



Montana Safety Services Council

“Let us strengthen your safety culture”

November 2013

www.mssc.org

VOLUME XX NO. 11

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2013 MSSC Annual Member Meeting

I would like to thank all of the participants at this year’s annual member meeting. There were twenty participants from twelve different companies that took in the presentation and asked many questions. Dominic Loaiza, a platform expert from Succeed Management Solutions, gave a great overview of the risk management platform. We went over the login process and the very basics of setting up a company and importing existing data into the platform.

Some of the highlights of the Risk Management Center, which are included as part of your annual membership, are an unlimited cloud storage area called “my content”, a comprehensive document and training library, an MSSC resources area, and a robust training tracker application.

The “my content” portion of the platform will allow you to upload any documents and files you wish (not only safety related) and gives you the ability to assign said documents to specific employees who can review them through their employee portal. This can be very beneficial for companies with geographic issues or the need to have real time feedback and tracking documentation. It is a paperless tool with many possibilities.

The library has over 2000 policies, checklists, tailgate meetings, posters, quizzes and power point presentations which are all open source and editable. The resource area contains material selected by us, for your convenience, to make available to you any time or place you have internet access.

The training tracker application gives you a paperless secure way to assign and track...anything you might want to track. It is set up to track safety training, set expiration dates, give notifications, generate compliance reports per company, department, topic, employee, and more.

There are four other risk management applications that can be purchased as an upgrade that complete the platform.

- The certificate of insurance application tracks incoming insurance certificates for vendors and subcontractors you use.
- The SDS track is used to ensure compliance with the hazard communication standard.
- The behavior based safety track is designed to help you develop JSA's and workplace observations which are the heart of a BBS program.
- The incident track helps with loss control, workers compensation claims, and trending and tracking injuries.

If you have any questions about this benefit to your MSSC membership, give us a call. The potential is there to save you an incredible amount of time, decrease injuries and increase the chances of you being in compliance if you are inspected by a government entity.

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Slipping on a wet spot on the floor, tripping over an object in the walkway, or falling from a ladder – such accidents happen more often than we realize. They can also result in severe injuries.



Neatness counts

It is everyone's responsibility to keep work areas clean and safe. During the course of the work day you might find yourself tripping over or walking around boxes, electrical cords, or tools in an area that was previously clear. This makes it difficult for you to do your work safely and efficiently.

If you see such a problem, correct it right away because it might cause an injury to the next person who comes along – or to you if you pass that way again. Everyone should watch for, report, and, when possible, correct slip, trip, and fall hazards.

Housekeeping



Good housekeeping is an integral part of every organization's safe work policy. Walkways and workstation floors must be kept free of clutter and debris. Accidentally spilled liquids and other slippery materials must be cleaned up immediately.

Housekeeping is not just a rainy-day task or a once-a-month chore; it is a job that must be done hour by hour.

Source: Risk Management Center

Region 8 News Release: 13-1302-MON (SF-113) July 29, 2013

The Western Sugar Cooperative in Montana cited by US Labor Department's OSHA for 17 safety violations; \$193,300 in proposed fines

BILLINGS, Mont. – The U.S. Department of Labor's Occupational Safety and Health Administration has cited The Western Sugar Cooperative in Billings, Mont., with 17 violations of safety and health standards, including 12 serious and four repeat.

The Denver-based sugar producer faces \$193,300 in proposed fines following a January inspection conducted by OSHA's Billings Area Office at the Billings manufacturing plant under the agency's National Emphasis Program for Site Specific Targeting.

The four repeat safety violations involve hazards associated with excessive accumulations of combustible coal dust, unguarded elevated platforms, lack of signs on permit spaces and unguarded horizontal shafting. A repeat violation exists when an employer previously has been cited for the same or a similar violation of a standard, regulation, rule or order at any other facility in federal enforcement states within the last five years. OSHA has inspected this employer 16 times since February 2008, finding 30 violations at work sites in Montana, Nebraska, Colorado and Wyoming.

