

SCATS QUARTERLY

300 Posting Requirements

Submitted by Kelly Baetz

On February 1, 2015, employers who are required to keep Injury and Illness records must complete and post their OSHA 300A Annual Summary form for each of their establishments. The OSHA 300A must be posted from February 1 – April 30, 2015.

In order to complete and post the OSHA 300A, the employer must first review the entries made on their OSHA 300 Log during the course of 2014. Then a company executive must sign the OSHA 300A Summary, certifying that they have examined both the OSHA 300 Log and the OSHA 300A and they believe, based on their knowledge of the process by which the information was

recorded, that the annual summary is correct and complete.

According to OSHA's injury and illness recordkeeping standard (29 CFR 1904), a company executive who certifies must be one of the following persons:

1. An owner of the company (only if the company is a sole proprietorship or partnership);
 2. An officer of the corporation;
 3. The highest ranking company official working at the establishment; or
- The immediate supervisor of the highest ranking company official working at the establishment.

The employer must post a copy of the annual summary in each of their establishments in a conspicuous place or places where notices to employees are customarily posted. (Note: The OSHA 300 Log is not to be posted, only the OSHA 300A Annual Summary.) Employers must ensure that the posted annual summary is not altered, defaced, or covered by other material.

For more information or for a schedule of training courses offered at no charge by SCATS, call toll free 1.877.4SAFENV

[1-(877)-472-3368].

Or visit,

www.4safenv.state.nv.us.

Inside this issue:

10/30 Hour Refresher	2
Written Workplace Safety Programs	2
Hispanic Safety Month	3
SHARP Benefits	3
Lending Library	4
SHARP Recognition	5
Staff Directory and DIR Section Contacts	6
Did You Know	6

Special points of interest:

- New SHARP Members
- Did you know? (back page)



To receive the e-mail notifications for the Safety Tip of the Month, SCATS Quarterly Newsletter, Quarterly Training Schedule, and other mailings, go to our website at www.4safenv.state.nv.us or send your name and e-mail address to : Herrera.paty@dol.gov

Do You Need A Safety Committee?

Submitted by Stephen Rodgers

Proactive employers that are interested in the welfare of their employees often have safety committees. What most people don't know is that **NAC 618.540(2)** states An employer with more than 25 employees, or an employer who has employees engaged

in the manufacture of explosives, is required to establish a safety committee and shall include in the written safety program:

- (a) The manner in which members of the committee are selected.
- (b) The purpose and duties

of the committee.

(c) The frequency of the meetings of the committee. Further more **NAC 618.542 (2)(a)** requires the records of safety committee meetings and activities be documented and maintained for at least three years.

Written Workplace Safety Programs

Submitted by Stephen Rodgers

I am sure that everyone out there knows who is required to have a Written Workplace Safety Program. But for those of you who don't let's review. If you have 11 or more employees or manufacture explosives you are required by **NRS 618.383** and **NAC 618.538-.542** to establish a program. Next question. What are the elements required to be covered?

- Responsibility
- Hazard ID, Analysis and Control
- Training
- Accident Investigation & Corrective Action
- Enforcement (Compliance)
- Safety Committees

What if those six items don't cover everything in need? You can always include more, and in some cases the Code of Federal Regulations (CFR) requires it. Check the CFR that applies to you, probably 1910 or 1926, for more information. You can also contact the Safety Consultation and Training Section (SCATS) for a free consultation and/or training classes at:

877-472-3368

10/30 Hour Refresher Course Success

Submitted by Kelly Baetz

The Safety Consultation and Training Section (SCATS) has been working hard to develop and implement a refresher course for the 10 hour and 30 hour OSHA Construction cards.

The class lasts for six hours and meets the basic requirements for the 10 hour card and all of the hours will apply towards the 15 hour requirement for the 30 hour card.

The OSHA Refresher class covers the Introduction to OSHA, Fall Protection, Electrical, Caught-in and Struck-by, requirements. These last four are known as the Focus Four and are a mandatory part of the 10/30 Construction education program.

For those individuals who need to have 15 hours to refresh their 30 hour cards, SCATS offers you a choice of several other classes to meet your requirements.

You may choose from the following list:

- Bloodborne Pathogens Awareness
- Confined Space Awareness
- Control of Hazardous Energy "Lockout/Tagout"
- Electrical Safe Work Practices – NFPA 70E
- Excavation Regulatory Review
- Hazard Communications Awareness
- Personal Protective Equipment
- Self-Inspections – 12 Weeks to a Safer Workplace
- Scaffolding Regulatory Review.

