



OSHA - Overview HR ALERT

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Revised Recordkeeping Forms Available Online

Beginning January 1, 2004, employers must use OSHA's revised **Form 300 (Log of Work-Related Injuries and Illnesses)**. OSHA has made this form available online. The revised form includes various changes, including the addition of an occupational hearing loss column and more clear-cut formulas for calculating incidence rates. Injuries caused by ergonomic factors must still be recorded in either the injury or "all other illness columns" since there is no separate column to list them.

New Safety Bulletin for Young Forklift Operators

OSHA has developed a safety and health information bulletin that reminds employers of regulations which prohibit workers less than 18 years of age from operating specific hazardous machines and equipment, including forklift trucks in non-agricultural operations. The bulletin reminds employers of existing standards and laws that protect working teens from being seriously injured, focusing on the Fair Labor Standards Act and OSHA's Powered Industrial Truck Standard. "Young people are more likely to be injured in the workplace due to their lack of experience and maturity," said OSHA Administrator John Henshaw. "This bulletin is one way to remind employers of the standards that are in place to protect working teens from being seriously injured or killed. Nearly 70 teens lose their lives in workplace accidents each year." The Safety Bulletin is titled **Protecting Young Workers: Prohibition Against Young Workers Operating Forklifts**, and is available on the OSHA website.

Personal Fall Protection System Subject of New Safety and Health Bulletin

OSHA has published a new safety and health information bulletin that discusses the compatibility of personal fall protection system components, particularly snap hooks. OSHA wants to remind both employers and workers that personal fall protection components made by different manufacturers may not be compatible. Moreover, some components made by the same manufacturer may not be compatible if not sized properly. OSHA reminds employers to evaluate the compatibility of all personal fall arrest systems used on the job site before employee use. For a complete copy of this bulletin, see **Compatibility of Personal Fall Protection System Components** on the OSHA website.

OSHA Uses Four-Pronged Approach

OSHA has developed a four-pronged comprehensive approach to ergonomics that the agency believes will quickly and effectively address musculoskeletal disorders (MSDs) in the workplace. This approach developed after Secretary of Labor Elaine Chao made a commitment in April 2001 to reduce workplace injuries and illnesses. The four-pronged approach includes:

- Guidelines
- Enforcement
- Outreach and Assistance
- Research

\$49,000 in OSHA Penalties for Contractor

May 12, 2003 - The U.S. Labor Department's Occupational Safety and Health Administration (OSHA) has fined Aggregate Industries, a Massachusetts contractor, \$49,000 for its failure to safeguard workers against the hazards of high-speed traffic in a highway work zone. Four employees were injured while removing traffic cones and road closure signs when the vehicle they were riding in was struck by passing traffic. OSHA's inspection found that the contractor failed to follow its own work zone safety plan and did not train the workers in highway work zone safety.

"The necessary procedures to ensure that drivers knew these workers were on the road and could proceed with caution around them were not followed in this case," said Richard Fazzio, OSHA area director. "The result was just the type of accident these safeguards are designed to prevent."

OSHA Develops Evacuation Planning Matrix

The **Occupational Safety and Health Administration (OSHA)** has developed the new [Evacuation Planning Matrix](#) which will provide employers with ideas, assistance, and online resources to help them reduce their vulnerability to and plan for workplace emergencies. The Evacuation Planning Matrix includes a checklist for employers to help them evaluate their existing plans or to help in constructing new ones; a zone pyramid system to evaluate a workplace's risk of terrorist incident; and other related online resources to help employers and employees develop emergency evacuation plans.

In order to use this evacuation guidance effectively, an employer must first assess the risk of a terrorist release in the workplace. This kind of assessment is not a typical safety and health evaluation, however, guidance on conducting such an assessment is becoming more widely available. A homeland security guide developed by the State of South Carolina, [Best Practices in Workplace Security](#), is available online. In this publication, employers and employees can review the Worksite Assessment List which helps assess risk of a particular worksite based on the following risk factors:

- is considered a high profile site, such as a water dam, military installation, or classified site;

- has a high volume of pedestrian traffic;
- uses, handles, stores or transports hazardous materials;
- has limited means of egress, such as a high rise complex or underground operations;
- provides essential services, e.g., sewer treatment, electricity, fuels, telephone, etc.;
or
- is part of the transportation system, such as shipyard, bus line, trucking, airline.

