

SOUTH DAKOTA SAFETY COUNCIL

# MEMO TO MEMBERS

## South Dakota Safety & Health Conference October 8, 2014 | Join the journey!

Wherever your organization is on the journey to safety excellence, whatever your safety issues, questions and needs, you'll find answers, resources and support at the 22nd annual [South Dakota Safety & Health Conference](#), October 8 at the Sioux Falls Arena and Convention Center. You'll have access to:

- Comprehensive educational sessions, including full- and half-day offerings.
- National experts available to you without leaving the Mount Rushmore state!
- 50-booth exhibit hall packed with some of the best safety vendors in the country – just waiting for you to pick their brains.
- Networking opportunities (more than 500 colleagues!) with folks who are wrestling with the same issues you are.
- Special member pricing, group discounts, CEUs and HR credits, Governor's Safety Awards, great food, our helpful, friendly and good-looking staff . . . and more!

- ▶ **Our “can't miss” opening session** features humorist and psychologist Bruce Christopher who will discuss the heart of any business: relationships that are supported by effective communication. This session will help you turn your employees into better communicators and laugh while doing it!
- ▶ **Two in-depth full-day seminars:**
  - Back by popular demand! Cy Wakeman — dynamic speaker, business consultant, trainer and *New York Times* bestselling author returns with a new session: “Reality-Based Engagement and Hardwiring Accountability” (pre-approved credit for human resource managers).
  - Introduction to Occupational Safety — Instructor Jan Fedora has more than 20 years' experience training and consulting with companies throughout the region.



- ▶ **A half-day session** that will provide you with the tools to perform hazard and risk assessments, presented by Cindy Braun, president of Braun Safety Associates, Littleton, Colorado.
- ▶ Attend the twenty-second annual **Governor's Workplace Safety Awards Luncheon** and help us honor “the best of the best.”

Find more details on [page 2!](#)

**INSIDE:**

Conference at a Glance . . . . .	<b>2</b>	Safety Culture; AED Maintenance; First Aid Kits . . . . .	<b>6</b>
National Safety News . . . . .	<b>3</b>	Training Schedule; Safety Observances . . . . .	<b>7</b>
Toolbox Safety Meetings: How-to . . . . .	<b>4</b>	Off-the-Job Safety . . . . .	<b>8</b>
Forklift Safety; PPE; Employee Engagement . . . . .	<b>5</b>		



**SAFETY COUNCIL**  
CHAPTER OF THE NATIONAL SAFETY COUNCIL

# 22nd Annual South Dakota Safety & Health Conference

Wednesday, October 8, 2014  
Sioux Falls Arena and Convention Center

Conference  
at a  
Glance!



## OPENING SESSION | 8:00–8:45 a.m.

“Why Are Women So Strange and Men So Weird?”

## FULL-DAY SESSIONS | 9:25 a.m.–4:30 p.m.

- Reality-Based Engagement and Hardwiring Accountability
- Introduction to Occupational Safety

## HALF-DAY SESSION | 9:25–11:45 a.m.

Hazard and Risk Assessment

## BREAKOUT SESSIONS:

### 9:25 a.m.

- Why Are Women So Strange and Men So Weird?, continued
- There’s an App for That — Using Your Smartphone to Improve Your Safety Effectiveness
- Hazard and Risk Assessment (half-day)
- What Should Be in a Written Safety Program
- End Distractions — Focus on Driving

### 10:50 a.m.

- Why Are Women So Strange and Men So Weird?, continued
- Achieving a 24/7 Safety Mindset
- Prescription Drug Trends in the Workplace
- Hazard and Risk Assessment, continued
- Ergonomic Risk Assessment and Management Using an Online System

### 2:20 p.m.

- Bambi vs. Godzilla!
- Slips and Falls — Standing Together for Prevention
- Prescription Drug Trends in the Workplace, continued
- Advancing Your Job Safety Analysis Program
- Workers’ Compensation Case Law Update, Industry Trends and Challenges

### 3:20 p.m.

- Bambi vs. Godzilla!, continued
- SDSC and NSC: Single Membership is Here!!
- Putting a Positive Spin on Safety
- Technical Writing Skills for the Safety & Health Professional
- Return-to-Work (RTW): Why Would We Want to Do THAT?!

