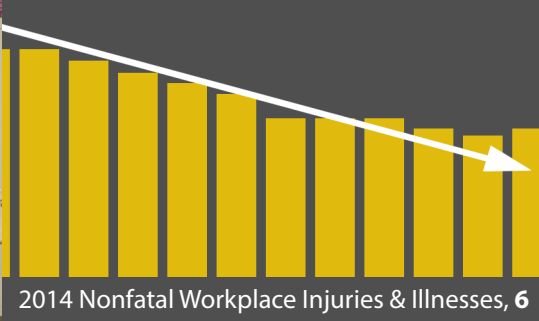


Indiana Labor *Insider*

2015 October - December



Public Service: Meeting Pack 264, **14**



2014 Nonfatal Workplace Injuries & Illnesses, **6**



Portable Space Heaters, **12**

3 A letter from
Commissioner Rick Ruble

4 2016 Governor's
Workplace Safety Awards

6 2014 Nonfatal Workplace Injuries
and Illnesses Report and Analysis

8 Winter Weather Driving

10 Safety Alert:
Cutting and Welding Worksite Containers

12 Portable Space Heaters

14 Public Service:
Meeting Pack 264

16 Ask Our Expert:
Recordkeeping

Indiana Labor Insider

MICHAEL R. PENCE
Governor

RICK J. RUBLE
Commissioner of Labor

EDITORS:
MICHELLE L. ELLISON
Assistant Commissioner and
Marketing Manager

KIRSTIN GENT
Marketing and
Communications Assistant

CONTRIBUTORS:
JOHN GRIMES
IOSHA Construction Safety
Supervisor

TONY KURITZ
INSafe Health Consultant

BRYAN THAIS
INSafe Safety Consultant

SHARED PUBLIC INFORMATION:
UNITED STATES DEPT. OF LABOR
www.dol.gov

INDIANA STATE POLICE
in.gov/ISP





A letter from Commissioner Rick Ruble

Another great year for the Indiana Department of Labor has come and gone, and we look forward to accomplishing great things for Hoosiers in 2016.

We're proud to present the last 2015 edition of *INdiana Labor Insider*.

In November, we released the **2014 Nonfatal Workplace Injuries and Illnesses Report and Analysis** to the public. The overall nonfatal workplace and illness injury rate was the second lowest on record for the state of Indiana.

The annual **Governor's Workplace Safety Awards** are approaching quickly, and we look forward to receiving submissions from our hardworking companies across the state. We'll be recognizing the 2016 recipients of the awards in March at the Indiana Safety and Health Conference and Expo. Applications are posted, so employers need to act now.

Early in the new year, our team will release the annual *IN Review* publication, which will include workplace safety and health trends and statistics for 2014, as well as helpful guides and stories about Hoosier workers and the obstacles they face each day. We encourage readers to watch for its release in March.

Working for the department is a very rewarding and fulfilling career choice. Our team also will be looking for more hard-working individuals to join our staff in the near future. More details are available on page 5.

As we head into 2016, aiming high and making great strides, we want to wish all Hoosiers a safe and happy holiday and a great New Year.

To your health and wealth,

Commissioner

2016 Governor's Workplace Safety Awards

The annual **Governor's Workplace Safety Awards (GWSA)** provide recognition for companies based on best practices for eliminating workplace injuries and illnesses. The awards salute those who have made safety and health a top priority.

The Indiana Department of Labor is honored to invite Hoosier organizations to submit an application to be considered for the 2016 Governor's Workplace Safety Awards.

Download the application, and learn more about Award Categories, Past Recipients, and Frequently Asked Questions by going online to the new GWSA website: www.in.gov/dol/2934.htm.

All applications are due on or before February 1, 2016.

THE GOVERNOR'S WORKPLACE SAFETY AWARDS are a result of a partnership among the Indiana Department of Labor, on behalf of **Governor Michael R. Pence**, the **Indiana Chamber of Commerce** and the **Central Indiana Chapter of the American Society of Safety Engineers**.



**New category:
Rising Star**

**2016 INDIANA SAFETY
AND HEALTH
CONFERENCE & EXPO**

March 21-23, 2016 | Indiana Convention Center, Indianapolis

**BE A
CHAMPION
OF SAFETY**

www.insafetyconf.com



Working for the **Indiana Department of Labor** is a rewarding and fulfilling career choice. Our staff works throughout the state, and experience the satisfaction of helping Hoosier employers and employees.