After an employer has completed the terrorism risk assessment, the Evacuation Planning Matrix suggests the employer reads the description of each risk zone (green, yellow, and red) to see where their workplace fits best, then examine the planning considerations for that zone.

“Recent events in the United States have underscored the critical importance of workplace evacuation planning,” says John L. Henshaw, Assistant Secretary of Labor for Occupational Safety and Health. “An effective evacuation plan will increase the likelihood that employees will reach shelter safely if an emergency that requires evacuation does occur.”

OSHA Offers Fact Sheet: Emergency Escape Routes from the Workplace

The **Occupational Safety and Health Administration (OSHA)** has released an [Emergency Exit Routes](#) fact sheet to ensure employers and workers are equipped with the information on how to escape from their workplace during an emergency. “No one should need reminding how quickly an event can occur that necessitates emergency evacuation from the workplace,” said OSHA administrator John Henshaw. “The information we compiled in this fact sheet provides a readily-available tool to aid employers and workers in being prepared to safely evacuate their workplaces should an emergency occur.”

The fact sheet includes information on the following:

- Defining exit routes and how many exit routes a worksite should have
- Designing an exit route that will ensure safe evacuation
- Required maintenance, safeguarding and operational features for exit routes
- Emergency action plan requirements
- Minimum provisions and requirements for fire prevention plans
- Resources for more details on exit routes and related OSHA standards

OSHA recently revised its 30-year-old [standard](#) dealing with exit routes, emergency action and fire prevention plans, making it more user-friendly. The revised standard was effective on December 9, 2002.

OSHA – Safety in Spanish

A Spanish-language web page is now available on the U.S. Department of Labor’s website in the Occupational Safety and Health Administration (OSHA) portion. The page is described as a one-stop service for Spanish-speaking employers and

employees. It contains, among other things, instructions on filing complaints and an overview of OSHA.

OSHA – Nursing Home Providers

On April 18, 2002, U.S. Secretary of Labor Elaine L. Chao announced that the first industry-specific guidelines to reduce ergonomic-related injuries will be developed for nursing homes. Representatives from the field and OSHA will be working together to develop the guidelines.

“We are serious about reducing injury and illness rates related to ergonomics as quickly as possible,” Chao said. “We want to work with the nursing home profession and workers to develop guidelines to reduce the level of injuries and illnesses in this industry.”

The draft guidelines are expected to be ready for public comment later this year.

OSHA Announces New Plan

On April 5, 2002, OSHA announced a new comprehensive plan to reduce ergonomic injuries. “This plan is a major improvement over the rejected rule because it will prevent ergonomics injuries before they occur and reach a much larger number of at-risk workers”, states Labor Secretary Elaine L. Chao. The major points of the plan are:

- Guidelines – Development of industry and task-specific guidelines
- Enforcement – Coordinating inspections with a legal strategy designed for successful prosecution
- Compliance Assistance – OSHA will provide specialized training and aid in the implementation of successful ergonomics programs
- Hispanic Outreach – Specialized focus on helping Hispanic and other immigrant workers
- Ergonomics Research - Formation of national advisory committee which will advise OSHA on research gaps

OSHA Forklift Standard

October, 2001 - The Occupational Safety and Health Administration (OSHA) has established new training requirements for forklift operators and drivers of other industrial trucks.

The standard requires operators to be trained in the operation of those vehicles before they are allowed to operate them. The training must consist of both classroom-type and practical instruction. The training must also conclude with evaluations of the trainees. Operators must be evaluated every three years and retrained as necessary.

OSHA New Rules – January 1, 2002

OSHA implemented a new set of recordkeeping rules which became effective on January 1, 2002. The rules affect approximately 1.4 million establishments.