"This employer continues to put its workforce in jeopardy by neglecting to comply with standards and implement safeguards," said Jeff Funke, director of OSHA's Billings Area Office. "OSHA will hold employers accountable, especially those who repeatedly fail to ensure workers' safety and health."

OSHA also cited The Western Sugar Cooperative for 12 serious safety violations, including unsafe use of flexible cords and electrical equipment; open junction boxes; inadequate fire exits; failure to provide standard railings on stairways; unguarded points of operation and rotating parts; unguarded vertical shafting and projecting shaft ends; and overhead crane hook deficiencies. A serious violation occurs when there is substantial probability that death or serious physical harm could result from a hazard about which the employer knew or should have known. In addition, OSHA inspectors found one other-than-serious safety violation for the employer's failure to provide workers with basic information on respirators.

Good Housekeeping Checklist

- ☐ Keep all tools and materials in their proper place when not in use.
- ☐ Keep sharp edges sheathed.
- ☐ Keep the floor clear at all times.
- ☐ Keep cords, cables, and air hoses above floor level.
- ☐ Keep aisles, passageways, and sprinklers clear.
- ☐ Close all drawers.
- ☐ Cover or sand off splinters.
- ☐ Use permanent wiring, not extension cords, whenever possible.
- ☐ Keep wires and cords untangled.
- ☐ Keep cords away from heat and water.
- ☐ Keep flammable liquids in approved airtight metal containers, away from ignition sources.
- ☐ Clean up spills immediately.
- ☐ Don't let dust or lint build up on machinery or work surfaces.
- ☐ Dispose of flammable scrap in tight, closed metal containers that are emptied daily.
- ☐ Remove only necessary quantities of chemicals from containers.
- ☐ Make sure all chemical containers are labeled.
- ☐ Keep chemical containers closed when not in use.
- ☐ Check chemical containers regularly for leaks.
- ☐ Don't let grease or dirt build up on floors or surfaces.
- ☐ Keep food, drinks, and cigarettes out of the work area.
- ☐ Keep lights clean.
- ☐ Report holes, loose boards, and other flooring problems.
- ☐ Throw away trash promptly and properly.

Source: hr.blr.com

Region 8 News Release: 13-1717-DAK

Sept. 5, 2013

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*Adams Thermal Systems to pay \$1.33 million to resolve OSHA citations,
criminal penalties in 2011 death of worker at South Dakota plant
Agreement includes safety improvements, \$450,000 for worker's spouse*

CANTON, S.D. - Adams Thermal Systems Inc. has entered into a deferred prosecution agreement with the U.S. Attorney's Office and the U.S. Department of Labor's Occupational Safety and Health Administration to pay more than \$1.33 million to resolve criminal penalties and OSHA fines levied as a result of the death of a worker on Nov. 7, 2011, in the company's Canton plant. The U.S. Attorney's Office filed the Deferred Prosecution Agreement on Sept. 5, 2013, and has asked that it be approved by the U.S. District Court for the District of South Dakota.

Under the terms of the agreement, the company will pay the worker's surviving spouse \$450,000, a criminal fine of \$450,000 and the full OSHA fine of \$435,000 stemming from the regulatory violations that caused the fatality and additional violations discovered in subsequent inspections.

OSHA's investigation found the worker was fatally crushed in a machine used to make radiator cores, after management instructed and authorized workers to bypass the manufacturer's barrier guard in order to adjust the machine to keep it running. OSHA also conducted two concurrent safety and health investigations at the company in February 2012, which resulted in 66 violations.

"Adams Thermal failed to provide a safe workplace, and those conditions ultimately took the life of a worker. There is no excuse for an employer to compromise safety to keep production running," said Assistant Secretary of Labor for Occupational Safety and Health Dr. David Michaels. "The Department of Labor has worked diligently with the Office of the United States Attorney for South Dakota to resolve this case and provide justice to the family of this worker. No one should ever lose their life for a job."

