



Indiana Labor *Insider*

2016 November - December



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February 2017
OSHA 300A Reminder

Indiana Labor Insider

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A Letter From Commissioner Rick J. Ruble

For many, 2016 was a busy yet rewarding year, and for the Indiana Department of Labor (IDOL), it certainly was just that. With the integrity and diligence of our staff, the IDOL remained focused on working towards its mission to advance the safety, health, and prosperity of Hoosiers in the workplace. As we prepare to say goodbye to another year, we are proud to present the final 2016 edition of *Indiana Labor Insider*.

In 2016, the IDOL participated in multiple awareness and prevention campaigns including Drive Now TXT L8R, Stand-down to Prevent Falls in construction, Workzone Awareness Week, and many others.

We are very excited about the upcoming Governor's Workplace Safety Awards, which will take place at the Indiana Safety and Health Conference and Expo in February. Additionally, we are accepting nominations for the new Everyday Safety Hero award, which recognizes

an individual who has championed workplace safety and health excellence. Applications are posted and available, and we encourage working Hoosiers to take the opportunity to be recognized for their "extra" efforts in workplace safety and health!

We hope you find the information in the winter edition of the *Insider* helpful and relevant to your personal and work life during the cold months ahead. Keep yourself warm and safe as you work towards an even better future, and rest assured we're here to help along the way. Have a wonderful rest of 2016, and we look forward to working with you in 2017!

To your health and wealth,

Commissioner

2015 Nonfatal Workplace Injuries & Illnesses Report and Analysis

Contributor:
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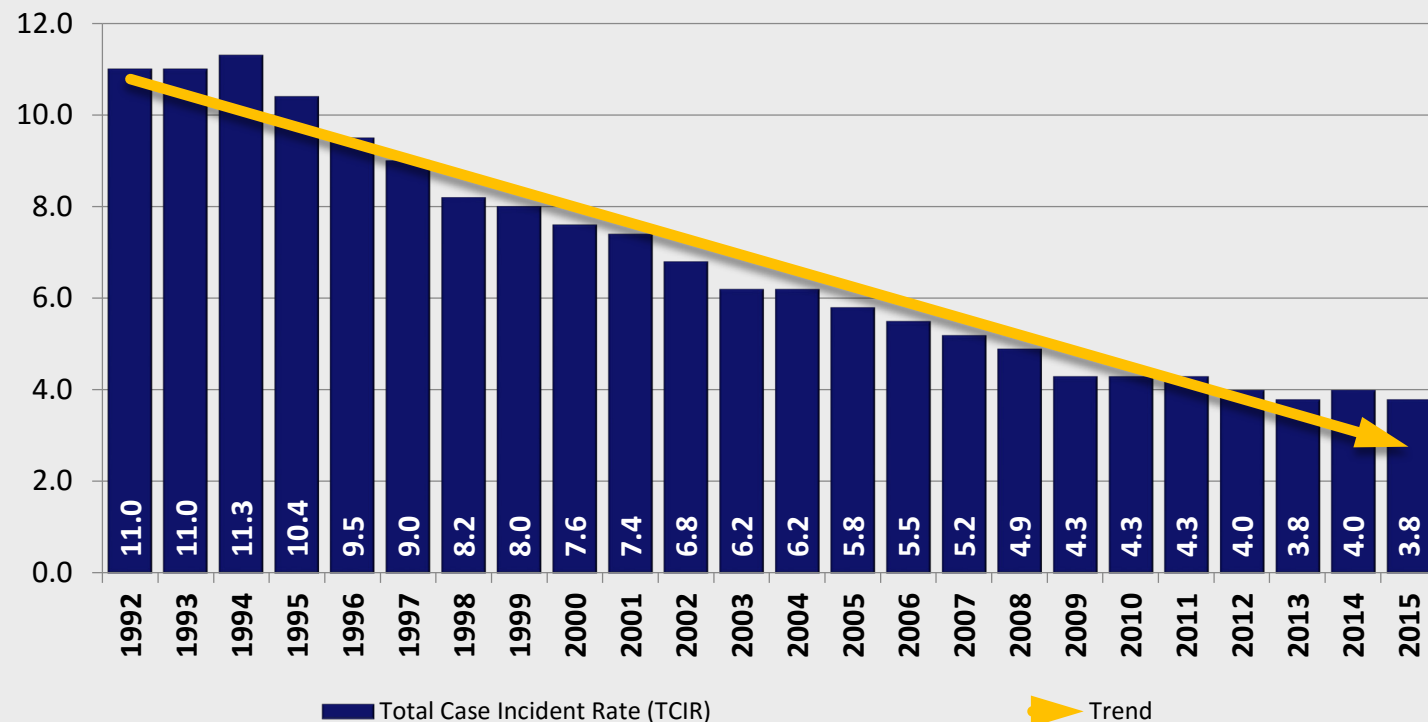
At 3.8 injuries or illnesses per 100 full-time workers, the 2015 nonfatal injury and illness rate for Indiana tied the record for the lowest number of injuries and illnesses recorded in Indiana history. This represents a 5% decrease from the 2014 rate of 4.0. At the inception of the **Survey of Occupational Injuries and Illnesses (SOII)** program in 1992, the overall nonfatal injury and illness rate was 11.0 injuries per 100 full-time workers. The rate reached a high of 11.3 in 1994 and has declined by 66.37% during the last 21 years.

