

Indiana Labor

2017 March - June

Insider



2017 Everyday Safety Hero and the Governor's Workplace Safety Awards, 4



Indiana's Work Zone Safety Awareness Week, 6



★ Take Safety Home, 16

3

A Letter From
Commissioner Rick J. Ruble

4

2017
Everyday Safety Hero and the
Governor's Workplace Safety Awards

6

Indiana Work Zone Safety
Awareness Week

8

The Dangerous Realities of Heat Stress

10

The More You Mow

12

Minding Machinery

13

Frequently Asked Questions
Teen Hires: Getting a Work Permit

16

Take Safety Home

Indiana Labor Insider SUMMER 2017 EDITION

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A Letter From Commissioner Rick J. Ruble

Welcome to the summer 2017 edition of the Indiana Department of Labor's quarterly electronic newsletter, *Indiana Labor Insider*. Over the last few years, our agency's newsletter has evolved from a handful of direct subscribers to now more than 8,300! We're pleased that we have the ability to communicate with so many of our stakeholders, and there's always room for more!

From new workplace safety and health standards to helpful advice for minors looking for summer and after school employment, the Indiana Department of Labor staff is pleased to provide you with news you can use! Be sure to check out our newest newsletter feature for kids, "Take Safety Home!" (Pages 16 and 17)

The summer edition of the newsletter features the 2017 recipients of the "Everyday Safety Hero" and Governor's Workplace Safety Awards. These individuals and companies, who were honored during the annual Indiana Safety and Health Conference and Expo in March, truly represent excellence in Hoosier workplace safety and health.

In this edition you will also find information about work zone safety. While **Work Zone Safety**

Awareness Week was highlighted in April, this is an ongoing safety effort that requires us to be vigilant each and every day. Please slow down and pay attention in construction work zones – there are many lives at stake.

The Indiana Department of Labor's workplace safety and health consultation division, INSafe, was recognized by the federal Occupational Safety and Health Administration (OSHA) with its fifth **OnSite Consultation Achievement Recognition (OSCAR)** Award this May for the agency's annual *IN Review* publication. If you missed *IN Review* (2017), you can read it by [clicking here](#).

Engage with us – be sure to visit our Facebook and Twitter pages for more frequent updates and agency highlights!

Here's to staying cool this summer,

Commissioner

2017 EVERYDAY SAFETY HERO AND THE GOVERNOR'S WORKPLACE SAFETY AWARDS



VISIT WWW.IN.GOV/DOL/2934.HTM TO LEARN ABOUT THE 2017 WINNERS OF THESE PRESTIGIOUS AWARDS!



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EDUCATION AND OUTREACH (EXTERNAL) - GENERAL INDUSTRY
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EDUCATION AND OUTREACH (INT.) - GENERAL INDUSTRY
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RISING STAR
REPUBLIC AIRLINE INC.
INDIANAPOLIS, INDIANA

2017 WORK ZONE SAFETY AWARENESS WEEK



Entering into Indiana's summertime construction season, state agencies united to remind Hoosier drivers to be safe. Yes, to be a mindful driver, but also to watch for construction zones and ongoing roadwork. As the "Crossroads of America," Indiana's ever-expanding roadways require a lot of attention and work, completed by hardworking men and women in the field, on the roads, and behind the wheel.

The annual **Work Zone Safety Awareness Week** is a safety campaign aimed at encouraging caution in these work sites on Indiana's roads, protecting both the drivers and the working men and women at the worksites. The Indiana Department of Labor (IDOL) joined the annual campaign alongside the Indiana Department of Transportation (INDOT), Indiana State Police (ISP), Roadsafe Traffic Systems Inc., and Indiana Constructors Inc.

Although this awareness campaign is an annual, week-long event, the goal of safety in road construction zones is a constant one – seven days a week, 365 days a year. We encourage all Hoosier motorists to stay focused, drive carefully, and take it slow through these work sites. Together we can navigate these obstacles and build a better, more accessible Indiana.

For more information, please visit INDOT's webpage at www.in.gov/indot/2356.htm.



Joe McGuinness, Commissioner of INDOT

"With the legislature fully funding Governor Holcomb's 20-year plan to maintain what we have, Hoosiers will see more construction projects on our roads and bridges. Nationally, 80 percent of those injured or killed in work zones are drivers and their passengers, so it's important to reinforce safe driving for both motorists and highway workers. We're all in this together."



