



# SAFETYTIMES

A Bi-Monthly Publication distributed by the Workers' Comp Trust  
 P.O. Box 8070, Santa Rosa, CA 95407 • (707) 542-9502 • www.ncbesafety.com

## ROUTING SLIP

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Issue 22, Number 5 North Coast Builders Exchange November-December 2007

## Safety Success

### Safety Has No Room for Procrastination

*Start updating your safety program now*

With the end of the year looming quickly, it's time to think about reviewing your overall safety program to make sure it's current, meets the Cal/OSHA regulations, is implemented and effective. It's not enough to have your written safety programs sitting on a shelf gathering dust. Cal/OSHA regulations require "periodic" review of safety programs. Your review should include all your written programs and the elements your written programs say your company is doing, including training and use of forms/checklists (are you really using them as indicated in written program(s)?). Review to make sure all people named in the written programs still work

for you and have the responsibilities outlined. Document the review by using the checklist below and putting a revision date on the cover pages of your programs or in the footer of each document.



WRITTEN PROGRAMS	DATE REVISED/ REVIEWED
<b>Injury &amp; Illness Prevention Program (IIPP)</b> – Are you complying with all the elements? Using forms?	
<b>Code of Safe Practices</b> – Actually reflects company safety rules	
<b>Heat Illness Prevention Program</b>	
<b>Hazard Communication Program</b> – MSDS all up to date?	
<b>Emergency Medical Services Plan</b>	
<b>Emergency Action Plan</b> – If have greater than 10 employees	
<b>Fire Prevention Plan</b> – If have greater than 10 employees	
<b>Additional Written Programs as applicable</b>	
Fall Protection Plan	
Respiratory Protection Program	
Lock out/Block Out Program	
Confined Space Entry	

Continued on page 3

## COMP CORNER



Hallie Fraser  
 Workers' Comp &  
 Safety Director

### WORKERS' COMP TRUST BUSINESS

Are you interested in learning more about workers' comp and safety? In becoming involved with the North Coast Builders Exchange? Want to volunteer some time and give back to the industry?

There are two openings on the NCBE Workers' Comp Trust, which is the entity that oversees the Group Workers' Comp program and all safety services that are offered to members. The Trust meets quarterly.

In order to become a Trustee you must be:

- A North Coast Builders Exchange member in good standing
- A participant in NCBE's group workers' comp program
- The owner, principal or officer of the company

Please contact me at (707) 542-9502 or hallie@ncbeonline.com if you are interested in volunteering to serve on this worthwhile trust.

**A question I get a lot:** "I've gone through my tailgate topics, is it okay to repeat them?" YES! Actually it's a good thing to repeat topics, especially the topics that may be important in your daily operations. If your employees are up and down ladders every day, giving a ladder safety training more than once makes sense.

Trainees remember about 90% of what they learned an hour after training,

Continued on page 2





## “Red Flag” Indicators of Workers’ Comp Abuse or Fraud

Although most workers’ comp claims are legitimate, some are abusive or fraudulent. The following indicators can help isolate claims that may need closer scrutiny.

No one indicator by itself is necessarily suspicious. Even the presence of several indicators, while suggestive of possible fraud, does not mean that fraud has definitely been committed. Indicators are “red flags” only, not actual evidence.

If you have multiple “red flag” indicators and suspect abuse or fraud on a claim, work with your claims adjuster, provide specific information to them (names, dates, addresses, witnesses, etc.), and be persistent.

State Fund has a fraud unit and, whether you realize it or not, does follow-up on all suspected fraud claims. They need valid, specific information from you to issue a referral to either the District Attorney, Department of Insurance, or both. It is difficult to follow-up on anonymous tips.

