

Division of Workers' Compensation

This monthly e-newsletter provides updates on the Workplace Safety Programs of the Division of Workers' Compensation (DWC). Both subscribers and non-subscribers of workers' compensation insurance are eligible for these services.

Transportation Safety Information

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Share



Driving in School Zones

Employees who drive for work may notice an increase in traffic now that the new school year has started. Drivers should be aware of school buses, pedestrians, and slow moving or stopped vehicles in and around schools. The following tips and resources can make driving to and from school—and driving in school zones—safer.



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Safety Tips

Machine Guarding

When working around exposed machine parts, employees can get caught in them and suffer severe, long-lasting injuries such as crushed arms or legs, severed fingers, blindness, and even death. Prevent these types of incidents by providing employees with appropriate training and properly maintained machinery.



Mechanical hazards occur in the following areas:

- Point of operation – where work such as cutting, shaping, boring, or forming of stock is performed;
- Power transmission apparatus – mechanical components that transmit energy, such as flywheels, pulleys, belts, couplings, spindles, chains, cranks, and gears; and

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Transportation Safety Information (cont.)

Driving in School Zones (cont.)

- Check vehicle systems before driving, including:
 - lights;
 - tires;
 - brakes;
 - exhaust system; and
 - windshield wipers.
- Be aware of pedestrians near stopped school buses and crosswalks.
 - Remember, texting and making cell phone calls while driving in school zones is illegal.
 - Monitor the weather and plan extra time for trips in bad weather.
 - Monitor traffic conditions; avoid congested roads and plan extra time for trips during peak traffic hours.
 - Insist that drivers and passengers use seat belts.
 - Anticipate dangerous drivers and conditions and take defensive action.
 - Do not participate in road rage.
 - Do not tailgate other vehicles. ▲

DWC Workplace Safety Job Postings

There are many benefits to working for the State of Texas and DWC, as detailed on the agency website at www.tdi.texas.gov/jobs/index.html.

A complete listing of positions currently available can be viewed at www.tdi.texas.gov/jobs/jobs.html.

Download!

DWC Resources

The DWC offers more than 30 driving safety publications, available in both English and Spanish, which can be downloaded from the Texas Department of Insurance (TDI) website at www.tdi.texas.gov/wc/safety/videoresources/targtransrltd.html.

The DWC features a free occupational safety and health DVD loan library. Call (512) 804-4620 for more information or visit the TDI website at www.tdi.texas.gov/wc/safety/videoresources/avcatalog.html. DVDs on many driving dangers can be found under the following headings:

- Driving Safety;
- Transportation Safety (includes safe operation of buses and vans); and
- Trucking Safety (covers both straight trucks and tractor trailers).

Other Resources

The Texas Department of Transportation offers back to school driving tips on its website at www.txdot.gov/driver/kids-teens/school.html. This webpage also includes links to relevant photos and videos, as well as links to teen driving safety, school bus safety, and other related resources.

The National Safety Council offers back-to-school safety tips emphasizing slow driving on its website at www.nsc.org/learn/safety-knowledge/Pages/back-to-school-safety-tips-for-drivers.aspx.

Safety Tips (cont.)

Machine Guarding (cont.)

- Other moving parts – including feed mechanisms and reciprocating and rotating parts.

To prevent injury, machine guards must be in place and never removed while work is in progress. The machine guard protects the employee from harm by:

- Preventing contact. The guard must prevent any part of an employee's body or clothing from making contact with the dangerous moving parts;
- Protecting from falling objects. A machine guard ensures that no objects can fall into the moving parts and become dangerous flying objects;
- Allowing safe lubrication. If possible, an employee should be able to lubricate a machine without removing the safeguards. This will reduce the need for the machine operator to enter the hazardous area; and
- Protecting from jagged edges or shear points.

Employers should train machine operators on:

- The hazards associated with the machines and how to identify them;
- How machine guards protect them from the hazards;
- How and why machine guards are used;
- When machine guards can be removed, and by whom;
- What to do if a machine guard is missing, damaged, or does not provide enough protection; and
- Lockout/tagout procedures. ▲

Download!

DWC Resources

The DWC offers the following free machine guarding safety publication:

- *Machine Guarding – Take 5 for Safety*

This publication, which is available in both English and Spanish, can be downloaded from the TDI website at www.tdi.texas.gov/wc/safety/videoresources/index.html.

