



PRESIDENT'S CORNER

MMSA

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- SUE RIKKE, President
952-885-8132
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952-828-9621
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- LLOYD ARMSTRONG, Social Director
763-315-6012
- DOUG CASKEY, Safety Director
320-248-3638
- BRAD ERIKSEN, Director
218-683-7051
- AMY LINDGREN, Program Director
218-720-5448
- GREG OSTER, Director
651-683-8129
- ROBERT WESTON, Website Director
507-389-7405

♪ It's the Most Wonderful Time of the Year ♪

The holidays are a busy time - shopping, decorating, cooking, traveling, and spending time with friends and family can leave us with packed calendars and frazzled nerves. I wanted to send a note ♪ to help you celebrate the Holiday Season with safety in mind.♪

♪ Rudolph the Red Nosed Reindeer ♪

Indoor and outdoor lights - Before putting strings of lights on a tree or outside of your home, make sure that all lights work properly. Check the cords carefully for exposed or frayed wire - if you see any problems, toss them.♪ Always use the appropriate holiday lighting: i.e. use outdoor lighting approved for outdoor use.♪

Kid-friendly ornaments - If you have young children, avoid ornaments or decorations that resemble candy or other edibles, and don't use decorations that are breakable, sharp, or have small parts.♪

♪ Rockin' Around the Christmas Tree ♪

Christmas tree - When purchasing a real tree, shake it - if the tree drops a lot of needles, it's probably dried out. Find a fresher tree and keep it watered to reduce the risk of fire. If you prefer an artificial tree, make sure you buy one certified as fire resistant.♪

♪ Chestnuts Roasting on an Open Fire ♪

Candles - Candles are always a popular holiday decoration, but it's important to remember that they pose a risk if left unattended. Always extinguish candles before leaving a room and keep them out of the reach of children.♪

Holiday Cooking - Nothing smells better than your favorite holiday foods cooking in the kitchen. Remember never to leave a hot oven or a burning stove unattended, and keep hot food out of the reach of curious kids and pets.♪

Fire Protection - Take some time to test your smoke and carbon monoxide alarms and review your home fire safety procedures with your family.♪

♪ The Twelve Days of Christmas ♪

Gift of safety - Choose age-appropriate gifts for the kids on your holiday shopping list. Read labels and stay within the suggested age ranges. Make sure you carefully inspect new toys and always read the instructions, that's if you can even get the toy out of the package.♪

♪ Sleigh Ride ♪

Sledding - When heading out to the hill make sure you look it over for any obstacles such as trees, rocks, other kids before sending your kids down the hill. Also check to make sure the hill is in good condition: Is there enough snow? Is it icy? You may want to consider a helmet for additional safety.♪

♪ Jingle Bell Rock ♪

Traveling - Whether you're going down the road to a holiday gathering or across the country, remember safety first. Wear your seat belt and have a good roadside emergency supply kit with you. If you're going to be out of town for a while, have a trusted neighbor keep an eye on your home.♪

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NEWSLETTER ITEMS

Please submit any items that you would like to have published in the newsletter to:

Lori Waltzer, Executive Director

MMSA

10320 Balsam Lane

Eden Prairie, MN 55347

Email: mmsa@q.com

or FAX 952-513-4620

MSHA's Educational Field Services

The goal of Educational Field Services is to provide education of training programs and to promote safety to the nation's miners. Wondering about what they can do for you? Below is a summary of some of the programs and assistance they can provide.

DEVELOP TRAINING PROGRAMS

New to MSHA Part 46 and Part 48 training programs or to the mining industry? A training specialist can help you develop your training program and give you a direction to get started with the training.

TRAINING MAKES A DIFFERENCE PROGRAM (TMD)

If you are wondering how to improve your training program, this is an approach EFS uses to get feedback from the employees. Employees are interviewed, and a comprehensive evaluation of the training and safety program is done. At the end of the process, recommendations are made to help improve your training and safety programs.

JOB TASK ANALYSIS (JTA)

Tackling task training can get pretty tricky. JTAs are designed to make it easier for the task trainers. MSHA training specialists can come to your site and spend a few days developing a structured JTA that will improve your training program.

TRAIN THE TRAINER CLASSES

Interested in becoming a Part 48 Instructor, but not sure where to start? This is designed as a 3 day workshop that teaches you how to teach! We also go through the entire Part 48 regulations and important information you need to know as an MSHA instructor. Classes are offered at request.

