



Trick or Treat

# CCBX NEWS...

October 26, 2009

## Communicating Safety to Your Multi-Lingual Workforce

By Judy Kerry

State Compensation Insurance Fund

### *Inside this issue:*

Communicating Safety to Your Multi-Lingual Workforce

Kalb's Q & A for Contractors

Tailgate Topic - Fall Protection

Project Listings

Classified Listings

Seminars & Events Calendar



### CCBX Upcoming Events!

- **October**
  - 10/28 CPR Class Training \$30
  - 10/30 Maximize Your Membership - FREE
- **November**
  - 11/11 Basic First Aid Training \$30
  - 11/26 Thanksgiving & 27 Exchange Closed
- **December**
  - 12/04 Maximize Your Membership - FREE
  - 12/25 Christmas Holiday Exchange Closed

Cal/OSHA requires employers to provide safety training in a language that is understandable to their workers. With today's multilingual workforce, the attempt to comply with this regulation can be a challenge. In order to assure that all workers understand important safety information, employers first must be aware of their workers' native languages. They also need to assess their workers' ability to understand English in written and verbal forms. Then they need to provide instruction in those native languages, provide translators, or translate the safety materials.

In order for employers to identify the best way to communicate to their multi-lingual work force; they can test worker understanding using simple and complex written documents and verbal instructions. Workers may be uncomfortable demonstrating that they don't understand the information presented in English. They may be reluctant to ask for instructions in their own language or for repeated English instructions. A worker may nod their head or say "yes" while you explain something, but may not understand you. Ask the worker to repeat instructions back to you. Ask them to demonstrate the technique, etc. that you just taught them. Encourage workers to ask for help or clarification when they need it.

If an employer translates or offers training in another language, the same materials and amount of detail must be covered as the English language training. Interactive training provides workers with hands-on experience and allows them a chance to ask questions. Give simple, direct verbal instructions such as "wear your hardhat" instead of "hard hats are required onsite to protect your health and safety" and give directions in the order that they should be performed. For example, "First, open the door. Then, remove the hardware." Don't say, "Remove the hardware after you open the door".

Workplace documents that must be translated include hazard warning signs and lockout-tagout devices and signs. Safety and hazard signs should have pictures and words that everyone can understand. Confirm that all of your employees understand the signs' directions. If the job has many technical terms for material and equipment, teach workers what the words mean.



Cont'd next page



## Communicating Safety to Your Multi-Lingual Workforce

Translate company safety policies and procedures. Translate equipment manuals and instruction booklets. Provide material safety data sheets (MSDS) in appropriate languages so your workers know how to properly handle, store, and dispose of chemicals. When you have materials translated, ask a bilingual reader to review them for mistakes.

Identify bilingual workers that can serve as interpreters on the job site, during training, or act as resources for reviewing written materials. Make sure workers know who is bilingual on the job and encourage them to use interpreters as a communication resource. □

**SIGN UP TODAY FOR ANY OF OUR CLASSES or IF YOU DON'T SEE A CLASS YOU NEED....CALL JOHN CAMERON**

**@ 925-685-8630 X 206**



**OFFICE SPACE AVAILABLE AT THE EXCHANGE FOR RENT....**

See details inside this issue!

Contact us today at 925-685-8630



## CCBX Facilities

As one of Concord's premier Conference Center's, we provide many services and amenities that make using our facility a personal & first-class experience. To ensure that your event is successful, we offer..

- Two meeting rooms that accommodate up to 40 people
- State-of-the-Art Audiovisual Equipment
- A dedicated facility representative to assist you
- Computer training capabilities for each student to plug in for internet connect
- Wireless Internet
- Kitchenette, Restrooms & Drinking Fountains
- Competitive, Reasonable Rates
- Centrally Located
- Plenty of Parking



## Need a Business Address for Mail Delivery? Use Ours!

Work at home? Need a business address? Have your mail delivered to us! We will collect your mail and even sign for packages while are out working. We have a convenient mail slot area that you can pick up from.

This service is only \$30 per month, much less than a P.O. Box and when you pick up your mail, you can take advantage of the many other conveniences at the Exchange, we have conference rooms you can use for your meetings, FREE!



## Kalb's Q&A for Contractors

By David Kalb, President of Capitol Services, Inc.



We help corporate contractors, sole proprietors and anyone else who may have a question about some aspect of obtaining or using your State license. Small and disabled-veteran contractors are getting more support from the State of California. We give a contractor a 'helping hand' to keep the business in the family by reaching beyond his 'grasp'...

**Q:** I currently own 100% of a corporation (commercial painting contractor). If I were to sell the entire company and start a new corporation, could I transfer my current license? Thank you in advance for your help.

**A:** Sorry, but you cannot transfer your existing corporate license number to the new company. The license number belongs to the entity not you as an individual.

**Q:** I heard that there have been some changes in the Disabled Veteran Business Enterprise program. I'm in the process of applying for this certification and my contractor's license and was hoping you could fill me in?

**A:** The Department of Transportation (Caltrans) and Department of General Services (DGS) have taken steps to implement AB 21, which was signed by the Governor earlier this year.

