Welcome

The Georgia Tech Occupational Safety and Health Training Institute Education Center is working with both national associations and their local chapters to link HR and Risk Management with Safety. In this issue, you will find the following two articles on the subject:

- HR and Safety
- The Benefits of Strengthening the Link Between HR & Safety and Risk Management – How to Impact The Financial and Management Performance of Your Organization

Also featured in this issue:

- The Center for Young Worker Safety and Health at Georgia Tech Research Institute >View article
- Details about Georgia Tech's 7 Occupational Safety and Health training certificates >View article
- Program changes and new requirements for Outreach Training with a special webinar offer
- See our recent certificate recipients.
- View upcoming courses.

As a reminder...

OSHA requires course participants to submit their *résumé* and a completed prerequisite verification form before they will be admitted into the OTI 510 or the OTI 511 courses. Students who register on site must bring the necessary documentation or will not be admitted into the course. OTI 510 is a prerequisite course for OTI 500 and OTI 511 is a prerequisite course for OTI 501.

Download prerequisite forms:

- Prerequisite Form for OTI 500
- Prerequisite Form for OTI 501

Start Safe: Center for Young Worker Safety and Health

Whether you are a young worker just starting your career, an educator training tomorrow's workforce, or an employer concerned about keeping your new employees safe, the Center for Young Worker Safety and Health at the Georgia Tech Research Institute (GTRI) is there to provide the resources you need. Created in October 2010, the Center is dedicated to providing young workers, their teachers, employers, and parents with training, educational resources, technical expertise, and an online resource center intended to promote healthy work practices and prevent occupational injuries and illnesses.

Why have a Center dedicated to training and reaching out to young workers? As young workers (ages 15–24) start their careers, they are twice as likely as workers older than 24 to end up in the emergency room as a result

of work related injuries. Not only do these young workers need to be informed about health and safety rules, but they also have to be aware of important labor laws that may restrict their job duties.

In addition to the resources provided on the Center's website www.startsafeonline.org, the program also offers three distinct training programs. The Young Worker Safety and Health General Awareness Training is a one- to two-hour session focusing on the importance of young worker safety and health. In particular, this training will cover young worker rights and US Department of Labor child laws. This training is designed to be presented for all audiences: young workers, employers, teachers, and parents of young workers. The Young Worker Safety and Health Training for Instructors and Employers is a four hour workshop that provides employers and teachers with all the resources they need to train young workers.

And finally, the Start Safe—A Safety and Health Primer for Young Workers training is designed for young workers, ages 15–24, as they enter the workforce. This 6-8 hour workshop will cover the following topics:

- An introduction to young worker injuries and illnesses
- Identification of workplace hazards (e.g. chemical, biological, safety, and other health hazards)
- Personal Protective Equipment
- Young Worker Rights and Responsibilities
- An overview of young worker labor laws
- Finding a Voice - Speaking up and against workplace hazards
- Taking Action

These classes are designed to be delivered in either a classroom setting or at a place of employment. For more information or to schedule a training session, contact us at startsafe@gtri.gatech.edu.

HR and Safety

Written by Rick Williams, Vice President Human Resources, Printpack, Inc., Atlanta, Georgia

One of the outcomes from the current tough economic times is that a growing number of organizations are combining departments to reduce costs and improve efficiencies. In some instances HR professionals are being asked to manage the safety function. While this change isn't new for some organizations, it is a significant structural and functional shift for others.

As an HR professional with new safety responsibilities, or as one who has been managing safety for some time, there are skills and processes HR professionals bring to the organization that can help raise the bar when it comes to safety performance. Safety performance is about people. People must be motivated so that they are focused, alert and working to continuously improve. It requires leadership, commitment, and engagement.

Technical Competence

There is a very real technical aspect to safety and this element of safety can be intimidating to the HR professional. Safety is briefly covered in the risk management section of the PHR or SPHR exam, but not at a level to satisfy a real practitioner. Mastering the concepts of hazard recognition and mitigation along with risk analysis are key requirements. It is necessary for organizational credibility. The Georgia Tech OSHA Training Institute Education Center (GTOTIEC) is a great resource and it is the only OSHA authorized education center in Georgia. Gaining competence and confidence will take time and hard work, but it is necessary.