The Bureau of Labor Statistics (BLS) estimates that 88,700 Hoosier workers experienced an Occupational Safety and Health Administration (OSHA) recordable injury or illness in 2015. This is a 4.93% decrease from the 2014 estimate of 93,300 injuries or illnesses.

Companies with 50 to 249 employees had the highest nonfatal injury and illness rate at 4.5, with companies of 250 to 999 employees following closely with a rate of 4.3. Half of all recordable injuries and illnesses in 2015 resulted in one or more days away from work or days with job transfer or restriction.

Numerous factors can affect the nonfatal injury and illness rate of a particular industry. Employers, employees, regulatory agencies, outreach programs, trade organizations, and labor unions can positively impact occupational safety and health through safety awareness programs, enforcement of occupational safety and health standards, training, and education. Economic factors such as the number of employees in a particular industry can also affect the rates, as can the sample size and the companies surveyed.

Nonfatal Occupational Injury and Illness Rate
(Per 100 Full-Time Workers)



A historically hazardous industry, **agriculture, forestry, fishing, and hunting** experienced the highest rate of injuries and illnesses in 2015 with 7.1 injuries or illnesses per 100 full-time workers. This represents a 29.09% increase from the 2014 rate of 5.5. While the use of large machines in sewing and harvesting crops may be perceived as responsible for these injuries, the sub-industry of animal production and aquaculture actually had the highest injury and illness rate in agriculture with 9.6 injuries or illnesses per 100 full-time workers.

The **arts, entertainment, and recreation** industry experienced the second-highest nonfatal injury and illness rate of 6.3 injuries or illnesses per 100 full-time workers in 2015. While this is only a nominal increase from 6.2 in 2014, many of the industries with higher rates from previous years saw sharp declines in their injury and illness rates.

The **utilities** industry experienced a sharp increase of 46.67% from the 2014 of 1.5 injuries and illnesses per 100 full-time workers to 2.2 in 2015. This equates to approximately 300 injuries and illnesses. Approximately 200 of these injuries and illnesses occurred in the electric power generation, transmission, and distribution sub-industry.

Although experiencing a 66.67% increase over the 2014 rate of 0.6 recordable injuries and illnesses per 100 full-time workers, the **finance and insurance** industry continues its historic trend of having the lowest injury and illness rate of any major industry sector with a rate of 1.0. The majority of the injuries were attributed to the credit intermediation and related activities sub-industry.

The biggest percent of decrease in the injury and illness rates per major industry came in the area of **real estate and rental and leasing**. With a decrease from 6.4 injuries per 100 full-time workers to 2.7, the Bureau of Labor Statistics estimates a decrease of nearly 1,000 injuries and illnesses between 2014 and 2015. Approximately half (500) of the recordable injuries in real estate and rental and leasing resulted in days with job transfer or restriction.

To see the full 2015 SOII report and analysis, please visit www.in.gov/dol/2341.htm.