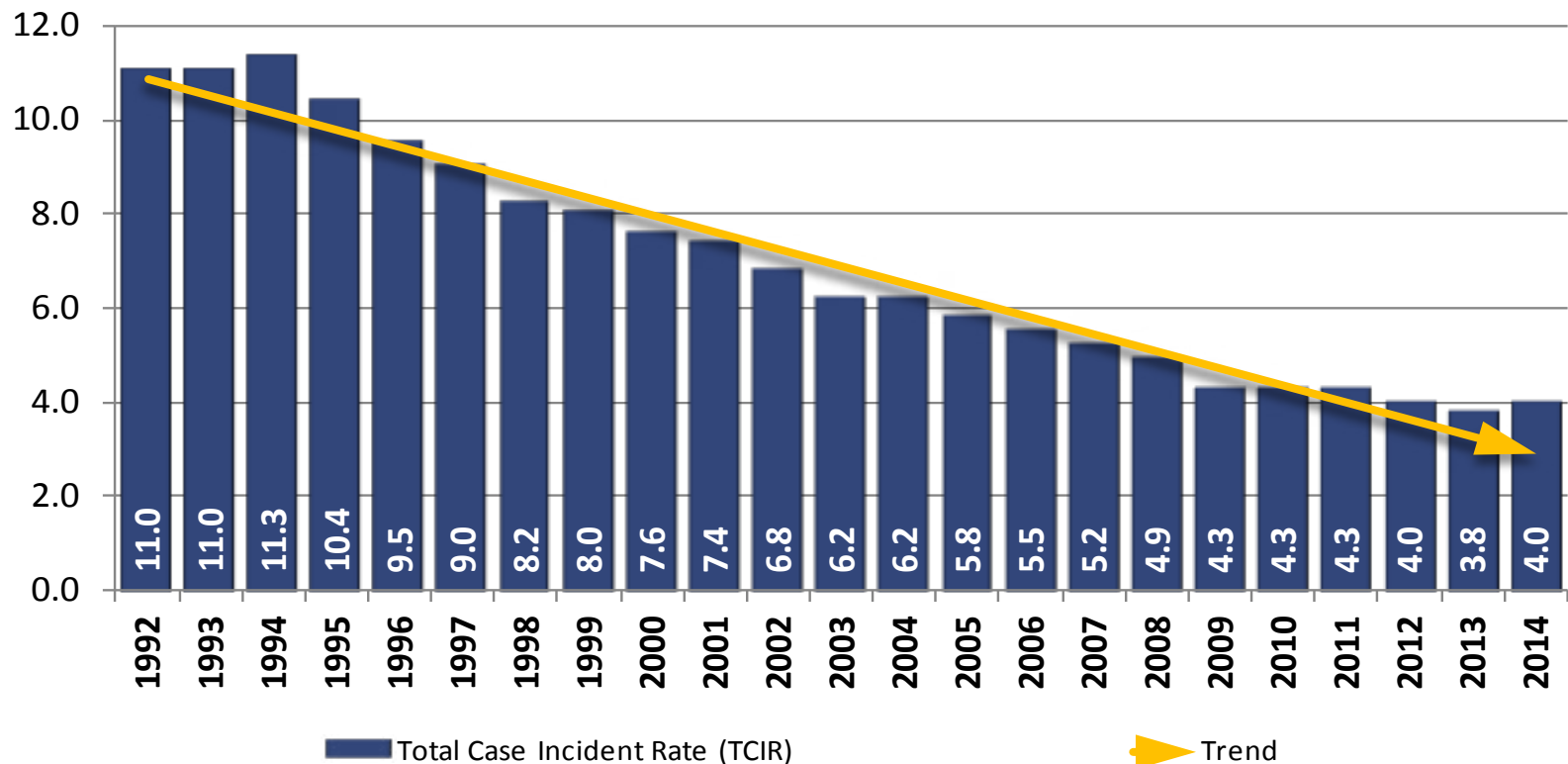
Join us in advancing the safety, health and prosperity of Hoosiers in the workplace.

