

# Indiana Labor Insider

January/February 2011

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

Mitchell E. Daniels Jr., Governor  
Lori A. Torres, Commissioner of Labor

## Another Year Proactively Protecting Hoosier Workers

**The** New Year is well underway, and this is our newsletter's first 2011 issue. Don't let the lockout/tagout article featured on page 2 fool you. This safety alert is applicable to many businesses, across many different industries. This newsletter is written for a diverse audience: manufacturing and construction firms, real estate agents, bankers, advertising agencies and fast food restaurants. This issue provides you with some resources to determine if you are one of the many employers that must have posted an injury and illness log summary for all employees to view on February 1. We have posted our agency's summary on our office bulletin board in a high traffic area. While zero entries remain our objective, we still managed to have a couple. We strive to work towards better outcomes and hope your workplace does too.

We also included an article on winter driving, though we would probably be hard pressed to come up with more difficult winter driving than in the last couple weeks. I saw the term "snowpocalypse" coined after the late January snow up in north and on the east coast, and then

the ice storm last week. As I write this, our legislators are scheduled to debate the merits of banning texting while driving by all drivers, and another bill that would limit cell phone use by drivers to hands free use. Whatever your view is on this topic, I hope you agree that using these devices while driving is simply a bad idea. Please join me in voluntarily committing to reducing or eliminating use of your cell phone while you are driving. Together we can make Indiana roadways a safer place for all.



Lori A. Torres  
Commissioner of Labor

To your health and wealth,

*Lori Torres*

Lori A. Torres  
Commissioner

## Indiana OSHA Reminds Employers to Post Injury and Illness Summaries

**Many** Indiana employers are required to document and maintain records of work-related injuries and illnesses on the OSHA 300 Log. Each year, those same employers are required to post a summary (OSHA Form 300 A) of the prior year's incidents in their workplaces **through April 30** of each year.

Some industries, as well as businesses with ten or fewer employers (at all times during the previous calendar year), may be exempt from the OSHA Recordkeeping requirements. To learn whether your business or employer is exempt from these requirements, please review the complete list of exempt industries online at [www.osha.gov/recordkeeping/index.html](http://www.osha.gov/recordkeeping/index.html).

Employers may download the OSHA Recordkeeping Forms on this website. Employers should also review the "Ask the Expert" section found on page five of this newsletter for questions about OSHA Recordkeeping posed

by Hoosier employers. For additional questions on OSHA Recordkeeping, please contact INSafe by email at [insafe@dol.in.gov](mailto:insafe@dol.in.gov) or phone at (317) 232-2688.

OSHA's Form 300A (Rev. 01/2004)  
**Summary of Work-Related Injuries and Illnesses**

Year 20\_\_  
U.S. Department of Labor  
Occupational Safety and Health Administration

All establishments covered by Part 1904 must complete this Summary page, even if the work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had cases with "0",

Employers, former employers, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, or OSHA's recordkeeping rule, for further details on the access procedures for these forms.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
(a)	(b)	(c)	(d)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
(e)	(f)

Injury and Illness Types			
Total number of ...	(1) Injuries	(4) Poisonings	(7) All other illnesses
(g)	(h)	(i)	(j)
(8) Skin disorders	(9) Hearing loss	(10) All other illnesses	
(k) Respiratory conditions			

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including the time for reviewing the instructions, searching existing data sources, gathering the data needed, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this data collection, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0190-0008), Washington, DC 20503. Send all responses to Washington, DC 20503.

**Establishment Information**

Your establishment name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Industry description (e.g., Manufacturer of steel rods) \_\_\_\_\_  
Standard Industrial Classification (SIC) (4-digit) (F15) \_\_\_\_\_  
OSHA \_\_\_\_\_  
North American Industrial Classification (NAICS) (4-digit) (S202) \_\_\_\_\_

**Employment Information** (If you don't have this figure, or the information is not available, please estimate)

Annual average number of employees \_\_\_\_\_  
Total hours worked by all employees last year \_\_\_\_\_

**Sign here**

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Preparer: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

# SAFETY ALERT:

## Energy Control & Lockout/Tagout

*Working*

with energy is very dangerous. Employees who are unaware of hazards present in their work environment are at risk for suffering a work-related injury.

### Types of Energy

Workers can be exposed to hazardous energy in combinations during equipment and **machinery installation, routine maintenance, service or repair work**. Mechanical energy is a mechanical system's moving parts. Potential energy is stored energy that may be found in **pressure vessels, gas tanks, hydraulic or pneumatic systems**. Electrical energy is generated from **electrical power, static sources or electrical storage devices**, such as batteries. Thermal energy results from **mechanical work, radiation, chemical reaction or electrical resistance**.

