

ADOSH ADVOCATE



Improving Workplace Safety and Health

<http://www.ica.state.az.us>

Darin Perkins, Director

Summer 2000

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Dianne Marks: Design & Layout
dianne.marks@osha.gov

Contributing Staff: Linda Christopherson, Joe Gates, Ken Gaut, Ernie Miller and Mark Norton.

Comments and suggestions are welcome.

Arizona Division of Occupational Safety and Health
800 West Washington Street 2675 East Broadway Road
Phoenix, AZ 85007 Tucson, AZ 85716
(602) 542-5795 (520) 628-5478

Employee Training

I am often asked what I believe to be the most important factor in ensuring a safe and healthy workplace. I don't know that there is one, single-most important factor; there are several which are equally important to achieve this goal. However if I had to pick one, employee training would certainly rank near the top. Training provides knowledge and as the saying goes, "knowledge is power". An employee who has received proper safety and health training has the power and freedom to make an informed decision regarding their own safety and health. Without this training, the employee is no longer free to choose but rather must work in whatever conditions he is allotted.

The most frequently cited standards by ADOSH are those which deal with employee training. In the construction industry alone, two of the top six citations have to do with training. I believe that this is an indication of the need for a more concerted effort toward ensuring employees are properly trained to perform their jobs safely.

What does it mean to train? Webster defines the word train as follows: "To coach in or accustom to a mode of behavior or performance." That being the case, it follows that the word training in the context of safety and health means to educate or teach (coach) employees a particular safe behavior such that they become accustomed to repeating that behavior. Employees should have the education and knowledge necessary to make safe behavior a habit.

What constitutes proper training? I like to break it down into two basic steps. First, providing the necessary instruction or education, and second, enforcement of the instructions given. An employer can provide fall protection equipment but employees will not use it if they have no idea when, how or why to use it. Likewise, there is no incen-

tive to make a habit of using it if the employer does not enforce its use.

Training needs to be more than a simple tailgate or toolbox meeting. It must consist of more than a foreman's comment to "be safe" or to "watch out for the open floor." These may serve as reminders or refreshers about things that employees have already been taught, but must not be relied upon as a sole method of training. Proper training consists of both classroom and hands-on instruction and provides employees with an opportunity to ask questions and become familiar with the concepts taught.

One of the most difficult aspects of employee training is the language barrier. There are many employees throughout Arizona who speak and understand very little, if any English. Quite frequently we see situations where training has been provided in English to all employees and everyone has signed the training sheet, indicating that they were in attendance but in reality, many of the employees spoke little or no English and consequently did not understand anything that was taught. Employers must not forget their responsibility to the non-English speaking employees as well. Employees need to be educated in the language that they understand.

There are many organizations around which provide excellent safety and health training. Additionally, ADOSH offers a variety of training classes, free of charge, to employers and employees. If you are interested in hosting or attending a course, contact one of the trainers listed on the back of the newsletter for more information.

- Darin Perkins, Director

For an electronic version (PDF format) of the newsletter send an e-mail to adoshnews@ica.state.az.us with the subject "Electronic Newsletter"

CHILD LABOR

The State Labor Department, a Division of the Industrial Commission of Arizona, enforces and administers the State Child Labor Laws. Arizona's Child Labor Laws establish the hours youths under the age of sixteen can work and prohibit certain occupations in which they can be employed. The Department utilizes information gathered from the Industrial Commission's Claims Division as well as information received from the public and other governmental agencies and investigates injuries involving minors.

The Industrial Commission of Arizona has the authority to fine employers who are not in compliance with the State's Child Labor Laws. The maximum penalty is \$1,000. The Wage and Hour Division of the Federal Labor Department enforces the Fair Labor Standards Act. The Federal and State restriction are similar; however, the stricter law takes precedence. The maximum penalty under the Federal Child Labor Laws is \$10,000.

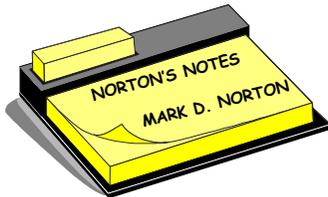
It is important to verify a youth's age before they start employment. It is the employer's responsibility to ensure that they are in compliance with the State and Federal Child Labor Laws. There is a common misconception that an employer cannot ask an applicant's age. This misconception stems from the fact that the Civil Rights Laws and the Equal Employment Opportunity Laws prohibit discrimination against the protected group of forty and above.

There are two groups of occupational restrictions for youths; for youths under the age of eighteen and for youths under the age of sixteen. The following are the restrictions for youths under the age of eighteen:

- Occupations in the manufacturing or storing of explosives.
- Occupations as a motor vehicle driver or outside helper.
- Under the State Law, 16 and 17 year old minors can drive if the total driving time does not exceed two hours per day or 25% of their work day. They also cannot drive fifty or more miles per day. The Federal Child Labor Law prohibits 16 and 17 year olds from driving on the job. Contact the Federal Wage and Hour Division for more information.
- Mine and quarry occupations.