The following is a brief summary of some of the key provisions of the new rules:

- Three OSHA forms have been updated: OSHA Form 300, Form 301, and Form 300A.
- Employers must record new work-related injuries and illnesses involving death, days away from work, restricted work, medical treatment beyond first aid, loss of consciousness, diagnosis of a significant injury/illness by a physician or other licensed health care professional.
- Requires employers to record all injuries from needles and sharps contaminated by another person's blood
- Protects employee privacy by (1) prohibiting employers from entering an individual's name on Form 300 for certain types of injuries or illnesses; (2) allowing employers not to describe the nature of sensitive injuries where the employee's identity would be known; (3) giving employee representatives access only to the portion of Form 301 that contains no personal information; and (4) requiring employers to remove employees' names before providing the data to persons not provided access rights under the rule.
- Sets up system for reporting injuries and illnesses and inform employees
- Increased employee access to injury and illness forms

States that operate their own job safety and health programs will be adopting comparable recordkeeping rules that will also be effective January 1, 2002. States must have the same requirements for which injuries and illnesses are recordable and how they are recorded. However, other provisions, such as industry exemptions, may be different as long as they are as stringent as the federal requirements.

Companies Cited

- OSHA cited Dublin Construction Co., (located in Georgia) April 26, 2001 for failure to protect workers from fall hazards, just three months after the company was cited for similar violations.
- OSHA cited Durango-Georgia Paper Co., April 26, 2001, for the second time in eight months, and proposed penalties totaling \$157,500 following a double amputation at the company's St. Mary's facility.
- OSHA issued citations alleging six serious violations and two repeat violations to Future Foam, Inc. in Middletown, Wisconsin, with proposed penalties of \$104,000. A safety and health inspection was initiated at the worksite on November 15, 2000, after workers were reportedly exposed to methylene chloride and TDI (toluene-2, 4-diisocyanate) in excess of OSHA's permissible exposure limits.
- Irl "Chip" Ward, president of Concept Sciences, Inc., a specialty chemical manufacturer in Allentown, Pa., is facing criminal charges for alleged violations of worker safety standards that resulted in an explosion that killed five people. A federal grand jury indicted Ward for willfully violating Occupational and Health Administration standards by failing to perform a process safety analysis, develop and implement operating procedures, and train employees. If convicted, Ward faces a possible maximum sentence of 24 months in prison and a \$3 million fine.

Other Relevant HR Alert Documents Available at WWW.AETHR.COM:

- 422 Article – 2001-03
- 422 Article – 2001-04
- 422 Article – 2001-07
- 422 Article – 2001-08
- 422 Article – 2001-12
- 422 Article – 2002 – 06
- 422 Article – 2002-01
- 422 Article – HR 2000
- Health Care Costs – Overview
- Holiday Cheer – OSHA
- Legionnaire’s Disease – Overview
- OSHA – Bloodborne Pathogens Standard Overview
- OSHA – General Duty Clause – Overview
- OSHA Documents Available
- OSHA Fact Sheet – Recordkeeping
- OSHA – Recordkeeping Brochure
- OSHA Recordkeeping Forms
- Violence in the Workplace Overview

Other Relevant Documents Available by Annual Subscription in the CLIENTS ONLY section of WWW.AETHR.COM:

- Bloodborne Pathogens – Questions and Answers
- Bloodborne Pathogens Directive
- Fed. – OSHA 3165 Intro.
- Fed. – OSHA 3165 Notice
- Hepatitis B Vaccine Declination Form
- Needlestick Safety and Prevention Act
- Notice Regarding OSHA 3165 Poster
- OSHA – Bloodborne Pathogens Standard
- OSHA – Cold Stress Card – English
- OSHA – Cold Stress Card – Spanish
- OSHA – Compliance Letter (Sample)
- OSHA – Dublin Construction Co.
- OSHA – Durango-Georgia Paper Co.
- OSHA – Employee Workplace Rights Poster
- OSHA – Forklift Standard
- OSHA – Future Foam, Inc.
- OSHA – Heat Stress Card – English
- OSHA – Heat Stress Card – Spanish
- OSHA – Recommendations Violence Prevention Late-Night Workplace
- OSHA – Screening and Surveillance Guide
- OSHA – Sun Card

- OSHA Recordkeeping Requirements
- Physical Capacities Evaluation Form – OSHA Ergo. – Doctor
- Plant President Indicted
- Position Ergonomics Profile Questionnaire
- Protect Workers During Summer

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