► [Complete conference brochure](#)

► [Conference sessions](#)

► [Fax registration form](#)



## OSHA Extends Comment Period on Recordkeeping Rule

Federal OSHA has extended the comment period on proposed revisions to its recordkeeping rule which would require electronic submission of information. The new deadline is October 14, 2014. Learn more from the [OSHA news release](#) announcing the extension.

## Comment Sought on Workplace Tobacco Policies Document

The National Institute for Occupational Safety and Health (NIOSH) is seeking public comment on a draft document, "Promoting Health and Preventing Disease and Injury through Workplace Tobacco Policies." The public comment period is open for 30 days, closing on September 15. See the [August 18 Federal Register](#) for details.

## "Hide No Harm" Act Introduced in Congress

National Safety Council reports that [a bill](#) recently introduced in Congress would create criminal penalties for concealing corporate actions or products that could pose a threat of death or serious injury to workers and consumers. The authors of the bill are Senators Bob Casey of Pennsylvania, Richard Blumenthal of Connecticut and Tom Harkin of Iowa. Learn more in [Safety & Health](#) magazine online.

## Final USDA Poultry Rule Keeps Line Speeds the Same

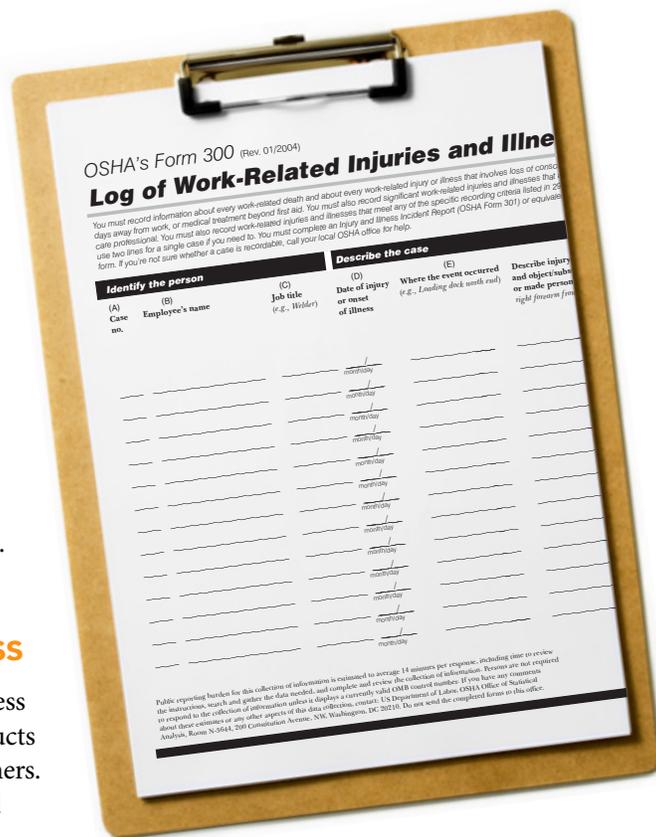
The much-debated [poultry inspection rule](#) from the U.S. Department of Agriculture has been implemented without an increase in the processing line speed. Poultry companies will have to meet new requirements to control specific bacteria and a new inspection system will position food safety inspectors throughout poultry facilities to better ensure safe processing. [Critics say](#) the rule fails to address existing risks to workers.

## New Guidance: Hoists on Communications Towers



Federal OSHA has published a new guidance for use by its inspectors, "[Inspection Procedures for Accessing Communication Towers by Hoist](#)," which was effective July 17. The guidance replaces CPL 02-01-36, dated March 26, 2002. The previous directive provided compliance guidance for hoisting personnel to or from their workstations during new tower erection only. This directive covers all hoisting of personnel to or from workstations on communication towers.