Once the technical aspects of the safety role are addressed, it is important to focus on the other areas that are key to an effective safety culture—leadership, commitment and engagement.

Leadership

I have had the opportunity to work with and observe how many large organizations approach safety. Most of these organizations had the fundamentals of safety well covered, but surprisingly, there were dramatic differences in performance. Leaders for all of these organizations wanted to prevent injuries. They cared about their associates and created safety structure and systems to achieve good results. The difference was the organizations with great performance had leaders that got very personally involved. They set very high expectations and held everyone accountable for achieving those expectations. They truly believed that all accidents were avoidable and that an accident-free work place was a fundamental goal. These leaders created a vision and demonstrated their personal commitment in very observable ways. When a CEO or president follows up on an accident investigation, not with the safety department, but with the plant manager, it sends a very strong message. When leaders are active in safety audits and as individuals always follow safety rules and address others who do not, it creates an environment where everyone understands the importance of safety.

On the other hand, when leaders accept accidents as unavoidable; when they choose not to put on those safety shoes because they are just going out into the plant for a quick meeting; or, when they ignore an associate who is not following even a minor safety rule or procedure, they also send a strong message.

Commitment

Demonstrating commitment will require hard decisions at times but it will be just as visible to the rest of the organization as is leadership. There will always be tension between production demands and safety. Giving in to the production requirements at the expense of safety will make commitment go out the window. That is not to say that every situation is an either/or, production versus safety. Often there are win/win opportunities that allow demonstration of commitment to safety without sacrificing production performance. For example, many ergonomic solutions can actually improve performance while reducing risk.

What others see that leaders are willing to accept in terms of safety performance visibly demonstrates their commitment to the organization. Leaders can talk about zero accidents all day long but if they are silent on actual recordable or lost time cases, they will not be credible in the eyes of their organization.

Commitment also means that safety performance is a key factor in promotion decisions and that a leader with unacceptable results experience consequences. Remember, who gets promoted is always a very strong visual to the organization.

Engagement

Great safety performance is never achieved when organizations rely on a few believers. It requires the engagement of a critical mass of associates. Involving people gets them invested in the efforts and makes them part of the solution. When the efforts are to improve safety, that is having fewer associates, peers, and or friends injured, it is not a difficult sell. It probably goes without saying, but this has to be real. Safety teams that have recommendations ignored will give up quickly. You will be surprised how reasonable most teams are when it comes to budgets and expensive solutions. In fact, these teams usually come up with great ideas for affordable fixes.

What's all this got to do with Human Resources?

As an HR professional with new responsibilities for safety you will have to master the technical requirements. However, when it comes to safety and the needs for leadership, commitment and employee engagement aren't you already the organization's technical resource? Don't you currently have the responsibility to coach and help develop leaders? Isn't leadership "walking the talk" and employee engagement already on your agenda? In fact, could it be that safety actually presents you with the opportunity to show real tangible examples of good

leadership and commitment? Remember, your leaders want to have good safety results, who doesn't? You will have to earn technical credibility, but aren't you already the person leaders look to for coaching on how to be a better leader, improve commitment and engagement? And if you aren't, shouldn't you be?

Rick Williams, Vice President Human Resources, Printpack, Inc., Atlanta, Georgia

Rick Williams joined Printpack as the VP of HR in November of 2007. He is responsible for providing the strategic people direction for the organization along with safety and environmental oversight.

Prior to joining Printpack Rick spent 9 years with Alcoa serving as Director of Talent Management, Global Safety Director, and Director of HR for Alcoa Primary Metals. Rick also spent 22 years with Alumax in various line and staff positions including production supervisor, safety manager, HR manager, and VP of HR for Alumax Primary Metals. In these roles, he supported business turn-arounds, greenfield startups, acquisitions, and international due-diligence. In the roles with Alcoa Primary Metals and Alumax Primary Metals Rick was also responsible for safety.

