

Indiana Labor Insider

May/June 2012

Advancing the safety, health and prosperity of Hoosiers in the workplace

Mitchell E. Daniels Jr., Governor

Lori A. Torres, Commissioner of Labor

IDOL: High Velocity Business as Usual

This issue highlights the things we've been working on and the accolades we are receiving for it. The article on heat stress is of course timely, since it is projected to be nearly 100 degrees all week. We typically get an uptick in calls over heat and lack of air conditioning indoors this time of year. This issue has some great resources if you have questions about what you can do (and must do) to protect your indoor and outdoor employees.

You will also see that one of the Indiana Department of Labor teams was recently awarded with the Governor's Public Service Award. The INSafe team is highlighted in this issue for taking an ad hoc program, and putting structure, organization and quality improvement principles to work to deliver a streamlined, efficient and effective program. Congratulations to the INSafe consultation team on earning this distinction.

This award is a reminder of the philosophy espoused by Governor Daniels. There is no program or agency that can't be improved. He even challenged this group to drive down the lapse time even more, despite an improvement of 75% over the last five years. We have been fortunate to have benefited from his leadership these last eight years. The

Indiana Department of Labor is a better agency as a result of retooling using his priorities, metrics and emphasis on customer service.

In the meantime, it is high velocity business as usual around here! We continue to push out new initiatives (like the late night retail workplace violence working group and the report it recently published), a new strategic plan that will be public in the next month, and continuing to enhance and prepare our staff with new training opportunities for professional advancement. You can count on the Indiana Department of Labor to aggressively pursue our mission to advance the safety, health and prosperity of Hoosiers in the workplace.



Lori A. Torres
Commissioner of Labor

To your health and wealth,



Commissioner

Late-Night Retail Workplace Violence Report Released

Late Night Retail Working Group members conducted a public meeting on June 12, 2012. The public meeting followed other meetings of the working group established by IDOL Commissioner Lori A. Torres earlier this year in January.

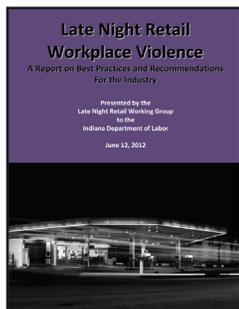
After a review of the mission, objectives and participants, Commissioner Torres received a report and recommendations from the oversight committee on late-night retail violence and best practices. The formal report on late-

night retail violence was presented by Dr. Tim Koponen as chair of the oversight committee. The report provides recommendations for the prevention of workplace violence in not only convenience stores, but all late-night retail

establishments open to the public. The report is available online by clicking [here](#).

A presentation was also made by Theresia Whitfield. Whitfield highlighted late-night retail victim family member's observations and recommendations. Scot Imus, Executive Director of the Indiana Petroleum Marketers & Convenience Store Association (IPCA), also outlined the association's recommendations and observations on the report.

In addition to the report, IDOL and IPCA representatives signed a strategic occupational safety and health alliance in March 2012. Working together, the IDOL and IPCA will provide expertise in the development and dissemination of information on the recognition and prevention of workplace hazards in late-night retail establishments. More information on this and other IDOL alliances may be found online at www.in.gov/dol/2387.htm.



SAFETY ALERT:

Heat-related Illnesses

One

of the hottest summers in decades scorched many states including those located in the Midwest in 2011. At 23 consecutive days, the state of Indiana broke a record for the greatest number of days with temperatures at or above the 90° mark. Prior to 2011, the record was 18 consecutive days at or above 90°, which was established in 1936.

Heat-related illnesses are very dangerous, and in some instances, they have also proven to be deadly for workers. Every year, many workers become ill from exposure to extreme heat and humidity.

Employers have an obligation to provide employees with a safe and healthful workplace free of recognized hazards. There are known occupational hazards associated with employees working in hot and humid environments. See the box in the middle of this page for the Indiana Occupational Safety and Health Administration (IOSHA) heat stress intake questions.