Because the willful violations cited by OSHA caused the worker's death, the case was referred to the U.S. Attorney for the District of South Dakota in November 2012 for criminal prosecution. Criminal Chief Dennis Holmes handled the case for the U.S. Attorney's Office.

"The purpose of this settlement, which was reached after discussions with the victim's family, is to provide justice to the family and deter similar corporate conduct in the future," said U.S. Attorney Brendan Johnson. "The right of South Dakotans to a safe work environment isn't optional, it is fundamental. I commend OSHA for their investigative efforts, and I am pleased with the settlement that has been reached."

The agreement resolves both of the OSHA civil cases, and includes significant enhanced abatement of violations by the company. Adams Thermal Systems agreed to: increase the size of its safety and health department; implement a companywide safety and health program; provide incentives for managers and workers to report safety issues and make safety recommendations; and to hire a qualified third-party to review guarding and lockout/tagout for all plant machinery and to audit the abatement of all identified hazards. The company will also report quarterly to OSHA for three years on safety progress and reportable illnesses and injuries, and redesign the safety systems and procedures on the radiator core machine involved in the fatality.

The agreement will resolve three willful citations issued for \$210,000 on April 26, 2012, as a result of the fatality investigation. The settlement also resolves the additional citations issued on August 2012, following two concurrent comprehensive safety and health inspections, with proposed penalties of \$225,000. The comprehensive safety and health cases involved 58 serious violations and eight other-than-serious violations addressing unlabeled piping systems; obstructions in aisles and passageways; unguarded machinery; crane and hoist hazards; improper exits; electrical hazards and exposures to chemicals, dust, and noise.

OSHA placed Adams Thermal Systems, which manufactures engine cooling systems for off-highway and on-highway vehicles, in its Severe Violator Enforcement Program in August 2012 as a result of these inspections. The program mandates targeted follow-up inspections to ensure compliance with the law. The program focuses on recalcitrant employers that endanger workers by committing willful, repeat or failure-to-abate violations.

To ask questions, obtain compliance assistance, file a complaint or report workplace hospitalizations, fatalities or situations posing imminent danger to workers, the public should call OSHA's toll-free hotline at 800-321-OSHA (6742).

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit <http://www.osha.gov>.



Workplace Violence

What is workplace violence?

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect and involve employees, clients, customers and visitors. Homicide is currently the fourth-leading cause of fatal occupational injuries in the United States. According to the Bureau of Labor Statistics Census of Fatal Occupational Injuries (CFOI), of the 4,547 fatal workplace injuries that occurred in the United States in 2010, 506 were workplace homicides. Homicide is the leading cause of death for women in the workplace. However it manifests itself, workplace violence is a major concern for employers and employees nationwide.



Who is at risk of workplace violence?

Nearly 2 million American workers report having been victims of workplace violence each year. Unfortunately, many more cases go unreported. The truth is, workplace violence can strike anywhere, anytime, and no one is immune. Research has identified factors that may increase the risk of violence for some workers at certain worksites. Such factors include exchanging money with the public and working with volatile, unstable people. Working alone or in isolated