**Click here to check
for job opportunities!**

2014 Nonfatal Injuries & Illnesses Report and Analysis

The 2014 nonfatal injury and illness rate for Indiana rose to 4.0 injuries or illnesses per 100 full-time workers. This represents a 5.26% increase from the record-low rate of 3.8 in 2013. At the inception of the Bureau of Labor Statistics (BLS) Survey of Occupational Injuries and Illnesses (SOII) program in 1992, the overall nonfatal injury and illness rate was 11 injuries per 100 full-time workers. The rate reached a high of 11.3 in 1994 and has declined by 64.60% during the last 20 years.

Overall Nonfatal Occupational Injury and Illness Rate



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

The Indiana Department of Labor's Quality, Metrics and Statistics (QMS) division collects and codes this data on behalf of the BLS. In order to ensure a representative sample size, BLS requires that 85% of the surveys be returned within the timeframes established for the SOII. This is known as the response rate. The response rate for 2014 was 96.13%—the highest on record since 2007.

The report contains text, charts and tables showing the nonfatal injury and illness rates for multiple industries statewide. In an effort to maintain respondent confidentiality, information that could identify an injured worker or his or her employer, such as location information by county or city, is not available. For more information regarding state and national nonfatal occupational injury and illness rates, visit www.bls.gov/iif/oshstate.htm.

Indiana Nonfatal Workplace Injury and Illness Rates by Industry

Industry	2014	2013	2012	2011
Local government	6.7	6.0	5.9	5.3
Real estate and rental and leasing	6.4	2.8	2.7	3.0
Arts, entertainment and recreation	6.2	4.4	5.2	4.9
Agriculture, forestry, fishing and hunting*	5.5	3.6	7.2	9.5
Healthcare and social assistance	5.2	5.3	5.3	6.3
Manufacturing	4.9	4.8	5.3	5.2
Transportation and warehousing	4.4	3.9	4.5	4.6
Retail trade	3.7	3.4	3.6	3.7
Construction	3.4	2.8	3.1	3.9
Accommodation and food services	3.3	3.5	3.8	4.5
Wholesale trade	3.2	2.9	4.0	3.6
State government	3.0	2.7	2.9	3.2
Other services (except public administration)	3.0	2.7	3.6	3.9
Mining	2.7	3.2	2.6	4.7
Administrative and waste services*	2.4	2.7	2.5	3.0
Educational services	2.0	2.2	1.8	2.0
Utilities	1.5	2.8	3.2	N/A
Information	1.2	1.8	1.6	1.3
Finance and insurance	.6	0.9	0.8	0.7
Overall Rate	4.0	3.8	4.0	4.3

Source: BLS Census of Fatal Occupational Injuries 2011-2014
This data shows the estimated number of injuries per 100 full-time workers.

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

From the data collected in the 2014 SOII, BLS estimates that 93,300 Hoosier workers experienced an OSHA recordable injury or illness in 2014. Recordable events include work-related injuries and illnesses that require medical treatment beyond first aid or that result in loss of consciousness, days away from work, job restriction or transfer to another job.

Local government experienced the highest nonfatal injury and illness rate in 2014 (6.7)—an increase of .7 from 6.0 in 2013. Occupations in this industry include police officers; fire fighters; utility workers; educators; healthcare workers; correctional officers; parole officers; judges; and administrative staff at the city, town, municipality and county levels.

The rate for the **real estate and rental and leasing industry** increased by 128.57% from 2.8 non-fatal injuries per 100 full-time workers in 2013 to 6.4 in 2014. 21.88% of these injuries and illnesses resulted in days away from work, job transfer or restriction.

The **arts, entertainment and recreation and agriculture, forestry, fishing and hunting industries** also experienced large increases in the number of non-fatal injuries and illnesses.

Dropping from 2.8 in 2013 to 1.5 in 2014 (46.43%), the Hoosier **utilities industry** experienced the largest decrease in its injury and illness rate. The rates for mining, administrative and waste services, educational services, information and finance and insurance also decreased in 2014.

The **mining industry** also saw a 15.63% decrease in the nonfatal injury and illness rate—from a rate of 3.2 in 2013 to 2.7 in 2014. Two-thirds of the injuries in mining resulted in days away from work, job transfer or job restriction.

The rate for **manufacturing** remained nearly unchanged from 2013 at 4.9. The rate for healthcare and social assistance also remained stable—falling .1 from 5.3 in 2013 to 5.2 in 2014.



Winter Weather Driving

For more winter weather driving safety information,
go to www.in.gov/ISP/3253.htm.

