

Indiana Labor Insider

July/August 2009

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

Mitchell E. Daniels Jr., Governor

Lori A. Torres, Commissioner of Labor

IOSHA Still Standing Strong

On March 6, 1974 initial state plan approval of Indiana's IOSHA division was granted by the federal Department of Labor. That means it's been thirty five years since the initial steps were taken to create a locally run enforcement agency. Along the way, Indiana hit the milestones where federal enforcement jurisdiction was suspended and then finally relinquished on September 26, 1986. The twenty five year anniversary of IOSHA's birthday will take place in 2011. In the intervening twenty five years, eight different commissioners, both republicans and democrats, have dutifully juggled the many responsibilities of running a multi-faceted and diverse agency with many stakeholders. As I listen to the rhetoric at the national level, particularly after the recent change in administrations, I'd like to think that this regulatory agency, while taking definite steps to improve our two-way communication, outreach and education of Hoosiers, is definitely still in the enforcement business. We may have added some tools to our tool kit, but in the end, we rely on our enforcement powers to "persuade" the recalcitrant employer.

One of the agency's four core goals is to operate with integrity, responsibility and transparency. So in the interest of transparency, lest there be any mistake about how we measure our success, I want you to know that the high performing state government employees of this agency are dedicated to its statutory missions, and the same things that you are: safe work places, healthy employees and proper payment for a day's labor. While we may not always agree on how we get there, I think we can all agree that these are outcomes which we all have a right to expect.



Lori A. Torres
Commissioner of Labor

Lori Torres

Lori A. Torres
Commissioner

Hoosiers Reminded of Minimum Wage Increase Set for July 24

POST CONSPICUOUSLY WHERE EMPLOYEES MAY READ

YOUR RIGHTS UNDER INDIANA'S MINIMUM WAGE ACT

Indiana's Minimum Wage
(Applies to small employers that are not covered by the federal Fair Labor Standards Act)

\$7.25 per hour effective July 24, 2009

Training Wage—Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive days of employment with an employer.

Exemptions—Certain persons may be paid less than the minimum wage as provided by Indiana Code 22-2-2-3 subsections (a) through (j) (Attached to this posting).

Tip Credit—Employers of "Tipped Employees" must pay cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tip combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions may apply.

Overtime Pay
Under Indiana law, employers who are exempt from the federal Fair Labor Standards Act must pay at least 1 1/2 times the regular rate of pay for all hours worked over 40 in a work week. Tipped employees must receive at least \$10.00 an hour for all hours worked over 40 in a work week. Certain other conditions may apply.

For Additional Information, contact the Indiana Department of Labor, Wage and Hour Division by email at wagehour@dol.in.gov or by phone at (317) 232-2655.

Indiana Department of Labor
Wage and Hour Division
402 West Washington Street, Room W195
Indianapolis, Indiana 46204
www.in.gov/dol/wagehour.htm

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Lori A. Torres, Commissioner



For the third consecutive year, Hoosier employees will see an increase in minimum wage. On **July 24, 2009**, the third of a three-part minimum wage increase will take place, raising **Indiana's minimum wage to \$7.25/hour**. In July 2007, minimum wage increased to \$5.85/hour, and last year it was raised to \$6.55/hour.

Hourly pay provided to "tipped employees" will not increase. The base pay an

employer must pay their "tipped employees" (e.g. waitresses and waiters) will remain \$2.13/hour, however, as in the past, if the employee's tips, when combined with their hourly wage, do not equal at least \$7.25/hour, it is the employer's responsibility to compensate for the difference.

A free copy of the new minimum wage poster is available online at www.in.gov/dol and by clicking on the "Publications" link. To request a hard copy of the poster, please contact the IDOL's Wage and Hour Division at (317)232-2655, or email wagehour@dol.in.gov.

Trenching and Excavation: Two Common Misconceptions

John Brunswick, Construction Safety Consultant
INSafe, Indiana On-site OSHA Consultation Program

OSHA recognizes trenching and excavation as one of the most hazardous construction operations. Excavations are hazardous because they are inherently unstable. Also, they are restricted spaces, therefore those working in or near excavations face additional risks of oxygen depletion, toxic fumes and possible water accumulation.