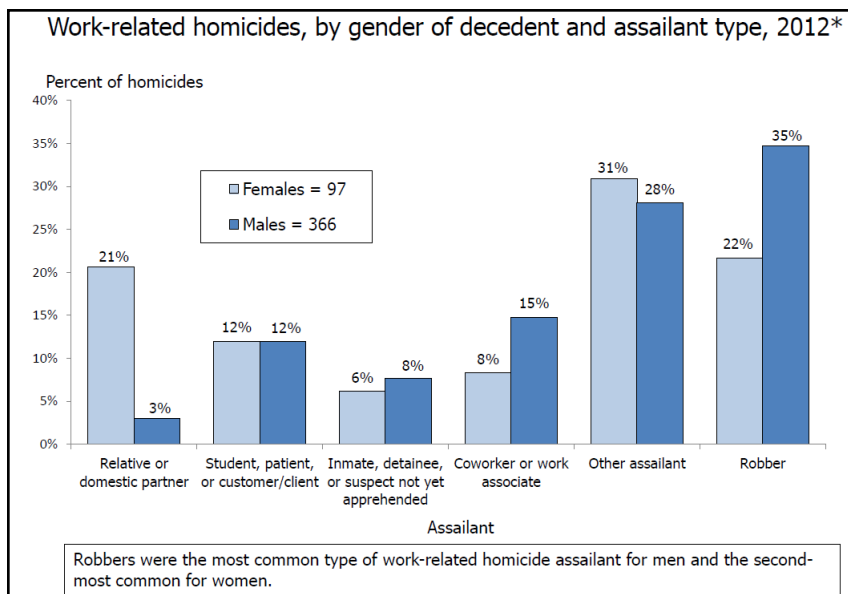
areas may also contribute to the potential for violence. Providing services and care, and working where alcohol is served may also impact the likelihood of violence. Additionally, time of day and location of work, such as working late at night or in areas with high crime rates, are also risk factors that should be considered when addressing issues of workplace violence. Among those with higher risk are workers who exchange money with the public, delivery drivers, healthcare professionals, public service workers, customer service agents, law enforcement personnel, and those who work alone or in small groups.

How can workplace violence hazards be reduced?

In most workplaces where risk factors can be identified, the risk of assault can be prevented or minimized if employers take appropriate precautions. One of the best protections employers can offer their workers is to establish a zero-tolerance policy toward workplace violence. This policy should cover all workers, patients, clients, visitors, contractors, and anyone else who may come in contact with company personnel.

By assessing their worksites, employers can identify methods for reducing the likelihood of incidents occurring. OSHA believes that a well written and implemented Workplace Violence Prevention Program, combined with engineering controls, administrative controls and training can reduce the incidence of workplace violence in both the private sector and Federal workplaces.

This can be a separate workplace violence prevention program or can be incorporated into an injury and illness



prevention program, employee handbook, or manual of standard operating procedures. It is critical to ensure that all workers know the policy and understand that all claims of workplace violence will be investigated and remedied promptly. In addition, OSHA encourages employers to develop additional methods as necessary to protect employees in high risk industries.

Where can I get information on workers' rights and employers' responsibilities?

This information can help you properly prepare to eliminate or reduce the likelihood of violence at your workplace. For other valuable worker protection information, such as Workers' Rights, Employer Responsibilities and other services OSHA offers, read OSHA's Workers page or contact Aaron at (406) 248-4893.

Source: osha.gov

Inquiring Ears Want to Know

What Monitoring is Required?

The hearing conservation program requires employers to monitor noise exposure levels in a way that accurately identifies employees exposed to noise at or above 85 decibels (dB) averaged over 8 working hours, or an 8-hour time-weighted average (TWA). Employers must monitor all employees whose noise exposure is equivalent to or greater than a noise exposure received in 8 hours where the noise level is constantly 85 dB. The exposure measurement must include all continuous, intermittent, and impulsive noise within an 80 dB to 130 dB range and must be taken during a typical work situation. This requirement is performance-oriented because it allows employers to choose the monitoring method that best suits each individual situation.

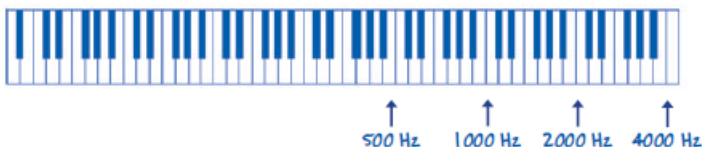
Employers must repeat monitoring whenever changes in production, process, or controls increase noise exposure. These changes may mean that more employees need to be included in the program or that their hearing protectors may no longer provide adequate protection.