BEFORE YOU GET GOING

- Clear all windows of ice and snow (Don't forget to clean wiper blades)
- Check tire air pressure
- Ensure you have plenty of gas
- Check forecasts and INDOT traffic maps (Based on your route)
- Plan extra time and alternative routes if necessary
- Check your **winter survival kit**

WHILE YOU'RE DRIVING

- Keep careful watch and anticipate maneuvers of other drivers
- Remember: If you're transporting a heavy load or equipment in the back of your vehicle, the weight will alter handling over ice and snow.
- Apply gentle pressure when braking over ice, just firm enough to be effective without causing brakes to lockup
- Should you skid, release brakes and gently steer in the direction of the skid
- Don't underestimate melted snow; Pavement is twice as slippery at 32 degrees as it is at zero.

IF YOU'RE STRANDED

- If there has been an accident, call 911 immediately
- Otherwise, make calls to ensure that the appropriate help is coming and that someone knows where you are
- Stay inside the vehicle; Keep it running and warm
- Tie a brightly colored cloth to your antenna
- Roll down a window an inch
- Make sure the exhaust pipe is clear of any blockage to prevent carbon monoxide poisoning

YOUR WINTER SURVIVAL KIT



Shovel

Blankets

Flashlight
and extra batteries

Newspapers
for insulation

First Aid Kit

Drinking Water

Jumper Cables

Sand or cat litter

Brightly-colored cloth

Non-perishable foods
like nuts, raisins, and candy bars

Car-adapt phone charger



SAFETYALERT **CUTTING AND WELDING WORKSITE CONTAINERS**



Workers should practice extra caution when handling containers (such as drums, barrels, tanks, etc.) on a worksite, especially where materials are being cut or dismantled for scrap purposes. A lot of the time, employees don't know what has been in the containers. Even if these containers seem empty, it's likely liquids or materials remain along the inside of it.

Even years after the containers have been emptied, drums can constitute an explosion or fire hazard if they once contained flammable materials.

An employee's best protection is a thorough understanding of how to approach containers at a job site before performing any work. A risk assessment should always be undertaken prior to grinding, cutting, or welding containers at a jobsite.

STANDARDS

The Occupational Safety and Health Administration (OSHA) has regulations in place that specify how workers should handle worksite containers.

According to 1910.252(a)(3), workers should not weld, cut, or perform other hot work on drums, barrels, tanks, or other containers until they've been cleaned thoroughly. Workers need to be absolutely certain that there aren't any flammable materials present or any substances (such as greases, tars, acids, or other materials) that can produce flammable or toxic vapors when exposed to heat. Any pipe lines or connections to the containers need to be disconnected or blanked.

Along with containers, all hollow spaces and cavities need to be vented so that air or gases can escape before any preheating, cutting, or welding activities take place.

WHY IT'S DANGEROUS

Cutting and dismantling tools create heat and sparks that can cause either immediate or delayed reactions. Cutting into a drum can allow the air to seep in slowly, gradually creating a flammable mix with the chemical inside. A worker may not realize the impending danger while they work, but over an elapsed time of several minutes, a mixture capable of igniting could be cooking inside. "Hot work" is a great risk when working around containers that have contained chemicals and liquids.



BEFORE YOU CUT

1. Never cut tops of containers (drums, barrels, tanks, etc.) that have contained flammable liquids or gases without a thorough assessment of hazards and associated risks involved.
2. Check for container labels describing any hazards.
3. If there's any doubt as to what the empty container used to carry, assume that its contents were flammable and/or volatile and treat it as such.
4. Remove all possible sources of ignition from the area (flames, mechanical sparks, electrical sparks, etc.).
5. Remove all caps and stoppers from the container.
6. Wear your appropriate personal protective equipment (PPE).
7. Properly and completely purge the container or be sure the container has been purged.



PURGING CONTAINERS

There are a few recommended methods to clear containers of any remnants of previously held materials that may cause dangers to workers. Purging is absolutely necessary before cutting, grinding or reusing containers at a worksite.

- Fill the container completely with water. (Remember – Water may not remove all residues and solids.)
- Fill the container with an inert gas, such as nitrogen.
- Purge the container using steam.

