

Top 10 Print Industry Cal/OSHA Citations

Because the Printing Industry has had far too many amputations over the years, OSHA has established a National Emphasis Program (NEP) that identifies our industry as a “High Hazard Industry.” Because of this we are targeted for unannounced Cal/OSHA enforcement audits. The recent high dollar Cal/OSHA citations listed above (especially numbers 1, 2 and 3) are a reflection of this.

As ever-thinner profit margins increase the demands for greater production, the temptation can be strong to ease up in developing and maintaining a high quality safety program. Often machine operators and maintenance personnel cut corners and take chances in cleaning up, repairing and running machines, so that product can be produced just a little bit faster.

Although Injury & Illness Prevention continues to be the most often cited issue, it is only number three when it comes to highest total dollars in fine citations. The following provides a review of these “top three” violations...

#1: Control of Hazardous Energy, Lockout/Tagout (\$84,465.00). CAL-OSHA requires you to effectively train your maintenance personnel, machine

Based on 3/7/17 - 5/15/18 Reporting Period
(Note: Figures only reflect “Commercial Printers,” NAICS Code 323111, which is a small portion of all print-affiliated companies)

Citation Safety Regulation Category	\$ Total Penalty	\$ Average Penalty
#1. Control of Hazardous Energy (Lockout/Tagout)	\$ 84,465.00	\$ 21,116.25
#2. Machine Guarding	\$ 44,300.00	\$ 11,075.00
#3. Injury & Illness Prevention	\$ 24,955.00	\$ 3,119.38
#4. Stacking of Materials	\$ 22,500.00	\$ 22,500.00
#5. Motorized Lift Truck	\$ 19,660.00	\$ 4,915.00
#6. Eyewash Station	\$ 10,550.00	\$ 5,275.00
#7. Prompt Reporting of Serious Injuries	\$ 10,000.00	\$ 5,000.00
#8. Hazard Communications	\$ 1,385.00	\$ 692.50
#9. Personal Protective Equipment	\$ 1,105.00	\$ 368.33
#10. Repetitive Motion (Ergonomics)	\$ 315.00	\$ 315.00

operators, machine helpers and plant supervisors in when machine power sources must be locked out and how to successfully accomplish safe Lockout. Unfortunately, each year there are still over 100 deaths and many more amputations in our country because machines were not properly locked out during servicing procedures. It’s no surprise Cal/OSHA demands that employers discipline employees who don’t perform Lockout/Tagout when it should be done to control hazardous energy.

Two things for you to consider regarding Lockout/Tagout:

- Are your employees properly trained, and then disciplined when they don’t properly lockout their machines?
- Do you have “machine specific” written procedures completed, posted and enforced at each machine in your plant? If not, then it’s truly not totally safe for your employees, and Cal/OSHA can cite you! Also, if an employee suffers serious injury due to a machine not being properly locked out, then your civil injury

liability can go up dramatically.

#2: Machine Guarding (\$44,300.00). Employers must be diligent in seeing that no machines are allowed to run with guards that are open, disabled or removed. Plus, be aware that there is no “Grandfather Clause” in the safety regulations regarding older machines that did not originally come with guards for hazardous areas of the machinery. Older machines are treated just like newer machines: They can only be run when effective protection for machine operators is in place. Telling employees that the machine is dangerous, leaving the hazardous area unguarded, and then placing a warning sign that says not to touch or enter a hazardous area is not enough!

All hazardous machine areas, including nip, cut, crush, burn, shock and potential entanglement areas, must be effectively guarded on all of your plant equipment. Think of the “worst case scenario.” If one of your machine operators were to become dizzy and lose their balance, could they accidentally put their hand or any part of their body or hair into harm’s way, or would they bounce off of a guard,

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GOVERNMENT & LEGISLATIVE

How to Effectively Participate in the Legislative Process

From dairy farmers to jewelers to restaurant delivery services, every group you can think of has some type of lobby or legislative representation in Sacramento. PIASC, which employs RJ Cervantes and Fernandez Cervantes Government Affairs to represent our industry’s interests in the state capitol (see <http://bit.ly/NN-10-01-18>), is just one of thousands of registered lobbyist employers in California.