Strengthening the Link Between HR & Safety: Impacting your Organization

Written by Steve Davis

To all Human Resources Managers, Safety Professionals and Risk Managers: How would you like to be recognized for financially impacting your organization's bottom line?

In any company, there are usually multiple groups charged with managing and protecting the most important assets a business possesses - its people. Many times, these groups do not work efficiently together. These groups, Human Resources and Safety and Risk Management, each work diligently toward the success of their own function - often without coordination or communication between them. The end result being that each function's success may suffer. You might ask, "Why is this coordination necessary?"

It is a recognized fact that selecting and hiring a properly qualified workforce is one of the keys to HR success. However, in order to properly perform this function, safety elements of the job function must be considered. First, we have to form proper job descriptions that reflect the essential functions of the job and include the necessary safety qualification requirements. Safety related elements can include: functional capacity, ability to wear respiratory protection if required, ability and qualifications to operate specialized equipment, and the ability and qualifications to operate DOT qualified fleet units.

Once a qualified workforce has been properly selected, HR and safety must work together to properly administer any substance abuse testing requirements and manage the results. Ask yourself if you have a properly worded employee handbook including the necessary HR, safety and risk management elements. Risk Management is responsible for managing the insurance functions that protect an organization from managerial malpractice (Employment Practices Liability Insurance). If your organization does not ensure coordination between each of these important parties, legal actions can result resulting in major financial impact to your organization.

Next, HR and Safety must work collaboratively to properly train the workforce. It is common for HR to manage the training function and maintain the training records for an organization. OSHA occasionally requires specific training that must be completed prior to performing work, in addition to ongoing training. HR and Safety **must** work concurrently to ensure that the required safety training is performed. Failure to coordinate and perform this training exposes the organization to legal regulatory actions and fines.

With the Obama administration's focus on regulatory compliance, the possibility for your organization to be involved in an enforcement action is higher than ever. In the unfortunate circumstance of an enforcement action, human resources and safety must work together to manage the process. Remember, the process will involve the inspection process, citations letters, contest procedures, and citation abatement activities.

All organizations should also be aware that regulatory agencies are communicating with each other. It is not uncommon that an OSHA enforcement action can result in referrals exposing your organization to the EPA and INS for further enforcement actions. Failure to coordinate properly can expose your organization to significant fines. However, teamwork and planning can manage and avoid significant enforcement fines, thereby adding the financial success of your organization. Proper management of regulatory compliance requirements involves both HR and safety.

What happens if a member of your workforce is injured, requiring medical treatment, loss time, workers compensation medical and indemnity payments, and modified work? Proper management of these cases requires close coordination between HR and safety. Initial accident investigations and root cause analysis actions are typically performed by safety. However, the management of the workers compensation case is usually the function of HR. As the case progresses, joint efforts can result in significant savings to the company's accident costs. When management recognizes that the true cost of an accident is four to six times the direct costs, it becomes apparent that excellent coordination can positively impact not only the bottom line of the company, but also the company's ability to bid work in the construction arena.

As you can see, if HR, safety and risk management work together as a team, the organizational, regulatory and financial impact to your company can be significant. This financial impact can easily reach hundreds of thousands, if not millions of dollars of savings to your organizations Teams working collaboratively to determine a quantifiable financial impact can then communicate results to senior management. They may find themselves presenting their results to the board of directors in the form of how your coordinated actions affected gross profit, net profit and even pennies per share.

Watch for more information in the future on the Benefits of Strengthening the Link Between HR & Safety and Risk Management.

New Outreach Training Requirements and Trainer Webinar

Documents outlining and explaining the changes are **available for download below**. The requirements are also detailed on the OSHA website here.

In order to fully address the changes made to the Outreach Training Requirements, Georgia Tech's OTI Education Center will host a webinar for Trainers on April 28, 2011 at noon. We welcome questions during the webinar. If you have any specific questions, please email them directly to myrtle.turner@gtri.gatech.edu before the webinar.

To participate, please see the instructions listed below.