IT HAPPENED HERE:

Elkhart County

December 31, 2014 | A worker had been using a torch to cut up parts of a trailer for scrap materials on the morning of New Years' Eve, in Elkhart County. He then began working on several 55-gallon drums that had been sitting at the site for several weeks. The drums were not labeled and none of the on-duty workers had knowledge of what the drums contained. The worker used the torch to cut bottoms from the drums, and after several of them, began working on a drum containing what inspectors now know was lacquer thinner. The vapor inside the drum was ignited; The drum split open and liquid was splashed onto the worker. He received extensive and severe burns throughout his torso. The worker died a few hours later at a hospital.

What We Can Learn

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

- Conduct a hazard and risk assessment; This is vital in determining any dangers to employees.
- Label and log all worksite containers; Any unlabelled containers must be assumed to carry a dangerous material and handled as such.
- Consider a "Hot Work" program, which is recommended for workplaces that handle containers for utilizing or disposing of chemicals.
- When in doubt, choose not to act until a supervisor determines appropriate action.



Portable Space Heaters

Contributor:
Bryan Thais
INSAFE SAFETY CONSULTANT

Portable space heaters are sometimes the best or only option for individuals to keep warm in their workplaces or homes during the cold months.

Whether it's in a cubicle or in a garage, these temporary heating devices can pose significant hazards and account for millions of dollars in property damage, severe electrical injuries or burns, and even death.



- **Be sure that your space heater...**

1. Is listed by Underwriters Laboratories or another nationally recognized testing laboratory (Ensures the device meets certain safety requirements)
2. Features automatic power-off for tip-over's, temperature control, etc.

- **Read and follow all manufacturer's instructions of operation**

- **Check space heater prior to use every time** (Attachment cord, switches, protective grill cover, etc.)

- **Plug the space heater directly into a wall outlet;** Never plug into an extension cord, power strip or surge protector

- **Never run cords under rugs, carpet or other materials**

- **Always place the device on the floor;** Never place space heaters on tables, desks, stacked objects or other unstable locations

- **Place space heaters at least three feet away from trash, waste receptacles and other combustibles**

- **Do not place space heaters near immediate exits or paths**

- **Do not place space heaters in wet or damp areas**

- **Do not place space heaters underneath desks** (They can be easily kicked over or cause accidental burns)

- **Never leave space heaters unattended;** Always turn off or unplug the devices before leaving the working area

Public Service: Meeting Pack 264

On November 9, 2015, Commissioner Rick Ruble spoke to Cub Scout Pack 264 of Greenwood, Indiana, which meets at the Point Church and Community Center in Greenwood. The Commissioner was invited by John Grimes, one of the den leaders of Pack 264, and a supervisor for the Indiana Occupational Safety and Health Administration Construction Safety division within the Indiana Department of Labor.

Cub Scouts have ten purposes related to the overall mission of the Boy Scouts of America to build character, learn citizenship and develop personal fitness. These ten purposes are character development, spiritual growth, good citizenship, sportsmanship and fitness, family understanding, respectful relationships, personal achievement, friendly service, fun and adventure, and preparation for Boy Scouts. As part of requirements for Cub Scouts to achieve rank, the pack must introduce the scouts to someone who works for the public. In previous years, the requirement was usually fulfilled by inviting a police officer or a firefighter to visit with the scouts. Pack 264 leaders wanted to give their Cub Scouts an opportunity to see a new perspective on public service. John Grimes invited the Commissioner, knowing very well how much the department does to serve the state. Parents of the Cub Scouts were also in attendance to participate in the conversation.

Commissioner Ruble started the discussion by explaining to the scouts exactly who he is and what he does. He described all the different divisions within the department, and how they serve Hoosiers, respectively. Scouts, parents, and the other den leaders were all noticeably surprised at the Commissioner's listing of everything the department does for the state of Indiana. The Commissioner took time to talk about what it means to him personally to work for the public and be part of why Indiana is a state that works.

"People from all over the state of Indiana rely on us when there are issues at their work," Commissioner Ruble explained to scouts. "One of the most rewarding aspects of this job is knowing that our efforts help those folks stay healthy and happy every day."

Cub Scouts were very receptive to Commissioner Ruble and seemed to learn a lot about the department. Scouts and parents had many questions for him, and seemed the most interested in IOSHA and the Bureau of Mines. Each question led to another, to the point that we went beyond the allotted time for the Commissioner's presentation.