2015 Injury and Illness Rates by Industry
(Per 100 Full-Time Workers)

Industry	2015	2014	2013	2012	2011
Agriculture, forestry, fishing and hunting	7.1	5.5	3.6	7.2	9.5
Arts, entertainment and recreation	6.3	6.2	4.4	5.2	4.9
Local government	5.8	6.7	6.0	5.9	5.3
Healthcare and social assistance	4.9	5.2	5.3	5.3	6.3
Manufacturing	4.7	4.9	4.8	5.3	5.2
Transportation and warehousing	4.6	4.4	3.9	4.5	4.6
Retail trade	4.0	3.7	3.4	3.6	3.7
Other services (except public administration)	3.6	3.0	2.7	3.6	3.9
Wholesale trade	3.2	3.2	2.9	4.0	3.6
Accommodation and food services	3.1	3.3	3.5	3.8	4.5
Construction	2.8	3.4	2.8	3.1	3.9
Real estate and rental and leasing	2.7	6.4	2.8	2.7	3.0
Mining	2.7	2.7	3.2	2.6	4.7
State government	2.6	3.0	2.7	2.9	3.2
Administrative and waste services	2.5	2.4	2.7	2.5	3.0
Educational services	2.4	2.0	2.2	1.8	2.0
Utilities	2.2	1.5	2.8	3.2	N/A
Information	1.6	1.2	1.8	1.6	1.3
Finance and insurance	1.0	0.6	0.9	0.8	0.7

Source: BLS Survey of Occupational Injuries and Illnesses 2011-2015
This data shows the estimated number of injuries per 100 full-time workers.

Industry and sub-industry definitions are online at www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012.

BEAT THE FREEZE

A Proactive Approach to Preventing Winter Hazards and Protecting Employees

With winter comes the potential for increased injuries or illnesses in the workplace, such as cold stress illnesses, like **hypothermia** and **frostbite**, and cold-related injuries from **over exertion** or **hazardous environments**. Under the Occupational Safety and Health Act (OSH Act), employers have a duty to provide their employees with a work environment free of recognized hazards likely to cause serious physical harm or death. Employers should prepare the work environment and their employees to protect and prevent employees from suffering from cold-related hazards.

Contributor:
Benjamin Ross
INSafe Construction
Safety Consultant

In order to prevent hazardous conditions the winter season brings, it's in the best interest of Hoosier employers to proactively take the following actions suggested by the Occupational Safety and Health Administration (OSHA):

1. Train Employees

Educating employees to recognize winter related hazards is essential for preventing cold-induced injuries and illnesses. At a minimum, cold weather training should include educating employees on cold stress. Common cold stress injuries include hypothermia, frostbite, and trench foot, all of which occur when the skin and internal body temperature falls dangerously low, potentially leading to tissue damage and death. OSHA's Cold Stress Guide, which is available online at www.osha.gov/SLTC/emergencypreparedness/guides/cold.html, provides detailed information for employers on when cold stress occurs, what constitutes cold stress, and which risk factors make cold stress more likely. Employers should train employees to recognize the signs of cold stress, which include uncontrollable shivering, slurred speech, fatigue, impaired motor skills, and confused behavior.

2. Provide Engineering Controls and Protective Gear

Employers, of course, cannot control the weather, however they can provide additional tools for employees to cope with hazardously cold temperatures. Engineering controls, such as radiant heaters, can reduce the risk of cold stress. Employers should equip their outdoor worksites with engineering controls to combat the cold temperatures and to provide a heat source for outdoor workers. Additionally, OSHA encourages employers to provide the necessary protective gear for outdoor winter work, such as gloves, hats, and heavy coats. If employers choose not to provide winter protective wear, they should encourage their employees to dress warmly and provide a written list of the types of clothing that may prevent exposure to the cold, wet, or windy conditions synonymous with the winter months.