- Logging occupations including, but not limited to occupations in connection with mills.
 - Operation of power-driven wood-working machines.
 - Occupations with exposure to radioactive substances and to ionizing radiation.
 - Operation or the assistance in the operation of a power-driven hoist or an elevator, including, but not limited to forklifts, cranes, or derricks.
 - Operation of power-driven metal working, forming, punching or shearing machines.
 - Occupations involving slaughtering, meat packing, processing or rendering of meat, including operation, set-up, repair, adjustment, oiling or cleaning of a power-driven meat processing machine.
 - Occupations involving the operation or cleaning of power-driven bakery machinery.
 - Occupations involving the operation of power-driven paper products machines, including, but not limited to presses, arm-type wirestitchers or staplers, guillotine paper cutters or shears, and scrap paper balers.
 - Occupations involving the manufacture of clay construction products or silica refractory products.
 - Occupations involving the operation and cleaning of power-driven saws.
 - Occupations involving wrecking, demolition and shipbreaking operations, including, but not limited to demolishing or dismantling buildings, bridges, motor vehicles or other structures.
 - Occupations involving roofing operations or equipment attached to or replaced on roofs.
 - Occupations involving excavation or tunnel operations.
- The following are the restrictions for youths under the age of sixteen:
- Occupations involving manufacturing.
 - Occupations involving processing, including, but not limited to filleting fish, dressing poultry or cracking nuts.
 - Occupations involving laundering or dry cleaning in a commercial laundry.
 - Occupations involving warehousing, including, but not limited to moving items to and from trucks, railroad cars, conveyors and buildings.
 - Occupations involving construction.
 - Occupations involving boilers, furnaces or engine rooms.

- Occupations involving window washing, work from a ladder, scaffold, window sill or similar structure or place more than five feet in height.
 - Work involving maintenance or repair of the establishment's machines or equipment, including, but not limited to work involving the inflation of tires mounted on rims equipped with a movable retaining ring.
 - Work involving cooking and baking, including frying and broiling.
 - Work involving the operation, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, choppers and cutters.
 - Work involving the preparation of meats for sale.
 - Operating a tractor over twenty power take off horsepower.
 - Connecting or disconnecting implements from or on to a tractor.
 - Operating farm machinery, including, but not limited to operating corn pickers, cotton pickers, grain combines, hay mowers, forage harvesters, hay balers, potato harvesters, feed grinders, crop dryers, auger conveyors or self-unloading wagons, power post hole diggers, power-driven non-walking rotary type tillers, trenchers or earthmoving equipment, potato combines.
 - In this sub-division "operating" means starting, stopping, adjusting, feeding or any other activity regarding physical conduct associated with such machines and machinery.
 - Working in a pen occupied by a bull, boar or stud horse maintained for breeding purposes, a sow with young pigs or a cow with a newborn calf.
 - Felling, bucking, skidding or unloading timber with butt more than six inches in diameter.
 - Picking or pruning from a ladder over eight feet in height.
 - Riding on a tractor as a helper or driving a bus, truck or automobile.
 - Working inside a fruit storage area or grain storage area designed to retain an oxygen deficient or toxic atmosphere, an upright silo, a manure pit or operating a tractor for packing purposes in a horizontal silo.
 - Handling hazardous agricultural chemicals.
 - Handling explosives.
 - Transporting, transferring or applying anhydrous ammonia.
- If you have any questions regarding the State's Child Labor Laws, you can contact the State Labor Department at (602) 542-5152.



The following information is provided to answer some of the more common questions routinely asked by employees and employers. Submit your questions to mark.norton@osha.gov or 2675 East Broadway Road, Tucson AZ 85716.

Q. How do I know what personal protective equipment, (PPE) is needed for my workforce?

A. There are a variety of ways to determine what is needed, but the easiest would be through an evaluation of various work functions or tasks. Some employers call this a JSA or "job safety analysis." OSHA regulations, specifically 29 CFR 1910.132 refer to this as a workplace hazard assessment. It is exactly what it sounds like. The employer must look at each job task and the hazards that the task may pose. If the hazards posed can be eliminated by using PPE, then the employer needs to select and have each employee use the types of PPE that provide the necessary protection.

Q. Does the workplace hazard assessment have to be in writing?

A. 29 CFR 1910.132(d)(2) specifically states "the employer shall verify that the required workplace hazard assessment has been performed through a written certification." The standard further states "the certification shall identify:

- 1)the workplace evaluated;
- 2)the person certifying that the evaluation has been performed;
- 3)the date(s) of the hazard assessment; and
- 4) should be identified as the certification of hazard assessment."

Appendix B to 1910.132 does have a guideline designed to give compliance assistance to employers and employees when attempting to complete a hazard assessment or select the proper PPE. The guideline is very thorough in addressing the various needs for PPE.

Summer's Here



In many parts of the country summer is received with relief. In extremely cold climates the thought of summer's warm weather is enticing. However here in Arizona the weather tends to be warmer than many are prepared for. Temperatures reaching 120 degrees or more cause hazards that can result in permanent illnesses, injuries and even death. Dehydration, sun burns, skin cancer and stroke can result if employees do not take adequate precautions. With this in mind employers should act early and establish procedures and methods to evaluate employees and prevent heat-related illnesses.

