

May 2011

Bluegrass Chapter of IFMA
Lexington, Kentucky

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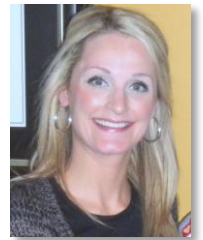
IFMA Awards of Excellence

1997 Distinguished Member
1998 Educational Programming
2001 Small Chapter of the Year
2003 IFMA Fellow Award
2005 Newsletter Publishing

BLUEGRASS BLUEPRINT

Program News

Casey Cropper
Program Chair and Vice President
Bluegrass Chapter of IFMA



May Program

WHAT: Are you prepared for an Emergency?

- Be Informed
- Be Prepared
- Be Involved

Emergencies can happen anywhere and anytime. They can happen to you. And while we can't always prevent them from happening, we can act now to reduce damage, injuries and loss of life. That's why it is important to know how to prepare when the skies are clear and what steps to take to protect your home, business, and community when emergencies threaten.

WHO:



Shelley Bendall
DEM – Division of Emergency
Management

Lexington-Fayette Urban County
Government

Shelley is a graduate of Berea College and earned her Masters in Public Administration from UK's Martin School.

WHEN:

Tuesday, May 10th
Lunch at 11:30 with meeting at Noon

WHERE:

Lexington Herald-Leader Building
100 Midland Avenue
Lexington, Kentucky 40508-1999



Message from the President

Mary Martin

*President, Bluegrass Chapter of IFMA
HMC Service Company*

May is here. Wow, spring is flying. I wanted to thank **Bill Carey** from OSHA for a great presentation. He shared a wealth of information with us and hopefully brought us an update on some of the new regulations that have been put in place. He provided a fact/fun filled hour for us that was very enjoyable. He has offered to come anytime in the future to meet with us. Also, don't forget to take advantage of his division at any time to gather information you may need.

The golf committee has finalized the information for our Golf outing to be held on **June 14th** at **Golf Club of the Bluegrass**. Casey will provide us with the registration forms at our May meeting. *(See attachment)* We are looking forward to this event and hope we can raise enough funds to give back to our community. We will also be in need of raffle items for the event. In the past we have had anything from gift cards to ice cream makers. Please ask your tenants, neighbors, local businesses if they would like to donate. We do have a tax form that we can provide to them for their donation. This is where we make most of our money, so everyone needs to see if they can collect a few items to make the raffle a success.



Our speaker for the May meeting is **Shelley Bendall** with DEM (Division of Emergency Management). Shelley started working for DEM in 2003. Her first week was the ice storm! She is a graduate of Berea College and earned her Masters in Public Administration from UK's Martin School. Shelley provides disaster preparedness education and training to Lexington residents and businesses. She coordinates the CERT program, education campaigns, and is always looking for ways to encourage people to be prepared for disasters. She enjoys gardening, traveling, and is a volunteer for the Lexington Humane Society. Shelley will be presenting a program on Emergency Preparedness. Due to the recent rash of storms in and around our area, we felt this would be a good time for everyone to review the plans they have in place and make changes as necessary. Hopefully this will give you a better insight on how to protect people and property in times of disaster.

Mary

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Looking Back...

Bluegrass Chapter Meeting – April 12, 2011
Casey Cropper



OSHA Compliance



Bill Carey
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Administrator
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Division of Education and
Training

Division of OSH Compliance

The Division of OSH Compliance is responsible for the enforcement of Kentucky's OSH standards. Safety compliance officers and industrial hygienists inspect workplaces to assure there are no hazardous conditions which would threaten the health or safety of employees. If such conditions are found, compliance officers may recommend citations. Inspections may be the result of random scheduling, report of imminent danger, report of an accident or fatality, employee complaint, or referral.



A funny moment as Casey introduces our speaker...

The Kentucky Safety and Health (OSH) Program, under the statutory authority of Kentucky Revised Statutes (KRS) Chapter 338 and through a state plan approved by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), exercises jurisdiction for enforcement, on-site consultation, standards promulgation, and training services related to workplace safety and health.

Looking Back...

OSHA Compliance continued

Enforcement activities and voluntary compliance services are extended to both the public and private sectors in Kentucky with the exception of employees of the federal government and employers under the authority of federal agencies other than OSHA, such as the Mine Safety and Health Administration or the Federal Railroad Administration. OSHA retains jurisdiction in Kentucky for private sector maritime activities as well as for Tennessee Valley Authority employment, military bases, and other properties ceded to the U.S. government.