3. Implement Safe Work Practices

In addition to education, employers should implement safe workplace practices to proactively prevent cold weather injuries and illnesses. Using forecasted weather conditions and temperatures, including wind-chill factor, employers can schedule outdoor work for the warmest time of a workday. Implementing additional short rest periods for employees is an appropriate way to avoid exhaustion and fatigue. These rest periods should be indoors or in warm areas when possible. Lastly, OSHA encourages employers to make warm beverages available, such as coffee and tea, in the breakrooms or on the jobsites for employees to increase their body temperature after performing work in cold conditions.

OSHA Regulations and Requirements

Most discussion about winter weather workplace safety won't be based on regulations as much as "best practice." However, there are regulations that directly correspond to snow and ice. According to OSHA regulations, employees are prohibited from working on scaffolds covered with snow, ice, or other slippery material except for removal of such elements as necessary.¹ Additionally, slippery conditions on stairways need to be completely cleared before workers can use them.² Ladders should never be used on slippery surfaces unless secured or provided with slip-resistant feet.³

¹1926.451(f)(8), ²1926.1052(a)(7), ³1926.1053(b)(7)

By implementing afore mentioned best practices and following the specific OSHA regulations, Hoosier employers can efficiently remove or lessen hazardous conditions for employees during the winter months and provide a safe working environment.

Compliance Assistance

Assistance is available by contacting the Indiana Department of Labor's workplace safety and health consultation division, **INSafe**. Employers interested in a free and confidential workplace safety and health consultation may initiate a request by submitting the form online at www.in.gov/dol/insafeconsultation. To learn more about INSafe, visit www.in.gov/dol/insafe, email insafe@dol.in.gov or call **(317) 232-2688**.

IT HAPPENED HERE:

Jasper County

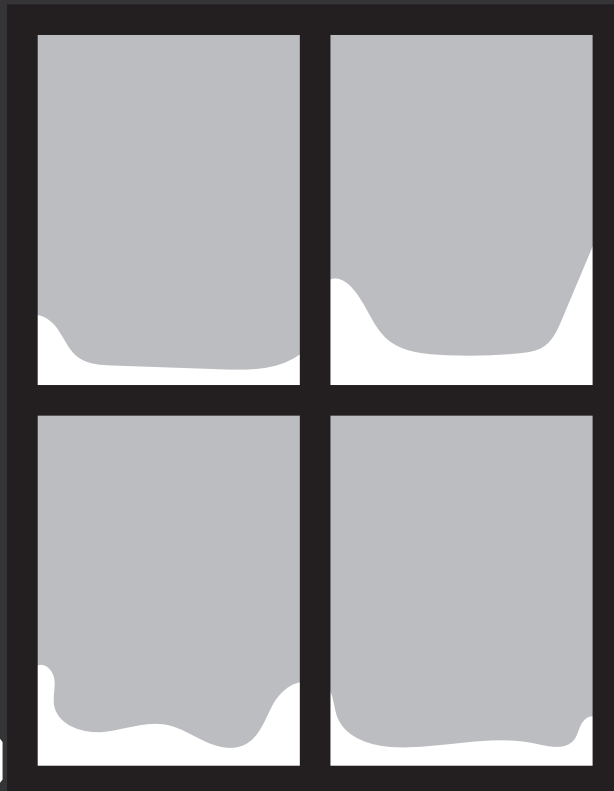
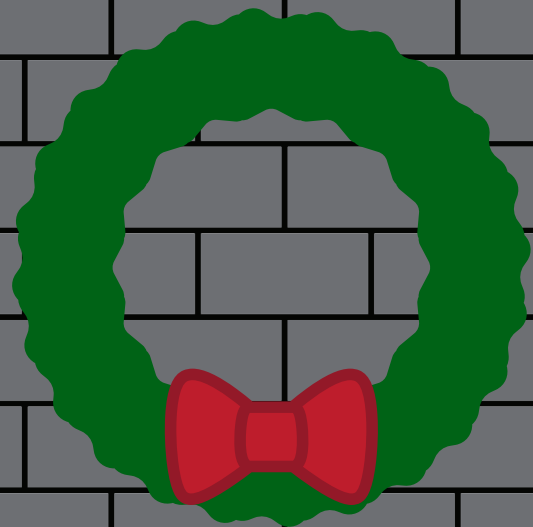
January 5, 2016 | During a weekend while workers were away, water had leaked inside a containment system at an energy distribution center in an enclosed conveyor, which was used for carrying coal to burners. Due to the cold temperatures, the water froze and iced-over the scaffolding system. The scaffolding company, responsible for ice removal, was called and red-tagged the structure to prohibit use until it was cleared of ice. The following day, an employee was moving from the scaffold ladder onto the scaffold platform. The worker slipped on the thick ice and fell off the structure, approximately 17 feet. He suffered broken heel injuries to both feet.

