



# The CHESS Tournament

*Safety News and Views you can use.*

Complete Health, Environmental & Safety Services, Inc.

## Complete Health Environmental & Safety Services, Inc. Newsletter

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## Why We Bill Monthly But You Don't Necessarily See Us Monthly

Some consulting firms will have a person on site every month for a half day, a day, maybe two days. For those companies, the consultant will usually come out to your facility, maybe conduct a walkthrough, do a write up, answer questions, and leave. The time on site is dedicated to you. But you won't see or hear from them until the next time they are supposed to be on site.

We've thought about doing that. But your needs are not so regimented. What if an employee has an injury that needs investigating? We might be onsite for your safety committee meeting, and then need to make a number of follow up phone calls to set up special training or to make arrangements for samples from a vendor. We made the decision to be flexible to meet the changing needs of our clients.

If we aren't there every month, why do we bill you monthly? We do it because we want to encourage that ongoing relationship. It's usually easier on your budget, to pay some every month instead of paying for our services piecemeal, or all at one time (if you want an annual bill or quarterly bills, we can certainly do that). When we start working with you, we do a lot of work up front-the compliance audit, writing programs, training. We recognize companies may not have the money immediately available to pay a large bill up front. It is easier to spread out the cost. So, we essentially finance the services.

## OSHA Record Keeping and Environmental Deadlines

It's that time of year again. Note the following deadlines, through April 1, for OSHA recordkeeping, hazardous waste generators and air quality permit holders.

When	What	Who's Affected
Dec. 15	Hazardous waste management reports due for Hennepin County.	SQG and VSQG hazardous waste generators.
Dec. 31	Wastewater sampling due.	Those holding MCES wastewater permits.
Jan. 30	LEF Air Permit reporting.	Those with LEF permits.
Jan. 31	Hazardous waste management annual report and license renewal for all metro counties, except Hennepin County	SQG and VSQG hazardous waste generators.
Jan. 31	Industrial wastewater discharge report due	Those holding MCES wastewater permits
Jan. 31	OSHA 300A log summary - post from February 1 through April 30.	Employers with 10 or more employees at any time during the year.
Mar. 1	Tier II reports due.	Companies that have more than threshold amounts of specific chemicals.
Mar. 2	OSHA 300A must be submitted electronically to osha.gov.	In MN, any company with 20 or more employees.

Mar. 31	Industrial Stormwater annual reports due.	Companies within specific industry codes. Does not affect companies with No Exposure exclusion.
Apr. 1	Air permit (VOC) reports due (Forms should be mailed mid-December to early January).	Air Quality Permit B, C and Permit D holders, LEF permit holders.

For companies outside the Twin Cities metro area, hazardous waste reports are not due until August 1, but it is a good idea to gather all of your information early in the year. You can submit as early as April.

If you are a CHES maintenance client, we will be contacting you to set up a time to help complete your recordkeeping. If you are not a maintenance client and would like assistance, please contact Carol at 651-842-9210 or [carkey@chess-safety.com](mailto:carkey@chess-safety.com).

## New Minimum Wage Poster

As of January 1, 2019, Minnesota's minimum wage changes. The Department of Labor and Industry has a new minimum wage poster available to download and print. <http://www.dli.mn.gov/about-department/workplace-posters>

## Planning for an Active Shooter

Active shooter. Workplace violence. Clients have asked about planning for these events. They seem to be in the news more and more often.

Workplace violence runs the gamut from bullying to an active shooter situation. Obviously, you want to do what you can to avoid anything escalating to active shooter.

When developing a plan, consider where and how your facility is vulnerable. How easy is it to get in? Are there shrubs or bushes near doors that someone could hide in? Do you have good lighting, especially in all parts of your parking lot? Do you have controlled access to all parts of your facility? (Don't expect a disgruntled employee to come in the front door.) Do employees ask people they don't recognize what they are doing in the facility?

Have you looked at your hiring and discipline policies? Are you doing background checks? Do you verify past employment and check with past employers about any behavioral or disciplinary concerns? Do you have a policy that states that workplace bullying and other types of violence will not be tolerated? Do you have a statement about whether or not you allow guns on your premises? If employees have a concern about a co-worker, do you have a method for them to report those concerns? Do you address behavior problems early on? Do you have resources for how to handle a problem employee, such as an employee assistance program or outside human resources consultant?

**Prepare for the worst.** You can react to an active shooter in three ways: run, hide or fight.

**Run.** If there is a safe way out, you want employees to get out. Most active shooter situations only last about 6 minutes, so it is over quickly. If people evacuate, have a designated meeting point about two blocks away. Keep your hands up and visible when leaving: the police don't know who the shooter is, so you don't want to raise suspicion.

**Hide.** If you can't run, find a spot to hide. A door with no windows, so no one can see into the room, is best. Lock and block the door with anything you can. Turn off the lights and stay quiet. Disable the sound on your cell phone. You can text 9-1-1 if it isn't safe to call.

**Fight.** If you end up confronting the shooter, fight for your life. Is there a fire extinguisher nearby? Grab it and spray it at the shooter, as that may disorient him. Then hit him over the head with the extinguisher. What else can you use as a weapon? Even shouting at him may help disorient him long enough to strike at him. If there are others with you, work as a team.

The City of Houston released a six-minute video, called Run, Hide, Fight, on how to react during an active shooter incident. It is available on YouTube at [https://www.youtube.com/watch?v=zcnA\\_Cq\\_Csk](https://www.youtube.com/watch?v=zcnA_Cq_Csk)

If you want assistance on developing a workplace violence prevention plan, contact us.

## Tips for Safety in the Workplace

A recent article in a CCOHS (Canadian Center for Occupational Health and Safety) newsletter gave ten tips for respect and civility in the workplace. It struck us how many of these tips are important to promoting safety as well:

1. Train employees about safety and develop policies and procedures that promote safety.
2. Communicate.
3. Recognize people, say hello. Acknowledging co-workers goes a very long way. People feel recognized. They will be more positive about their jobs.
4. Be considerate.
5. Give others credit. Recognize when employees do things well, when they wear their personal protective equipment, when they report faulty equipment or close calls.
6. Be a role model.
7. Address concerning behaviors immediately. Most people do not like conflict, but early intervention is a lot easier than

waiting for something bad to happen.

## Best of Luck to Lisa

We appreciated having Lisa Lundberg as a consultant in our office for over a year. Lisa made the decision to move on and we wish her well in all her new adventures. You may still see her for first aid/CPR training.

**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 ([eparrish@chess-safety.com](mailto:eparrish@chess-safety.com)) if you no longer want to receive newsletters or if you want them in a different format (mail).

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