Since 1972, the mission of the Kentucky OSH Program has been to prevent any detriment to the safety and health of all public and private sector employees arising out of exposure to harmful conditions or practices at places of work. This is accomplished by the dual approach of firm, fair enforcement that may bear citations with monetary penalties for violations of OSH standards or regulations, coupled with the offer of cost-free voluntary compliance assistance through on-site consultative surveys, training courses, and technical assistance. This balanced, common sense approach has improved Kentucky's work environment and prevented countless work-related injuries and illnesses since the inception of the Kentucky OSH Program.



For more information:

OSHA - Job Safety and Health Fact Sheet – see *attachment*

Kentucky Department of Labor: www.labor.ky.gov

OSHA: www.osha.gov

OSHA QuickTakes: <http://osha.gov/as/opa/quicktakes/subscribe.html>

- Free OSHA e-news product delivered twice monthly to more than 81,000 subscribers
- Workplace safety and health news you can use including OSHA training, new publications and upcoming events
- Gain knowledge about OSHA standards and compliance assistance



FM Topics

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Benefits of a Multi-Year Contract

It's easy to assume that a multi-year contract only benefits the vendor. However, in reality, the customer is the overwhelming beneficiary. When negotiating a multi-year deal, consider the following three points:

1. **Competitive Pricing:** Normally, vendors will offer their most competitive pricing when submitting a multi-year contract. You want a good price and the vendor wants your business. Use this to your advantage and demand the best deal they can offer.
2. **Less Hassel:** Most multi-year contracts are designed for three years. That translates to three years of not having to worry about the bidding process. In return, you get more time to focus on other aspects of your business and less interruption.
3. **Stability:** How often do you wish you had more stability at work? With a multi-year contract, stability is a reality. The interruptions and inconveniences that are associated with a new company each year are no longer part of the job. You'll experience a more consistent workforce on-site, year after year.

Pest Alert: Planning Ahead

Some pests are predictable year after year. Roses will be attacked by Japanese beetle adults, boxwoods will get psyllids and azaleas will get lacebugs. Severe damage to plants can be avoided by using a preventative injection of pesticide. The method of treatment not keeps the plants free of pests, but is also safe for beneficial insects and the environment. Some minor damage can be expected because the pest must ingest plant tissue or fluid for the pesticide to take effect.

An important candidate for preventative treatment is the Ash tree because of the invasion of the emerald ash borer. Once damage is severe enough to cause limb die-back it is too late to save the tree.

Preventative treatment is only effective against certain pests on specific hosts and is not recommended in all situations. It is best to consult with your landscape management contractor to develop an Integrated Pest Management program specific to each site's unique set of issues.





FM Topics

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Floor Facts - NSF Certification

NSF is an independent non-profit organization that helps protect the public by certifying and writing standards for food, water and consumer goods including floor materials.

We have all seen manufacturers continue to make improvements in sustainability of products and you may have at times wondered how to choose the “greenest product for your flooring project?

The NSF/ANSI 332 Sustainability Assessment Standard for Resilient Floor Coverings is a new standard that was created to identify the environmental performance and sustainability attributes of products and to provide a method of tracking incremental changes to the products' sustainability profile. Using a point-based system, the NSF 332 standard measures five key areas: product design, manufacturing, long term value, corporate governance and innovation.

So how does this work?

When audited against the NSF 332 standard, a product may achieve up to 100 possible points. The product must gain a minimum of 25 points to receive a Conformant level of certification. The remaining three levels of certification include: Silver (35 points), Gold (45 points) and Platinum (60 points).

For further information on the specific details of the NSF/ANSI 332 Sustainability Assessment Standard for Resilient Floor Coverings, visit: www.nsf.org

NSF International, The Public Health and Safety Company™, a not-for-profit, non-governmental organization, is the world leader in standards development, product certification, education, and risk-management for public health and safety. For 65 years, NSF has been committed to public health, safety, and protection of the environment. While focusing on food, water, indoor air, and the environment, NSF develops national standards, provides learning opportunities, and provides third-party conformity assessment services while representing the interests of all stakeholders. The primary stakeholder groups include industry, the regulatory community, and the public at large.

NSF is widely recognized for its scientific and technical expertise in the health and environmental sciences. Its professional staff includes engineers, chemists, toxicologists, and environmental health professionals with broad experience both in public and private organizations.

NSF has earned the Collaborating Center designations by the World Health Organization (WHO) for Food and Water Safety and Indoor Environment.

