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)

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,
Participation and Follow-up

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

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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.

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.

CLASSIFIED ADS
5 Jacobson Walking Greens Mowers. Excellent Condition $850 each
Ryan Greens Air 1 Working Condition $500
Met-R-Matic 1 Excellent Condition $500
E-Z-Go GXT300 Needs Engine Work $300
Cushman 3 Wheel Working Condition $400
Cushman 4 Wheel Model 899547 Hi-Lo Plus Power Takeoff Working Condition $500 Toro Pro 84 For parts or can be rebuilt $100
Contact Corey Eastwood Stockdale Country Club 7001 Stockdale Highway Bakersfield, CA 93009 805/832-0177