The DWC features a free occupational safety and health DVD loan library. Call (512) 804-4620 for more information or visit the TDI website at www.tdi.texas.gov/wc/safety/videoresources/avcatalog.html. DVDs related to machine guarding can be found under the heading "Machine Guarding."

Other Resources

The Occupational Safety and Health Administration (OSHA) offers a Machine Guarding index page, available on the agency website at <https://www.osha.gov/SLTC/machineguarding/index.html>. The webpage includes links to standards, publications, and other safety information. OSHA also offers a Machine Guarding eTool, available on the agency website at <https://www.osha.gov/SLTC/etools/machineguarding/index.html>.

Texas Preparedness Month

Governor Abbott has proclaimed September as Preparedness Month in Texas. The Texas Department of Public Safety (TxDPS) reminds Texans to maintain emergency supply kits at home, at work, and in vehicles. Emergency supply kits can help ensure you have everything you need until a disaster situation has passed. Likewise, developing emergency plans and tailoring them to individual needs can help ensure that everyone knows what to do if a crisis occurs, saving time and lives. When building an emergency plan for work, consider the risks, unique needs, and location of your facility.

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Regional Safety Summits



Texas Preparedness Month (cont.)

A copy of the proclamation and additional details about observances during this month-long campaign can be found on the TxDPS website at www.txdps.state.tx.us/dem/ThreatAwareness/nationalPrepAwareness.htm.▲

Download!

DWC Resources

The DWC offers the following free emergency planning publications:

- *Emergency Action Plan Sample OSHA Written Program*
- *Emergency Procedures for Employees with Disabilities in Office Occupations Resource Guide*
- *Emergency Management FactSheet*
- *Emergency Response Planning for Hazardous Materials*

The DWC features a free occupational safety and health DVD loan library. Call (512) 804-4620 for more information or visit the TDI website at www.tdi.texas.gov/wc/safety/videoresources/avcatalog.html. DVDs related to emergency planning can be found under the heading "Emergency Preparedness and Response."

Other Resources

The TxDPS Texas Emergency Management Preparedness website offers various emergency management briefings, tips, training, and other resources at <https://www.preparingtexas.org/index.aspx>.

The National Institute for Occupational Health and Safety offers an Emergency Preparedness and Response Resources website at www.cdc.gov/niosh/emres/.

OSHA's Emergency Preparedness and Response website located at <https://www.osha.gov/SLTC/emergencypreparedness/index.html> provides a variety of resources and guidance on preparing for different types of emergencies.

More information about National Preparedness Month can be found on the Federal Emergency Management Administration's website at www.ready.gov/make-a-plan.

Amarillo — October 2015

Date and location TBA

Denton — October 14, 2015

Location TBA

San Angelo — November 17, 2015

Location TBA

The DWC is offering a series of regional safety summits that provide affordable training on common causes of preventable injuries and fatalities in the workplace, as well as current and upcoming regulations in the occupational safety and health fields.

According to the most recent data available from the U.S. Bureau of Labor Statistics, the second leading cause of fatal occupational injuries in Texas in 2013 was contact with objects and equipment. Falls, slips, and trips were the third leading cause of occupational fatalities in Texas in 2013. The regional safety summits address these and other safety issues commonly encountered in the workplace. Attendees will be able to choose the sessions that are most valuable to them.

Session Options

Session Time	Option 1	Option 2
Morning	Components of an Effective Accident Prevention Program	OSHA Written Programs and Training Requirements
Afternoon	Requirements of a Comprehensive Hazard Communication Program	Walking and Working Surfaces, Exit Routes, and Emergency Action Plans

Session Descriptions

Components of an Effective Accident Prevention Program

Managing how you protect your employees at work can limit how often injuries occur as well as the severity of the injuries. A good management plan also can reduce the costs related to workplace injuries and illnesses. This session will explain how to create an effective and comprehensive safety program in the workplace. The presentation will explore seven core components commonly found in effective safety programs, cover program best practices, and discuss the positive effects of implementation. (3 hours)

Requirements of a Comprehensive Hazard Communication Program

Exposure to hazardous chemicals in the workplace can be harmful to employees' health. Some chemicals may also be safety hazards and cause fires, explosions, and other serious accidents. A comprehensive hazard communication program will help employers and employees understand the effects of chemicals found in the workplace, how to prevent exposure, and what to do in an emergency. Written hazard communication programs have specific requirements to meet OSHA General Industry standards. This session will cover OSHA's requirements for materials inventory, labeling, safety data sheets, and employee training. Attendees will receive information and skills needed to conduct training in their own workplace that complies with OSHA's requirements. (3 hours)