### Keeping Employees Safe

To keep employees safe from hazardous energy, employers must develop and implement an energy control program. The core components of the energy control program include **energy control procedures, employee training and periodic inspections**. Energy control procedures detail and document the specific information that an authorized employee must know to accomplish lockout/tagout, namely, the scope, purpose, authorization rules and techniques to be utilized for the control of hazardous energy.

### OSHA's Lockout/Tagout Standard

The OSHA standard for general industry established to prevent injuries and fatalities from hazardous energy contact is [Lockout/Tagout, 29 CFR 1910.147](#). Lockout/Tagout is a machine-specific practice that incorporates procedures for employees to follow for safeguarding themselves and other workers from a sudden machinery and equipment startup. The standard covers the machine and equipment servicing and maintenance where the unexpected energization,

startup, or release of stored energy could cause injury. OSHA Compliance Safety and Health Officers (CSHOs) issued 60 citations and initial fines exceeding \$120,000 for non-compliance with OSHA's Lockout/Tagout standard in 2010.



### Lockout/Tagout Program Objectives

- Design, document and implement energy control procedures that comply with the OSHA standard 29 CFR 1910.269.
- Provide lockout/tagout devices that are compliant with the standard.
- Establish and document training programs for employees to work safely.
- Conduct periodic inspections to ensure the following:
  - The program complies with the standard.
  - Employees know and follow procedures.

In production operations, lockout applies when an employee is required to remove or bypass a guard or other safety devices. It also applies when a worker places any part of his or her body into an area on a machine or piece of equipment where work is actually performed—the point of operation. Minor tool changes and adjustments as well as other minor servicing activities are not covered if they are routine or repetitive, provided that the work is performed using alternative measures which provide effective protection.

### Lockout vs. Tagout

Generally speaking, lockout is the surer method of ensuring deenergization and control of hazardous energy sources than tagout because a lockout device physically restrains energy-isolating devices. A tagout device merely acts as a prominent warning device.

### Group Lockout/Tagout

Group lockout/tagout is required when more than one worker is engaged in the performance of servicing or maintenance activities. The hazardous energy control procedures used in group lockout/tagout situations must provide each authorized employee with the same level of control that he or she would be afforded in an individual scenario. Each worker in a group needs to affix his or her personal lockout/tagout device as part of the group process. The core concept of lockout/tagout is personal control of the equipment energy sources through the application and

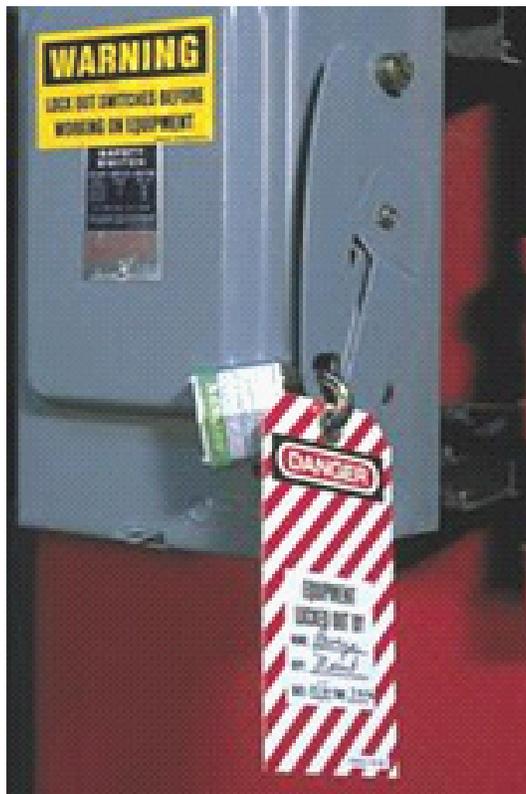
removal of the devices. Verbal accountability methods are not acceptable because, they do not afford protection equivalent to that provided by the implementation of a personal lockout/tagout device.

### Release from Lockout/Tagout

When the work is completed, each worker must take another personal action to indicate that he or she is no longer working under the clearance conditions. This action, along with checking the workplace area and making sure that workers are clear of the potential danger areas, includes removing the personal lockout or tag device and notifying affected employees that the lockout/tagout devices have been removed. All individuals must complete these actions before a lead person can authorize re-energizing the equipment.

### Employee Training and Communication

Employees must receive specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control the hazardous energy. Additionally,



employers must also document the specific procedures for the placement, removal and transfer of lockout or tagout devices and responsibility for them. This must also include testing machines and equipment to ensure the effectiveness of lockout/tagout devices as well as other energy control measures. Employers must ascertain that employees have the appropriate knowledge, skills and training for safe energy control application and removal. Training must be repeated periodically, especially when energy control program changes or deviations occur.

