



# Weekly Safety Tip

“Your Connection for Workplace Safety”

Phone: 920-208-7520

*We're about service, commitment, results, and accountability!*

*Our Weekly Safety Tip provides valuable and current safety information relevant for Work, Home & Play.*

*And, you will be kept current on the latest Safety Compliance issues.*



**SCI SAFETY NEWS OR TIP**



**SCI OSHA NEWS OR COMPLIANCE**



**SCI HEALTHYLIVING and WELLNESS NEWS**

**We want to hear from you! Send us your feedback and give us ideas for future safety topics.**

**Let us know how you feel about our new look!**

**Safety Slogan**

**Health and safety,  
words to live by.  
James Lehrke-SCI**

**of the week**

## SCI Safety Tip: The Sober Reality of Alcohol in the Workplace

Sources: <http://www.blr.com>

Date: March 30, 2012

*It has been estimated that 1 in 10 employees in this country's workforce has a substance abuse problem. Since April is Alcohol Awareness Month, it's a good time to give a training session on alcohol and drugs in the workplace.*

Remind your employees that the personal impact of substance abuse on an employee can be devastating. It has a destructive effect on just about every part of a person's life. The substance abuser may end up losing everything, including family, home, friends, savings, job, and physical and mental health.

On the job, the negative fallout of substance abuse includes a steady deterioration of work performance, unreliability, and recklessness that can jeopardize the safety of co-workers, the integrity of company products and services, and the company's reputation.

Ask your employees to consider what kinds of problems alcohol and drug abuse could cause in your workplace. For example, which jobs in your workplace require good judgment, coordination, alertness, and other skills that could be impaired by substance abuse?

Emphasize that workplace substance abuse is not only a large and costly problem but also an issue covered by an important federal law, the Drug-Free Workplace Act, which Congress passed in 1988 to help combat this growing problem. If your organization is covered by the Drug-Free Workplace Act, give employees this overview:

- This Act requires companies that are federal contractors or grantees to have—and to distribute to all employees—a written policy explaining the rules against drugs in the workplace. The policy must state that employees can't use, distribute, sell, or make drugs at work.
- The law also requires your organization to have a drug awareness program to warn employees about the dangers of drug use, particularly at work.
- Employees convicted of criminally violating drug-free workplace rules must report the conviction to the company within 5 days. The company has 10 days to report the conviction to the government. The company then has 30 days to take appropriate action, which may take the form of discipline—up to and including discharge. Or, a company can help the employee get into a government-approved rehabilitation program. The employee must complete the rehabilitation steps agreed on or risk losing his or her job.

In any case, give your employees the specifics of your substance abuse policy. Our policy:

- Prohibits the possession, use, or sale of drugs or alcohol on company premises;
- Forbids working under the influence of drugs or alcohol;
- Provides assistance for employees who want help for an abuse problem; *and*
- Imposes discipline on those who refuse help and continue to abuse drugs or alcohol on the job.

Make sure employees understand your organization's substance abuse policy, including the procedure for Employee Assistance Programs or outside referrals.

#### Why It Matters

- Surveys show that substance abuse is one of the most serious issues currently facing American companies.
- It is estimated that 10 percent of all U.S. workers have a substance abuse problem. In fact, the number is probably much higher.
- Some 73 percent of all current illicit drug users aged 18 and older are employed. Over 6 million active alcoholics are on the payrolls of American businesses.
- Finally, alcoholism and drug abuse have been called "democratic diseases" because they can victimize anyone regardless of age, sex, education, social status, or occupation.

## SCI OSHA Compliance: 4 Steps to Preventing OSHA Citations: Part I

Source: [www.blr.com](http://www.blr.com)

Date: March 28, 2012

*The best way to avoid OSHA citations is to identify and correct safety and health problems before an inspector finds them.*

In a BLR webinar titled "OSHA's Top 10: How To Stay Off This Infamous List in 2012," Attorney Tiffani Hiudt Casey outlined four key actions you can take to prepare your organization, make it a safer place, and help to prevent citations in the event of an OSHA inspection:

1. Implement an injury and illness prevention program
2. Prepare for an OSHA inspection in advance
3. Train your managers and employees about safety
4. Conduct self-audits and reviews

Today, we'll cover the first two actions, and then we'll discuss training and self-audits in tomorrow's *Advisor*. Casey is an associate in the Atlanta law office of Fisher & Phillips. She advises employers on OSHA recordkeeping, hazard assessment and self-audits, corporate-wide safety compliance, maintaining effective safety training and safety management programs, disciplining unsafe employees, inspection preparedness, workplace violence prevention, and health and wellness initiatives.

### 1. Injury and Illness Prevention Programs

Casey points out that DOL has started the P3 Initiative Program—plan, prevent, protect—which would require planning, implementing, evaluating and improving processes and activities. This is similar to conducting your own audits, but would go the further step of being systematic and required.

Additionally, OSHA is considering applying a standard that requires employers to have injury and illness prevention programs, which some states already have. It is currently at the "pre-rule" stage. If implemented, it would build on voluntary safety and health management program guidelines currently in existence.

## 2. Preparation

What happens if you do have an OSHA inspection? How can you be prepared? Casey outlines some preparatory steps you can take:

- Make sure you have the OSHA poster up.
- Assign responsibilities for all aspects of an inspection. The minute an inspector walks in the door, he or she needs to be met by personnel prepared to deal with the situation.
- Training should be in place and documented.
- Ensure required records are complete, current, and available. Designate a person to be responsible for providing requested records.

Have any equipment needed during the inspection ready to go (for example, cameras to record the inspection).

- Review insurance and third-party audits and take action accordingly.
- Prevent complaint inspections by enlisting employee involvement and ideas. Encourage employees to address safety concerns immediately and internally.
- Conduct hazard assessment and abatement.
- Review of previous citations and ensure that all previous OSHA citations are corrected.
- Establish work rules designed to ensure safe work and to avoid OSHA violations, communicate the work rules to employees, and enforce the rules and practices when violations are discovered.
- Know which OSHA standards are applicable and be compliant with those standards.
- Ensure support staff such as receptionists, secretaries, guards, etc., are trained in how to react and know what to say when the government is at your door.

## HEALTHY BITES

Quick Tips for Healthy Living

PREVEA  
Health & Wellness

**Set a bedtime routine.** Go to bed at the same time every night, get the same amount of sleep each night and make sure your bedroom is dark and quiet.

## SCI OSHA Compliance: What You Need to Know About GHS (Part 2)

Source: [www.blr.com](http://www.blr.com)

Date: March 20, 2012

KL: In the world?

DG: Right, in the world. The way its set up right now in the United States, we have the Worker Right-to-Know Rule, or



Hazard Communication Standard. And that rule sets minimum requirements for what has to be included in a material safety data sheet, for example. But a chemical manufacture can set up the safety data sheet any way they want. If somebody is reading a material safety data sheet about the same chemical at one location, they may get a different format and different information than another material safety data sheet. Same problem with the labels. So we're trying to standardize that and make it easier for anyone anywhere in the world to see the same information.

*What do you think?*

*Send us an email at:*

[jconnections@aol.com](mailto:jconnections@aol.com)

*See our bold new look @*

<http://www.safetyconnections.com/>

*In Loving*

*Memory of Jessica Lefrke*