What is heat illness?

The human body normally cools itself by sweating. During hot weather, especially when coupled with high humidity, sweating isn't enough. An individual's body temperature can rise to dangerous levels if precautions are not taken. Heat illnesses range from heat rash and heat cramps to heat exhaustion and heat stroke. Heat stroke requires immediate medical attention and can even result in death.

Who is at Risk for Suffering Heat-related Illness Incidents?

Workers exposed to hot and humid conditions are at risk of heat illness, especially those doing heavy work tasks or using bulky protective clothing and equipment. Some workers might be at greater risk than others if they have

not built up a tolerance to hot conditions. This can include workers engaged in **outdoor landscaping activities, construction and agriculture** duties, as well as employees who work in **foundries and other industrial operations, bakeries and laundries**.

Workers who are suddenly exposed to working in a hot environment face additional and generally avoidable hazards to their safety and health. New workers and those returning from time away are especially vulnerable. That's

why it is important to prepare for the heat: educate workers about the dangers of heat, acclimatize workers and gradually increase the workload or allow more frequent breaks to help new workers and those returning to a job after time away build up a tolerance for hot conditions.

How Can Heat-related Illnesses Be Prevented?

Implement safe work practices and procedures. Employers should take steps that help workers become acclimatized to heat exposures, especially workers who are new to working in the heat or have

been away from work for a week or more. Rotating job functions among employees who work in hot and humid work environments can help minimize overexertion and heat exposure. When possible, physical demands should be reduced during extreme temperatures. Heavier work should be scheduled for cooler times of the day.

Drink water. The avoidance of beverages like sodas or coffees that have caffeine and alcoholic drinks is key. These type of drinks have the ability to dehydrate workers, making it more dangerous to perform work. Workers should also be encouraged to drink water even when they are not thirsty. It is best to drink small amounts of water frequently versus drinking large quantities less often.

Buddy-up. Monitoring co-workers for signs of heat

IOSHA Heat Stress Intake Questions

- Has any employee had to seek immediate medical attention due to a heat-related illness?
- What is the specific nature of work being performed (e.g. hot processes inside and outdoors)?
- Is there frequent access to water?
- Are breaks or resting periods provided?
- Has the concern be brought to the employer or supervisor's attention?

exhaustion is critical. Remind your buddy to drink water or take a break. Talk to your buddy during the work shift to make sure everything is okay. Sometimes people with heat exhaustion get disoriented and think they are okay. If a problem is suspected, inform a supervisor and seek help immediately.

Rest often. Workers must be encouraged to take frequent rest breaks to prevent becoming over-heated. These breaks should occur in a shaded area, away from the heat source, such as the sun, machinery or equipment.

Employee Training

Workers and supervisors should be trained about the hazards of heat exposure and their prevention. Topics employees should be trained on include the prevention and symptoms of, risk factors for and proper procedures for obtaining emergency assistance for workers who suffer from heat-related illnesses.

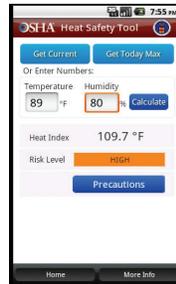
Workers Who Wear Personal Protective Equipment

Employers and workers should be aware that use of certain personal protective equipment (e.g., certain types of respirators and impermeable clothing) can increase the risk of suffering a heat-related illness. Conversely, some special cooling devices can help reduce the risk of heat-related illnesses. Thermally conditioned clothing may be used for extremely hot conditions. Some of this clothing may include a garment with a self-contained air conditioner in a backpack or compressed air source that feeds cool air through a vortex tube.

Employer and Employee Resources

For more information about and additional resources on occupational safety and health in hot and humid work environments, please visit www.osha.gov/SLTC/heatstress/index.html. Also, be sure to visit the National Institute for Occupational Safety and Health (NIOSH) heat stress website online at www.cdc.gov/niosh/topics/heatstress/. Answers to some frequently asked questions about work in extreme heat are available online as well at www.bt.cdc.gov/disasters/extremeheat/faq.asp.