### Additional Resources

To assist employers in understanding the Lockout/Tagout standard and expanding their knowledge, OSHA has developed an online training program [here](#). For Lockout/Tagout questions or workplace safety and health concerns, please contact INSafe by

email at [insafe@dol.in.gov](mailto:insafe@dol.in.gov) or phone (317) 232-2688.



## It Happened Here: Shelby County

**Background:** The Indiana Occupational Safety and Health Administration (IOSHA) issued 60 citations of the Lockout/Tagout Standard in 2010.

**Event:** On September 29, 2010, in Shelby County, a 56 year-old journeyman electrician was working alone and performing repair work on a conveyor. The electrician had shut off the electrical power to the conveyor; however, he did not de-energize the air pressure to the cylinder. With the cylinder in a relaxed position (down), the electrician squeezed his body between the conveyor's chute frame and over the 830 air cylinder lever. The air cylinder was triggered, and the electrician became trapped between the upper shuttle conveyor frame and the activated lever. The electrician was later found, trapped in the machine. The electrician was extricated and transported to the hospital. The electrician died from crushing injuries to the thorax region.

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

- Establish an energy control program. Document specific procedural steps for employees to follow that include shutting down and restarting the machinery or equipment.
- Provide training and conduct periodic inspections to ensure employees understand and appropriately follow the established energy control procedures.
- Work together to develop a job hazard analysis (JHA) for each job. JHAs must be periodically reviewed and revised as often as necessary.
- Investigate all near-miss incidents to determine causality, as well as perform root cause analysis (RCA).
- Foster a culture of workplace safety and health, and hold yourself accountable for your employees' understanding and following of all written safety and health policies, rules, procedures and regulations.

## Winter poses risks to motorists during commutes to and from work as well as during work hours.



**Winter** driving can be treacherous and scary—especially in the Hoosier state, where snow and ice make regular appearances throughout the season. Commuting to and from work, as well as conducting other business-related travel during the winter months, can present many hazards. According to the Bureau of Labor Statistics (BLS) Census of Fatal Occupational Injuries (CFOI), the leading cause of Hoosier occupational fatalities in 2009 was highway accidents (20%).

Today's workforce is much more mobile than in the past. Workers spend time on the road traveling to sales customers and making service calls, as well as to deliver goods and services to the public. Both employers and employees can, and should, better educate themselves to ensure that the time workers spend in motor vehicles is as safe as possible, especially in adverse weather conditions.

### Prepare First

Prepare ahead for a commute or other work-related travel. Before leaving home, find out about the current driving conditions. This information can save time and undue stress for motorists. The Indiana Department of Transportation (INDOT) regularly updates information related to road and travel conditions on their website, which can be accessed by clicking [here](#).

### Speed Is a Factor

Ease off the accelerator. Remember, the faster you are traveling, the greater your stopping distance (that is, the distance you will require to come to a complete stop). When accelerating on snow and ice, exercise extreme caution to avoid sliding off the road or into another vehicle.

### Maintain Distance

Giving yourself and others space is critical. It takes

extra time and extra distance to bring your car to a stop on ice-and snow-covered roads. Leave extra room between you and the vehicle in front of you. When you brake, brake early and slowly—never slam on the breaks, as this will cause your vehicle to slide erratically.

### Remain in Control

When driving on ice and snow, do not use cruise control, as it provides the operator less control over the vehicle. Avoiding any abrupt steering maneuvers to ensure you (not the vehicle) remain in control. Merge slowly into traffic, as well as off roadway exits. Sudden or abrupt movements can cause your vehicle to slide.

### Expect the Unexpected

Remain alert of what is going on ahead of you. The actions of other vehicles will draw your attention to problem areas more quickly, thus giving you additional time to prepare.

### Remain Safe around Snowplows

INDOT snowplow drivers keep roads clear of snow and ice to keep motorists safe. Give snowplows an adequate amount of room to work. The plows are wide and often require more than a single roadway lane. This means that they might cross the centerline or onto the shoulder of a road. Snowplows also travel below the posted speed limit. Remain patient and allow yourself plenty of time to slow down. Snowplow operators' field of vision is very restricted—you may see them, but they do not necessarily see you. Never tailgate a snowplow or try to pass one. In the event that you must pass a snowplow, exercise extreme caution and beware of the snow cloud.

For more information on winter driving, visit INDOT online at [www.in.gov/indot](http://www.in.gov/indot). To view INDOT's video, *Ice and Snow, Take it Slow*, click [here](#).