Richard Hedgecock, President, Indiana Constructors Inc.

"As we see in news reports, Indiana's work zone-related incidents far outpace the national average. This is a great concern for our highway construction family, and it should be equally important to the traveling public. Now that it's summertime, when the best road construction weather and increased consumer travel meet up, we're taking every opportunity to ask motorists to pay attention to road sign markings and warnings, move over and slow down around construction crews or ANY flashing lights, regardless of the color. Put down the phone when you're driving, especially in work zones. If we all pay a little bit more attention in construction work zones, every Hoosier can find their way home at the end of the work day."

Rick Smith, Roadsafe Traffic Systems Inc.

"The purpose every year is to get the word out to all drivers that road construction is starting and we all need to look at our driving habits to promote safer construction zones. Construction zone safety is our passion. We lose workers every year in our line of work – those simply trying to make our roads better. Every year with press releases, mock work zone crashes and interstate fallen worker arrays we hope to remind drivers of the hazards of unsafe and distracted driving."



Rick J. Ruble, Commissioner of IDOL

"The men and women working on Indiana's roads, improving, fixing, and restructuring, are the reason our state is known as the 'Crossroads of America.' These hardworking individuals work under dangerous conditions that should be taken seriously by not just themselves, but also by Indiana's motorists. Only working together can we prepare for roadside construction and stay safe on the roads. We truly are all in this together, and together we can eliminate needless injuries and deaths on our Hoosier roads. Practice work zone awareness everyday on the road, not just during the awareness campaign."

The Dangerous Realities of

EXTREME HEAT



Each year, when summer approaches, we often remind ourselves, “I have to start wearing sunscreen while working out in the sun or I could get a wicked sunburn.” It’s less common, unfortunately, that we think about the even more serious dangers of extreme heat.

Heat exposure can cause serious injuries and, if left untreated, can be fatal. Working outdoors puts one at risk, especially those working in industries most affected by heat-related illnesses, which include construction, trade, transportation, utilities, agriculture, building and grounds maintenance, landscaping services, oil and gas operations, and more. Heat stroke, heat exhaustion, heat cramps, and heat rashes are just a few illnesses that can occur from exposure to extreme conditions in the heat. Additionally, heat can increase the risk of injuries in workers and may result in sweaty palms, fogged-up safety glasses, and dizziness. Burns may also occur as a result of accidental contact with hot surfaces or steam, a heightened risk during summer months.

The two most common and serious illnesses caused by extreme heat are **heat stroke** and **heat exhaustion**.

Heat Stroke

Heat stroke is the most serious heat-related illness. It occurs when the body becomes unable to control its temperature. A heat stroke results in the body’s temperature rising rapidly, the body’s sweating mechanism fails, and the body is then unable to cool itself down. During heat stroke, the body temperature can rise to 106°F or higher within 10 to 15 minutes. Heat stroke requires immediate emergency intervention and can cause death or permanent disability if emergency treatment is not given.

It is important to know the symptoms and be capable of recognizing them in oneself and coworkers. The **common symptoms of heat stroke** include:

- Confusion
- Slurred speech
- Loss of consciousness
- Hot, dry skin
- Profuse sweating
- Very high body temperature

What To Do in the Case of Heat Stroke

Call 9-1-1 immediately for emergency medical care to assist. Move the worker to a shaded, cool area and remove the worker’s outer clothing. Cool the worker with cold wet clothes, placed on the worker’s head, neck, armpits, and groin (or by placing the worker in a cold water bath, if possible). Circulate air around the worker to speed cooling by using fans, if possible. Stay with the worker and monitor them closely for further negative symptoms until emergency medical services arrive.



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Heat Exhaustion

Heat exhaustion is the body’s response to an excessive loss of the water and salt, usually through excessive sweating. Workers most prone to heat exhaustion are those that are elderly, have high blood pressure, and those working in a hot environment.

The **common symptoms of heat exhaustion**, which are similar to symptoms of dehydration, include:

- Headaches
- Nausea or dizziness
- Physical weakness
- Irritability
- Thirst
- Excessive sweating
- High body temperature
- Decreased urine output

What To Do in the Case of Heat Exhaustion

Take the workers to a clinic or emergency room for medical evaluation and treatment. If such a facility is not available, call 9-1-1. Remove the worker from the hot area, to a shaded and/or cooler area. Give the worker plenty of water to rehydrate as much as possible. If they are able, have the worker remove unnecessary clothing, including shoes and socks. Use cool compresses for the worker’s head, face, and neck. A designated individual should stay with the worker and monitor them closely for ongoing symptoms of heat exhaustion.

