious Activity.** Employees should be urged to report any suspicious persons or activity around the building, and suspicious packages should never be opened. Instead, report them to the authorities for proper search and disposal.

**Information Safety.** Second only to securing your people's safety is protecting your organization's vital business information. Unfortunately, it's increasingly easy for computer "hackers" or disgruntled employees to steal. Using the latest security software for your entire network system, frequently update drivers, and regularly backed up should be done. Paper documents with critical information should be shredded as soon as they're no longer needed.

**Equipment Security.** Keep an inventory of all your critical equipment, hardware, and software. That's especially important as electronic devices shrink in size, and thus are easier to conceal and remove. Having an inventory (many experts suggest taking photos of important items) will also make it easier for your insurance carrier to process any claim should something "go missing."

**Employee Valuables.** Provide secure places, such as lockable drawers and closets, for employee property and encourage their use. Valuables is anything that can reveal personal information, these items especially should be locked away during company gatherings or breaks.

Finally, set up a *safety team*, which many feel should include both managers and employees. Such a team can help to keep safety and security issues a focus.

## Eye Safety and Health

Vision protection generally comes in two forms: safety glasses and safety goggles. Statistics show that the majority of employees who suffered eye injuries on the job either weren't wearing eye protection or were wearing the wrong kind. Here's a quick review of when safety glasses are appropriate and when goggles are preferable:

**Safety glasses** protect against flying objects or glare. They have extra sturdy frames and either clear or tinted lenses that are strong enough to resist impact. Regular safety glasses will protect against flying objects from the front. But if an employee needs additional protection for possible flying objects that come from the side, he or she should wear safety glasses with side shields. If objects could hit the eyes from the top or bottom as well, the employee needs safety glasses with eyecup shields.

**Safety goggles** protect against dust, splashes, and flying objects coming from any direction. Some goggles have a cup over each eye. Others have a frame and lens that extend over both eyes. If goggles have a rigid frame, they are often cushioned to protect the skin around the eyes. Some goggles are directly ventilated to let air circulate around the eyes. Indirectly ventilated goggles are sometimes required, however, to keep out dust particles and chemical vapors.

**Train your workers to follow injury-preventing eye safety rules.** You should cover some important basic eye safety rules with all employees who work in areas with eye hazards as well as those employees who may go into those areas only occasionally (for example, an office worker going through an "eye protection required" area to get to the supervisor's office with some paperwork for a line supervisor). Here's what to teach employees to do:

- Obey workplace warning signs requiring eye protection.
- Always put on protective eyewear before entering an area where hazards may be present.
- When in doubt about the eye hazards, assume they're present.
- Make sure eye protection fits properly and comfortably.
- Inspect protective eyewear before each use and replace immediately if there are any defects.
- Store eye protection safely where it won't get scratched or damaged, and keep it clean.
- If you're not sure which type of eye protection is required, ask a supervisor before you start the job