Any combination of three of these classes will meet or exceed the 15 hour requirements for the 30 hour card.

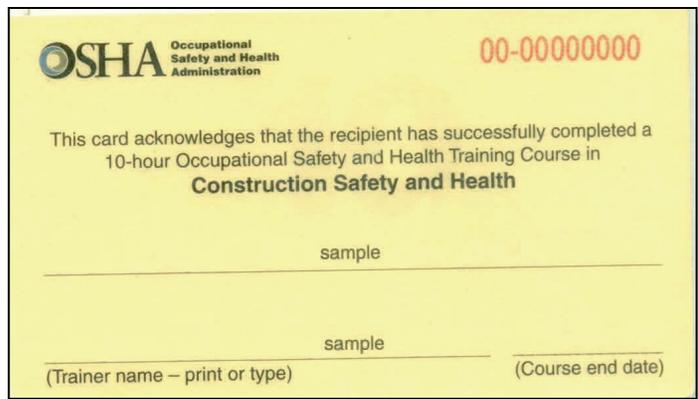
The personnel who need this program are employees who are engaged in construction activities on construction sites (10 hour), or those who direct the work of others (30 hour).

The refresher program is not a prerequisite to obtaining an original OSHA 10 or 30 hour construction card.

We are encouraging employees who have OSHA 10 and 30 hour cards that will expire within the next six months to register for this refresher training.

When you come to a refresher class, you will need to bring your original unexpired OSHA card, a driver's license, or other form of government issued photo identification. OSHA cards must be legible showing the date issued and the original card number.

Please remember that a card that has expired does not have any grace period. If you wish to continue working in the construction industry in Nevada, you will have to take the OSHA 10 or 30 hour course over again to have a valid card.



April is Hispanic Safety Month

Submitted by Kelly Baetz

For the 11th consecutive year, the Safety Consultation and Training Section (SCATS) of the State of Nevada's Division of Industrial Relations has designated April as Nevada Hispanic Safety Month.

Nationally, the Hispanic workforce experiences a high number of injuries and fatalities on the job. The United States Bureau of Labor Statistics reported 797 fatal work injuries involving Hispanic or Latino workers in 2013. The staggering statistic for Hispanics is that more than 15 deaths a week or more than two Latino workers are killed every day.

To combat this issue, SCATS provides free workplace safety classes in Spanish upon request throughout the year to educate Nevada's Hispanic employees about how to remain safe in the workplace.

Events that SCATS is supporting at their Henderson Location:

Each Monday in April the SCATS Staff will have an information table set up to answer questions at the Mexican Consulate.

Spanish classes offered in April include:

At the Henderson Location, 1301 N. Green Valley Parkway, Suite 200, Henderson, Nev.

OSHA 10 Hr. Construction: April 8-9, 8:30 a.m. to 3:30 p.m.

OSHA 10/30 Hr. Construction Refresher Course: April 17, 8:30 a.m. to 4:30 p.m.,

Bloodborne Pathogens Awareness: April 24, 8:30 a.m. to 11:30 a.m.,

Scaffold Regulatory Review: April 24, 1:30 p.m. to 4:30 p.m.,

Excavation Regulatory Review: May 1, 8:30 a.m. to 12:30 a.m.,

At the Reno Location, 4600 Kietzke Lane, Suite E-144, Reno, Nev.

OSHA 10 Hr. Construction: April TBD, 8:30 a.m. to 3:30 p.m.,

OSHA 10 Hr. Construction: April TBD, 8:30 a.m. to 3:30 p.m.,

For more information as well as descriptions of each class and other health and safety class listings, visit 4safenv.state.nv.us.

With an increase in the Hispanic workforce in Nevada, bilingual safety is beneficial in educating the culturally diverse citizenry of Nevada. The alarming number of workplace injuries and illness to the Hispanic workforce calls for a greater emphasis on the importance of safe working procedures.

Promoting safety through constant diligence and attention to risks in the workplace, employers and employees may be instrumental in the efforts of providing a safe working environment.