Pre-job planning is vital to accident-free trenching, and safety should not be improvised as the work progresses. In pre-job planning, the beginning is always a good place to start. When it comes to trenching, a good motto to live by is “Call Before You Dig.” For workers who are familiar with the industry, **experience is no substitute for proper safety precautions.**

A common error when it comes to trenching is not physically locating what is beneath the surface. Locating companies do not show the exact locations of underground and buried items. It is the responsibility of the “digger” to physically locate any buried material. Quite often, the topology has changed since the original placement of such things as utilities, which include sewers, water lines, gas lines and power lines (see 1926.651(b)).

Another misconception is that if a trench is only a few feet deep no protection for employees is necessary. The construction safety standard, 1926.652(a)(1)(ii), states, “Excavations are less than five feet (1.52m) in depth and the examination of the ground by a competent person provides no indication of a potential cave-in.” The common error when reading this stan-

dard is that most people do not read past the five feet deep rule. All trenches are required to be examined by a competent person prior to allowing an employee to enter. Employee entrance may also be restricted if there is a change in weather, as this could potentially affect the condition of the soil.

Employers and employees who do not perform regular inspections of trenches and excavations run the risk of fostering hazardous situations. Inspections should occur before construction begins, daily before each shift and as needed throughout the shift. Trenches should be examined for possible cave-ins, hazardous atmospheres, failure of protective systems and other unsafe conditions. Inspections must be performed by a competent person who has been trained in soil analysis, use of protective systems, has knowledge of the OSHA requirements as well as the authority to immediately eliminate hazards. A guide for daily inspection of trenches and excavations is available at www.osha.gov/SLTC/etools/construction/trenching/excavchec.html.

For additional information about trenching and excavation, please visit the federal OSHA website at www.osha.gov and click on the letter “T” at the top of the page.



Actual site of disaster with unsafe trenching operations
(Photo from www.osha.gov).



It Happened Here: Lake County

Bob Hannon, Construction Safety Inspector
Indiana Occupational Safety and Health Administration

Background: The primary hazard of trenching is employee injury and death from collapse. Nationally, from 2003 to 2007, 191 workers lost their lives on-the-job due to a trench cave-in. Of the 191 fatalities, seven occurred in the State of Indiana. The predominant cause of death for those who are killed in a trench cave-in is asphyxiation. The other one-third die as a result of crushing injuries to their internal organs.

Fatal Event: Just before noon on April 10, 2009, in Lake County, a 47 year-old construction worker was fatally injured when the trench he was working in collapsed. The worker was installing a four-inch drain pipe for a sump pump in a trench that was approximately 130 feet long, three feet wide and ten feet deep. An excavation worker was also on-site in the trench, but was able to get out. The excavation worker attempted to rescue the trapped worker, but was unable to do so. Emergency

Medical Service (EMS) workers found the victim unresponsive and the rescue attempt became a recovery mission. Because of the trench's instability, extrication took most of the afternoon. The trench did not have a protective system in place to prevent a cave-in. The worker died as a result of asphyxiation.

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

- Never enter an unprotected trench;
- Protect from trench cave-ins by the use of the appropriate protective system (sloped for stability, cut to create stepped benched grades, supported by a system made with posts, beams, shores or planning hydraulic jacks or supported by a trench box);
- Keep excavated or other materials at least two feet back from the edge of a trench; and
- Ensure a safe means of egress (exit) is provided within 25 feet of workers in a trench.

IDOL Signs Partnership for the Parkview Regional Medical Center

On April 16, 2009, the IDOL signed a partnership agreement with **Weigand Pepper Joint Venture**, for construction safety on the Parkview Regional Medical Center in Fort Wayne. Expected to be completed in December 2011, the 900,000 square foot facility will house more than 400 beds, a new heart center and specialty centers for neurosciences, orthopedics and cancer.

The objective of the agreement is to achieve superior safety performance on the project. The agreement covers all contractors working on the project, and it sets extensive safety goals and measures developed by Weigand Pepper and agreed to by the IDOL.

Site-specific safety measures include having a designated competent person on-site for all contractors. The competent person will have a minimum of 10-hours of OSHA training as well as all applicable training for the subcontractors' scope of work. The agreement also requires a full-time safety professional for specific trades, and requires 100% fall protection for

all activity six feet above grade (except platform ladders).