Federal OSHA has also developed a tool to help employers and employees monitor dangerous temperature conditions. A free smart phone app is available for Android, BlackBerry and iPhone users. The app will calculate the heat index for worksites. A risk level, based on the heat index, is displayed. For more information about or to download this free app, please visit www.osha.gov/SLTC/heatillness/heat_index/heat_app.html.



Onsite OSHA Consultation

INSafe provides free consultation services to businesses committed to improving safety and health, but who perhaps may be unsure of how to proceed. To learn more about this free and confidential resource, please visit www.in.gov/dol/insafe, email insafe@dol.in.gov or phone (317) 232-2688.



It Happened Here: Bartholomew County

Background: Whether outdoors or in a factory, bakery or foundry, employees may be required to work in hot environments at times. When the body is unable to maintain a normal temperature, heat-related illnesses can occur. If symptoms are severe enough, they may result in death.

Event: On July 21, 2011, in Bartholomew County, a 50-year-old foundry worker became ill at work and 911 was called. The worker was sitting in a chair semi-responsive in an office when the ambulance arrived. The employee eventually died. That day, temperatures reached the mid-90s, with a heat index of about 115°.

Lessons Learned: To reduce the likelihood of and prevent similar incidents from occurring in the future, employers and employees should:

- Conduct a comprehensive worksite evaluation to determine sources of occupational heat exposure. For

more information on occupational heat exposure, please visit www.osha.gov/SLTC/heatstress/index.html.

- Provide training to employees so they can recognize the symptoms of heat-related illnesses. Develop and implement an emergency plan that specifies what to do if a worker has signs of heat-related illness, and ensure medical services are readily available if needed.
- Ensure workers are provided adequate rest periods during periods of high heat and humidity.
- Distribute the workload evenly over the day and incorporate work/rest cycles. When possible, physical demands should be reduced during hot weather, or heavier work scheduled for cooler times of the day.
- Ensure workers remain hydrated while working in hot and/or humid work environments.
- Ensure workers who perform tasks outdoors are provided with adequate access to shaded areas.
- Foster a culture of workplace safety and health, and employers must hold themselves accountable for their employees' understanding and following of all written safety and health policies, rules, procedures and regulations.

INSafe Division Receives Governor's Public Service Achievement Award



The Indiana Department of Labor INSafe staff was recently recognized with a Governor's Public Service Award in a ceremony at the Indiana Statehouse Rotunda. From left to right, front row: Debbie Rauen, Johnny Trammell, Michelle Ellison, Governor Mitch Daniels and Ebony Poindexter. Back row: Tony Kuritz, John Brunswick, Jay King and Mark McDaniel. Team members not pictured include Vicky Hoberty and Steve Harmon. (Photo taken by Dan Axler)

Staff of the Indiana Department of Labor's INSafe division were recognized by Indiana Governor **Mitch Daniels**, in a May 7, 2012, ceremony at the Indiana Statehouse Rotunda. The team was a recipient of a **2012 Governor's Public Service Achievement Award**.

This small team transformed the OSHA consultation and education division, INSafe, from a group of individuals each doing his or her own thing to an integrated team with aligned goals and superior efficiency. Even with a slightly smaller staff, the team is now doing more consultations, and producing better results, than ever before.

Each year, INSafe Safety and Health Consultants provide workplace health and safety advice, assistance and training to more than 400 Indiana companies, impacting the occupational safety and health of thousands of Hoosier workers. Employers that take advantage of these free services work in many different industries and facilities including manufacturing, construction, hospitals, medical

offices, veterinarian clinics, transportation and logistics companies, state agencies and local government facilities.

Increasing consultation requests involves more than just increasing efficiency. Escalating consultation requests are generated due to efforts spent in marketing (with no marketing dollars budgeted or spent), as well as increasing the trust level on the part of employers to invite us in to their businesses and work sites. Regularly monitoring and assisting the employers in accountability and responsibility to complete their hazard corrections are key to this reduction. Customer service and accountability have also improved through the implementation of online forms and electronic distribution of reports.