## You Asked, We Answered - OSHA Recording Regulations

### What is an OSHA 300 Log?

An OSHA 300 Log is a listing of all injuries and illnesses at your jobsite. OSHA requires that most employers keep a 300 Log. You may keep the log on your computer or elsewhere, as long as you can produce a copy in the workplace whenever necessary.

### Does my business have to keep an OSHA 300 Log?

Unless your business has ten or fewer employees, or your industry is specifically exempt from OSHA's Recordkeeping Requirements, you are required to prepare and maintain records of work-related injuries and illnesses. For a list of exempt industries, please click [here](#).

### My company is listed as "exempt," but I was informed that we have to keep records for this calendar year by the Department of Labor, why?

Even if your company is exempt for one of the aforementioned reasons, if OSHA or the Bureau of Labor Statistics asks you to take part in an annual survey, you **will** be required to maintain records for that year.

### If my company is exempt from OSHA Recordkeeping Requirements, are we also exempt from reporting fatalities and catastrophes?

No. Regardless of whether or not your company is required to maintain OSHA logs, all employers must notify OSHA in the event of a worker fatality or workplace catastrophe. A catastrophe is the overnight hospitalization of three or more employees. Reports must be made by phone during regular business hours to IOSHA at (317) 232-2693 within eight hours of learning of the incident. After hours, reports may be made to the fatality reporting phone line, 1-800-321-OSHA.

### If my company hires a worker through a Temporary Staffing Agency, and that worker is injured while working at my company, do I have to record the injury on my company's OSHA 300 Log?

Employers must record on the OSHA 300 Log the recordable injuries and illnesses of all employees on their payroll, whether they are labor, executive, hourly, salary, part-time or seasonal or migrant workers. Employers also must record the injuries and illnesses that occur to employees are not on their payroll if the employer supervises these employees on a day-to-day basis.

The key thing to remember is: You must record all employee injuries or illnesses, if you supervise those employees on a day-to-day basis. A company using "temps" should coordinate with the temp agency to make sure injuries and illnesses that occur to those employees are only recorded once.

### What are the consequences if I do not keep record of work-related injuries and illnesses?

If your company is required to keep OSHA records and you fail to do so, you may be cited in the event of a compliance inspection.

For more information on OSHA Recordkeeping Rules, please click [here](#) and view the PDF presentation "OSHA Recordkeeping Requirements," found at the top of the page. For questions pertaining to OSHA Recordkeeping, please contact INSafe by email at [insafe@dol.in.gov](mailto:insafe@dol.in.gov) or by phone at (317) 232-2688.

**FOR A WINNING GAME PLAN:**



**CENTER ON SAFETY**

**2011 INDIANA SAFETY HEALTH CONFERENCE**

FEBRUARY 28-MARCH 2, 2011  
WWW.INSAFETYCONF.COM

Conference registration is now open!  
Please visit [www.insafetyconf.com](http://www.insafetyconf.com) for more details.

**IOSHA Safety Alert**



**Texting while driving can be deadly!**

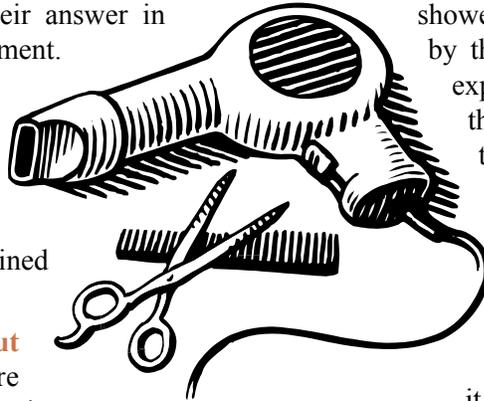
## Formaldehyde Exposure in Salons

Contributed by Jay King, Industrial Hygienist, INSafe

*Recently,* women with naturally curly hair who want a straightening method lasting longer than a few days found their answer in the **Brazilian Blowout** straightening treatment. Salons nationwide have begun using this professional straightening treatment. However, there have been concerns that this treatment may expose stylists to formaldehyde. I recently performed air sampling at a salon in Indiana, and determined that the answer to this question is yes.

While performing the **Brazilian Blowout** hair straightening treatment, stylists are exposed to formaldehyde. My assumption is that if the stylist is exposed, then so is the consumer; however, I did not perform specific air sampling for the consumer.