Commissioner of Labor Lori Torres, Deputy Commissioner of INSafe Sean Keefer and Deputy Commissioner of IOSHA Jeff Carter pose for a photograph with representatives from Weigand and Pepper.

In addition to the on-site safety measures, the agreement also designates a minimum of four on-site audits by INSafe, the IDOL's OSHA Consultation Division. Monthly reports on the site's safety are also required to be submitted to INSafe. The agreement will be reviewed annually by the Commissioner of Labor to deduce whether or not the partnership is still in the best interest of the State of Indiana and the IDOL.

The agreement provides benefits to the Parkview Project. They receive the designation of being a safety and health partner of the IDOL. While the partnership does not in any way limit IOSHA's ability to inspect the site in the instance of a complaint, injury or fatality, it does grant a conditional deferral of all general scheduled inspections.

For additional information on partnerships or alliances, contact INSafe at insafe@dol.in.gov or (317) 232-2688.

19 Mine Rescue Teams Compete

The Indiana Mine Rescue Association held its 21st annual mine rescue contest on June 4, 2009, at Vincennes University. Nineteen (19) teams from Indiana, Kentucky and Illinois participated in the event. Teams competed in a simulated mine disaster, negotiating through the obstacles to recover missing mine personnel. The "winning team" is the team with the best time and least amount of errors. Webster County Coal, LLC of Dotiki Mine in Nebo, Kentucky won the 2009 event.

Mine rescue events are put on nation-wide and are used to hone the skills of mine rescue teams across the country. The team that wins is rewarded by knowing that during this meet and time, they have bragging rights amongst their peers. However, the real reward is that the training provided in these meets sharpens the skills of all involved. While their hope is to never be called upon, Mine Rescue teams compete in simulated

disasters to better prepare themselves in the event that an actual mine emergency arises.



Commissioner of Labor Lori A. Torres and Deputy Commissioner of the Indiana Bureau of Mines and Mines Safety, Don "Blink" McCorkle pose for a picture during the Indiana Mine Rescue Association Mine Rescue Contest on June 4, 2009 (Photo Courtesy of Danny Knott).

State Use Work Centers Achieve Superior Safety Standards

The Indiana State Use Program Work Centers labor to provide customers with products and services that are cost effective, and do so without sacrificing employee safety and health. The State Use Program creates a partnership among the public and private sectors to enhance employment and training opportunities for Indiana's citizens with disabilities.

INSafe, formerly known as BuSET, provides OSHA compliance assistance, including on-site consultation, education, training and outreach to Hoosier employers that request assistance. Several State Use Work Centers teamed up with INSafe to instill a culture of employee safety and health. Services provided by INSafe are free, voluntary and confidential. In addition, Hoosier worksites that exhibit exemplary safety and health management systems can request evaluation for participation in the Indiana Safety and Health Achievement Recognition Program (INSHARP).

Currently, 43 employers in the state have certification in INSHARP. More than a dozen of the sites are State Use Work Centers. For more information on INSHARP, please email insharp@dol.in.gov or visit www.in.gov/dol.

IOSHA Versus IDEM: Knowledge Everyone Should Have

The IDOL's IOSHA division enforces occupational safety and health laws, which often leads people to believe that they have jurisdiction over all laws concerning places of business. The following is useful information for Hoosiers wishing to stay compliant with the law, and will clarify who has jurisdiction and where to direct questions and complaints.