April 28th
FREE Webinar
Webinar Outreach Training Requirements Update
Hosted by Myrtle Turner, Director, OSHA Training Institute
Education Center at Georgia Tech
Thursday, April 28, 2011 from 12 – 1 p.m. (EST)
Sign Up

No advanced sign-up necessary. If you are interested in participating, please login following these steps on the day of the webinar:

1. Go to http://gatech.wimba.com/
2. Click on Participant Login
3. Enter Name, Click Enter
4. Click Run Wizard
5. Click Start and go through the Wizard as it checks for Popup Windows, Java, Text Chat, Signed Applet, Playback and Recording
6. Click Launch
7. Select GTRI
8. You should now be in the GTRI Wimba Classroom

If this is your first time logging into Wimba, please perform a practice run to ensure compatibility. If you have issues logging in, email myrtle.turner@gtri.gatech.edu.

If you have any questions about the changes after reviewing the information attached, please email Myrtle Turner. Due to the anticipated volume of correspondence, please allow a couple of days for a response. **Please note that all of these changes will take effect on July 1, 2011.**

Thank you for your compliance!

**> Outreach Training
Program Changes**

**> New Outreach Training
Requirements**

Certificate Details: Learn more about the Safety and Health Certificates

Georgia Tech OSHA certificates emphasize practical safety skills—ones that help you keep your company safe. Build the technical expertise you need to quickly adapt and effectively work in an ever–changing field. Learn more about each certificate:

- Industrial Safety and Health Certificate
- Construction Safety and Health Certificate
- Safety and Health Program Management Certificate
- Hazardous Materials Management Certificate
- ADVANCED Industrial Safety and Health Certificate

- ADVANCED Construction Safety and Health Certificate
- PREMIER Occupational Safety and Health Certificate

Certificate Recipients: Georgia Tech Research Institute's OSHA Program Certificate Recipients

Congratulations to the following OSHA certificate recipients from November 2010 through March 2011

Industrial Safety and Health Certificate

Michael Amos
David Beckum
Ontorio Brown
Larry Clements
Charles B. Coleman
David A. Finger
Karen Gardner
Cheryl L. Garretson
Michael D. Jackson
Jesse C. King
Holly L. Massey

Dwayne A. Powell
Michael Robinson
Lee (Samuel) Russell
Samuel Sims
Bonnie R. Smith
Ruth Taylor
Dr. Tarla T. Toomer
Peter Tyson
Maria Vasquez
Susan L. Vest
Rebecca Wainwright

Construction Safety and Health Certificate

Craig Allen
Paul Brewster
Mark Collins
Jason E. Farris
Brian Fuller
Aldrich A. Graham
Kevin Greeson
Steve Hampton

Sergio Hernandez
Kirk Holbrook
Donald R. Holmes
Kelley Kiernan
Zachary Pelfrey
Michael Robinson
Steven Sawyer
Joshua White
Michael Williamson

Safety and Health Program Management Certificate

Debbie Coalwell
Monica D. Franklin
William Weisner

Course Information: Upcoming Courses

OTI 2015: Hazardous Materials
Aug. 15-19, 2011 (Atlanta, Ga.)

OTI 2045: Machinery and Machine Guarding Standards
Aug. 15-19, 2011 (Atlanta, Ga.)

OTI 2250: Principles of Ergonomics Applied to Work-Related Musculoskeletal and Nerve Disorders
Aug. 1-4, 2011 (Atlanta, Ga.)

OTI 2264: Permit-Required Confined Space Entry
June 14-17, 2011 (Atlanta, Ga.)
Aug. 29-Sept. 16, 2011 (Online)

OTI 3010: Excavation, Trenching, and Soil Mechanics
July 19-22, 2011 (Atlanta, Ga.)

OTI 500: Trainer Course in Occupational Safety and Health Standards for the Construction Industry (*OSHA now requires those interested in attending the OTI 500 course to submit their resume, proof of attendance in the OTI 510 course, and a completed prerequisite verification form for approval before they will be authorized to register.*)
May 2-6, 2011 (Atlanta, Ga.)
June 6-10, 2011 (Nashville, Tenn.)
July 11-15, 2011 (Destin, Fla.)
July 11-15, 2011 (Ft. Lauderdale, Fla.)
Aug. 8-12, 2011 (Atlanta, Ga.)
Sept. 12-16, 2011 (Jacksonville, Fla.)