So what is formaldehyde? Formaldehyde is a colorless, strong-smelling gas, that can cause watery eyes, burning sensations in the eyes and throat, nausea and difficulty in breathing in some humans exposed at elevated levels (above 0.1 parts per million). High concentrations of formaldehyde may also trigger attacks in people with asthma. Additionally, it has been shown to cause cancer in animals and possibly in humans. Health effects include eye, nose, and throat irritation; wheezing and coughing; fatigue; skin rash and severe allergic reactions.



To perform the **Brazilian Blowout**, the stylist combs the product into the consumer's hair and then heats it with a household hair dryer. My testing showed that, when the hair was heated by the hair dryer, the employee became exposed to formaldehyde. As soon as the stylist stopped heating the product, the formaldehyde exposure ceased, explaining why the manufacturer of the **Brazilian Blowout** product maintains that there is no formaldehyde in the product. Until it is heated, there is no exposure to the carcinogen, but as soon as it begins to decompose (heat-up), it begins to emit formaldehyde, exposing the stylist, and likely the consumer.

Some consumers may not care, as one customer noted, *"I will find this product and have it done [the treatment] out in the back alley, if I have to...It is like an addiction, I will have it, no matter what!"* However, until the manufacturer changes the product's chemical composition, stylists (and likely customers) using the product will be exposed to formaldehyde as soon as the hair dryer heats it up.

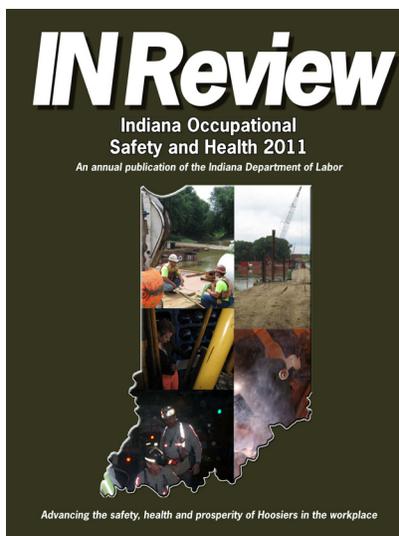
To learn more about formaldehyde, please visit OSHA online by clicking [here](#).

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## Annual IN Review to Be Released in March 2011

*The* Indiana Department of Labor (IDOL) will release its annual *IN Review* publication in early March 2011. *IN Review* will provide an overview of Hoosier occupational safety and health in select Indiana industries including manufacturing, construction, healthcare and state and local government.

The data used in *IN Review* is taken from research files provided by the federal Bureau of Labor Statistics (BLS) through the Survey of Occupational Injuries and Illnesses (SOII) and the Census of Fatal Occupational Injuries (CFOI). Additional information and case files from the Indiana Occupational Safety and Health



Administration (IOSHA) are also used to compile the annual report.

SOII and CFOI data used in the report is for calendar year 2009, which is the most current data available from the BLS. Data for occupational-related fatalities and injuries and illnesses for 2010 will be released in August and October 2011, respectively.

Prior year editions of *IN Review* are currently available by clicking [here](#). The 2011 publication, in its entirety, will also be available online in March. For questions about *IN Review*, please email [insafe@dol.in.gov](mailto:insafe@dol.in.gov) or phone (317) 232-2688.

# Upcoming Training Opportunities

**Child Labor Law Teleconferences:** There are many opportunities for you to participate in our trainings, which we offer via teleconference, so you don't lose productive time and can keep your employees on-site. These training opportunities are provided free of charge, however registration is required. To register for an upcoming teleconference, please e-mail [childlabor@dol.in.gov](mailto:childlabor@dol.in.gov). Please be sure to include your name, e-mail 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*	Time
March 3, 2011	IDOL Bureau of Child Labor	Child Labor Laws (Teleconference)	10:00 a.m. & 1:00 p.m. EST
March 8, 2011	IDOL Bureau of Child Labor	Child Labor Laws (Teleconference)	10:00 a.m. & 1:00 p.m. EST

\*Registration is required, and will close 48 hours prior to the scheduled teleconference.

**Workplace Safety and Health Training:** For a listing of upcoming occupational safety and health-related training, please click [here](#).

(Please note: This is not a complete list of all occupational safety and health training provided throughout the State of Indiana.)

## 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](http://www.in.gov/dol).

### **INSHARP**

**New:** None

**Recertified:** Arc Opportunities (Howe, IN)  
BioConvergence, LLC (Bloomington, IN)  
Cook Pharmica (Bloomington, IN)  
OFS Brands, Plant #4 (Huntingburg, IN)  
Cerro Wire, LLC (Crothersville, IN)  
Carter-Lee Lumber (Indianapolis, IN)



### **VPP**

**New:** BlueLinX (South Bend, IN)

**Recertified:** None



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](mailto:insafe@dol.in.gov).