### “RED FLAG” INDICATORS:

- ❶ Number of days worked and amount of salary inconsistent with occupation;
- ❷ Injured worker disputes average weekly wage due to additional income (i.e., per diem and/or 1099 income);
- ❸ Cross-outs, white-outs and erasures on documents;
- ❹ Injured worker files for benefits in a state other than principal location of the alleged industrial injury or occupational disease;
- ❺ Injured worker-listed occupation is inconsistent with employer’s stated business;
- ❻ Injured worker address is different than principal location of employer other than border states;
- ❼ Injured worker cannot be reached because he or she is never home or is reportedly sleeping and cannot be disturbed;
- ❽ Injured worker is seen with calluses on hands, grease under fingernails;
- ❾ Injured worker moves out of state or country shortly after filing claim;

- ❶ Accident/incident occurs immediately prior to strike, layoff, plant closing, job termination or job completion;
- ❷ Injured worker is in line for early retirement;
- ❸ Injured worker refuses (or delays multiple times) diagnostic procedures to confirm injury;
- ❹ Conflicting descriptions of the accident/incident between employer’s report and initial medical evaluation;
- ❺ Injury is not consistent with nature of business;
- ❻ Date, time and place of accident is unknown;
- ❼ Injured worker cannot recall specific details about the injury
- ❽ Report of injury not timely and immediate;
- ❾ No witnesses to accident;
- ❿ Tips from co-workers.

## COMP CORNER

*Continued from page 1*

50% after a day, 25% after 2 days and only 10% after 30 days. Follow-up or refresher training reinforces what they’ve already learned and can improve retention of the information. Not everyone listens completely, hears everything or absorbs the information the first time around. Some people may need to hear, see, or experience things a couple of times before they truly understand and “get it”.

Another tactic to get employees involved and improve retention is to have someone other than your regular trainer lead the tailgate meeting. The preparation and instruction will certainly make that employee learn the topic.



### WORKERS’ COMP TRUST (WCT)

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PCD

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### WORKERS’ COMP & SAFETY DIRECTOR

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A CONSTRUCTION ASSOCIATION SERVING SONOMA, LAKE & MENDOCINO COUNTIES





## ELECTRICAL CORDS

Electrical cords (extension cords and power cords for portable tools) are probably the most abused tool on the job, they are walked on, driven on, yanked on, and used to pick up and carry tools. Without electrical cords, many of the tools we use to get the job done wouldn't work. We tend to take this important tool for granted and assume that it will always provide safe, shock free service. If the insulation and/or outer sheath are damaged the chance of injury is high, so the following are some tips on taking care of your electrical cords:

- Inspect your cords periodically for crushing, outer sheath damage, fraying, missing plugs, etc.
- Consider the properties of the cord prior to any splicing. The National Electric Code states that only electrical cords that are Hard Service No. 12 or larger can be spliced. Even then, the cord can only be spliced if the insulation, outer sheath properties, and usage characteristics of the cord are retained. When in doubt – replace don't splice.
- Never use flexible cords as a replacement for fixed wiring.
- Do not run flexible cords through holes in walls, ceilings, or floors.
- Do not run flexible cords through openings where they could be crushed, such as doors, windows, etc.
- Throw away damaged cords. An injury costs a lot more than a new electrical cord.
- Replace any plugs that do not have the grounding prong.
- Replace broken plugs immediately or take the cord out of service until it can be fixed.
- Immediately repair strain relievers that have been pulled loose from tools or plug ends (or take out of service until it can be repaired).
- A qualified electrician should perform repair work on electrical cords.
- When using extension cords, always use the correct size conductor for the length and the rated amperage.
- When picking up a power tool, don't pick it up and carry it by the cord.
- Cords should never be used as a rope.
- Store cords appropriately and they'll last longer.
- Even if the cords are provided by your company, take care of them as if they were your own.

*You can beat the heat!!!*

### Training Tips:

- Use a "bad" cord as a prop to illustrate some of the points above.
- Outline your company policy regarding splicing of cords (splice or toss out?).
- If you provide extension cords, let your employees know who they should talk to if they have questions or need a new cord.
- Include inspection of all cords on your Worksite Inspection Form.



### NOTES & SIGN OFFS

Project specific topics (specific exposures, hazards, etc.):

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Employee Comments/Suggestions & Safety Recommendations

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Attendance Log (all attendees sign/print name). Your signature is acknowledgement that you have received and understand the training offered on this sheet.