This was a very rewarding and unique learning experience for Pack 264. All leaders appreciated the Commissioner's time out of his busy schedule and thanked him for the positive impact his talk left on their group.

Contributor:
John Grimes
IOSHA Supervisor



IOSHA

30th Anniversary



In September 2016, the Indiana Department of Labor will celebrate 30 years of the Indiana Occupational Safety and Health Administration's dedication to ensuring wellness for Hoosiers in the workplace.

Our agency invites any and all photos, videos, stories and other memories to be part of celebrations planned in recognition of the anniversary. Our team looks forward decades more of continued improvement for safety and health culture for working Hoosiers.

To contribute your photos, videos, and stories, email media@dol.in.gov.

Ask Our Expert: Recordkeeping

Contributor:
Tony Kuritz
INSAFE HEALTH CONSULTANT

Q: WHAT DOES THE NEW LAW MEAN FOR RECORDKEEPING REQUIREMENTS?

A: As of March 1, 2015, all Indiana employers must report all work-related fatalities within 8 hours; The law also requires that all work-related inpatient hospitalizations, all amputations and all losses of an eye are reported within 24 hours.

Q: WHAT FORMS DO I NEED TO COMPLETE?

A: The OSHA injury and illness recordkeeping forms are the **OSHA Form 300** (Work-Related Injuries and Illnesses Log), **OSHA Form 300A** (Summary of Work-Related Injuries and Illnesses), and **OSHA Form 301** (Injury and Illness Incident Report).

Q: DO I HAVE TO REPORT EVERY WORK-RELATED INJURY TO IOSHA?

A: Not necessarily. Employers subject to the OSHA recordkeeping requirements must maintain the appropriate documentation, however there are some exceptions. If an employee is taken to the hospital for observation or testing, that particular incident does not require an immediate report or notification to IOSHA. Employers are required to report only inpatient hospitalization that involves care or treatment.

Q: HOW DOES OSHA DEFINE AMPUTATION?

A: Amputations include a part, such as a limb or an appendage, that has been severed, cut off or amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; and amputations of body parts that have since been reattached. Amputations do not include avulsions (tissue torn away from the body), enucleations (removal of the eyeball), degloving (skin torn away from the underlying tissue), scalpings (removal of the scalp), severed ears or broken or chipped teeth.

Q: WHERE CAN I FIND MORE INFORMATION OR GET CLARIFICATION?

A: Employers may contact INSafe with questions or concerns about workplace safety and health, including OSHA Recordkeeping. Call INSafe at (317) 232-2688, or email your inquiry to insafe@dol.in.gov. OSHA's extensive information on updated industry codes and recordkeeping information can be found at www.osha.gov/recordkeeping2014. Information directly from the Indiana Department of Labor is also available on the topic of recordkeeping, available at www.in.gov/dol/2884.htm.

REMINDER: All employers must post OSHA 300A summaries for the preceding year from February 1 - April 30.

Seminars/Training for 2016

Course	Date(s)	Location	Sponsor
OSHA 10-hour (General Industry)	February 9 - 10	Matterhorn Conference Center	Greater Elkhart Chamber
OSHA 7505 Introduction to Accident Investigation	February 12	Indiana Department of Labor	Mid-America OSHA Education
OSHA 10-hour (General Industry)	March 8 - 10	Matterhorn Conference Center	Greater Elkhart Chamber

To register for classes from Mid-America OSHA, you must sign up for an account. You will be able to register by clicking on the "Register" link at the top right of Mid-America OSHA's website.

To register for the Elkhart courses, go to Elkhart.org.

Keep up with **#IDOL** on social media



The **Indiana Department of Labor's** goal is to *advance the safety, health and prosperity of Hoosiers in the workplace*. Our agency utilizes social media, including (but not limited to) Facebook, Twitter, and YouTube, to enhance the reach and accessibility for Indiana's workers.

Like, Follow, and Subscribe to our social media handles for:

- News releases and media advisories
- Labor statistics and data
- Event and campaign announcements
- Updates regarding labor laws
- Seasonal safety and health information



Web Locations:

facebook.com/IndianaDepartmentofLabor

twitter.com/INDeptofLabor

youtube.com/user/IndianaDOL

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.



INDIANA DEPARTMENT OF LABOR
402 W. Washington St., Room W195
Indianapolis, Indiana 46204
(317) 232-2655