Because we are competing with all of these other groups for time, energy and influence within the legislative arena, our lobbyists cannot go it alone. We need members like you to participate in the legislative process in ways that effectively back our lobbyists up.

Our industry needs to be at the table

There are three main ways to “be at the table” in the legislative process. Here’s a run-down on what these are, and how you can help:

1. Be present in your home district – Legislators want to hear from their constituents. A legislator from West Los Angeles, for example, wants to hear from business owners that employ people in and bring tax revenue to their West Los Angeles district. They don’t care as much about the opinions of business owners in East Los Angeles, Monterey or Oakland.

Many PIASC members recognize that part of being in business in California is being present in their home district,

knowing who their legislators are and building relationships with them. Visit your legislators when they’re in town at their local business offices. Provide plant tours when asked to do so. Attend their community events and engage with their staff. In some instances, staff members are just as influential—if not more so—than the legislators themselves!

2. Have a presence in Sacramento – When your legislator gets to Sacramento, he or she must work with 119 other legislators from other parts of the state to try to draft compromises, because that’s how our system works. To monitor what they’re doing our industry must have a sustained presence in Sacramento. That’s where RJ Cervantes and his team come in...but there are times when they need our help.

“Occasionally there are committee hearings, regulatory workshops or political events at which it is important for our industry to have a bigger presence,” RJ explains. “Obviously I’m the first line of defense, but having members come to Sacramento and back that up can be extremely powerful.”

In addition to any ad hoc needs, next year we’ll be holding a Capitol Visit Day on which PIASC members will come together in Sacramento to make our voices heard. Be sure to watch for information on this, and plan to attend. While having RJ as our day-to-day lobbyist on the ground is very important, we also

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HUMAN RESOURCES

Need to Let Some Employees Go? PIASC Resources Can Help

Whether you’re downsizing your staff or terminating the employment of someone who is not meeting your standards, letting employees go is always a challenge. Luckily, as a PIASC member you have access to a variety of resources that can help ease the burden.

Employment Services to help your employees

In a layoff situation, make it easier for the terminated employees to quickly find employment elsewhere by including information about PIASC’s free Employment Service in your termination packet. Our staffing services are industry-specific, and our recruiters usually have numerous open positions available for those with experience in or knowledge of the graphic communications industry.

To make it easy for you to share information about PIASC’s Employment Service, we have created a downloadable flier. This can be found in the members-only resource section of the www.piasc.org website, under Human Resources/Terminations.

A variety of resources to help you

This Human Resources/Terminations section of the www.piasc.org website also contains a number of helpful resources for you. These include:

- Information about the “WARN” notices that are required prior to a plant

- closing or mass layoff
- Government-required notices that you must give to those whose employment is being terminated
- Guide to Progressive Discipline and Termination
- 3-part Guide to Termination, including practical steps you can take to avoid, or defend against, a wrongful termination claim
- Employment Termination Checklist
- Employee Separation Questionnaire

Of course, as a PIASC member you also have access to HR support. You can call our in-house HR expert when challenging labor situations or questions arise. It’s like having a human resources consultant on call...for free.

Action item: Login and review these resources now, so you’ll be familiar with them when you need them. If you need help creating a login to the members-only section of our website, contact 323.728.9500.



RISK MANAGEMENT

Do You Have a Business Continuity Plan in Place?

Wildfires...floods...hurricanes...earthquakes...and more. It’s hard to turn on the news without hearing of another natural disaster hitting somewhere. As many businesses across the country have experienced firsthand, disasters can be truly disastrous. In the blink of an eye your building and everything in it can be destroyed—equipment, inventory, furniture, physical files and all of the information and technology assets that are critical to your business’ survival.

If your business does not yet have a Business Continuity Plan in place, let the disasters that have recently happened elsewhere serve as a wake-up call for you! Every business should have a plan aimed at enabling it to maintain or quickly resume mission-critical functions following a disaster. This includes both natural disasters and man-made disasters, such as cyberattacks, transit strikes, violence in the workplace and more.