OSHA Written Programs and Training Requirements

This session will review topics including lockout/tagout, emergency action plans, and hearing conservation. Attendees will learn when written programs must be implemented, what must be covered when conducting training, and the proper frequency of training. (3 hours)

Walking and Working Surfaces, Exit Routes, and Emergency Action Plans

Slips, trips, and falls account for numerous workplace injuries every year. Maintaining clean, dry, and uncluttered work environments can help prevent many of these incidents from occurring. Part one of this session will explain OSHA's General Industry standards pertaining to walking and working surfaces, including requirements for floor and wall openings, loading docks, stairways and ladders, and general housekeeping.

Part two of this session will cover the OSHA requirements for exit routes, emergency action plans, and fire prevention plans. Attendees will learn the components, maintenance, safeguards, and operational features of exit routes as well as the essential elements of emergency action plans, fire prevention plans, and general fire protection best practices. (3 hours) ▲

Register!

To register, visit the TDI website at www.tdi.texas.gov/wc/safety/regional.html or call (512) 804-4610. The registration fee is \$50 per person (register five people and get registration for a sixth person free). Registration includes course materials and a CD with all four presentations.

Custom Onsite Training

The DWC offers affordable safety training courses that can be delivered onsite to businesses, groups, and trade associations. Training focuses on industries or occupations that experience high incidences of injuries, illnesses, and fatalities in Texas.

The DWC offers more than 30 onsite courses, including:

Machine Guarding

Guards are placed on machines to prevent employees from losing fingers, hands, arms, and even from dying. This program highlights the categories and types of machine guarding, and the importance of using guards to avoid injuries. (Length: 1 hour) This course can be delivered via teleconference at no cost.

The DWC Training Program Descriptions guide at www.tdi.texas.gov/pubs/videoresource/ghsphstrainingp.pdf provides information on course content and length. The cost for onsite training varies according to the travel costs to the training location. Many courses can be presented at no cost to any business/industry via teleconference or webinar.▲

Book Your Training Class!

To request training, or for more information, call (512) 804-4610 or email safetytraining@tdi.texas.gov.

Free OSHA 10-Hour Construction Classes

The DWC offers free OSHA 10-Hour Construction classes in both English and Spanish in Austin, Fort Worth, El Paso, and Houston. Each two-day course is presented by authorized instructors and is designed to train employers and their employees in the essentials of occupational health and safety in construction. Classes cover specific OSHA standards and requirements as they apply to the construction industry and teach safety awareness, which helps in recognizing and reducing the risks of job site hazards. Participants who successfully complete the two-day course will receive an OSHA 10-Hour Construction class completion card within six to eight weeks.▲

Register!

For additional information on these classes, visit www.tdi.texas.gov/wc/events/index.html. Due to limited space, registration is required. To register, or to request more information on class availability, call (512) 804-4610.

DWC, OSHCON, and OSHA Recognize Two Texas Companies with Exemplary Safety Programs

The DWC's Occupational Safety and Health Consultation (OSHCON) Program and OSHA recently recognized two Texas companies for their outstanding safety programs with the Safety and Health Achievement Recognition Program (SHARP) award.



Texas PMW, Inc., which employs 86 people at its Houston location, manufactures forged pressure fittings and branch outlet connections. This company has been granted a one-year renewal of its exemption from OSHA for planned inspections.

Texas Transland, LLC, which employs 28 people at its Wichita Falls location, manufactures equipment for agricultural and fire drops. This company has been granted a one-year renewal of its exemption from OSHA for planned inspections.

The SHARP award recognizes small, private sector Texas employers for exemplary safety management programs and low incidence rates of work-related injuries and illnesses after participation in the DWC OSHCON program.

OSHCON is a free service to help employers understand and comply with OSHA standards through safety consultations conducted by DWC's professional consultants. Employers may be eligible for SHARP status if they have fewer than 250 employees at a worksite and fewer than 500 employees corporate-wide; have operations limited to a fixed worksite; undergo a full-service OSHCON consultation; involve employees in the consultation process; correct all hazards identified by the consultation; and have days away, restricted, or transfer (DART), and total case rate (TCR) injury and illness incidence rates below the national average for their industries. ▲

Find Out More About SHARP and OSHCON!