OTI 501: Trainer Course in Occupational Safety and Health Standards for General Industry (*OSHA now requires those interested in attending the OTI 501 course to submit their resume, proof of attendance in the OTI 511 course, and a completed prerequisite verification form for approval before they will be authorized to register.*)
May 2-6, 2011 (Atlanta, Ga.)
June 6-10, 2011 (Nashville, Tenn.)
July 11-15, 2011 (Destin, Fla.)
Aug. 8-12, 2011 (Atlanta, Ga.)
Sept. 12-16, 2011 (Jacksonville, Fla.)

OTI 502: Update for Construction Industry Outreach Trainers
May 3-5, 2011 (Ft. Lauderdale, Fla.)
July 5-7, 2011 (Atlanta, Ga.)

OTI 503: Update for General Industry Outreach Trainers
July 5-7, 2011 (Atlanta, Ga.)

OTI 510: Occupational Safety and Health Standards for the Construction Industry
May 23-27, 2011 (Atlanta, Ga.)
June 20-24, 2011 (Ft. Lauderdale, Fla.)
June 20-24, 2011 (Birmingham, Ala.)
July 25-29, 2011 (Conway, S.C.)
Aug. 1-5, 2011 (Atlanta, Ga.)

OTI 511: Occupational Safety and Health Standards for General Industry
May 23-27, 2011 (Atlanta, Ga.)
June 20-24, 2011 (Birmingham, Ala.)
July 25-29, 2011 (Conway, S.C.)
Aug. 1-5, 2011 (Atlanta, Ga.)

OTI 521: OSHA Guide to Industrial Hygiene
July 25-29, 2011 (Atlanta, Ga.)

OTI 5600: Disaster Site Worker Train-the-Trainer
May 9-13, 2011 (Atlanta, Ga.)

OTI 5602: Update for Disaster Site Worker Outreach Trainers
June 3, 2011 (Smyrna, Ga.)

OTI 7500: Introduction to Safety and Health Program Management
May 9, 2011 (Atlanta, Ga.)
June 27-July 15, 2011 (Online)

OTI 7505: Introduction to Accident Investigation
May 2-20, 2011 (Online)
June 13, 2011 (Atlanta, Ga.)
Aug. 1-19, 2011 (Online)
Sept. 19, 2011 (Atlanta, Ga.)

OTI 7845: OSHA Recordkeeping Rule Course
May 6, 2011 (Atlanta, Ga.)
Aug. 12, 2011 (Atlanta, Ga.)

EST 7000: Scaffolding Safety
July 18, 2011 (Atlanta, Ga.)
Aug. 1-19, 2011 (Online)

EST 7001: Advanced Safety Management: Principles & Programs
May 10-13, 2011 (Atlanta, Ga.)

EST 7003: Instructional Technology for Occupational Safety and Health Professionals
June 13-17, 2011 (Atlanta, Ga.)

EST 7004: CSHM (Certified Safety & Health Manager) Review Course
Aug. 22-26, 2011 (Atlanta, Ga.)

EST 7007: Construction Health and Safety Technician (CHST) Certification Exam Study Course
July 11-14, 2011 (Atlanta, Ga.)

EST 7010: Process Safety Management of Highly Hazardous & Explosive Chemicals
Jan. 24-28, 2011 (Atlanta, Ga.)
May 9-13, 2011 (Atlanta, Ga.)

EST 7011: Crane Standards
May 16, 2011 (Atlanta, Ga.)

HAZ 1000: 24-Hour Hazmat Technician-Level Emergency Response Course: Industrial Chemical Spill and Disaster Response
June 7-9, 2011 (Smyrna, Ga.)

HAZ 1002: 8-Hour Annual HAZWOPER Refresher
June 2, 2011 (Smyrna, Ga.)
Sept. 8, 2011 (Smyrna, Ga.)

HAZ 1006: Advanced Hazmat School
July 18-22, 2011 (Smyrna, Ga.)