What We Can Learn

To prevent similar incidents from occurring in the future, employers and employees should

- Conduct a hazard and risk assessment. This assessment is to protect employees from hazards.
- Proactively maintain appropriate temperatures at a worksite that may affect not just employees, but also equipment, products, tools, and other assets dependent on temperature.
- For areas at risk of accumulating ice and/or snow, keep stores of sidewalk salt available to prevent ice build-up in areas where employees will need to access or pass through.
- Foster a culture of workplace safety and health where all employees are encouraged to participate in activities and report safety and health hazards as well as "near-miss" incidents.





SAFE HEATING AND **FIRE PREVENTION**

Contributor:
LeAnn Havener
INSafe Administrative Coordinator

'Tis the season when Hoosiers look for ways to keep themselves warm not just in the workplace, but also at home. There's no shortage of heating options, but some are safer than others, depending on the circumstances and resources available. It is very important to have a basic understanding of the types of heating, legal requirements, and appropriate placement for said heating technique. **Heating in residential homes is a leading cause of fires, most often occurring in winter months, and often leads to property damage, injury, and even death.** These hazards are avoidable with knowledge, proactive caution, and appropriate heating choices.



In Your Home

Furnaces

Furnaces should be inspected by a professional yearly to ensure they are working properly. Keep the manufacturer's manual for reference when needed, and do not add or remove parts unless approved by the manufacturer.

Smoke and Carbon Monoxide Detectors

Smoke detectors are required for residential homes and should be checked monthly with batteries changed twice a year. (A good rule-of-thumb is to change batteries with Daylight Savings each year.) In addition to smoke detectors, carbon monoxide detectors are recommended for homes and can follow the same guidelines.

Fireplaces or Wood Stoves

Fireplaces and wood stoves should be cleaned on a regular basis and have appropriate ventilation. Screens are highly recommended to prevent sparks from escaping a fireplace. Flammable items, such as decorations or clothing, should be kept at least three feet away from the fireplace. Some materials that should never be burned in a fireplace are paper, green wood, or pine branches. Finally, fireplaces should never be left unattended.

Fire Extinguishers

It's recommended to have fire extinguishers readily available in homes with fireplaces or additional heating systems. It is important to understand how to use the fire extinguisher in case of a fire emergency. To ensure it is ready if needed, be sure to check it monthly.

In Your Vehicle

Do not turn on and heat vehicles in enclosed spaces, such as garages. This causes a build-up of carbon monoxide and is very dangerous. (This has reportedly been a common concern by local law enforcement.) Knowing the symptoms of carbon monoxide poisoning, such as dizziness, weakness, vomiting, chest pain, etc., is essential in related circumstances.

What is the Best Option For You?

For residential heating concerns or questions, a **local fire department** is an excellent resource for understanding the best option to stay warm in whatever circumstances apply. In the workplace, communication with your employer is key to know what is and isn't permitted, as far as heating options. If you have additional questions or concerns, you may contact **INSafe**, the Indiana Department of Labor's consultation division which offers on-site or over-the-phone assistance at no cost. Please feel free to reach INSafe via email at insafe@dol.in.gov or by phone at (317) 232-2688, or visit www.in.gov/dol/insafe.htm.

In Your Workplace

Space Heaters

Employers should have written policies regarding use of space heaters in the workplace, but you can verify with your employer if portable space heaters are permitted. The space heater must be certified by an independent testing laboratory, in good working order, and with no damage to the cord. Space heaters must not be used under desks, counters, worktables, or anyplace they can be easily knocked over. Space heaters should also be kept out of walkways and away from areas with water. Space heaters should always be turned off and unplugged at the end of a work day. Additional information about space heater safety is available at <http://bit.ly/1mqAzHv>.