Federal OSHA has published the following recommendations that can help employers and employees stay safe:

- Encourage workers to drink plenty of water (without salt)—about one cup of cool water every 15-20 minutes, even if they are not thirsty. Avoid alcohol, coffee, tea, and caffeinated soft drinks which contribute to dehydration.
- Encourage workers to wear lightweight, loose-fitting, light-colored clothing. Workers should change their clothing if it gets completely saturated.
- Use general ventilation and spot cooling at points of high heat production. Good air flow increases evaporation and cooling of the skin. Stagnant atmospheric conditions and poor air quality can induce heat-related illnesses.
- Learn to spot the signs of heat stroke, which can be fatal. The symptoms are severe headache, mental confusion/loss of consciousness, flushed face, and hot, dry skin. If someone has stopped sweating, seek medical attention

immediately. Other heat-induced illnesses include heat exhaustion, heat cramps, skin rashes, swelling and loss of mental and physical work capacity.

- Train first-aid workers to recognize and treat the signs of heat stress. Be sure that all workers know who is trained to render first aid. Supervisors also should be able to detect early signs of heat-related illness and permit workers to interrupt their work if they become extremely uncomfortable.
- Consider a worker's physical condition when determining fitness to work in hot environments. Obesity, lack of conditioning, pregnancy and inadequate rest can increase susceptibility to heat stress.
- Alternate work and rest periods, with longer rest periods in a cooler area. Shorter, but frequent, work-rest cycles are best. Schedule heavy work for cooler parts of the day and use appropriate protective clothing.
- Certain medical conditions, such as heart conditions, or treatments like low-sodium diets and some medications, increase the risk from heat exposure. Seek medical advice in those cases.

In addition, two free OSHA publications on heat hazards that are of particular interest to workers and employers are:

"Protecting Workers in Hot Environments", a concise fact sheet [OSHA 95-16] which lists environmental and personal factors which affect the body's ability to cool itself, details symptoms of five heat disorders and suggests first-aid measures for each, and lists preventive steps employers and workers can take to curb heat-related illnesses.

Much of the same information is contained on a compact laminated "Heat Stress Card", available in English [OSHA 3154] and Spanish [OSHA 3155], which can fit into a worker's pocket.

Both publications are available free of charge via OSHA's Internet website at <http://www.osha.gov>

- Ken Gaut

ADOSH Education and Training Calendar

Registration for each course begins no earlier than 30 days prior to the date of the course.
Location address and time of course will be determined at time of registration.

DATE	COURSE	LOCATION	TRAINER	PHONE #
July 11, 2000	Confined Space Entry Safety	Flagstaff, AZ	Linda Christopherson	(520) 320-4229
July 12, 2000	OSHA & Medical Establishments	Flagstaff, AZ	Fernando Mendieta	(602) 542-1640
July 18, 2000	Forklift Train-the-Trainer	Tucson, AZ	Linda Christopherson	(520) 320-4229
July 25, 2000	Lockout/Tagout	Phoenix, AZ	Joe Gates	(602) 542-1641
July 25, 2000	Excavation Safety Awareness	Sierra Vista	Linda Christopherson	(520) 320-4229
August 22, 2000	Excavation Safety Awareness	Show Low, AZ	Joe Gates	(602) 542-1641
August 22, 2000	Back Injury Prevention	Tucson, AZ	Linda Christopherson	(520) 320-4229
August 23, 2000	OSHA & Medical Establishments	Phoenix, AZ	Fernando Mendieta	(602) 542-1640
August 29, 2000	Back Injury Prevention	Yuma, AZ	Linda Christopherson	(520) 320-4229
August 30, 2000	Excavation Safety Awareness	Yuma, AZ	Linda Christopherson	(520) 320-4229
September 12, 2000	Forklift Train-the-Trainer	Tucson, AZ	Linda Christopherson	(520) 320-4229
September 13, 2000	OSHA & Medical Establishments	Bullhead City, AZ	Fernando Mendieta	(602) 542-1640
September 19, 2000	Confined Space Entry Safety	Bullhead City, AZ	Linda Christopherson	(520) 320-4229
September 20, 2000	Back Injury Prevention	Bullhead City, AZ	Linda Christopherson	(520) 320-4229
September 19, 2000	Forklift Train-The-Trainer	Phoenix, AZ	Joe Gates	(602) 542-1641
October 10, 2000	Confined Space Entry Safety	Tucson, AZ	Linda Christopherson	(520) 320-4229
October 11, 2000	OSHA & Medical Establishments	Phoenix, AZ	Fernando Mendieta	(602) 542-1640

Trainers may also be contacted by e-mail at: linda.christopherso@osha.gov joe.gates@osha.gov and fernando.mendieta@osha.gov

Dates are subject to change

ADOSH
800 West Washington Street
Phoenix, AZ 85007