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Supervisor's Signature:

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These instructions do not supercede local, state or federal regulations. They are designed to provide a guideline to assist with enforcing safe work practices, but are not presumed to be inclusive of all workplace hazards or situations. Employers are recommended to always refer to actual Cal/OSHA Safety Orders to ensure compliance with mandated regulations.





COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

## CORDONES ELÉCTRICOS (Electrical Cords)

Los cordones eléctricos (los cables de extensión y los cables de electricidad para herramientas portátiles) probablemente son las herramientas más abusadas en el trabajo, caminamos encima de ellas, manejamos por encima, les damos tirones, las usamos para recoger y cargar herramientas. Sin los cordones eléctricos, muchas de las herramientas que usamos para hacer nuestro trabajo no funcionarían. El uso de ésta importante herramienta lo dan por hecho y pensamos que siempre nos ofrecerá seguridad y que nunca nos dará un choque eléctrico. Si el aislamiento y/o la funda exterior está dañada/malas condiciones las probabilidades de una lesión son altas, a continuación hay unos consejos para el cuidado con sus cordones eléctricos:

- Inspeccione sus cordones regularmente de trituraciones, daños en las fundas exteriores, desgastes, la falta de enchufes, etc.
- Considere las propiedades del cordón antes de cualquier unión. El Código Nacional de Electricidad dice que sólo los cordones eléctricos que son para Servicio Pesado No. 12 o más largo pueden ser unidos. Aún entonces, el cordón puede solamente ser unido si el aislamiento, las propiedades de la funda exterior, las características del uso del cordón son retenidas. Cuando haya duda – reemplace, no haga la unión.
- Nunca use cordones flexibles como un reemplazo para cables reparados.
- No corra un cordón flexible a través de hoyos en las paredes, techos o pisos.
- No corra un cordón flexible a través de aperturas donde pudieran ser trituradas, como en las ventanas, puertas, etc.
- Tire los cordones dañados. Una lesión cuesta más que un cordón eléctrico nuevo.
- Reemplace cualquier enchufe que no tenga la punta para hacer tierra.
- Reemplace los enchufes rotos inmediatamente o ponga el cordón fuera de servicio hasta que sea reparado.
- Repare inmediatamente el eliminador de tensiones que ha estado jalando sueltamente de las herramientas o conecte las puntas (o sáquelo del servicio hasta que pueda repararse).
- Un electricista calificado deberá realizar las reparaciones en los cordones eléctricos.
- Cuando se usen las extensiones, siempre use el conductor de la medida correcta para la longitud y la capacidad de amperes.
- Cuando levante una herramienta eléctrica, no la levante ni la cargue jalando el cordón.
- Los cordones nunca deben de servir en lugar de una cuerda/lazo
- Almacene los cordones apropiadamente y le durarán más tiempo.
- No importa si los cordones los provee la compañía, cuídelos como si fueran suyos.



### NOTAS Y FIRMAS

Topícos específicos a ciertos proyectos  
(exposiciones específicas, riesgos, etc.)

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**Comentarios/Sugerencias y Seguridad de los Empleados Recomendaciones**

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**Registrar de Asistencia ( todos los asistentes deben poner nombre y firma) . Su firma certifica que ha recibido y comprendido el curso de capacitación que contiene este documento.**

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**Firma del Supervisor:**

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Estas instrucciones no alteran los reglamentos locales, estatales o federales. Estas instrucciones son diseñadas como una guía para apoyarlo (a) en cumplir las practicas de seguridad, per no deben asumirse inclusivas de todas las situaciones o áreas de trabajo con riesgos. Se le recomienda a las compañías que siempre hagan referencia a las reglas de seguridad actuales de Cal/OSHA para asegurarse del cumplimiento de sus reglamentos mandatorios.

### Consejos de Entrenamiento:

- a) Use un cordón en "mal" estado para hacer la demostración de algunos puntos de arriba.
- b) Explique la póliza de su compañía referente a la unión de los cordones (los une o los tira?)
- c) Si usted provee los cordones de extensión, los empleados deben saber que ellos pueden hablar si tienen preguntas o si necesitan un cordón nuevo.
- d) Incluya la inspección de todos los cordones en la Forma de Inspección en el Lugar de Trabajo.