Serving manufacturers operating in 80 countries, NSF was founded in 1944 and is headquartered in Ann Arbor, MI USA. The NSF Mark is recognized for its value in international trade around the world and is respected by regulatory agencies at the local, state, and federal levels.

Hazard Communication Guidelines for Compliance – Part 4

Material Safety Data Sheets

Chemical manufacturers and importers are required to obtain or develop a material safety data sheet for each hazardous chemical they produce or import. Distributors are responsible for ensuring that their customers are provided a copy of these MSDSs. Employers must have an MSDS for each hazardous chemical which they use. Employers may rely on the information received from their suppliers. The specific requirements for material safety data sheets are in paragraph (g) of the standard.

There is no specific format for the MSDS under the rule, although there are specific information requirements. OSHA has developed a nonmandatory format, OSHA Form 174, which may be used by chemical manufacturers and importers to comply with the rule. The MSDS must be in English. You are entitled to receive from your supplier a data sheet which includes all of the information required under the rule. If you do not receive one automatically, you should request one. If you receive one that is obviously inadequate, with, for example, blank spaces that are not completed, you should request an appropriately completed one. If your request for a data sheet or for a corrected data sheet does not produce the information needed, you should contact your local OSHA Area Office for assistance in obtaining the MSDS.

Under the rule, the role of MSDSs is to provide detailed information on each hazardous chemical, including its potential hazardous effects, its physical and chemical characteristics, and recommendations for appropriate protective measures. This information should be useful to you as the employer responsible for designing protective programs, as well as to the workers. If you are not familiar with material safety data sheets and with chemical terminology, you may need to learn to use them yourself. A glossary of MSDS terms may be helpful in this regard. Generally speaking, most employers using hazardous chemicals will primarily be concerned with MSDS information regarding hazardous effects and recommended protective measures. Focus on the sections of the MSDS that are applicable to your situation.

MSDSs must be readily accessible to employees when they are in their work areas during their workshifts. This may be accomplished in many different ways. You must decide what is appropriate for your particular workplace. Some employers keep the MSDSs in a binder in a central location (e.g., in the pickup truck on a construction site.) Others, particularly in workplaces with large numbers of chemicals, computerize the information and provide access through terminals. As long as employees can get the information when they need it, any approach may be used. The employees must have access to the MSDSs themselves -- simply having a system where the information can be read to them over the phone is permitted only under the mobile worksite provision, paragraph (g)(9), when employees must travel between workplaces during the shift. In this situation, they have access to the MSDSs prior to leaving the primary worksite, and when they return, so the telephone system is simply an emergency arrangement.

In order to ensure that you have a current MSDS for each chemical in the plant as required, and that you provide employee access, the compliance officers will be looking for the following types of information in your written program:

- Designation of person(s) responsible for obtaining and maintaining the MSDSs;
- How such sheets are to be maintained in the workplace (e.g., in notebooks in the work area(s) or in a computer with terminal access), and how employees can obtain access to them when they are in their work area during the workshift;

Hazard Communication Guidelines continued

- Procedures to follow when the MSDS is not received at the time of the first shipment;
- For producers, procedures to update the MSDS when new and significant health information is found; and,
- Description of alternatives to actual data sheets in the workplace, if used.

For employers using hazardous chemicals, the most important aspect of the written program in terms of MSDSs is to ensure that someone is responsible for obtaining and maintaining the MSDSs for every hazardous chemical in the workplace. The list of hazardous chemicals required to be maintained as part of the written program will serve as an inventory. As new chemicals are purchased, the list should be updated. Many companies have found it convenient to include on their purchase order the name and address of the person designated in their company to receive MSDSs.

Employee Information and Training

Each employee who may be "exposed" to hazardous chemicals when working must be provided information and be trained prior to initial assignment to work with a hazardous chemical, and whenever the hazard changes. "Exposure" or "exposed" under the rule means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact, or absorption) and includes potential (e.g., accidental or possible) exposure. See paragraph (h) of the standard for specific requirements. Information and training may be done either by individual chemical, or by categories of hazards (such as flammability or carcinogenicity). If there are only a few chemicals in the workplace, then you may want to discuss each one individually. Where there are a large number of chemicals, or the chemicals change frequently, you will probably want to train generally based on the hazard categories (e.g., flammable liquids, corrosive materials, carcinogens). Employees will have access to the substance-specific information on the labels and MSDSs. Employers must ensure, however, that employees are made aware of which hazard category a chemical falls within.