Question	IOSHA	VERSUS	IDEM
What is it?	Indiana Occupational Safety and Health Administration		The Indiana Department of Environmental Management
What is their purpose?	To ensure the occupational safety and health of Hoosier workers by conducting enforcement inspections of Indiana employers.		To implement federal and state regulations to protect human health and the environment while allowing the environmentally sound operations of industrial, agricultural, commercial and government activities vital to a prosperous economy.
Where do they get their jurisdiction?	Indiana Occupational Safety and Health Act (IC-22-8-1). IOSHA consists of two divisions, Industrial Compliance (which is responsible for safety and health regulations in the commercial, agricultural and industrial sector of the Indiana economy) and Construction Safety (which is responsible for safety and health in the construction industry).		The U.S. Environmental Protection Agency (EPA) has delegated permitting, compliance and enforcement of most environmental laws to IDEM. IDEM also has authority under State law and administrative rules. IDEM compliance and enforcement is managed by the Offices of Water Quality, Air Quality and Land Quality.
When do they perform inspections?	Inspections can result from complaints, referral from another agency, fatality or catastrophe or at random. Inspections are unannounced.		Inspections are performed on a schedule set by the Environmental Performance Partnership Agreement (EnPPA) with U.S. EPA. Complaints or a history of non-compliance can result in more frequent inspections. Inspections are generally unannounced.
How long does an inspection take?	Inspection time varies depending upon what is being inspected. If sampling is conducted or violations are found, the process may take longer as abatement time frames will have to be set.		Inspection time varies—a written summary of the inspection will be sent to the inspected entity within 45 days. If violations are found, the process may take longer.
What if I do not agree with the violations found?	Employers may request an Informal Conference within 15 days of receipt of notice of violations, or they can file a more formal petition for review, which allows them to present their case in front of the Indiana Board of Safety Review (BSR). Decisions made by the BSR are final, but are subject to judicial review.		Notice of Violation recipients are asked to contact IDEM within 15 days to discuss resolution. If no agreement is reached within 60 days of receipt, IDEM can issue a Commissioner's Order. The recipient can appeal the Order to the Office of Environmental Adjudication ("OEA"), which is independent of IDEM. OEA decisions may be appealed through the regular court system.
Is there any way to find out if I am in compliance without getting fined?	INSafe, the IDOL's OSHA Consultation Division, provides on-site consultation. Consultations are confidential and do not result in fines or penalties as long as the employer agrees to correct any serious hazards identified by the IN-Safe Consultant.		CTAP, IDEM's compliance and technical assistance program provides assistance without imposing any obligations on its customers. Business information is held confidential, except in cases of clear and immediate danger to human health and the environment.
How do I contact INSafe or CTAP?	Contact INSafe Phone: (317) 232-2688 Email: insafe@dol.in.gov Web: www.in.gov/dol/insafe		Contact CTAP Phone: (800) 988-7901 or (317) 232-8172 Email: ctap@idem.IN.gov Web: www.in.gov/idem/5671.htm
Are there ever instances where IDEM & IOSHA's jurisdictions overlap?	Generally speaking, no. IDEM inspects to ensure that an entity is not doing harm to the environment, whereas IOSHA inspects to ensure that an employer is not doing anything to put an employee's health or safety in jeopardy. There could be instances where an action taken by an employer could endanger both the environment and their employees, but these instances are circumstantial. In these cases, IDEM or IOSHA will refer the employer to the other agency, but the two will never inspect or issue citations together.		

Indiana's Whistleblower Protection Unit

**Jim Casey, Whistleblower Protection Unit Team Leader
Indiana Occupational Safety and Health Administration**

The Indiana Department of Labor's (IDOL) Whistleblower Protection Unit exists to protect Hoosier employees from negative action from their employer as a result of their participation in a "protected activity." Protected activities include occupational safety and health related complaints or concerns made to any authority (e.g. the Board of Health, Fire Marshall, Management, Union Representation, IOSHA, etc.), participation in any IOSHA activities regarding employee safety and health and "work refusal," the right of an employee to refuse to perform a task which a reasonable person would consider likely to cause seriously bodily harm or death. A protected activity must concern employee safety.

In order for a Whistleblower complaint to have merit, the employee has to prove the following four basic elements:

(1) *Protected Activity*—he/she participated in a protected activity, (2) *Knowledge*—their employer had knowledge that the employee participated in this activity, (3) *Reprisal*—their employer subjected them to some sort of adverse action as a result of their participation in the activity and (4) *Nexus*—all of the aforementioned elements and their timing can be tied together.

Since January 2006, more than 260 whistleblower cases have been closed by the IDOL. Complaints must be made to the whistleblower protection unit by phone, mail or in person, **within 30 days** of the reprisal or adverse action. A real case example is provided below. A complaint which meets the time frame requirement and is deemed to have merit is assigned to an investigator, who contacts the complainant and determines if the case warrants further investigation. If it is determined that the case warrants further investigation, a full investigation is then conducted and witnesses will be interviewed and docu-

ments reviewed to determine if there has been a violation of the act. If the findings show that there was a violation and the employer refuses to accept settle-

ment, it will then be sent to the Attorney General's office for litigation in an Indiana court.