**North Coast Builders Exchange ~ Tailgate Topics**  
**Envíe sus sugerencias por medio de correo electrónico a**  
**ncbecomp@sonic.net or call (707) 542-9502**

## Pneumatic Nailers/Staplers – Regulatory Update

The Occupational Safety and Health Standards Board (OSHSB) approved revisions to Construction Safety Order §1704. Pneumatically-Driven Nailers and Staplers. The proposed revisions are under review by the Office of Administrative Law for final approval and effective date.

Some of the changes include the following (for the complete proposed revisions go to [www.dir.ca.gov/oshsb/pneumaticnailers0.html](http://www.dir.ca.gov/oshsb/pneumaticnailers0.html)):

- All pneumatically-driven nailers and staplers shall have a safety device on the muzzle to prevent the tool from operating unless the muzzle is in contact with the work surface, to prevent accidental discharge. Exception: Light-Duty Nailers and Staplers.
- All pneumatically-driven nailers and staplers shall be operated and maintained in accordance with the manufacturer’s operating and safety instructions.
- Operating controls shall not be removed, tampered with, altered, or otherwise disabled.
- Pneumatically-driven nailers and staplers shall be disconnected from the air supply at the tool. when: (1) performing any maintenance or repair on the tool, or (2) clearing a jam.
- On roofs sloped steeper than 7:12 the air hose shall be secured at roof level in such a manner as to provide ample, but not excessive, amounts of hose.
- The employer’s written Code of Safe Practices shall include provisions for the use of pneumatically-driven nailers and staplers where applicable.

- Safety training shall be conducted prior to initial assignment to operate pneumatically- driven nailers or staplers. Training shall be conducted by a qualified person.
- Refresher training shall be provided to the operator when: (A) The operator has been observed using the pneumatically-driven nailer or stapler in an unsafe manner; or(B) The operator has been involved in an accident.
- Safety training shall include, but not be limited to, the following elements:
  - The employer’s Code of Safe Practices for pneumatically-driven nailers or staplers.
  - The hazards related to each mode of actuation for pneumatically-driven nailers and staplers.
  - Hands-on training to verify that the operator understands the operating and safety instructions.



Continued from page 1

### Safety Program Review

EMPLOYEE TRAINING	YES/NO	DATE OF REVIEW
New employee safety orientations completed?		
Tailgate meetings every 10 days?		
Supervisor training?		
Employees that operate forklifts have been given forklift operator training?		
Training has been provided according to your IIPP and Code of Safe Practices, i.e. tools, equipment?		
Heat Illness Prevention training completed?		
Designated employees have First Aid/CPR?		
Employees given training on MSDS, any new chemicals introduced to workplace and labeling?		
Employees trained regarding emergency procedures?		
Are you documenting all training?		





*Safety Success ~ IS YOUR SAFETY PROGRAM CURRENT?*

*“Red Flag” Indicators of Workers’ Comp Abuse or Fraud*

*Pneumatic Nailers/Staplers ~ REGULATORY UPDATE*

*Safety Snippets ~ NCBE CAN PERFORM JOBSITE INSPECTIONS*

## *Safety Snippets*

Did you know...NCBE provides an onsite safety consultation service? Our safety professional will do a jobsite inspection that focuses on Cal/OSHA issues. It can be a “surprise” inspection or planned, wall-to-wall or a specific area of focus. It’s up to you. We won’t cite or fine you for items we find that need attention. We’re on your side.

Also, NCBE has templates for the following written safety programs: Injury & Illness Prevention Program, Code of Safe

Practices, Heat Illness Prevention, Hazard Communication, Emergency Medical Services Plan, Fire Prevention Plan, Emergency Action Plan, Respiratory Protection Program. We also have multiple forms, checklists and inspection chekclists that make it easier to comply with all the requirements.

To take advantage of these valuable benefits, contact Hallie Fraser, Workers’ Comp & Safety Director at (707) 542-9502 or [hallie@ncbeonline.com](mailto:hallie@ncbeonline.com).

## *Contact Us* **WORKERS’ COMP TRUST**

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