Employees are entitled to observe monitoring procedures and must receive notification of the results of exposure monitoring. The method used to notify employees is left to the employer's discretion.

Employers must carefully check or calibrate instruments used for monitoring employee exposures to ensure that the measurements are accurate. Calibration procedures are unique to specific instruments. Employers should follow the manufacturer's instructions to determine when and how extensively to calibrate the instrument.

Source: osha.gov

Audiograms test a range of sounds from low to high frequency (pitch). The test frequencies, measured in Hertz (Hz) usually range from 500 Hz (around the middle of a piano's scale) up to 6000 or 8000 Hz (a little above the highest note a piano can play).



Noise, noise everywhere! How do I protect myself?

- If you must shout to be heard over the noise, it's probably too loud!
- Noise doesn't only happen at work. Noisy home and recreational activities can be hazardous.
- Have hearing protectors on hand. Use them on and off the job.

Source: cdc.gov

Noise is the greatest hearing hazard for most workers, but any of these factors can cause or contribute to hearing loss:

Hazardous noise	Earwax blockage	Medical diseases
Head trauma	Heredity	Frequent ear infections
Aging	Medications	Chemical exposures

When is an Employer Required to Provide Hearing Protectors?

Employers must provide hearing protectors to all workers exposed to 8-hour TWA noise levels of 85 dB or above. This requirement ensures that employees have access to protectors before they experience any hearing loss.

Employees must wear hearing protectors:

- For any period exceeding 6 months from the time they are first exposed to 8-hour TWA noise levels of 85 dB or above, until they receive their baseline audiograms if these tests are delayed due to mobile test van scheduling;
- If they have incurred standard threshold shifts that demonstrate they are susceptible to noise; and
- If they are exposed to noise over the permissible exposure limit of 90 dB over an 8-hour TWA.



Employers must provide employees with a selection of at least one variety of hearing plug and one variety of hearing muff. Employees should decide, with the help of a person trained to fit hearing protectors, which size and type protector is most suitable for the working environment. The protector selected should be comfortable to wear and offer sufficient protection to prevent hearing loss.

Hearing protectors must adequately reduce the noise level for each employee's work environment. Most employers use the Noise Reduction Rating (NRR) that represents the protector's ability to reduce noise under ideal laboratory conditions. The employer then adjusts the NRR to reflect noise reduction in the actual working environment.

The employer must reevaluate the suitability of the employee's hearing protector whenever a change in working conditions may make it inadequate. If workplace noise levels increase, employees must give employees more effective protectors. The protector must reduce employee exposures to at least 90 dB and to 85 dB when an STS already has occurred in the worker's hearing. Employers must show employees how to use and care for their protectors and supervise them on the job to ensure that they continue to wear them correctly.

Source: osha.gov

During Winter - Give Falls "The Slip"

Walking to and from parking lots or between buildings at work during the winter requires special attention to avoid slipping and falling. Slips and falls are some of the most frequent types of injuries - especially during the winter months.

Think prevention

In cold temperatures, approach with caution and assume that all wet, dark areas on pavements are slippery and icy.

Walking safety on ice and snow

- * Extend your arms out to your sides to maintain balance. Beware if you are carrying a heavy backpack or other load—your sense of balance will be off.
 - ◆ If you must carry a load, try not to carry too much; leave your hands and arms free to balance yourself.
- * Keep your hands out of your pockets. Hands in your pockets while walking decreases your center of gravity and balance. You can help break your fall with your hands free if you do start to slip.
- * Watch where you are stepping and GO S-L-O-W-L-Y !! This will help your reaction time to changes in traction.
- * When walking on steps, always use the hand railings and plant your feet firmly on each step.
- * Use special care when entering and exiting vehicles; use the vehicle for support.
- * Use extra care when getting in and out of vehicles; parking lots are particularly difficult to maintain between parked vehicles.
- * Walk on designated walkways
- * Walk like a Penguin. Point your feet out slightly like a penguin! Spreading your feet out slightly while walking on ice increases your center of gravity.
- * Bend slightly and walk flat-footed with your center of gravity directly over the feet as much as possible.