Prevention is Key

Prevention will be the most effective plan in eliminating heat related illnesses or injuries. Workers should be allowed to become acclimated to high temperatures, starting physical labor at lesser amounts of time and gradually increasing time in hot conditions over 7 to 14 days. Workers should drink at least 8 ounces of water every 15 to 20 minutes, whether they’re thirsty or not. Sports drinks are recommended to “refuel” electrolytes for workers who sweat severely, to avoid dehydration. Workers should take frequent breaks in a shaded area. Shift or task rotation is a good practice for acclimating workers while still giving frequent rest breaks.

**WATER.
REST.
SHADE.**



**AGUA.
SOMBRA.
DESCANSOS.**

For more information about the **Water. Rest. Shade.** campaign, visit www.osha.gov/SLTC/heatillness/index.html.



IT HAPPENED HERE Bartholomew County

July 21, 2011 | During a hot summer week, an employee at an iron foundry was working his normal responsibilities on the melt deck and pouring floor, a very high-temperature job. The employee told the plant manager that he wasn’t feeling well. He later asked the plant manager to call for an ambulance. The employee was semi-responsive while awaiting the ambulance, but shortly after he was taken to a hospital, the employee died of a heart attack, succumbed to the effects of heat.

LESSONS LEARNED

To prevent similar incidents from occurring in the future, employers and employees should:

- Conduct a comprehensive worksite assessment at the beginning of each job or task. Identify potential safety and health hazards and implement safeguards to protect employees from these hazards.
- Conduct or seek training pertaining to “hot work” and responsibilities under high temperatures.
- Develop an emergency action plan in case of heat sickness. Include a designated individual responsible for contacting emergency assistance, a cool location to move the worker, and extra bottles of cold water to rehydrate the worker.
- Create a schedule that rotates the responsibilities of workers involving heat-related or laborous tasks.

The More You Mow

Common Injuries and Preventative Steps for Lawn Mowing Machinery

Lawn mowers are one of the most common types of machinery used throughout the United States – either by employees, including outdoor maintenance and grounds-keeping, or by homeowners. Unfortunately, this means there are many, many accidents every year related to use of these machines. According to the Bureau of Labor Statistics, in 2015, an estimated 1,670 reported employee injuries were sourced to an accident involving a lawn-maintenance machine. It is estimated that homeowners account for over 100,000 lawn mower-related accidents each year.

Common Mowing Injuries

Fatalities, broken bones, lacerations, and other serious injuries occur from tip-overs of riding mowers, sometimes while operators are trapped under an overturned mowing machine.

The blade of a lawnmower turns at more than 2,000 rotations per minute and the tip of the blade can turn up to speeds of 200 miles per hour. In some instances, operators have accidentally made contact with the blade while trying to clean the discharge chute or when their feet are close to the deck while the mower is on.

Objects can be thrown from mowing equipment up to 100 feet, at speeds of 100 MPH. Workers and others in the vicinity of operating mowers can be struck by these flying objects, causing injuries.

Burns can occur when workers come into contact with hot parts, such as exhaust from engines, which can reach up to 200°F.

Additionally, hearing loss is an often-overlooked illness associated with lawn mowers, which are normally somewhere between 90 to 100 decibels, above federal Occupational Safety and Health Administration (OSHA)'s permissible exposure limit of 85 decibels over an eight-hour work day.

These injuries and illnesses are preventable by following simple safety precautions, but those precautions are often neglected and operators do not receive the appropriate training. Although it's highly recommended to be given professional training prior to using lawn mowing equipment, there are some starting essentials that will be important safe practices while using mowing equipment at work or at home.



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Do Your Preparations

Important preparations before mowing include removing debris or obstacles from the lawn. Pick up any and all fallen branches, sticks, stones, lawn décor, children's toys, dog toys, and other objects prior to turning on the machine. Always wear seat belts when using mowing tractors equipped with rollover protective structures.

Dressing for the Job

Personal protective equipment can make a big difference in protecting your body against flying debris and any potential injuries while using mowing equipment. Wear the appropriate protective gear, such as gloves, work boots, long pants, a shirt, and safety glasses. Never mow in flip-flops or barefoot, as this leaves your feet vulnerable to a very sharp, very fast blade rotating close to you. Wearing protective hearing devices, such as ear plugs or ear muffs, substantially helps reduce noise levels and protects you from a high decibel hazard.