Construction and maintenance of communication and broadcast towers has grown dramatically in the past 30 years, driven by demand for wireless and broadcast communications. Employees regularly climb towers that range from 100 feet to 2,000 feet or more. OSHA is tracking a significant increase in injuries and deaths among communications tower workers and has launched an initiative to reduce the risks faced by those employees. Learn more on the [OSHA Communications Tower topic page](#).



## HOW TO REACH US South Dakota Safety Council

1108 N. West Avenue  
Sioux Falls, SD 57104  
605-361-7785  
800-952-5539  
Fax: 605-361-2156

E-mail:  
[sdsc@southdakotasafetycouncil.org](mailto:sdsc@southdakotasafetycouncil.org)  
[www.southdakotasafetycouncil.org](http://www.southdakotasafetycouncil.org)

**Cary Swenson**  
Executive Director

**Gary Miles**  
Manager of Occupational Safety and Health

**Moirá Beznoska**  
Office Coordinator

**Connie Greguson**  
Membership Representative

**Rick Kiley**  
Director, Motorcycle Rider Education Program



## Tailgate/Toolbox Safety Meeting: A How-to

Tailgate or toolbox safety meetings are 10-15 minute on-the-job meetings held to keep employees alert to work-related hazards and to prevent work-related injuries and illnesses.

### Why have them?

Tailgate/toolbox safety meetings can be used to address actual problems on the job or in the shop. The supervisor leading the meeting can draw on the experience of workers, and use that experience to remind all employees — especially newer ones — of the dangers of working with particular kinds of machinery, tools, equipment and materials.

### What to talk about

Talk about work practices, machinery, tools, equipment, materials, attitudes, and anything else that may cause or contribute to a work-related injury or illness. Keep the topic relevant to the job or tasks that workers perform.

Choose a topic you think needs safety review. For example, if you notice that spills aren't being cleaned up promptly, discuss it. If there has been an incident or a near-miss on the job, talk about it. What happened? Where did it happen? How can it be prevented from happening again? Encourage employees to suggest topics. They often know best what and where the dangers are.

### How to run a good meeting

1. Hold meetings at the beginning of shift or after a break, preferably where everyone can sit.
2. Choose the topic carefully and research the problem before the meeting. For machinery, consult the manufacturer's operations manual. For handling toxic substances, get a copy of the Safety Data Sheet (SDS). Keep the topic focused – don't go too broad.
3. Encourage employee participation.
4. Keep the meeting short — usually 10 to 15 minutes.

### SAMPLE MEETING:

#### The importance of machine guards

Begin by giving background and helping employees understand the problem: Guards are placed on machines to prevent workers from contacting the moving parts. They are required by OSHA regulations. Many workers are killed or injured every year because guards are removed and not replaced.

Discuss specific machines as appropriate.

Why are guards left off?  
Ask the group to give reasons. Some common ones are:

- I didn't have time to replace the guard.
- I wanted to make sure the machine was working okay. I just never got around to replacing the guard.
- I put on a new drive and the old guard didn't fit.
- I had to remove the guard to adjust the machine.
- I couldn't work with the guard on. It slowed me down.
- Listen, I've run these machines for years without guards and I've never been hurt.

Reinforce the importance of machine guards. After an injury, the guard is replaced and strict rules are enforced. But it's too late for the victim. The purpose of meeting on this topic is to make sure rules are followed/enforced before an injury happens.

Ask for any final questions from the group before ending the meeting.

*Source: Division of Occupational Safety and Health, California Department of Industrial Relations*



## Forklift Safety Tips

- ▶ **Secure pallet loads** with shrink-wrap or other strapping material to reduce the chance of being struck by items that may shift or fall off during transport.
- ▶ **Keep forklifts from tipping over.** Drive with the load in its lowest position and use extra caution when making sharp turns or approaching ramps and other uneven or sloping surfaces. Use the seatbelt and don't raise or lower the forks while moving.
- ▶ **Make sure you wear your seat belt** while driving a forklift. If the forklift begins to tip, don't attempt to jump clear. Hold on tightly to the steering wheel, brace yourself against the seat, and keep your body inside the frame of the machine and lean in the opposite direction of overturn.
- ▶ **Be aware that terrain affects forklift balance** and handling; for example, even a pothole can be a tip-over hazard in some circumstances.
- ▶ **Make sure all employees know** that only trained operators can use forklifts.