Source: <http://www.placer.ca.gov>

Ice and Snow - Take it Slow

Protect yourself and your passengers. Allow extra time to reach your destination during inclement weather. It takes only one unprepared or careless driver to slow or stop traffic.

Do not be that driver who shuts down the road.

- * Drive for conditions – slower speeds, slower acceleration.
- * Use your headlights.
- * Do not use cruise control.
- * Four-wheel and all-wheel vehicles do not stop or steer better on ice.
- * Leave extra room between your vehicle and the vehicle in front of you. And remember, the larger the vehicle, the longer the stopping distance.
- * Slow down when approaching intersections, offramps, bridges, or shady spots.
- * If you find yourself behind a snowplow, stay behind it until it is safe to pass. Remember that a snowplow driver has a limited field of vision. Stay back (15 car lengths) until you're sure it is safe to pass or until the plow pulls off the road.
- * On multi-lane roadways, snow plows often need to clear the center, throwing snow, ice and slush into nearby lanes. If approaching an on-coming snow plow, slow down and give the plow a little extra room.
- * Slow down and be extra cautious near the chain-up and removal areas. There are often people out of their vehicles.
- * Road Clearing: If there is heavy snow in a short amount of time, road crews may close the pass to clear ice and snow from the travel lanes.



Source: wsdot.wa.gov

Wal-Mart Agrees to Corporatewide Safety Pact

The Occupational Safety and Health Administration (OSHA) announced in August that Wal-Mart Stores, Inc., has entered into a corporatewide settlement agreement to improve safety and health conditions in all 2,857 Wal-Mart and Sam's Club stores under federal jurisdiction. The settlement resolves two enforcement cases that began in 2011 and requires enhanced safety and health practices and training related to trash compactors, cleaning chemicals, and hazard communications. Under the settlement, trash compactors must remain locked while not in use and may not be operated except under the supervision of a trained manager or other trained, designated monitor. Wal-Mart also will improve its hazard communications training and ensure that a protective protocol is in place in case of malfunctions with a store's cleaning chemicals dispensing equipment.

OSHA Launches Campaign to Prevent Musculoskeletal Disorders

The Occupational Safety and Health Administration (OSHA) has announced a campaign to raise awareness about the hazards likely to cause musculoskeletal disorders among healthcare workers responsible for patient care. These disorders include sprains and strains and soft tissue and back injuries. As part of the campaign, OSHA is providing 2,500 employers, unions, and associations in the healthcare industry in Delaware, Pennsylvania, West Virginia, and Washington, D.C., with information about methods used to control hazards. OSHA also is providing information about how employers can include a zero-lift program, which minimizes direct patient lifting by using specialized lifting equipment and transfer tools.

Source: MT Employment Law Letter

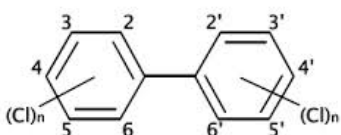
White Paper Warns of Chemical Exposure From Building Materials

Falls Church, VA - Workers may be exposed to a group of synthetic chemicals used in building materials without realizing it, according to a new white paper from the American Industrial Hygiene Association.

The paper focuses on polychlorinated biphenyls, or PCBs, which were used in building materials such as caulking, grout and paint from 1950 to 1978. PCBs have been linked to health risks, including damage to the endocrine, reproductive and immune system - as well as cancer. Exposure can occur through inhalation or touching.

The Environmental Protection Agency has regulated PCBs in liquid form, but AIHA said that workers being exposed to unsafe levels of PCBs emanating from building materials is a growing concern.