For additional information about Nevada Hispanic Safety Month, call

877-472-3368

or visit

4safenv.state.nv.us

SHARP Program Benefits You

Reprinted from www.osha.gov

The On-site Consultation Program's Safety and Health Achievement Recognition Program (SHARP) recognizes small business employers who operate an exemplary injury and illness prevention program. Acceptance of your worksite into SHARP is an achievement of status that singles you out among your business peers as a model for worksite safety and health. Upon receiving SHARP recognition, OSHA exempts your worksite from OSHA programmed inspections during the period that your SHARP certification is valid.

By achieving SHARP status, you have placed yourself in an elite group of small businesses that maintain exemplary injury and illness prevention programs. In addition to being granted an exemption from OSHA programmed inspections for up to 2 years, and subsequent renewal for up to 2 years you:

Provide Protection

- **Protect** workers from all safety and health hazards that may exist at your workplace;
- **Work with SCATS** to identify and implement best practices to protect your workers;
- **Develop an innovative injury and illness prevention program** for your business that will protect your workers.

Create a Culture

- **Create a better working environment** free of safety and health hazards;
- **Boost worker morale** by involving workers in creating a culture that emphasizes a safe and healthful workplace; *Continued on page 4*

SCATS has a Lending Library

Submitted by Kelly Baetz

Continued from page 3 SHARP

- **Improve communication** among workers and management;
- **Encourage safety in the community** as workers may transfer safe and healthy work practices outside of the workplace.

Build a Reputation

- **Receive official recognition from SCATS** for your achievement of SHARP status and for maintaining an exemplary injury and illness prevention program;
- **Become a leader** in your industry by providing a safe and healthy workplace for workers;
- **Attract skillful workers** looking to join a business that is at the forefront of its industry in providing a safe and healthy workplace for its workers;

Save Money

- **Lower worker compensation insurance premiums;**
- **Improve your worker retention** and reduce costly turnover;
- **Reduce worker days away from work** to keep operations and production running smoothly;

See how many worksites have become **Small Business Success Stories** through SHARP by visiting www.osha.gov.

SCATS has established a FREE of charge video lending library to assist Nevada employers in their safety and health efforts. We have in our inventory over 350 Titles to include English and Spanish videos. SCATS has been working to upgrade our lending library. Currently we have over 170 new titles available.

Topics:

- Accident Investigation, Causes, and Prevention
- Bloodborne Pathogens, TB and Biohazards
- Confined Space
- Cranes, Derricks, Elevators, and Hoists
- Electrical Safety and Lockout Activities
- Ergonomics and Lifting
- Excavation, Mining, and Tunneling
- Fall Protection
- Forklifts, Mechanical Material Handling, Storage, and Disposal
- Hazard Communication, Hazardous Materials, and Toxic Substances
- Ladder Safety
- Machine Guarding and Tool Safety
- Personal Protective Equipment (PPE)
- Scaffold, Aerial Lifts, and Power Platforms
- And many more.

Checkout Procedures:

At this time videos must be picked up and dropped off in person at our locations (see addresses below). We are currently working on a new system that will be accessible through our website to check for availability, reserve, or hold for pick-up (up to 24 hours) any video in our catalog. You must still come to our locations to pick up and drop them off.

Restrictions:

When taking advantage of the video lending library you can sign out a maximum of three (3) videos at a time for a period of up to five (5) working days. Companies who charge a fee may not use the video lending library, and borrowers cannot make unauthorized copies.

By borrowing a video from our lending library, a company also acknowledges its responsibility under the Federal Copyright Laws, and it accepts responsibility for any damage to the supplied media.

Southern Nevada:
1301 North Green Valley
Pkwy., Suite 200
Henderson, NV. 89074

Northern Nevada:
4600 Kietzke Lane,
Suite E-144
Reno, NV. 89502

Northeastern Nevada:
350 W. Silver Street,
Suite 210
Elko, NV. 89801

Questions?

Check www.4safenv.state.nv.us
or www.oha.gov



Your Partner for a Safer Nevada



OSHA's excavation standard requires employers to provide sloping, benching, shoring, or shielding to protect workers in excavations five feet or deeper.