For more information about the OSHCON program and SHARP, call (800) 252-7031 Option 2, visit the OSHCON website at www.txoshcon.com, or email OSHCON@tdi.texas.gov.

OSHA Update

Updated Comprehensive Guide to OSHA Training Requirements Now Available

OSHA has posted a fully updated version of its guide to all agency training requirements to help employers, safety and health professionals, training directors, and others comply with the law and keep employees safe.

Training Requirements in OSHA Standards organizes the training requirements into five categories: General Industry, Maritime, Construction, Agriculture, and Federal Employee Programs. The new training guide can be found on the OSHA website on the <https://www.osha.gov/Publications/osha2254.pdf>.

OSHA Notices Growing Number of Tree Care Related Fatalities

OSHA urges employees involved in tree care work and tree trimming to understand the hazards in the tree care industry and to be aware of the educational materials available through OSHA.

OSHA offers an index page at <https://www.osha.gov/SLTC/treecare/index.html> that contains links to the relevant OSHA standards as well as hazard prevention information. Free downloadable safety resources related to the tree care industry are available on the OSHA publications page at <https://www.osha.gov/pls/publications/publication.AthruZ?pType=AthruZ#T>. These include the following, available in English and Spanish except where noted:

- Tree Care Work Hazards – Hazard Bulletin
- Tree Care Work: Know the Hazards Pamphlet
- Tree Trimming and Removal QuickCard™
- Tree Trimming Fact Sheet (available in English only) ▲

Free Help with OSHA Compliance

The DWC provides free help with compliance for small and medium-sized businesses, with priority given to high-hazard industries, through its OSHCON Program. OSHCON is a non-regulatory program, and its professional safety and health consultants are available to help you identify and eliminate occupational hazards in your workplace, whether or not your company carries workers' compensation insurance. Benefits for employers participating in the OSHCON program include prevention of work-related injuries and illnesses; confirmation to their employees and customers of their commitment to safety; public acknowledgement of their safety efforts; monetary savings to the company by reducing workers' compensation costs and other costs associated with work-related injuries and illnesses; and protection of company assets such as employees, equipment, supplies, products, and facilities. ▲

Find Out More About OSHCON!

For information about the OSHCON program and help with OSHA standards, contact the DWC at (800) 252-7031, Option 2, or by email at OSHCON@tdi.texas.gov; or visit the OSHCON website at <http://txoshcon.com/>.

Report Unsafe Working Conditions

The DWC Safety Violations Hotline is a bilingual, 24-hour, toll-free telephone line that allows Texas employees to confidentially report unsafe working conditions to the DWC. By law, your employer is responsible for providing a safe work environment for you.

While working, you may encounter safety and health hazards that could cause injury, illness, or death. The Safety Violations Hotline allows you, the employee, to take an active role in preventing workplace injuries, illnesses, and fatalities. After the DWC receives a report of a work-related safety or health issue, its safety inspectors will work with the employer and insurance carrier to help eliminate hazards.

Employers are prohibited by law from retaliation, and may not suspend, terminate the employment of, or otherwise discriminate against an employee for using the telephone service to report in good faith an alleged violation of an occupational safety or health law. ▲

Report a Safety Violation

Report workplace safety or health hazards to the Safety Violations Hotline by calling (800) 452-9595 or use the online form at www.tdi.texas.gov/wc/safety/hotline.html. Reports of violations may be made anonymously.

For questions about workers' compensation claims, call the DWC at (800) 252-7031. To report other non-safety related workplace issues, contact 2-1-1 Texas by dialing 211 on your telephone for information about how to get in touch with the appropriate agency.

Safety DVDs Featuring Machine Guarding

The DWC Resource Center contains approximately 4,000 DVDs in its library, including more than 40 DVDs on machine guarding. Many titles are available in both English and Spanish. Titles and descriptions of these DVDs can be found under the subject heading "Machine Guarding."

Conveyor Safety in the Workplace DVD1702ES

Features testimonials from employees who have suffered conveyor-related injuries due to complacency, taking shortcuts, and failure to perform lockout/tagout procedures. Topics include shear, pinch and nip points, types of conveyor guarding, employee contact with conveyors, and crossing over and under conveyors. Also covers requirements of conveyor operators, conveyor maintenance and repair procedures, safety signs, housekeeping, and emergency stop devices. 20 min.