For more information on the Governor's Public Service Achievement Award, please visit www.in.gov/spd/2438.htm.

More information about INSafe is available by visiting www.in.gov/dol/insafe.

INSafe Division Highlights

- Reducing consultation lapse time from a high of 309 days to 77 days
- Increasing consultation requests from 220 in 2006 to more than 400 in 2011
- Improving customer service to include regular communication with employers

You Asked, We Answered - Child Labor



My 16-year-old daughter will be working as a waitress for a family friend this summer. Is she required to obtain a work permit?

Unless a minor working in a business owned solely by a parent, has been legally emancipated or has graduated from high school or its equivalency, the minor is required to obtain a work permit even when he or she is employed by relatives or family friends.

Am I required to obtain a work permit for summer employment?

Minors are still required to obtain a work permit for summer employment. During the summer months, each school system will have an office open for the issuing of work permits. Please contact your school administration offices to find out where a minor may obtain a work permit.

My daughter is interested in working two different part-time summer jobs. Can she do this?

A minor may have more than one work permit at a time; however, the total hours worked by the minor may not exceed the daily and weekly hour limits. If the minor exceeds the hours allowable by law, the minor's work permit(s) may be revoked. Work hour restrictions vary by the minor's age. For more information on teen work hour restrictions, please review the Teen Labor Laws guide

available online at www.in.gov/dol/files/Teen_Labor_Laws_2009.pdf.

I am a 17-year-old high school graduate. Am I still required to get a work permit?

Work permits are not required to employ minors who have graduated from high school or a high school equivalency program.

I own a small retail shop in Jeffersonville, Indiana. May I employ a minor from a different state?

Yes. A minor who is not a resident of Indiana must obtain a work permit from the school corporation in which the employer is located. The minor will need to provide the school with a copy of his or her birth certificate and may be asked to provide proof that he or she is in good academic and attendance standing with his or her out-of-state school.

Is training on Indiana Child Labor laws available?

Yes. Check out page eight of this newsletter or visit www.in.gov/dol/childlabor.htm for a listing of upcoming Child Labor Training Teleconferences.

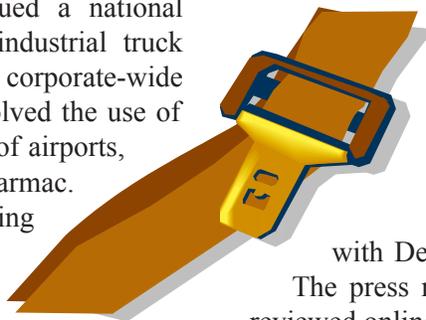
For more information about Indiana Child Labor laws, please visit the Indiana Bureau of Child Labor's website at www.in.gov/dol/childlabor.htm. Answers to many frequently asked questions (FAQs) may be found online at www.in.gov/dol/2398.htm. Questions about the employment of minors may also be directed by email to childlabor@dol.in.gov or phone at (317) 232-2655.

Seatbelt Usage for Airport Baggage Handling Equipment

Contributed by Jeffrey S. Carter, Deputy Commissioner of Labor/IOSHA

Federal OSHA recently issued a national advisory letter on industrial truck safety. That letter was the result of a corporate-wide settlement agreement with Delta and involved the use of powered industrial trucks on the grounds of airports, or more specifically, trucks used on the tarmac. The letter was sent to all airlines serving passengers in the United States.

The letter outlines federal OSHA's position regarding the use of seatbelts in baggage handling trucks, tugs, tow motors and like equipment used to service aircraft or handle passenger baggage. Generally speaking, where seatbelts are installed on this type of industrial truck, they must be used. For equipment that has had the seatbelt damaged or removed, it should be fixed in accordance with the manufacturer's guidance, and then use of the seatbelt



equipment must be made mandatory. For equipment that predates consensus standards on powered industrial trucks, the employer should refer to the original equipment manufacturer for additional guidance.