For more information about the SilverFlume Business Portal—visit <https://www.nvsilverflume.gov/home>

SAFETY CONSULTATION AND TRAINING SECTION

Southern Nevada
1301 N. Green Valley Parkway
Suite 200
Henderson, Nevada 89074
702-486-9140/Fax: 702-990-0362

Northern/Central Nevada
4600 Kietzke Lane
Suite E-144
Reno, Nevada 89502
775-688-3730
Fax: 775-688-1478

Northeastern Nevada
350 West Silver Street,
Suite 210
Elko, Nevada 89801
775-778-3312
Fax: 775-778-3412

SHARP & Safe Partner Recognition Page

The following companies have achieved success in their efforts to become members in the Safety & Health Achievement Recognition Program (SHARP). The hard work, diligence, and commitment required to achieve SHARP status are not common and not easily maintained. To truly achieve this level you must have programs in place that will survive and thrive in the absents of their creators. The safety culture necessary to sustain these programs must be fed from the top but grown and nurtured in the rank and file where the real work gets done.

Eldorado Casino



Norgren Kloehn



Jokers Wild



Your Partner for a Safer Nevada

Let Us Help You

Safety Consultation and Training Section is committed to assisting Nevada employers in their efforts to improve workplace safety and health. This **no cost** program is designed for Nevada's small employers who see the added value of safety and health activities in reducing their accident costs or who want to be in compliance with the OSHA regulations.

One of the most beneficial services to companies is our comprehensive consultation surveys. Upon your company's request and agreement to correct serious hazards, consultation safety and/or health consultants will survey your operations and help identify hazards, non-compliance issues, and program deficiencies to the Nevada OSHA requirements. If a comprehensive survey is not what is needed, our safety consultants and industrial hygienists can provide a survey that will assist in a specific area of concern.

Other services to supplement your safety and health awareness and recognition training include: a video lending library, specific technical assistance, and various safety and health related training classes (which can also be conducted at your facilities). **Simply call SCATS!** You can contact SCATS by calling the local numbers listed or call the toll-free number at **1-877-4SAFENV or 1-877-472-3368**.

Please visit our website at:
www.4safenv.state.nv.us

Did You Know?

What is the Grace Period for refreshing OSHA 10 and 30 Hour Construction Cards in the State of Nevada?

Read the article on page 2

How To Contact Our Other Division of Industrial Relations (DIR) Sections!

Workers' Compensation Section (WCS)

HENDERSON Phone: (702) 486-9080

CARSON CITY Phone: (775) 684-7270

<http://dirweb.state.nv.us/WCS/wcs.htm>
WCShelp@dbi.state.nv.us

NV OSHA Enforcement Section

HENDERSON Phone: (702) 486-9020

RENO Phone: (775) 688-3700

<http://dirweb.state.nv.us/OSHA/oshes.htm>

Mine Safety and Training Section (MSAT)

HENDERSON Phone: (702) 486-9131

CARSON CITY Phone: (775) 684-7085

<http://dirweb.state.nv.us/MSTS/msts.htm>

MAIN OFFICE LOCATIONS FOR ABOVE SECTIONS

HENDERSON:
1301 N Green Valley Pkwy, Suite 200
Henderson, Nevada 89074

CARSON CITY:
400 West King Street
Carson City, Nevada 89703

RENO:
4600 Kietzke Lane
Reno, Nevada 89502

SCATS Staff Directory

ADMINISTRATION

Chief Administrative Officer:

Todd R. Schultz, CSP, CSHM
Las Vegas Office

Program Coordinator:

Stephen Rodgers
Las Vegas Office

Administrative Assistants:

Las Vegas Office
Rebecca Smith
Paty Herrera
Susana McGee

Reno Office

Carl Coling
Misty Peterson



CONSULTATION

Supervisors:

Bob Harris
Las Vegas Office
Andy Giddings, CSP
Reno Office

Safety Consultants:

Las Vegas Office
Ardyce Brundage, CSP, ASHM
Janis Pappa, ASHM
Michelle Vieira
Sarah Bennett, CSP
Kym Heckman
Kirtikumar Shah
Shane Buchanan
Reno Office
Dave Murray
Doni Webber
Jana Morales

Industrial Hygienists:

Las Vegas Office
Antonio Samson, CIH
Kate St. Aubin
Reno Office
Jake Huber, MBA
John Lindgren, ASP

TRAINING

Supervisor:

Kelly Baetz
Las Vegas Office

Trainers:

Las Vegas Office
Don Evans, CSHM
Pamela Martin
Maria Lyons
Reno Office
Alberto Garcia
Randy Westmoreland, MS, CSP

Consultant/Trainer:

Elko Office
Richard Bochman



Your Partner for a Safer Nevada