The Right Conditions

Never mow when grass is damp or wet, as this can cause operators to slip and fall while using push mowers or anything that requires the operator to be on foot. It can also cause riding mowers to slip, resulting in skids, slides, and movements that could lead to turnovers.

Respecting the Landscape

In addition to removing debris and obstacles from the scoped lawn, it's important to be aware and prepared for landscape elements like embankments, ditches, drop-offs, creeks, ponds, and slopes. Do not mow next to embankments, ditches, or drop-offs and stay a safe distance away from creeks or ponds. When mowing on a slope, reduce your speed, use caution, and never mow over a too-steep slope (more than 15 degrees). While on riding mowing equipment, do not mow across slopes – always go in the up-and-down direction so that the machine will remain balanced, reducing the risk of turnover. Push mowers should be used, very cautiously, with the slope so that the operator doesn't slip and fall under the machine.

Working in the Right Direction

It is very important for push mower operators to only mow moving forward – never in reverse, as this creates a risk for slipping or falling under the machine. Riding mower operators should always be aware of their surroundings, checking behind them before putting the machine into reverse. You should never refuel or service a mower when it is hot from the heat of the engine. Parts of the machine can ignite fuel, causing fires and/or burns to the operator. Always use caution when dismounting a riding mower so that you do not come into contact with hot exhaust parts of the machine.

Stick to the Book

Like any large piece of machinery, it's important to read and familiarize yourself with the operator's manual for your particular mowing machine. Pay attention to any safety warnings or special operation requirements that may be listed. Follow the manufacturer's instructions diligently. Never deface safety labels or instructions installed on the equipment itself, and do not remove safety devices installed by the manufacturer.



MINDING MACHINERY

Farmers spend countless hours in combines, tractors, trucks, and other heavy equipment in the fields and on public roads during the planting and harvest seasons. Fatigue, stress, use of heavy equipment, and working long hours, and a sense of urgency to finish any harvest in a timely manner are just a few factors that will increase the risk of injury.

Use safety glasses, noise protection, and other necessary protective equipment. Avoid wearing loose clothing near moving equipment.

Visually inspect all equipment and correct any hazards before operation. Ensure all machine guarding is in place. Refer to warning labels or safety tips in the operation manual. Prior to making any repairs or dismounting equipment, shut it down completely and wait until all moving parts stop.

Never leave equipment running unattended.

Ensure equipment is highly visible and other drivers can see it. Avoid traffic-heavy or busy public roads if possible. If vehicles are lining up behind the farm equipment on a road, and if a suitable shoulder is available, pull to the side and allow traffic to pass.

Drive or haul the equipment at controllable speeds. If vehicles are lining up behind a slow moving piece of equipment on the road, pull to the side and allow traffic to pass if a suitable shoulder is available.

Avoid or stay alert for road hazards to farm equipment, such as soft shoulders, narrow bridges, loose gravel, potholes, deep ruts, bumps, etc.



As we look ahead to early fall, Hoosier drivers should be ready to share the road with these hefty farm machines and tractors. Remember to stay alert and be patient. Learn more by going to www.in.gov/isp/2898.htm.



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Frequently Asked Questions Teen Hires: Getting a Work Permit

Q: I got the job! Now, how do I get a work permit?

A: Indiana's working minors are required to obtain a work permit from an accredited high school in their school district. To obtain a work permit, you must first be hired by an employer, who will then provide the school with written notice they intend to hire you. You'll then return the notice in person to the school, along with a copy of your birth certificate. Given your academics and attendance are in good standing, the school will then issue you a work permit. There is no cost associated with this process.

Q: Schools are out for summer break. Where can I obtain a work permit?

A: During school breaks, every school system should have an office open for issuing work permits. You can contact your school administration offices to find out where students may obtain work permits.

Q: How much does it cost to obtain a work permit?

A: There is no cost associated with the process of requesting or issuing a work permit.

Q: How do homeschool students get work permits?

A: Homeschool students can obtain work permits from the accredited high school in the school district where they live. The student must first be hired by an

employer, then the employer provides written notice to said high school they intend to employ the teen. (The teen's parent may provide a statement declaring that the minor's grades and attendance are in good order for the school to then generate a work permit.)

Q: Can the school refuse to give me a work permit only because I do not attend that specific high school?