A copy of the settlement agreement with Delta may be found online by clicking [here](#). The press release issued by federal OSHA's may be reviewed online by clicking [here](#).

For additional occupational safety and health-related questions, please contact the Indiana Department of Labor's OSHA Consultation Division, INSafe, by email at insafe@dol.in.gov or by phone at (317) 232-2688. Learn more about INSafe online at www.in.gov/dol/insafe.

SPOTLIGHTING BEST PRACTICES

“Sharing” Safety

Cintas processes industrial laundering of rental uniforms, garments and bulk products for its customers. The rented uniforms and other products are delivered to Cintas’s customers using fleet vehicles and company drivers. Cintas’s **Frankfort, Indiana**, location achieved status in the Voluntary Protection Program (VPP) as a “Star” worksite in 2011.

Contributed by Gardner Sorrell, CSP and Corporate Safety and Health Manager, and Christopher Culpepper, Fort Wayne Health and Safety Coordinator, for Cintas

At Cintas, our safety vision is as follows: every location is injury-free, every partner is engaged in continuously improving safety and Cintas is widely recognized as one of the world’s leaders in safety and health performance.

Cintas’s safety best practices programs is designed to help achieve the second tenet of that vision by seeking partners’ active engagement in improving safety in their workplaces. Every partner is encouraged to proactively look for areas of safety improvement and implement their ideas. These implemented and field-tested ideas later become potential best practices.

So how exactly does the program work? These posters are hung around each location with printed instructions.

The recognition comes when a practice is selected as an overall winner during quarterly reviews. Once per quarter, the partner who submitted the number one best practice, as determined by the safety committee; general manager; and health, safety and environmental manager, is acknowledged in an awards ceremony. The awards range from lunch with the general manager to monetary gifts, along with having the partner’s name added to a plaque. This program works very well at the local level, but that’s just the beginning!

This program includes up to **four levels** of awards and recognition. For example, once a practice wins at a respective facility, **level one**, it is then forwarded to the group vice

president, **level two**, to compete against other location winners. Groups can consist of up to 20 separate locations all reporting to one vice president. Winners from the group level are then promoted to **level three**, a territory level that represents a larger geographical area. Here, the group winner competes against other group winners. Finally, the level three winner advances to level four to compete against the other territory winners. The **level four** winner is the national or global business unit winner within the corporation. While the winning best practice of each level receives passage to the next level, it is also accompanied with escalating corporate monetary rewards to be used to host partner celebrations or other such recognition initiatives.

What is the response by our partners? In a word, **POSITIVE!** The partners state that they are empowered and engaged directly with the safety process while participating in this program. They know they have a voice and that their ideas are being seriously considered by management.

There are literally thousands of best practices that have been received from frontline partners company-wide. Now that is engagement! Each location keeps track of its own submissions, and all the winners are posted to Cintas’ health and safety intranet page.

As previously mentioned, one of the tenets of our safety vision is to engage every one of our partners in continuously improving safety. Our safety best practices program, however, will ultimately help every Cintas location to be injury-free with every partner engaged. Once that happens, recognition as a safety and health leader will be inevitable.

SAFETY BEST PRACTICE SHARING PROGRAM

We need your help in improving safety at this operation!

HOW DOES THE PROGRAM WORK?

- Cintas wants all partners to participate in this quarterly competition.
- Write your idea(s) about how to improve safety on one of the forms below.
- Give your completed form to one of your location’s SIC representatives or your supervisor.
- Every single idea collected will be presented to the Safety Improvement Committee, your GM and your Regional Safety and Health Coordinator.
- Recognition and trophies will be given for 1st, 2nd and 3rd place winners at each operation.
- The best practice ideas of all 1st place winners at the location level will be presented to their Group Vice President or Regional Business Director along with their Regional Safety and Health Manager.