Source: Washington State Department of Labor and Industries

## ARTICLES OF INTEREST:

### Using 3-D Printers to Make Customized PPE

As part of a pilot project, BMW is using 3-D printing methods to make customized ergonomic PPE for assembly workers, designed to protect them from excess strains on their thumb joints. Working with the Department of Ergonomics at the Technical University of Munich, the company is creating flexible thermoplastic polyurethane “finger cots” that match the form and size of each worker’s hand. Learn more from [EHS Today](#).

### Five Common Confined Space Myths

[OHS Online](#) takes on the topic of confined space, with an aim to recognize the “real threats” and debunk five common misconceptions.

The “myths” include:

- Falls aren’t an issue in confined spaces.
- All confined spaces require a permit.
- Permit-required confined spaces only require adequate identification and marking.
- Non-entry rescue is always the best solution for a confined space rescue.
- Confinement is the most dangerous threat of confined space work.

### Employee Engagement

A recent article in *EHS Today* discusses how to gain the highest form of employee engagement: commitment. The author proposes that the true target for workplace safety programs is not zero injuries, but rather something far higher: zero at-risk behaviors from workers and management team in an interdependent culture. He argues



that only when your team pursues this attempt at perfection can you hope to achieve excellence — zero injuries. Read more in [EHS Today](#).

The August issue of the National Safety Council’s *Safety & Health* magazine also addresses employee engagement. In “[Safety Leadership: Getting Engagement Right](#),” Patrick McCorry, vice president at BST in Ojai, California, cites the critical role that safety can play in motivating the workforce: “When leaders first engage safety in a real way, they are often surprised by what they learn. Safety is more complex than they thought, more tied to operational excellence, more indicative of the health of the organization, and so on. But one of the biggest surprises is the power that safety has to draw people together.”

## Building a Safety Culture

Sites that maintain a focus on the larger safety and health process are far more successful than those that focus solely on the accomplishment of individual tasks. The following major processes and milestones will help ensure positive change in an organization's safety culture:

- Define safety responsibilities for all levels of the organization, e.g., safety is a line management function.
- Develop upstream measures, e.g., number of reports of hazards/suggestions, number of committee projects/successes, etc.
- Align management and supervisors through establishing a shared vision of safety and health goals and objectives vs. production.
- Implement a process that holds managers and supervisors accountable for visibly being involved, setting the proper example, and leading a positive change for safety and health.
- Evaluate and rebuild any incentives & disciplinary systems for safety and health as necessary.

- Ensure the safety committee is functioning appropriately, e.g., membership, responsibilities/functions, authority, meeting management skills, etc.
- Provide multiple paths for employees to bring suggestions, concerns, or problems forward. One mechanism should use the chain of command and ensure no repercussions. Hold supervisors and middle managers accountable for being responsive.
- Develop a system that tracks and ensures timeliness in hazard correction. Many sites have been successful in building this in with an already existing work order system.
- Ensure reporting of injuries, first aids, and near misses. Educate employees on the accident pyramid and importance of reporting minor incidents. Prepare management for initial increase in incidents and rise in rates. This will occur if under-reporting exists in the organization. It will level off, then decline as the system changes take hold.
- Evaluate and rebuild the incident investigation system as necessary to ensure that it is timely, complete, and effective. It should get to the root causes and avoid blaming workers.

Source: Federal OSHA

### FIRST AID KITS



#### Do You Have a First Aid Kit?

These compact first aid kits keep you prepared for minor injuries all year long.

Three convenient sizes, all at great member prices!