PART 48 AND 46 WORKSHOPS

If you are an MSHA instructor that would like a refresher on Part 48 or a Part 46 competent person that would like a break down

of the training requirements, this one day class is for you. The entire training standards will be reviewed in a classroom setting with other mine operators, contractors, and instructors. Classes are offered at request.

SPECIALIZED TRAINING (SLAM, WINTER ALERT, ETC.)

MSHA training specialists can come and talk to your miners about special initiatives through MSHA.

REVIEWING CURRENT TRAINING PROGRAMS AND RECORDS

It is always a good idea to review your training program and records to make sure everything is in order. A training specialist can make it a lot easier for you!

EVALUATE NEW MINER OR ANNUAL REFRESHER CLASSES

Have an MSHA class you are especially proud of, or would like some tips to improve your overall teaching skills? A training specialist can attend a training session and give you feedback on your training.

For more questions, please contact an Educational Field Service Representative in your area:

King, Richard (Alan)
MSHA/EFS
US Department of
Labor/MSHA
1615 Central Avenue
Fort Dodge, IA 50501
Telephone: (515) 955-3605
FAX: (515) 955-3605
E-Mail Address:
King.Richard@dol.gov

Amy Lindgren
MSHA/EFS
Federal Bldg,
U.S. CourtHouse
515 W. 1st Street, Rm 333
Duluth, MN 55802-1302
Telephone: (218) 740-0086
FAX: (218) 720-5650
E-Mail Address:
Lindgren.Amy@dol.gov

Holiday Safety

By David Johnson, Martin Marietta Materials

As fall arrives, the construction season slows down and hours are reduced. Water turns hard, sales go soft and the upcoming holiday season is on everyone's minds. Some refer to the winter holidays as the "Silly Season," because of the many distractions that can lead to silly and many times unsafe decisions on and off the job.

With seasonally reduced hours, there are additional expenses for gifts and family gatherings. This time of year puts increased demands on personal time with conflicts between work and personal commitments. Extra attention is needed for children out of school and the start of hunting season. There are concerns for

colds and flu, and increased caloric intake and stress. Despite time off, there will be less time for rest and a good night's sleep.

From the risks of putting up holiday lights, with slip, trip, fall, electrical and fire hazards; poisonous decorative plants around pets and small children; remaining on your best behavior with your less than favorite relatives; to arriving at the party on time and then getting back home safely. There's a lot to think about.

Be especially careful and keep safety in mind every waking moment this holiday season.

Here's wishing you the best of the holidays and a Safe and Profitable New Year.

Workplace Violence: A Management Perspective

By Dan Johnson, Barton Sand and Gravel

There are many occupational health and safety issues facing managers in today's business environment, but none is likely to receive more press and subsequent public attention than an act of workplace violence. Because of this phenomenon, managers must make a determined effort to understand workplace violence, implement prevention procedures, and develop response plans in the event of such an incident.

How often is a scene like this replayed by the media for popular consumption?

December 26, 2000, (in) Wakefield, Massachusetts...: Michael McDermott, a 42-year-old employee of Edgewater Technology, shot dead seven of his coworkers; five of his victims worked in the accounting department. McDermott was apparently upset because the accounting department, at the request of the Internal Revenue Service, was preparing to garnish a portion of his wages (LaBlanc, 2004).

The apparent prevalence of this type of event is due in part to the fact that it makes for compelling drama during the evening news. These types of events receive a disproportionate amount of public attention, in reality they are a small percentage of all workplace violence incidents. A 2002 Federal Bureau of Investigation report summarizing the findings of a workplace violence symposium pointed out that "...violence by criminals otherwise unconnected to the workplace accounts for the vast majority – nearly 80 percent – of workplace homicides. In these incidents, the motive is usually theft...."

Beyond regulatory and liability motivators, most legitimate businesses feel an ethical obligation to protect their employees from exposure to violence in the workplace. To this end managers have several tools available to protect employees, some or all of which can be incorporated into an overall workplace violence protection program.

Armed with an understanding of the key issues, (the "who", "what", and "why") managers must next look to the development of an effective workplace violence prevention program. As with any important workplace safety and health issue, a key prerequisite of an effective program is senior management commitment. In stating his case to secure that commitment, a manager might be well served by citing an ugly example of a public relations nightmare like one described earlier involving a disgruntled former employee (fear can be a strong motivator). With corporate support, the key steps to development of a workplace violence prevention program include: creating the team, evaluating the workplace, reducing the risk, and communicating the program.