Many times in cases where an investigation is warranted, the investigator will offer the employer a predetermined settlement agreement rather than conducting a full investigation. A predetermined settlement agreement can include bringing the complainant back to work, and paying the complainant back pay from the time of the adverse action and striking their termination from their permanent employment record. If a predetermined settlement agreement is made, the employee agrees to dismiss the whistleblower complaint, and the investigation is concluded, pending the approval of the Commissioner of Labor.

Many Hoosiers know that Indiana is an "at will" state, meaning that an employer can hire, fire, promote, suspend and establish their own policies at their own discretion. However, an employee may not be terminated for participation in a protected activity. One of the most important things for Hoosier employees to know is that they have the right to work in a safe and healthy environment, without fear of retaliation for insisting on their safety.

For more information or to file a whistleblower complaint, contact the whistleblower hotline at 317-234-3946 or email IOSHA at oshacomplaint@dol.in.gov.



It Happened Here: Lake County

**Bob Etnyre, Whistleblower Protection Investigator
Indiana Occupational Safety and Health Administration**

During the fall of 2005, on a typical production day at an Indiana company, there was a chemical release. Because of the release, management evacuated a portion of the facility. Fire officials and EMS were dispatched to the scene, and seven employees were transported to a local hospital for further examination. While no one was admitted to the hospital, three employees suffered respiratory conditions, requiring medication, follow-up and restricted duties for a period of time.

After completing the medical follow-up, one employee received a permanent work restriction. Shortly after the chemical release, the employer stated they could no longer accommodate the injured employees because of their work

restrictions and medical status. All three injured employees were terminated. This gave the appearance that the employees were terminated because of their injuries. Within five days of one another, all three terminated employees filed a complaint with the IDOL's Whistleblower Protection Unit.

The company was informed of the complaint and subsequently sought legal counsel. Two of the three terminated employees did as well. The investigation that followed involved collecting statements of the complainants, conducting interviews and gathering written statements from employee witnesses, as well as police, fire and paramedics who responded to the initial release and the medical staff who treated the complainants. The complainants' medical records were also used to build the case. Evidence indicated the existence of a prima facie case for each of terminated employees.

After a period of negotiation, each case was settled. Each received an excess of \$20,000 in monetary compensation and a clear work record. The employer also offered to reinstate all three employees, all of whom declined the offer.



You Asked, We Answered - Indiana Wage Claims

Does the Indiana Department of Labor have the ability to assist me in collecting unpaid wages?

The Indiana Department of Labor (IDOL) accepts Wage Claims as a voluntary process. We cannot guarantee any compensation.

If you are owed wages and the owed wages value more than \$30 and less than \$6,000, you can file an Application for Wage Claim with the Indiana Department of Labor (IDOL). You will be required to submit the dates and times of non-payment, the amount of the claim, length of employment and any supporting documents verifying that wages are owed. Upon receipt of these items, the IDOL will contact your employer or former employer affording them the opportunity to submit any evidence they wish to be considered. If it is determined that wages are owed, the IDOL will attempt to recover the wages in accordance with Indiana Law.

If the employer still refuses to pay you, you may wish to seek private legal counsel to attempt to resolve the issue. It also must be stated that Indiana law does not afford protection to employees filing wage claims against their current employer should they be fired as a result of filing the claim.

To access an Application for Wage Claim visit the IDOL's website at, www.in.gov/dol, click on the "Publications" link and select "Application for Wage Claim."

When should a wage claim be made with the U.S. Department of Labor (U.S. DOL) instead of the IDOL?

This question is hard to answer, as often times the exceptions outnumber the rules. Generally speaking, in 95% of cases, if a claim is being made for minimum wage or overtime pay, the claimant should file their claim with the U.S. DOL, Wage and Hour Division. All other claims should be filed with the IDOL.

You can contact the U.S. DOL's Indianapolis office at (317) 226-6801 or their South Bend office at (574) 236-8331.

If I file a wage claim, how long will it take to get my money?

The answer to this question varies from case to case, and there is never a guarantee that a wage claim will lead to payment. The speed with which a claim is processed depends on the following factors...

