

Work comp strategies and update

As safety consultants, we hope none of your employees is ever injured. We want you to think ahead, both to prevent the injury and to deal with it if one occurs. Some tips:

- Maintain a safe workplace. Keep equipment well maintained, enforce use of personal protective equipment, lockout tagout and machine guarding.
- Have a relationship with an occupational health clinic. Encourage employees with injuries to go to the clinic-it means less paperwork for everyone
- Have written job descriptions, including physical requirements of the job. Provide these to the doctor when the employee goes in for medical treatment. Let the physician know what light duty jobs are available or the type of restrictions you can accommodate.
- Encourage prompt return to work.
- Handle as they arise, so they don't become big ones, or haunt you later. This includes safety infractions and discipline.



New First Report of Injury form

Minnesota Department of Labor and Industry (MN-DLI) issued a new First Report of Injury form (FRoI) earlier this year. And the agency proposed new rules about filing the form. Highlights of the new form and proposed rules:

- Insurance companies and third party administrators will have to file the FRoI electronically, as of January 1, 2014 (anticipated effective date)

- The FRoI now requires you, as the employer, to report:
 - The employee's normal work schedule
 - The first date of any time lost from work because of the injury¹. If an employee takes an hour off of work to see the doctor, or leaves work two hours early, those are both counted as lost time on the FRoI.
 - If you, the employer, paid for lost time on the day of injury. (If the employee leaves for medical treatment, and you cover the wages for that time, this is marked yes. If the employee waits a day or two to go to the doctor, this would be "no lost time on DOI.")
 - Date the employer was notified of the injury. If the employee doesn't tell you about the injury right away, or if the problem took some time to develop, this will be different from the day of the injury,
 - Date employer was notified of lost time (again, if the employee waits to go to the doctor or waits to tell you about it, this date would be different than the date of the injury)
 - Extent of medical treatment, which runs from none to hospitalization

MN-DLI will use the information on these forms to determine if penalties should be levied and if the employer filed the FRoI in a timely manner.

For a copy of the new First Report of Injury, go to the bottom of the page on Workers' Comp forms here <http://www.dli.mn.gov/WC/Fr01info.asp> .

For a copy of the proposed rules, go to http://www.dli.mn.gov/PDF/docket/5220_25_29_ProposedRules.pdf .

¹ Lost time for purposes of workers' compensation and the First Report of Injury is very different from lost time for OSHA 300 purposes. Workers' comp is looking at any time missed from work, even an hour to go to the doctor for stitches. OSHA does not consider any time away from work on the day of the injury as lost time, even if the employee leaves after only an hour of work. Confused? Call us.

MN-DLI, in its training for employers, recommends that employers:

- Plan ahead for return to work
- Treat employees as you would like to be treated.
- Keep in touch with employees after an injury occurs.

MN-DLI recommends you:

- Don't refuse to file a work comp claim even if you doubt the validity of the claim (we recommend you contact your insurance company with any additional insight on the claim).
 - Don't wait for a medical report to file your First Report of Injury.
 - Don't pay for medical bills on your own.
 - Don't ignore employee disciplinary problems.
- "The best way to avoid Workers' Compensation problems is to avoid as many injuries as possible."*

Products

Innovative Access Solutions <https://iascustom.com/>

This company makes lightweight ladders and work platforms that can be put on the side of a trailer or truck for safe access (rather than climbing on the wheel, trying to balance and do whatever you can to scramble up the side). The ladders have a vertical bar that is intended as a place to grab when climbing up and down the ladder. The ladders start around \$300. The most expensive item, an 8' work platform, costs less than \$1100.

High visibility garments with your name or logo by North American Safety, a company based in Belle Plaine, MN, is offering high visibility vests for around \$10 each. For no additional charge, you can have your logo or company name silkscreened on the back. There is no minimum order. They carry sizes medium to 5X.

<http://www.ordersafety.com/index.html>

Lovegreen, an Eagan based company known for their machine guarding solutions, has launched a new online store, which include overstock items offered at a discount. (Who doesn't appreciate a sale?)

<http://www.lovegreen.com/shop/overstock-items.html>

We've seen a couple **ideas for keeping your employees cool in the summer heat:**

- Cooling wraps—bandanas that stay cool after dipping them in water
- Cooling hats—a bandana triangle hat that has the same cooling power as the wraps
- Cooling towels—just run them under water for about a minute and they will stay cool for hours. Re-wet them to reactivate. And, they are machine washable. These could be a good tool for your first aid kits.