Open Burning

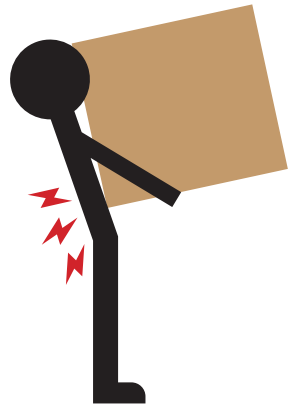
Before any open burning is initiated, consider that many types of open burning are illegal or have limitations. When using open flame outdoors to radiate heat, there should be a designated location, like a fire pit, for the open flame. It's important to only burn appropriate materials, not construction materials or waste, as many materials can cause toxic smoke when burned. The Indiana Department of Environmental Management offers additional information in a brochure available at <http://bit.ly/2gW37tU>.

Other Heating Options

It is not recommended to use a kerosene heater and may not be approved for your area as they're not permitted in all municipalities. When using a kerosene heater, it is vital to not use gasoline – as it may cause an explosion. It's important to check with your employer prior to using a kerosene heater. Generators should never be used indoors due to the threat of carbon monoxide build-up. Heating pads and electric blankets are excellent options for individuals without installed heating options but should be checked for any damage prior to use. It's highly dangerous to use "creative" heating methods, and all heating options must be approved by your employer prior to use.

The **DON'T**s and **DO**s of SAFE LIFTING

DON'T



DON'T try to handle bulky loads alone, leaning the weight against your torso
DO utilize more than one worker to lift and move bulky loads

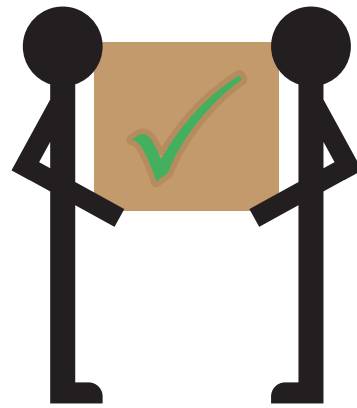


DON'T lift with your back, curving your body to grab and lift loads from the ground
DO lift with leg muscles, keeping your back straight while bending knees



DON'T haul heavy, hazardous loads that require an intense amount of strength
DO use equipment such as dollies, hand trucks, and forklifts to safely lift heavy loads

DO



2017 GOVERNOR'S WORKPLACE SAFETY AWARDS!

THE ANNUAL GOVERNOR'S WORKPLACE SAFETY AWARDS WILL BE PRESENTED DURING THE INDIANA SAFETY AND HEALTH CONFERENCE AND EXPO, WHICH TAKES PLACE AT THE INDIANA CONVENTION CENTER. THE CONFERENCE BEGINS FEBRUARY 28 AND CONCLUDES MARCH 2.

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Feb. 28-March 2, 2017
 Indiana Convention Center, Indianapolis

www.INSafetyConf.com

Why does Indiana regulate hours, breaks, and work for **TEEN EMPLOYEES?**

Contributor: **Mike Gordon**, Child Labor Inspector

It's not uncommon for Hoosier employers, teens, parents, and school administrators to struggle to understand Indiana's child labor laws and requirements. These laws were put into place several years ago to help safeguard the minor's education while providing an opportunity to gain the experience and skills Hoosier workplaces offer. A goal of the Indiana Department of Labor's **Child Labor division** is to help everyone better understand the rules and requirements for employing minors by providing guides, checklists, and training.

The following scenario has been my experience as a Child Labor Inspector:

A Hoosier business hires a teen. The employee is oriented to the new work environment and excited to start earning a paycheck. The teen enjoys learning how to best perform his or her tasks and accomplish day-to-day goals. After a week or two of "getting his or her feet wet," the new worker finally receives his or her first paycheck. The wheels begin to turn, and the teen begins thinking, "If I work more, I get paid more. How can I get more hours?" The teen approaches his or her manager and begins asking questions including, "Can I work late?", "Can I work more hours?", "Can I come in early?", "Can I cover someone else's shift?", "Can I work more days?" Managers appreciate having an employee with more availability, as it makes scheduling easier. These managers give more hours to the teen, allow longer hours, and perhaps permit later schedules. Before too long, the teen's work hours have been stretched and expanded into the teen's homework time, basketball practice, or appropriate sleeping habits, and lead to less focus on education responsibilities.