- ▶ 121-piece Kit | \$24.95
- ▶ 85-piece Kit | \$16.95
- ▶ 53-piece Kit | \$12.95

To order, visit our [website](#) or contact Connie Greguson at [connie@southdakotasafetycouncil.org](mailto:connie@southdakotasafetycouncil.org); 605-361-7785/800-952-5539.

### AED NEWS

#### Important AED Maintenance: Time for New Pads or Battery?

It may be time to change the pads or battery for your Philips automated external defibrillator (AED) — take a moment to check the expiration dates. If you need new pads or a battery, order through us for a discount (good on any accessories). Don't have an AED? We can help! And when you purchase [Philips AEDs](#) from us, you'll receive more than \$400 of free accessories.

For more information, contact Connie Greguson at [connie@southdakotasafetycouncil.org](mailto:connie@southdakotasafetycouncil.org); 605-361-7785/800-952-5539. Find details about other first aid resources and our First Aid/CPR/AED training [online](#).



## Upcoming Workplace Safety and Health Training

- ▶ **September 12**  
[Introduction to Loss Control \(Rapid City\)](#)
- ▶ **September 18**  
[Introduction to Loss Control](#)  
Review loss control topics and learn the fundamentals for recognizing, evaluating and controlling those situations that initiate unintentional and unplanned losses.
- ▶ **September 22**  
[HAZWOPER Emergency Response Refresher, 8-hour](#)  
This eight-hour workshop fills the annual training requirement for responders to chemical emergencies in OSHA 1910.120(q) (HAZWOPER). Attendees for an annual refresher may attend any one of the four days of HAZWOPER training being offered from September 22–25 and need to confirm which day they will attend by contacting Connie at the South Dakota Safety Council Office: [connie@southdakotasafetycouncil.org](mailto:connie@southdakotasafetycouncil.org).
- ▶ **September 22–24**  
[HAZWOPER Technician Training, 24-hour](#)
- ▶ **September 22–25**  
[HAZWOPER, 40-hour](#)
- ▶ **September 25, December 10**  
[First Aid/CPR/AED Employee Training, Hands-on](#)  
Be prepared and be in compliance. Learn the skills to maintain the life of a victim until emergency medical personnel arrive. Upon course completion, attendees receive National Safety Council First Aid/CPR/AED certificates.
- ▶ **October 6–7, 9–10**  
[Principles of Occupational Safety & Health](#)  
Provides you with solid knowledge of safety practices and terminology. You'll get the confidence you need to implement a comprehensive safety process in your organization. Part of the Advanced Safety Certificate series, sponsored by the National Safety Council.
- ▶ **October 8**  
[Introduction to Occupational Safety](#)  
Part of the [South Dakota Safety & Health Conference](#).
- ▶ **November 3–4**  
[OSHA 10-hour General Industry Training](#)  
OSHA Training Institute course: Covers specific OSHA standards and how to apply them.
- ▶ **November 3–6**  
[OSHA 30-hour General Industry Training](#)  
A more in-depth study of OSHA regulations and required programs (OSHA Training Institute).
- ▶ **November 20**  
[Forklift Train-the-Trainer PLUS](#)  
Re-energize or completely revamp your forklift training without a huge time commitment. You'll get a new DVD program and the training to implement it — all for just the cost of the program! Mancomm's Forklift Training System includes a training DVD, an instructor's guide, five employee workbooks, training certificates and more.

For details on all courses, see [southdakotasafetycouncil.org/courses/c-home.cfm](http://southdakotasafetycouncil.org/courses/c-home.cfm)

Questions? Contact Gary at [gmls@southdakotasafetycouncil.org](mailto:gmls@southdakotasafetycouncil.org).

To register for any of these classes, please call us at 605-361-7785/800-952-5539.