Use this form to share your safety best practice ideas.

Share Your Safety Practice Idea

Partner Name _____
 Position/Role _____
 Location No. _____
 Safety Idea _____

LEAVE THIS FORM TO ONE OF YOUR LOCATION’S SIC REPRESENTATIVES OR YOUR SUPERVISOR

Thanks for Caring Enough to Speak Up and Share Your Safety Best Practice Idea!

Indiana Mine Rescue Team Competes in National Competition

Contributed by Don "Blink" McCorkle, Director of the Indiana Bureau of Mines

The Mine Training Technical Center (MTTC), located in Washington, Pennsylvania, recently hosted a mine rescue skills competition. Twenty-two mine rescue teams from all over the United States participated in the event. One team was comprised of individuals from Peabody Francisco and Air Quality #1 Mine, located in southwest Indiana.

Each disaster scenario worked by the teams provided opportunities for the mine rescue teams to practice a different skill. The first scenario consisted of providing first-aid care to a "victim." Teams were critiqued on how efficiently the "victim" was treated and transported to the mine's surface.

Secondly, each of the 22 teams worked through a "problem" in a smoke-filled simulated mine. Team members were instructed to locate 30 different objects within 30 minutes. Simulated visibility in this mine emergency situation did not exceed one foot. The teams were also timed on how quickly and efficiently they could disassemble their respective breathing apparatus, complete the maintenance and reassemble it.

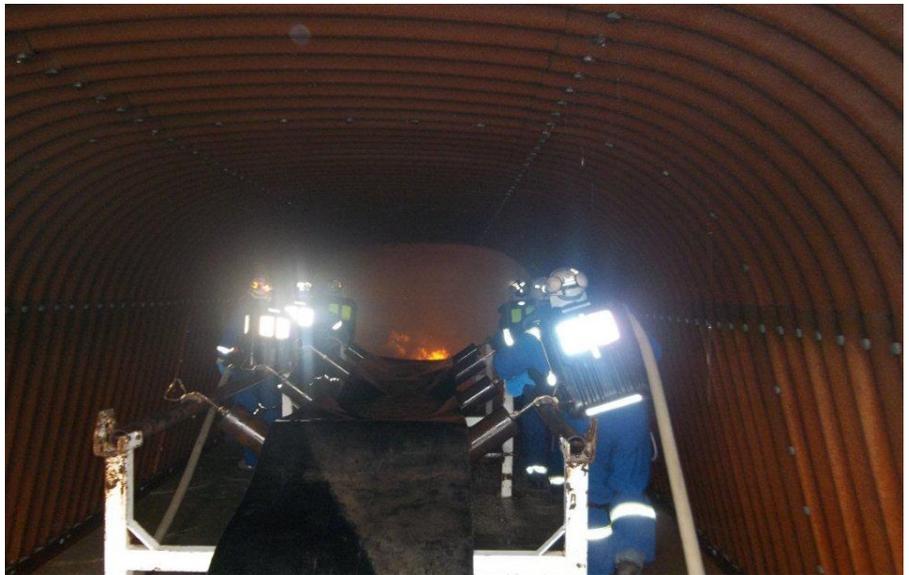
Next, the teams were timed in an exercise that involved calibrating and adjusting their multi-gas detectors. This particular exercise helps ready individuals for entrance in a gas-filled environment. Teams also participated in a "live burn," while wearing all appropriate turnout gear, negotiating a live fire on a piece of equipment and readying all hoses to extinguish the fire.

In addition to the practical application and demonstration portion of the mine rescue competition, teams also took a written examination. The written test covered all the rules of the skills competition. The underlying purpose of the simulated mine disaster scenarios was to provide an opportunity for team members to practice certain skills and to better prepare these individuals in the event of an emergency.