Any safety supplier, such as Continental Safety Equipment or Hagemeyer, will carry these.



Sit-Stand Work Stations

We often get questions about standing while working, especially for people who work at computers. Working in one position all day is hard on the body, so allowing for flexibility is good. **Ergotron** offers a reasonably priced sit-stand workstation, the WorkFit, which fits most desks, can be modified for one or two monitors and allows the keyboard to be adjusted separately from the monitors. <http://www.ergotron.com/Products/tabid/865/Default.aspx>



Electrical Safety—Arc Flash
Grace Engineered Products has a thru-door panel voltage detection system that allows voltage testing without opening

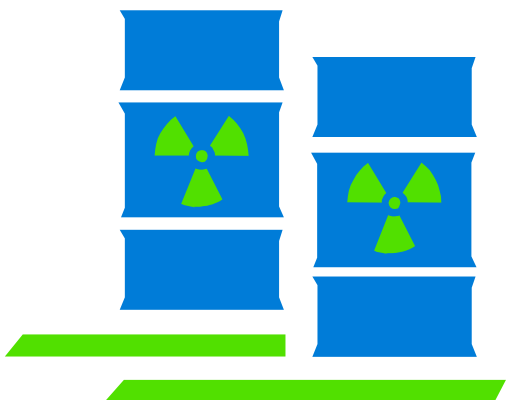
electrical panels. This could significantly reduce arc flash hazards, eliminating the need for arc flash personal protective equipment and an expensive arc flash program. And, the cost is reasonable—starting around \$300. <http://graceport.com/cfm> .

Hazardous Waste Updates

In May, Ramsey County hosted a refresher course for hazardous waste generators. Presenters included the Fire Marshal, OSHA consulting inspectors, MPCA inspectors, and MPCA small business consultants.

Wiring violations were covered extensively by OSHA consultation, as these types of violations are in the top ten of OSHA's most often cited standards. OSHA consultation described these often-violated standards: extension cords are not permanent wiring: they cannot be permanently wired, cannot be mounted like permanent wiring, and cannot be damaged. Extension cords are only to be used on a temporary basis, must be stored when not in use (not left plugged in), and if damaged, must be repaired by a qualified individual.

Where painting operations could take place was covered by the MPCA, OSHA, and the Fire Marshal. The MPCA is concerned from an air quality perspective: prevention of the release of VOCs, hazardous air pollutants, and particulate matter. OSHA's concerns were whether work areas outside of painting booths can safely accommodate spraying of flammable solvents (VOCs). The Fire Marshal echoed those concerns.



Electronics Recycling

Date when electronics are taken out of service and become waste. If you have electronic waste at your site, you may accumulate it for only up to one year; you must then recycle no less than 75% of the products. We have recently seen some old electronics starting to pile pretty high.



Cylinder Recall

In May, the Pipeline and Hazardous Materials Safety Administration (PHMSA) alerted all State Fire Marshals about a mandated a recall of cylinders manufactured by Lite Cylinder Company. **These cylinders may leak flammable gas or suddenly rupture.**

Additional and updated information can be found on the PHMSA website

<http://www.phmsa.dot.gov/public/safetyalerts-cylinders>

Six Easy Steps To Destroying Your Safety Program

1. Emphasize the bottom line.
2. Talk about production numbers at the expense of anything else.
3. Discipline employees for stepping forward with suggestions or for reporting problems.
4. Discipline employees for reporting injuries.
5. Managers, walk past safety problems without correcting them.
6. Ignore your employees.

Regulatory Updates

Right to Know: Employees must be trained on the new Right to Know standard and the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) by December 2013. If you need your program updated or need to schedule training, call us now.

AWAIR: the AWAIR regulation was updated with new industries added to the list of those that require a program. This took effect in June 2013. For the current list of industries, see MNOSHA's website: <http://www.dli.mn.gov/OSHA/Awair.asp>

Air Quality: The MPCA continues to work on new air quality rules and permits for smaller business (small manufacturers, automotive collision repair, etc.). Rule making was delayed while the MPCA focused on sand frac rules.

Questions? Please do not hesitate to contact us if you have safety-related questions or just need more information about something or the services we offer. Please contact us by phone (651-481-9787) or email if you no longer want to receive newsletters or if you want them in a different format (email, mail).
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