## Upcoming Safety Observances

### SEPTEMBER 2014

**National Preparedness Month**  
[U.S. Department of Homeland Security](#)  
[South Dakota Safety Council](#)

**14–20**  
**Child Passenger Safety Week**  
[National Highway Traffic Safety Administration](#)  
[Safe Kids USA](#)

**21–27**  
**National Farm Safety and Health Week**  
[National Safety Council](#)

### OCTOBER 2014

**Eye Injury Prevention Month**  
[American Academy of Ophthalmology](#)

**6–10**  
**Drive Safely Work Week**  
[Network of Employers for Traffic Safety](#)

**5–11**  
**National Fire Prevention Week**  
[National Fire Protection Association](#)

**19–25**  
**National Teen Driver Safety Week**  
[National Highway Traffic Safety Administration](#)  
[South Dakota Safety Council](#)

**20–24**  
**School Bus Safety Week**  
[National Association for Pupil Transportation](#)



## Back-to-School Safety: Tips for Motorists

Back-to-school season is upon us — a good time to review tips for safely sharing the road with pedestrians, bicyclists and school buses. Bicyclists and pedestrians also have responsibilities when sharing the road, but their vulnerability puts an extra burden of safety on vehicle drivers. Drivers should:

- ▶ **Be extra alert in school zones and neighborhood areas** where children and teenagers might be riding and walking. Watch for pedestrians at all times (especially for kids around school buses), stop for crossing pedestrians, and be alert when turning corners.
- ▶ **Keep at least three feet away from bicyclists** when passing them; watch for bicyclists at driveways, alleys and intersections.
- ▶ **Stop for school buses when its stop arm is extended** and red lights are flashing. Remain stopped until the warnings are withdrawn, regardless of your direction of travel. The only exception: if you're approaching the front of the bus and your roadway is separated from it.

Find more tips in our free online fact sheet library, including [Back-to-School Safety](#), [Driving Your Child to School](#), and [Fall Driving Tips](#).

---

### MEMO to Members is a publication of the South Dakota Safety Council.

The information in the Memo to Members is compiled from sources believed to be reliable. We've exercised reasonable care to assure its accuracy, but make no guarantees. The South Dakota Safety Council makes no representation or guarantees of results and assumes no liability in connection with the information contained in the Memo, including whether such information or suggestions are appropriate in all circumstances. Statements attributed to other sources do not necessarily reflect the opinion or position of the South Dakota Safety Council.

EDITOR Ann Kulenkamp | EDITORIAL ASSISTANT Kristy Zack | DESIGNER Melissa Litecky

## Firearm Safety Tips

**Watch the Muzzle:** Keep it pointed in a safe direction at all times.

**Respect:** Treat every firearm with respect.

**Keep the safety on until ready to shoot.**

**Awareness:** Be sure of your target and what is in front of it and beyond it.

**Know Your Target:** Learn the identifying features of the game you hunt.

**Backstop:** Make sure you have an adequate backstop— don't shoot at a flat hard surface or water.

**Prevent accidental discharge:** Keep the finger outside the trigger guard until ready to shoot.

**Check your barrel:** Make sure the barrel and action are clear of obstructions.

**Ammunition:** Carry only the proper ammunition for your firearm.

**Unload firearms when not in use:** Leave actions open and carry firearms (unloaded) in cases to and from the shooting area.

**Point a firearm only at something you intend to shoot.**

**Avoid all horseplay with a gun.**

**Don't run, jump, or climb with a loaded firearm:** Unload your firearm before you climb a fence or tree, or jump a ditch.

**Pull a firearm toward you by the butt, not the muzzle.**

**Storage:** Store firearms and ammunition separately and safely. Store each in secured locations beyond the reach of children and careless adults.

**Be Alert:** Avoid alcoholic beverages before and during shooting. Also avoid mind- or behavior-altering medicines or drugs.

*Source: South Dakota Department of Game, Fish and Parks*

Find more information about hunting safety, including a video demonstrating the effectiveness of wearing blaze orange, on the South Dakota Department of Game, Fish and Parks [website](#).



**SAFETY COUNCIL**  
CHAPTER OF THE NATIONAL SAFETY COUNCIL

1108 N. West Avenue, Sioux Falls, SD 57104

Phone: 605-361-7785 / 800-952-5539

Fax: 605-361-2156

[southdakotasafetycouncil.org](http://southdakotasafetycouncil.org)