SBA 198: SAFETY RULES

The primary objective of the safety program is to prevent job-related injuries and illness. It is the company/employer's legal and moral responsibility to provide a safe and healthful place to work. Risk can be reduced to a minimum only with the cooperation of managers, supervisors, and workers. The employer must provide safeguards for known safety hazards and must control known health hazards where feasible. The employer must provide all required personal protective equipment.

The employer's safety rules may not cover all situations that are hazardous. Instructions on specific health and safety hazards may be developed from time to time and are to be considered an extension of the employer's safety rules. An employee's failure to comply with the safety rules may result in disciplinary action or termination.

If you have questions about the Occupational Safety and Health Act, you may contact the nearest CAL/OSHA office. Required safety and health records are kept on file. Copies of current written safety rules, instructions and procedures, information concerning hazardous materials, Material Safety Data Sheets, medical records, exposure monitoring reports and copies of pertinent state and federal regulations must be kept by the employer. This non-confidential information is available upon request according to disclosure and information access regulations.

EMPLOYMENT OPPORTUNITY

Dry Creek Ranch Golf Course is seeking an Assistant Golf Course Superintendent. Applicants should have previous golf course experience, a Q.A.C., and irrigation experience. This position is open now. Salary is commensurate with experience.

Send resume to: Dan Giannonna, Dry Creek Ranch GC, 809 Crystal Way, Galt, CA 95632.

Dry Creek is a privately-owned, daily-fee, 18-hole golf course located in Galt, California.
STATE ELECTION
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New officers were elected for 1993-94. They are:

PRESIDENT
Bob Tillema (Central)
VICE PRESIDENT
Dave Flaxbeard (Southern)
SECRETARY
Dale Hahn (San Diego)
TREASURER
Randy Gai (Northern)

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3) All employees given new job assignments;
4) Supervisors in order to know the hazards to which employees under their immediate direction may be exposed.

Key words in training:
Preparation, Presentation, Participation and Follow-up
2) Safety Rules: These rules identify precautionary measures that management is requiring the work force to follow based upon recognized hazards
3) Disciplinary Procedures: Outlines the disciplinary procedures in the event that safety rules are ignored.

Dealing with Different Cultures
If you're speaking in English to audiences that don't use English as their first language, consider these suggestions:
• Speak slowly and enunciate well. But be careful not to talk down to people. Chances are they may be well-educated in their own language, but it may take more time to process what they hear.
• Avoid idioms. People whose first language is not English tend to take them literally.
• Remember that humor doesn't translate well. Puns are especially ineffective.
• Be wary of sarcasm. When a boss sarcastically told an employee, "You just made my day," the employee didn't understand.
• Be careful about direct eye-contact with many Asians.
• Don't be upset if people from other cultures show little reaction as you speak.
• Realize that people from other cultures may be reluctant to ask questions. They don't want to look stupid in front of their colleagues and they don't want you to "lose face" if you don't know the answer.

Safety Inspection
The purpose is to identify and correct unsafe conditions and work practices BEFORE an accident occurs.

Accident Investigation
1) Where did the accident occur?
2) Who was involved and what happened? Describe action or procedure being done, the injury, the tools or equipment involved, anything unusual about procedures or personnel.
3) How and when did accident occur?
4) COMPLETE REPORT TO YOUR WORKERS COMPENSATION CARRIER IMMEDIATELY
5) Recommend corrective action if any. Make sure all employees are notified of the corrected policies, procedures, etc.

Place all this information in your employee manual and give a copy of the manual to each employee. This is to be done regardless of the number of employees. Finally: Keep everything in writing. Have employees sign that they have been trained, have been provided a copy of the safety rules and disciplinary procedures, and have received a manual outlining above. A written record will back you up in the event you are investigated by OSHA.