While there is no “one size fits all” Business Continuity Plan that will work for all organizations, there are some recommended best practices for getting a plan in place:

- **Include the right people** – Disasters affect all of your firm’s departments, from IT and production to sales and accounting. Leadership from all business segments need to be involved with the planning process. These people can then become the members of your Disaster Recovery Team.
- **Determine what is at risk** – Get a clear picture of how different areas of your business might be affected by a disaster, and how this might affect your company’s bottom line. For each of the major areas of your business, look at what would happen if a particular function couldn’t be performed for a specified period of time. Try to quantify this impact in dollars, to help you determine your risk priorities and the appropriate investment to make to mitigate those risks.
- **Develop an enterprise-wide Plan** – Preparing for disasters is a multi-faceted endeavor that needs to include all aspects of your organization. After all, if you succeed in keeping your IT system up and running but your people have no place to sit, you’re still not in business.

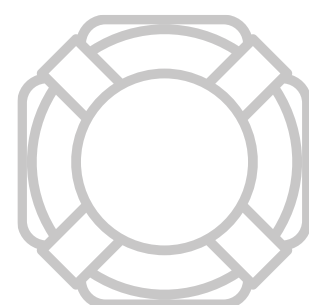
If you’re running a print shop, there may not be anything you can do to protect

equipment and inventory other than having proper insurance coverage in place. Because of this, your Plan might include developing relationships with other printers (including print shops in other geographic areas) that could quickly jump in to run your jobs if your equipment is wiped out.

For your IT Department, your Plan should include having regular backups that are kept in a safe location off-site. Be sure to address information stored on laptops and mobile devices, consider data encryption and provide employee training. Be aware, also, that for IT there are companies that offer cloud-based Disaster Recovery as a Service (DRaaS) solutions. It’s worth looking at these to see if they are right for you. For your Accounting Department, you need a way to ensure that you can meet payroll and pay vendors. Human Resources should have plans in place to deal with employees who are displaced by an area-wide disaster and therefore cannot report to work. And so on.

- **Put safety first** – The most important aspect of your Plan must be to ensure the safety of your employees and customers. Be sure everyone in your organization knows that safety always comes first, even if this means sacrificing something else (equipment, inventory, IT systems, etc.). No one should be running into a burning building to save a laptop.
- **Don’t overlook communications** – If a disaster is taking place, such as a fire in the pre-press room, how will you alert the fire department as well as others in the building that the fire is happening? How will you evacuate the building, get medical treatment for anyone who was injured and warn any employees who were off-site when disaster struck to stay away?
- **Provide training and hold drills** – Each person in your company should be familiar with the steps they must take in case of a disaster, and the Disaster Recovery Team should hold regular drills to ensure they are fully prepared.
- **Keep your Plan up-to-date** – As your organization changes over time, your Plan may need to change as well.

While emergencies, by their very nature, are never planned, if you fail to plan to deal with disasters, you are in effect planning to fail.



FEATURE ARTICLE

Top 10 Print Industry Cal/OSHA Citations

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thereby preventing serious injury? *If any part of their body could accidentally enter into a hazardous machine area, then you should fabricate a guard, install fencing or install a shut-off light beam mechanism that effectively blocks access to the hazard area.*

#3: This refers to the SB 198 Injury & Illness Prevention requirements (\$20,575.00). You need to have an effective written program that includes a system for identifying and eliminating workplace hazards. Imagine how horrible

you would feel if one of your employees lost a finger (or worse) in one of your machines, and no one even knew that the machine area that severely hurt your employee could do such damage to a person. Not only would you feel really bad, you would also have significant liability. Ignorance of a potential hazard is not

Ignorance of a potential hazard is not an effective defense

an effective defense either with Cal/OSHA or in a courtroom.

A good Injury & Illness Prevention Program, including the implementation of effective Lockout/Tagout Procedures and Machine Guarding, will help to protect your employees from serious injury and your company from high Cal/OSHA fines and successful civil liability lawsuits.

Two key components of a good Injury & Illness Prevention Program are:

1. Documented training that teaches employees the safe way to perform their job.

2. Written disciplinary action for those employees who violate their safety training (your Code of Safe Practices). Cal/OSHA expects you to discipline your safety code violators up to and including employment termination.

If you have any questions about the information and recommendations contained in this article, please feel free to contact John Holland, President, Assured Compliance Solutions, at 800.280.5415 x304, or john@complianceanswers.com.

GOVERNMENT & LEGISLATIVE

Legislative Process

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need to take targeted opportunities to visit our legislators in Sacramento while they are busy crafting legislation that affects us all.