Information and training are a critical part of the hazard communication program. Workers obtain information regarding hazards and protective measures through written labels and material safety data sheets. It is through effective information and training, however, that workers will learn to read and understand such information, determine how to acquire and use it in their own workplace, and understand the risks of exposure to the chemical in their workplaces as well as the ways to protect themselves. A properly conducted training program will ensure comprehension and understanding. It is not sufficient to either just read material to the workers or simply hand them material to read. You want to create a climate where workers feel free to ask questions. This will help you to ensure that the information is understood. You must always remember that the underlying purpose of the HCS is to reduce the incidence of chemical source illnesses and injuries. This will be accomplished by modifying behavior through the provision of hazard information and information about protective measures. If your program works, you and your workers will better understand the chemical hazards within the workplace. The procedures you establish, regarding, for example, purchasing, storage, and handling of these chemicals will improve, and thereby reduce the risks posed to employees exposed to the chemical hazards involved. Furthermore, your workers' comprehension also will be increased, and proper work practices will be followed in your workplace.

If you are going to do the training yourself, you will have to understand the material and be prepared to motivate the workers to learn. This is not always an easy task, but the benefits are worth the effort. More information regarding appropriate training can be found in *Training Requirements in OSHA Standards and Training Guidelines (OSHA 2254)*, which contains voluntary training guidelines prepared by OSHA's Training Institute. A copy of this document is available from the Superintendent of Documents, Government Printing Office, P.O. Box 371954, Pittsburgh, PA 15250-7954; (202) 512-1800.

Hazard Communication Guidelines continued

When reviewing your written program regarding information and training, consider the following items:

- Designation of person(s) responsible for conducting training;
- Format of the program used (audiovisuals, class room instruction);
- Elements of the training programs (should be consistent with the elements in paragraph (h) of the HCS); and,
- Procedure to train new employees at the time of their initial assignment to work with a hazardous chemical, and to train employees when introducing a new hazard into the workplace.

The written program should provide enough details about the employer's plans in this area to assess whether or not a good faith effort is being made to train employees. OSHA does not expect that every worker will be able to recite all the information about each chemical in the workplace. In general, the most important aspects of training under the HCS are to ensure that employees are aware that they are exposed to hazardous chemicals, that they know how to read and use labels and material safety data sheets, and that, as a consequence of learning this information, they are following the appropriate protective measures established by the employer. OSHA compliance officers will be talking to employees to determine if they have received training, if they know they are exposed to hazardous chemicals, and if they know where to obtain substance specific information on labels and MSDSs.

The rule does not require employers to maintain records of employee training, but many employers choose to do so. This may help you monitor your own program to ensure that you have trained all employees appropriately. If you already have a training program, you may simply have to supplement it with whatever additional information is required under the HCS. For example, construction employers that are already in compliance with the construction training standard (29 CFR 1926.21) will have little extra training to do.

An employer can provide employees information and training through whatever means found appropriate and protective. Although there would always have to be some training on site (such as informing employees of the location and availability of the written program and MSDSs), employee training may be satisfied in part by general training about the requirements of the HCS which is provided by, for example, trade associations, unions, colleges, and professional schools. In addition, previous training, education, and experience of a worker may relieve the employer of some of the burdens of information and training that worker. Regardless of the method relied upon, however, the employer is always ultimately responsible for ensuring that employees are adequately trained. If the compliance officer finds that the training is deficient, the employer will be cited for the deficiency regardless of who actually provided the training on behalf of the employer

In addition to these specific items, compliance officers also will be asking the following questions in assessing the adequacy of the program:

- Does a list of the hazardous chemicals exist in each work area or at a central location?
- Are methods the employer will use to inform employees of the hazards of non-routine tasks outlined?
- Are employees informed of the hazards associated with chemicals contained in unlabeled pipes in their work areas?
- On multi-employer worksites, has the employer provided other employers with information about labeling systems and precautionary measures where the other employers have employees exposed to the initial employer's chemicals?

Hazard Communication Guidelines final

- Is the written program made available to employees and their designated representatives?

If your program adequately addresses the means of communicating information to employees in your workplace and provides answers to the basic questions outlined above, it will comply with the rule.

Checklist for Compliance

The following checklist will help to ensure you comply with the rule:

- Obtained a copy of the rule.
- Read and understood the requirements.
- Assigned responsibility for tasks.
- Prepared an inventory of chemicals.
- Ensured containers are labeled.
- Obtained MSDS for each chemical.
- Prepared written program.
- Made MSDSs available to workers.
- Conducted training of workers.
- Established procedures to maintain current program.
- Established procedures to evaluate effectiveness.