The minimum DVBE participation goal (for most State contracts) is 3%. Previously contractors who could not meet this goal were required to at least demonstrate they had made "a good faith effort" to locate certified DVBE contractors or suppliers. Under this legislation, the program has been modified significantly. Bidders may no longer demonstrate compliance with a "good faith effort" and instead must meet the stated percentage goal. The latest addition to helping small and disabled veteran companies is AB 31, which was signed by the Governor. This requires prime contractors to verify and report actual participation in each bid to the awarding agency.

To obtain more information on the DVBE program or to locate a DVBE contractor or supplier, you can visit my web site ([www.cutredtape.com](http://www.cutredtape.com) <http://www.cutredtape.com>). Go to the "Resources" page and click on "DVBE Alliance".

**Q:** My father has had a general contractor's license for 40 years. He is retiring and wants me to take over the business. I have worked in the trades for about 10 years but this was for another company (not my father's). I was told by the CSLB that I could not take over his license number but we do not want to lose it. Is there a way to get the license without testing? Any suggestions?

**A:** He could incorporate and transfer his sole owner license to the corporation assuming he owns 51% of the stock and is the Responsible Managing Officer. Once the company has been established, you could purchase the stock and replace him as the RMO. You should have no problem qualifying with your decade of experience but will need to pass the required law and trade exams.

While this may work for you from a licensing perspective, I would not do anything until you have discussed this with your lawyer or financial advisor. There could be some tax or legal considerations that may be applicable to your situation.

Knowledge is power. Knowing where to go for the answers is half the battle. Get expert assistance immediately when you call 916-443-0657, email [info@cutredtape.com](mailto:info@cutredtape.com), fax (916) 443-1908, or write me at Capitol Services, Inc., 1225 8th St. Ste. 580, Sacramento, CA 95814.

**"To catch the reader's attention, place an interesting sentence or quote from the story here."**

### ***NEED WORKMANS COMP???***

Members can contact State Fund directly by calling Stephanie Berger, our exchange representative, at the State Fund Oakland District Office @ 925-523-5656. Let her know you are a member of the exchange and would like a quote for Group 318. You can save 6% by joining the CCBX Group Program!

# Tailgate Topic-Fall Protection



Personal fall protection is important when you perform job tasks at heights. If you fall and your fall protection gear saves you, you may be suspended in the air for several minutes. During this time, blood can pool in your legs, deprive the brain of oxygen, and cause orthostatic intolerance, or suspension trauma. If you are not rescued promptly and with correct procedures, suspension trauma can have lasting effects and even cause death.

You have probably seen examples of orthostatic intolerance without knowing the term. When soldiers lock their legs straight at attention or nervous bridegrooms stand too long at the altar, they experience orthostatic intolerance and faint. Because the muscles of the leg are not moving enough to pump the blood back up to the heart and brain, it pools in the legs and causes the person to faint. With the body in a horizontal position, the blood flow is restored and the person can recover.

If you are suspended in fall protection gear, you will be hanging straight up with your feet dangling. Holding this position for a long period of time can lead to orthostatic intolerance and you may faint. You will not, however, fall to a horizontal position, and your blood will continue to pool. Your inactive leg muscles will use up the oxygen in the pooled blood and begin to burn fats to stay alive. If you are suddenly put into a horizontal position, such as during a rescue, this deoxygenated blood can flow back into the body (reflow syndrome) and cause damage to your organs, brain, and even cause your heart to stop.

To avoid suspension trauma when your fall protection is in use, first be aware of the symptoms you may experience such as faintness, nausea, dizziness, sweating, paleness, and a narrowing of vision. The risk of experiencing suspension trauma can be affected by the weather conditions, the shock and injuries sustained during your fall, blood loss, and your overall health. Learn techniques that can help pump your leg muscles such as tensing and relaxing them and straightening them and pulling them up to a "sitting position." Maintaining these exercises may be very difficult after a fall, so consider adding foot straps to your fall protection gear to support the legs and give you something to strain and push against.



Pay close attention to the rescue procedures that are appropriate to suspension trauma and to prevent reflow syndrome. Have a plan in place to rescue suspended workers quickly and get them immediate medical attention. When rescuing a suspended worker, do not lay them flat into a horizontal position. Keep them sitting up with their legs straight out in front of them. Keep the worker calm and quiet and monitor them constantly so they do not faint and fall into a horizontal position. Get a rescued worker immediate medical attention and ensure that medical personnel are aware of the possibility of suspension trauma. Don't leave safety hanging. Learn proper prevention and prompt rescue techniques to prevent suspension trauma.

The above evaluations and/or recommendations are for general guidance only and should not be relied upon for legal compliance purposes. They are based solely on the information provided to us and relate only to those conditions specifically discussed. We do not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations or standards.

## Cal/OSHA Consultation Service

All services provided by Cal/OSHA Consultation are provided free of charge to California employers.

If you are an employer who wishes to obtain assistance from Cal/OSHA Consultation, or want to learn more about what services are available, you can do so by calling the toll-free assistance number, 1(800) 963-9424. If you want to arrange an on-site visit or obtain technical information, you can contact the Cal/OSHA Consultation area office nearest your workplace or you can email us at [Info-Cons@dir.ca.gov](mailto:Info-Cons@dir.ca.gov).

Courtesy of State Compensation Insurance Fund /Spanish Version Available at this website [www.scif.com](http://www.scif.com)