

## 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)

## Participation and Follow-up

The CAL/OSHA requirement for employee training is found in: Title 8, Section 3203(a) (1) Employers shall implement training programs designed to instruct employees in general safe work practices and specific instructions with respect to hazards unique to the employee's job assignment.

In addition to this law, there are specific requirements for training under Work Exposure Section in Title 8, such as; Carcinogenic Materials #5209, Equipment/Machinery Operation #3202, Hazardous Material Handling #5194, Respiratory Protection #5144, etc.

### Safety Rules

- 1) Statement of company safety policy: This affirms your company's commitment to accident prevention

- 2) Safety Rules: These rules identify pre-cautionary 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.

### 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.

## SBA 198: SAFETY RULES

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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,

## 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.

## CLASSIFIED ADS

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Working Condition  
\$500

Toro Pro 84  
For parts or can be  
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