Removing PCB sources is the best way to eliminate the hazard, according to AIHA. Noting that glaze or paint made with PCBs can produce PCB dust, AIHA recommends controlling dust by cleaning surfaces with a damp cloth or mop, or using vacuums with HEPA air filters.



FMCSA Proposes New 'Tank Vehicle' Definition

Washington - A Federal Motor Carrier Safety Administration notice published Sept. 26 proposes to expand the agency's definition of what constitutes a "tank vehicle" by incorporating guidance released in 2012.

Drivers of tank vehicles are required to obtain endorsements from the state that grants their commercial driver's license.

In a 2011 rule, FMCSA expanded the tank vehicle definition and endorsement requirement to vehicles with multiple smaller tanks with a combined capacity of 1,000 gallons or more.

Some industry commenters - concerned by driver training costs - asked for clarification on whether the new definition applied to drivers using intermediate bulk containers, which are commonly used for transporting hazardous liquids and have small capacities. In response, FMCSA released regulatory guidance in May 2012 confirming that drivers transporting a combined 1,000 gallons or more of liquids inside multiple intermediate bulk containers require a tank vehicle endorsement.

Comments on the notice of proposed rulemaking are due Nov. 25.

Source: NSC Membership News Alerts

Montana Safety



Services Council

The Montana Safety Services Council is a non-profit educational association established in 1993 to provide safety and health related services. These services include safety training, consulting, technical assistance, seminars and program development to our membership and the public at large. We currently serve over 140 business in all areas of service, manufacturing, construction, mining, medical, retail, wholesale, transportation, and refining throughout Montana, Idaho, Washington and the Dakotas.

Our Mission Statement

The Council is dedicated to the enhancement of safety through education and training programs.

Our goal is to serve and assist owners, contractors, labor, as well as the general public to advance and improve safety awareness throughout the region.

The Council recognizes that if improvement in safety performance and awareness is to be achieved, a unified effort involving business owners, contractors and our labor force must be realized.

Our commitment is to focus on developing this unified effort in order to enhance the safety and welfare of workers throughout our region.

2014 Safety Conference Sponsors

Platinum



Gold

Thank You to the companies who renewed their MSSC membership:

American Title & Escrow

Bertram Drilling Inc.

Billings Clinic

Dale & Jax Door & Glass Inc

Empire Steel Manufacturing Co.

Fox Distribution

HCR-Inc

H-E Parts Crown

MAACO Collision Repair

Milk River Joint Board of Control

Northwest Scientific Inc

PayneWest Insurance

Silver



Bronze



19th Annual LEPC/ASSE/ MSSC Safety Conference



Save the Dates
March 12 & 13, 2014
at the Crowne Plaza

Due to the constantly changing nature of government regulations, it is impossible to guarantee absolute accuracy of the material contained herein. MSSC, therefore, cannot assume any responsibility for omissions, errors, misprinting, or ambiguity contained within this publication and shall not be held liable in any degree for any loss or injury caused by such omission, error, misprinting, or ambiguity presented in this newsletter. The newsletter is designed to provide reasonable accurate and authoritative information in regard to subject matter covered. For additional information call 406.248.4893.