These competitions provide opportunities for hands-on training. Blink McCorkle, Director of the Indiana Bureau of Mines, also attended this competition to provide assistance to Peabody Mine Rescue Skills Team. Indiana has six mine rescue teams. The job of the mine rescue teams is



Individuals from each team were chosen at random to perform maintenance to and reassemble their respective breathing apparatus. (Photo provided by Marlon Whoolery, MTTC Training Director)



Mine rescue teams practice extinguishing a "live burn" of a belt drive motor on a belt line, simulated by a propane gas tank. While participating in this exercise, teams were required to properly negotiate the smoke away from them. (Photo provided by Mike Reese, MTTC Assistant Training Director)

to provide the necessary immediate response in the event of a mine disaster, allowing Indiana's eight coal mines to confidently and safely produce more than 16 million tons of clean coal in 2011.

To learn more about the Indiana Bureau of Mines, please visit the division's website at www.in.gov/dol/mines.htm. Answers to many frequently asked questions (FAQs) are also available online.

Upcoming Training Opportunities

Child Labor Law Teleconferences: There are many opportunities for you to participate in our training, which we offer via teleconference so you don't lose productive time and can keep your employees onsite. These training opportunities are provided free of charge, though registration is required. To register for an upcoming teleconference, email childlabor@dol.in.gov. Please include your name, your email address and the date and time of the training in which you wish to participate. If enrolling a group of individuals, please list the name of each attendee.

Date	Sponsor	Class*	Location	Time
July 5, 2012	IDOL Bureau of Child Labor	Child Labor Laws	Teleconference	10:00 a.m. EST
July 10, 2012	IDOL Bureau of Child Labor	Child Labor Laws	Teleconference	10:00 a.m. EST
July 16-19, 2012	Mid-America OSHA Education Center	OSHA 501: Trainer Course in OSHA Standards for General Industry	Indianapolis	8 a.m. - 5 p.m. EST
August 2, 2012	IDOL Bureau of Child Labor	Child Labor Laws	Teleconference	10:00 a.m. EST
August 7, 2012	IDOL Bureau of Child Labor	Child Labor Laws	Teleconference	10:00 a.m. EST

Special Note about Mid-America OSHA Education Center sponsored training: The Indiana Department of Labor has signed a strategic occupational safety and health alliance with the Mid-America OSHA Education Center. For more information about Mid-America OSHA Education Center, please visit www.midamericaosha.org/courses.html. Course fees are established by Mid-America OSHA Education Center and are available on their website. For additional questions about courses or registration, please contact Lacey Cole by email at lacey@ovabc.org.

Recognizing Excellence

Recognizing Excellence spotlights Hoosier employers and their employees for their efforts in achieving status in either the Indiana Voluntary Protection Program (VPP) or Indiana Safety and Health Achievement Recognition Program (INSHARP). The Indiana Department of Labor congratulates the following employers and employees for their efforts to ensure Hoosier occupational safety and health. Additional information on INSHARP and VPP may be found online at www.in.gov/dol.

INSHARP

New: Atlas Die, LLC (Elkhart, IN)

Recertified: USALCO Michigan City Plant, LLC (Michigan City, IN)
Pro-Build/Carter Lee (Mooresville, IN)



VPP

New: Merit Site: Nucor Fasteners (St. Joe, IN)

Star Site: Nucor Steel Indiana (Crawfordsville, IN)

Star Site: Southwire Company (Plainfield, IN)

Recertified: Manchester Tank & Equipment (Elkhart, IN)

Eli Lilly (Indianapolis, IN)

DSM Coating Resins (Frankfort, IN)

Hendrickson Plant #1 (Kendallville, IN)

Hendrickson Plant #3 (Kendallville, IN)

Jasper Engines and Transmissions (Jasper, IN)



The **Indiana Labor Insider** is a free electronic bi-monthly newsletter of the Indiana Department of Labor's INSafe Division. INSafe provides free on-site OSHA consultation, resources and training to Indiana small and high hazard employers. For questions or comments regarding content or to subscribe or unsubscribe, please e-mail INSafe at insafe@dol.in.gov.

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