A company is best served by creating a multidisciplinary team to take the lead in the development of a workplace violence prevention program. Membership should include management from the areas of safety, security, human resources, finance and operations. Outside help may be engaged to provide additional information, training and support. Local law enforcement, mental health and social service agencies, and private security consultation services, are all examples of potential resources. The focus of the management team will be the development of a workplace violence prevention program. To accomplish this, the team must plan and execute a workplace evaluation which includes not only an audit or inspection of the physical plant, but also a review of company policies and procedures. Like any other workplace safety and health issue, engineering and administrative controls provide managers the most effective means of eliminating potential hazards.

Inspection of workplace facilities and real property provide the management team an opportunity to evaluate the effectiveness of physical security measures aimed at preventing criminal activity. Things like adequate lighting, unobstructed sight lines, security cameras, burglary alarms, panic alarms, and other communication systems are examples of common crime prevention measures. This assessment should also involve an appraisal of the surrounding community. Is the business located in a high crime area? What is the typical police response time? Most companies may not enjoy the luxury of being able to simply pack-up and relocate; but in the most severe situations, not moving may be an even more costly alternative. Employee involvement in the workplace evaluation process is the key to its effectiveness. That involvement may take the form of surveys and/or personal interviews. Regardless of the method, frontline employee input is an invaluable source of information.

After completing the workplace evaluation the team must focus their energy on reducing the potential for workplace violence. This step involves assessing the results of the evaluation, prioritizing risk, allocating resources, assigning responsibilities, and developing an action plan for the implementation of the program. These steps will form the framework or outline of the

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It's the Most Wonderful Time of the Year (Cont'd from page 1)

♪ Let It Snow! Let It Snow! Let It Snow! ♪

No matter what time of the year it is, safety is important. Please take some extra holiday safety precautions to ensure that you and your family will have a safe, healthy, and happy holiday! ♪

MMSA'S WEBSITE www.minnesotaminesafety.org

IMPORTANT DATES

START-UP SEMINARS

February 9, 2010

YMCA - Marshall, MN

February 11, 2010

Grand Casino - Hinckley, MN

February 23, 2010

Shooting Star Casino, Mahnomon, MN

February 25, 2010

Ziegler - Bloomington, MN

The agenda and sign-up information will be mailed out soon and is available on our website: www.minnesotaminesafety.org

JOSEPH A. HOLMES SAFETY ASSOCIATION NATIONAL CONFERENCE

June 7-10, 2010

Virginia Beach, Virginia



MINNESOTA MINE SAFETY ASSOCIATION

10320 BALSAM LANE, EDEN PRAIRIE, MN 55347

MMSA'S WEBSITE www.Minnesotaminesafety.org

Visit the website for links to:

- Compliance Assistance • Educational Services Training
- Health & Safety Tips • On-Line Filings



Mission:

MMSA provides current, reliable information on all facets of safety and health to Minnesota's mining/construction materials community, and supports safety and health education for members of that community.

Vision:

MMSA will be the preferred source of safety and health information and leadership for Minnesota's mining/construction materials community.

Objective:

MMSA will constantly strive to eliminate factors that contribute to accidents and illness, both on and off the job, through organized promotion and educational efforts directed toward workers, management officials, suppliers, employee organizations, government agencies, schools that teach safety and health, and any other enterprise with interests in the mining/construction materials community.

Workplace Violence: A Management Perspective

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program. The substance of the program comes from working through, and addressing each of the issues identified in the evaluation process. The direction and scope of the program is established by development of a company workplace violence policy statement. This policy statement establishes the management position of zero tolerance from which all other company guidance for this program is derived. "The statement should affirm the company's commitment to a safe workplace, employees' obligation to behave appropriately on the job, and the employer's commitment to take action ... regarding harassing, threatening, and violent behavior" (FBI, 2002). Other company policies should dovetail with this program. They include drug and alcohol abuse policy, sexual harassment and discrimination policy, and discipline policy, to name a few.

Communication is the final step of program deployment. This communication takes many forms, and is better described as a continuous process rather than a one time event. Employee receipt and acknowledgement of company policy concerning workplace violence is a good starting point. However, the real communication occurs through education. This education includes: employee understanding of acceptable standards of conduct and behavior, supervisor and management training in the application of appropriate performance feedback and employee discipline, recognition of workplace violence warning signs and reporting procedures, and training for emergency response.

Managers cannot afford to ignore the issue of workplace violence. All too often the evening news brings a stark reminder of the consequences of ignoring this issue. Company commitment to understanding and addressing the issue of workplace violence is an important first step. Development of a comprehensive workplace violence prevention program provides a foundation for effective employee protection. Ensuring all employees are fully trained and knowledgeable of their responsibilities within the program greatly reduces the odds of your company becoming another headline in the evening news.