A: No, this isn't a sufficient reason to deny a work permit. A minor must obtain a work permit from an accredited school in the school district where he or she lives. The issuing school can request a transcript and attendance record from his or her current or former school program to verify their academics or attendance, and if there are deficiencies, the teen may be denied a work permit.

Q: Where or who should I file my work permit with?

A: Your work permit must be on file at your place of employment and must stay on file there for the entire duration of your job.

Q: What if I have more questions?

A: You're always welcome to contact the Indiana Bureau of Child Labor with your inquiry. You may contact the division by email at childlabor@dol.in.gov or by phone at (317) 232-2655.

Contact the Indiana Bureau of Child Labor for information about training, hour restrictions, work permits, and much more by calling (317) 232-2655 or going online to www.in.gov/dol/childlabor.htm.

How to Achieve

Excellence

in Workplace Safety and Health



MANAGEMENT COMMITMENT

Click to learn more about the Indiana Voluntary Protection Program and the Indiana Safety and Health Achievement Recognition Program.



EMPLOYEE INVOLVEMENT



WORKSITE ANALYSIS



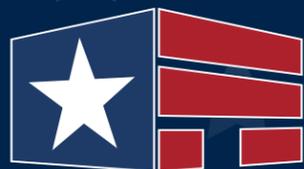
HAZARD PREVENTION & CONTROL



EMPLOYEE TRAINING



www.in.gov/dol/vpp.htm



INSHARP

www.in.gov/dol/insharp



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TAKE SAFETY HOME



HELP SAFETY SALLY
FILL THE CROSSWORD!

ACROSS:

- 3. Never stand too close to ____ works.
- 5. You should never speak to ____.
- 7. ____ spray will keep these little critters away.
- 8. When on a boat, always wear your ____ jacket.
- 9. While playing outside, be sure to drink plenty of ____.

DOWN:

- 1. Always follow the rules of ____.
- 2. Wear this on your head when riding your bicycle.
- 4. Always look both ways before crossing the ____.
- 6. Wearing these will protect your eyes from the bright sun.



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ANSWER KEY:

Bug | Fire | Helmet | Life | Road
Safety | Strangers | Sunglasses | Water

HEALTHY HANK

SAYS "HAVE A FUN FOURTH OF JULY,
BUT DON'T FORGET TO BE SAFE!"

★ ALWAYS HAVE AN ADULT HELP
YOU LIGHT FIREWORKS.

★ ALWAYS READ INSTRUCTIONS FOR
YOUR FIREWORKS.

★ NEVER LIGHT A FIREWORK THAT
YOU DON'T RECOGNIZE.

★ POINT ALL FIREWORKS AWAY FROM
PEOPLE, ANIMALS, BUILDINGS,
AND OTHER FIREWORKS.

To learn more about firework safety and Indiana's firework laws, please visit the
Indiana State Police Department's webpage at www.in.gov/isp/2885.htm.

O.S.C.A.R. WORTHY



THE INDIANA DEPARTMENT OF LABOR IS PROUD TO ANNOUNCE THE WORKPLACE SAFETY AND HEALTH CONSULTATION DIVISION, INSafe, HAS BEEN HONORED WITH A 2017 *ON-SITE CONSULTATION ACHIEVEMENT RECOGNITION (OSCAR) AWARD* FROM THE FEDERAL OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION. THIS YEAR, INSafe WINS THE AWARD FOR THE AGENCY'S ANNUAL REPORT, *IN REVIEW*, WHICH IS CREATED IN-HOUSE BY INSafe STAFF AND PUBLISHED IN CONJUNCTION WITH THE ANNUAL INDIANA SAFETY AND HEALTH CONFERENCE AND EXPO. THIS IS INSafe'S FIFTH OSCAR AWARD SINCE 2008.

INSafe COMPETED AGAINST ALL 50 STATES AND FIVE U.S. TERRITORIES FOR THIS AWARD, AND WAS ONE OF ONLY SIX PROGRAMS RECOGNIZED WITH A 2017 OSCAR.

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We're your partner in
workplace safety and health.



INSafe
SAFETY AND HEALTH CONSULTATION
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The *Indiana Labor Insider* is a free, electronic newsletter of the Indiana Department of Labor's onsite workplace safety and health consultation division, INSafe.

Learn more about INSafe online at www.in.gov/dol/insafe.htm or email INSafe with questions, suggestions or comments at insafe@dol.in.gov.

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