- How quickly the claimant provides all of the required information (required information is listed on the application),
- How quickly the employer/former employer responds,
- If the employer/former employer submits conflicting evidence, there will have to be a determination as to whether or not wages are owed, which will add to the length of time it takes to process the claim, and
- If the IDOL determines that wages are owed, a letter will be sent to the employer stating the outcome of the determination. However, there is no guarantee that the claimant will receive their money. The IDOL has no authority to force an employer to pay a wage claim. At this time, the claimant would have to seek private legal counsel to attempt to resolve the situation.

How do I find out the status of my claim?

For information regarding Wage Claims, you can call the IDOL at (317) 232-2655 or email the IDOL's Wage and Hour Division at wagehour@dol.in.gov. For Spanish speaking individuals, please email espanol@dol.in.gov.

Partnering for Safer and Healthier Hoosier Workplaces

"In appreciation to IOSHA for encouraging safety and health excellence through the Voluntary Protection Program," were the words of gratitude expressed by the employees of Monsanto's Lebanon, Indiana facility. Employees of the Indiana Department of Labor (IDOL) were presented with a plaque for the efforts of the Indiana Voluntary Protection Program (VPP) team.

The VPP seeks to recognize Hoosier employers with superior occupational safety and health management systems. Currently, Indiana VPP covers more than 20,000 employees in more than 50 Hoosier workplaces throughout the state. Employers that achieve VPP status are exempt from programmed IOSHA enforcement inspections during the period in which certification has been granted. For more information on VPP, visit our website www.in.gov/dol.

Monsanto, an agricultural company, has two of its locations

in Indiana certified in the VPP (Lebanon & Windfall). The site in Windfall received a Governor's Workplace Safety Award in February this year for their efforts to reach out to and educate more than 10,000 Indiana youth on farm safety and its "Buckle Up or Eat Glass" campaign.



Indiana VPP Manager, Mike Gaskill; Commissioner of Labor, Lori Torres; and Deputy Commissioner of IOSHA, Jeffry Carter pose with two employees from Monsanto.

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. For further information on either INSHARP or VPP, please visit www.in.gov/dol.

INSHARP

New: D.A., Inc. (Charlestown, IN)
Emerson Industrial Automation (Monticello, IN)

Training Opportunities

The Indiana Department of Labor's INSafe Division works with the **Indiana Chamber of Commerce**, **Indiana Manufacturers Association** (IMA), **Risk Management Services** (RMS) and **Safety Management Group** (SMG) to provide safety and health training scholarships.

More information on scholarship and training opportunities may be found on our website at www.in.gov/dol/2383.htm.



Date	Sponsor	Class
7/14/09	RMS	Competent Person: Confined Space (Indianapolis, IN)
7/14 - 7/16/09	IMA	OSHA General Industry 30-Hour (Plymouth, IN)
7/16/09	RMS	OSHA Residential Construction 10-Hour (Indianapolis, IN)
7/21/09	RMS	OSHA Recordkeeping (Indianapolis, IN)
7/28 - 7/31/09	RMS	OSHA Construction 30-Hour (Indianapolis, IN)
8/4/09	RMS	First-Aid/CPR (Indianapolis, IN)
8/5 - 8/6/09	IMA	OSHA General Industry 10-Hour (Indianapolis, IN)
8/6 - 8/7/09	RMS	OSHA Construction 10-Hour (Indianapolis, IN)
8/11/09	RMS	Competent Person: Confined Space (Indianapolis, IN)
8/13 - 8/14/09	SMG	OSHA Construction 10-Hour (Indianapolis, IN)
8/18 - 8/19/09	Chamber	OSHA General Industry 10-Hour (Indianapolis, IN)
8/18 - 8/21/09	Chamber	OSHA General Industry 30-Hour (Indianapolis, IN)
8/19/09	RMS	Competent Person: Scaffolding (Indianapolis, IN)
8/25 - 8/28	RMS	OSHA Construction 30-Hour (Indianapolis, IN)
9/3 - 9/4/09	SMG	OSHA Construction 10-Hour (Indianapolis, IN)
9/3/09	RMS	OSHA Recordkeeping (Indianapolis, IN)
9/9/09	RMS	Competent Person: Confined Space (Indianapolis, IN)
9/15/09	RMS	First-Aid/CPR (Indianapolis, IN)

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