Machine Guarding: Protecting You From Hazards DVD1814ES

Discusses common types of machine hazards, how they can be controlled, and what actions must be taken to stay safe around moving equipment and machinery. Reviews inspection and maintenance of equipment, fixed and adjustable guarding, hazards of bypassing and removing guards, and various types of safety devices. 15 min. ▲

Book Your DVDs!

The DWC Resource Center catalog and information on how any Texas employer or employee can check out safety DVDs for free are available at www.tdi.texas.gov/wc/safety/videoresources/avcatalog.html.

A Proactive Return-to-Work Process Will Help Employers Reduce and Control Workers' Compensation Costs

The longer an injured employee is away from work, the higher an employer's workers' compensation and related business costs will be, and the worse the impact of the injury is on the employee.

We often hear about the advantages of early return-to-work, but seldom hear how to successfully do it. Eliminating medically unnecessary lost time by having a procedure that allows and encourages an injured employee to continue to do productive work while recovering benefits both the employer and the employee.

DWC provides seminars, consultations, and a printed guide to help employers develop a process that suits their particular business and workforce needs. The information available through DWC explores work assignment options that may not have been previously considered. Reducing absences and costly turnover are an added bonus of a return-to-work program.

DWC can help employers:

- Learn how to work more effectively with claims adjusters since employer involvement is critical in managing costs and reducing lost time.
- Understand their role and the roles of the treating doctor and claims adjuster.
- Learn how to avoid the pitfalls employers often face when attempting to bring injured employees back to work.
- Identify necessary steps to implement a return-to-work program.
- Make modified job assignments.▲

Download!

Additional information, including the Making Return to Work - Work - for Your Business and Your Employees guide, can be found on the agency website at www.tdi.texas.gov/wc/rtw/index.html.

Book Your Seminar or Consultation!

To arrange for a return-to-work seminar or consultation, to receive printed copies of the employer guide, or for additional information, call (512) 804-4804 or email pat.crawford@tdi.texas.gov.

Upcoming Safety Observances

September 1-30
National Alcohol & Drug Addiction Recovery Month

September 1-30
National Preparedness Month

September 20-26
National Farm Safety & Health Week

September 23-29
Fall Prevention Awareness Week

October 1-31
Eye Injury Prevention Month

October 4-10
National Fire Prevention Week

October 19-23
National School Bus Safety Week

December 1-31
"3D Month" – Drunk and Drugged Driving Prevention Month

December 6-12
National Handwashing Awareness Week

CONTACT US!

FREE HELP WITH OSHA COMPLIANCE

- Occupational Safety and Health Consultation (OSHCON) Program
www.txoshcon.com
(800) 252-7031 Option 2
OSHCON@tdi.texas.gov

SAFETY AND HEALTH RESOURCES

- Free Safety and Health Publications
www.tdi.texas.gov/wc/safety/videoresources/index.html
- Free Audiovisual Loans
www.tdi.texas.gov/wc/safety/videoresources/avcatalog.html
(512) 804-4620
- Safety Training Courses and Seminars
(512) 804-4610
safetytraining@tdi.texas.gov
- Helpful Safety and Health Resource Links
www.tdi.texas.gov/wc/safety/videoresources/govunivlinks.html

OCCUPATIONAL INJURY AND ILLNESS DATA

- Survey of Occupational Injuries and Illnesses (SOII)
www.tdi.texas.gov/wc/safety/sis/nonfatalhomepag.html
(512) 804-5020
InjuryAnalysis@tdi.texas.gov
- Census of Fatal Occupational Injuries (CFOI)
www.tdi.texas.gov/wc/safety/sis/fathomepage.html
(512) 804-5020
CFOI@tdi.texas.gov

REPORT A SAFETY VIOLATION OR HAZARD

- Safety Violations Hotline
Reports are taken in both English and Spanish and may be made anonymously.
(800) 452-9595
www.tdi.texas.gov/wc/safety/hotline.html

RETURN-TO-WORK PROGRAM ASSISTANCE

- (512) 804-5000**
www.tdi.texas.gov/wc/rtw/index.html

Subscribe to email alerts when the Safety & Health Update newsletter is published online at www.tdi.texas.gov/alert/dwcsafetyhealth.html. You will also receive information on occupational safety and health matters, safety tips and publications, upcoming training events, training DVD loans, and OSHA updates.

Please forward this newsletter to friends and colleagues interested in preventing workplace injuries and illnesses. Have a safe day!

DWC Resource Center
(512) 804-4620
ResourceCenter@tdi.texas.gov