Far too often, teenagers neglect their high school education to allow themselves time to earn money at work. The importance of their education falls to a lower priority.

Indiana Child Labor laws are intended to protect a minor's high school education. These laws empower schools. If a student wants to enter the workforce, he or she must get an Intent to Employ Form from the desired or hiring employer, which must go to the work permit issuing officer at the school. The process is then in motion.

The school pulls attendance records and grades for the student. This empowers the school to decide for the sake of the student's education if he or she qualifies to enter the workforce or if the teen must focus on necessary improvement. Not only can the school deny a work permit, but the school can also revoke a work permit.

Teen worker hour restrictions are dependent on school regulations and are based upon school's attendance requirements. This also includes how late a teen can work on a school night, work during school hours, etc.

Indiana Child Labor laws are meant to protect young Hoosier students while they complete their high school education, while providing regulations for safety and health in the workplace. The **Indiana Bureau of Child Labor** continues to pursue improvement for all Hoosier businesses with teen employees, while educating owners and management to benefit the working environment. The division is committed to helping Hoosier businesses thrive without sacrificing the education of the future leaders of our country.

KENNY'S GRILL
Gina
New Hire

Frequently Asked Questions **Teen Hires: Getting Started at Your New Job**

Contributor: **Janet Benedict**, Child Labor Inspector

Q. I'm sixteen, and my favorite restaurant has offered me a job! What do I do next?

A. Congratulations! Before you can clock in for your first shift, you and your employer need to complete a few steps.

1. Your employer must fill out an **Intent to Employ/A1 form**, and you and your parent (or guardian) need to complete it. Your boss will need to fill out the business name and address, as well as what hours you will be working. From there, you and your parent (or guardian) will sign it.
2. You will have to take the Intent to Employ form to your school to get a **work permit** from the issuing office—this is typically a guidance counsellor or someone who works in your school office.
3. Once you've gotten your work permit, make sure there's an **embossment or seal in the upper right-hand corner** (check the box that says "VOID WITHOUT PROPER VALIDATION"). Give this to your manager or supervisor to keep in your employee file.
4. If you're sixteen or seventeen, your parent (or guardian) can fill out a **Parental Permission form** to work later in the evening or more hours during the week. Make sure they initial, sign, and date the form—we cannot accept any check marks or X's on this form.

Q. I get out of class at noon. Can I work then?

A. If you have an early release time from school, then with written school permission, you may work during "normal school hours." This can be as simple as a letter from your guidance counsellor stating your release time. This should be on school letterhead and must be kept in your employee file.

Q. My parents homeschool me. Do I still need a work permit?

A. If you're homeschooled, you will still need a work permit. Your employer will still fill out the Intent to Employ form. Once you and your parents have signed it, you will have to take it to an accredited school in your district (Generally, this would be your district's school.) If your parents are okay with your working during school hours, then make sure they write a letter stating that for your employer to keep on file.

Q. How do I get in touch with you if I have more questions?

A. You're always welcome to contact the Indiana Bureau of Child Labor with your inquiry. You may contact the division by email at childlabor@dol.in.gov or by phone at **(317) 232-2655**.

Contact the Indiana Bureau of Child Labor for information about training, hour restrictions, work permits, and much more. The department may be reached by calling the Indiana Department of Labor at **(317) 232-2655** or going to www.in.gov.

February 2017

OSHA
300A

REMEMBER TO POST LAST
YEAR'S OSHA LOGS FROM
FEBRUARY 1ST TO APRIL 30TH!

Got recordkeeping questions? Contact INSafe today!
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We're your partner in workplace safety and health.

The ***Indiana Labor Insider*** is a free, electronic newsletter of the Indiana Department of Labor's onsite workplace safety and health consultation division, INSafe.

Learn more about INSafe online at www.in.gov/dol/insafe.htm or email INSafe with questions, suggestions or comments at insafe@dol.in.gov.

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