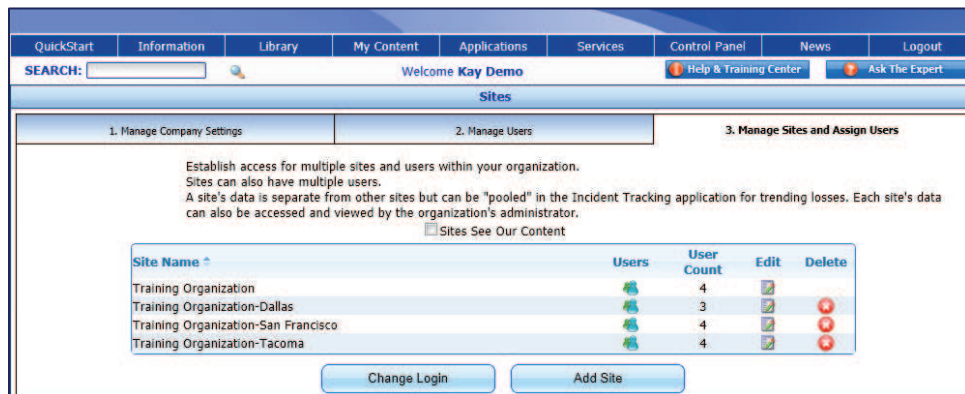
Get Started Now

The Risk Management Center, included in your MSSC Membership, is a program designed to help organizations manage risk and reduce losses through a suite of interactive software applications.

Here's how to get started...

- ✓ **Step 1 – Log in** – Go to www.mssc.org "Member Login" and enter your username and password.
(Contact MSSC if you need your login information)
- ✓ **Step 2 – Set up users and sites** – If your organization has multiple locations you will need to set up each location's access to the Risk Management Center before using any of the software products. You will also need to create a user for each person that will be using the system. Go to the CONTROL PANEL and then choose MANAGE MULTIPLE SITES & USERS.
 - In the first tab enter your company and primary user information.
 - Click on the second tab marked MANAGE USERS. This section allows you to add and edit any users you would like to have access to the Risk Management Center. Click the ADD USER button and fill in the name, email and an individual access code for each user. (Note – All users sign in through the MSSC website login. The access code is different for each user).

- Click on the third tab marked MANAGE SITES AND ASSIGN USERS. Click on the ADD SITE button; the site name and address are required. To assign users to a site, click on the USERS icon for that site. This will open a window that will allow you to assign which users have access to that site as well as which areas of the platform they will be able to use. For a guide to what the column headings stand for, click the COLUMN KEY at the top left of the screen.



Note - All information will be kept separate by site.

- ✓ **Step 3 – Add employees** – To add employees, go to the CONTROL PANEL and select EMPLOYEE MANAGEMENT. You are able to add a one employee at a time by clicking the ADD NEW EMPLOYEE button. The employee's name, department and supervisor are required. Multiple employees can be added all at once by selecting the IMPORT EMPLOYEE LIST tab on the far right of the screen and filling out the spreadsheet template provided. Before adding or importing any employees, make sure the correct site is selected at the top of the page.

QuickStart Information Library My Content Applications Services Control Panel News Logout

SEARCH: Welcome **Key Demo** [Help & Training Center](#) [Ask The Expert](#)

Control Panel | Employee Management

Select Site: Training Organization

Manage Employees Manage Supervisors Manage Departments Manage Logins Merge Employee Records Import Employee List

- ✓ **Step 4 – Sign up for training webinars** – To learn more and become comfortable using the Risk Management Center, sign up for our free daily training webinars. You will find the HELP & TRAINING CENTER link at the top of the main platform page. Once inside, choose an application on the left side of the screen to access a list of helpful resources for that application.

QuickStart Information Library My Content Applications Services Control Panel News Logout

SEARCH: Welcome **Key Demo** [Help & Training Center](#) [Ask The Expert](#)

Help & Training Track

Training & Overview Contact Us

Step 1. Please select Step 2. Please select Step 3. Select a time to attend a webinar.

General Platform

- COI Track[®]
- Incident Track™
- BBS Track™
- Job Description Track™
- Training Track™
- SDS Track™

Product Overview

- Live Training Webinar
- Training Video

Using the Platform and SDS Track

Learn how to navigate the Risk Management Center and learn to manage safety data sheets with SDS Track. Cost: Free Duration: 60 minutes

Day	Date	Time (AST)	Time (PST)	Time (MST)	Time (CST)	Time (EST)	Registration
Monday	12/10/2012	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	Register Now
Monday	12/17/2012	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	Register Now
Monday	12/31/2012	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	Register Now
Monday	01/07/2013	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	Register Now
Monday	01/14/2013	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	Register Now