3. Be involved in elections and politics – The Graphics Communication industry has one big advantage in Sacramento: The politicians need us. One look in your mailbox during the month before election days makes it's easy to see that printing is essential to the campaign process. During every election cycle every registered voter in the state is inundated with printed materials touting var-

ious perspectives on the candidates and issues. How we engage those campaigns and how we operate can be extremely influential.

To ensure that our voices are heard as one, PIASC is currently in the process of reinvigorating our state PAC (Political Action Committee). This PAC will help guide our industry's involvement with campaigns around the state, giving us a broad voice throughout California.

"Politics is like Newton's first law of physics," says RJ. "Nothing is moved unless it is pushed. If you're not at the table pushing your agenda, either someone else will be there pushing it in the direction they want it to go, or you'll stall out. Being at the table is critical."

NATIONAL ASSOCIATION NEWS

New Flash Report Available:

Planning for 2019: Economic and Print Market Outlook and Implications for Printers

Printing Industry of America's Center for Print Economics and Management just released its newest Flash Report: Planning for 2019: Economic and Print Market Outlook and Implications for Printers.

In this Special Flash Report PIA provides its assessment of current economic and print market conditions, and offers its forecast for the 2019 economy and print markets. Specifically, the following topics are addressed:

- An update on current macroeconomic conditions
- The outlook for the 2019 economy
- Current print market conditions
- Printers' current business models (print processes, product and service offerings)
- Outlook for print markets in 2019
- Key issues for PIA members in 2019

To obtain a copy of this report, go to: <http://bit.ly/PIAreport>

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Other Industry Events 2018-2019

11/13/18	ETHOS: 2018 Design Annual	Costa Mesa, CA		www.orangecounty.aiga.org
11/16/18	[Forge54] Skilled-Giving Weekend	Irvine, CA		www.orangecounty.aiga.org
11/17/18	[1888 Center] DIY Publishing with the Coast of Paper	Orange, CA		www.orangecounty.aiga.org
12/8/18	Dickens Holiday Celebration	Carson, CA	mail@printmuseum.org 310.515.7166	www.printmuseum.org
12/15/18	[1888 Center] Creating Your Own Illustrated Book	Orange, CA		www.orangecounty.aiga.org
1/17/19 - 1/18/19	Surplus Drive	Deliveries to: Advantage, LLC, Anaheim	kristy@piasc.org 323.728.9500	www.piasc.org
1/19/19	Benjamin Franklin's Birthday Celebration	Carson, CA	mail@printmuseum.org 310.515.7166	www.printmuseum.org
4/4/19 - 4/9/19	2019 AIGA Design Conference	Pasadena, CA		www.orangecounty.aiga.org
10/23/19 - 10/25/19	PRINTING United	Dallas, Texas		www.printingunited.com

Want us to list your event? Contact Maribel Campos, 323.728.9500, Ext. 210, maribel@piasc.org

PIASC Events Calendar

OCT.
1
NOV.
26

Toy Drive & Ride

Drop-off Location: PIASC Offices, Los Angeles
Contact: Maribel Campos, Ext. 210, maribel@piasc.org to have a donation box delivered to your offices.

NOV.
15

WEBINAR: Top 10 Don'ts When Conducting Background Checks

10:00 am – 11:00 am, PDT
FREE/members
Details: www.piasc.org/events
Contact: Emily Holguin, Ext. 262, emily@piasc.org

NOV.
29

WEBINAR: The WOW Factor-Digital Embellishment Effects, Techniques and Best Practices

11:00 am – 12:00 pm, PDT
FREE/members
Details: www.piasc.org/events
Contact: Emily Holguin, Ext. 262, emily@piasc.org

DEC.
1

Toy Drive & Ride: Group Motorcycle Ride

8:00 am – 10:00 am,
GPA, Specialty Substrate Offices,
Cerritos to City of Hope, Duarte
Contact: Bill Rivera, 949.422.8330

DEC.
8

Dickens Holiday Celebration

10:00 am – 4:00 pm,
International Printing Museum, Carson
Contact: 310.515.7166, mail@printmuseum.org

For full list of workshops and virtual classes, please visit www.piasc.org/training.