

# THE SDIC ADVISOR

September, 2008

## FROM THE DIRECTOR:

Welcome back to a brand new school year and the promise of busy times, new schedules and re-energized students as well as **a new electronic format for our newsletter**. But, before you get overwhelmed with workload and crises repair, remember the words of the writer, William S. Halsey:

*All problems become smaller if, instead of indulging in them, we confront them. Touch a thistle timidly and it pricks you; grasp it boldly, and the spine crumbles.*

The prepared students return to school with book bags, notebooks, pencils, pens and all other equipment necessary to begin a successful new year. As administrators, we need to have our "equipment" up-

to-date to ensure a successful launch as well. For your convenience we have mailed out packages of information to both the Administrative Representative and the Workers' Compensation Coordinators with all of the tools needed for Workers' Compensation administration at the school districts. The other way to keep up with the trends in Workers' Compensation is to attend our Fall Seminar at our Lansdale office on Friday, November 21, 2008. The registration forms will be mailed next month. Premium Discount applications were sent out last week, and when completed offer a total discount of 5% on your total premium. That money is



best used to fund the activities of your Safety Program or purchase safety equipment for your school buildings. All of the components for building and grounds inspection may be found on our website [www.sdicwc.org](http://www.sdicwc.org) as well as many other safety procedures, websites and references. Get off to a great start by calling on SDIC to get a Safety Committee started. Or, register for, the Department of Labor & Industry's Safety Certification Training right here at our Lansdale office, at [www.sdicwc.org](http://www.sdicwc.org) under the safety tab/Seminars. Above all call on us to help you commence a Safe, Healthy and Prosperous year.

## SAFETY AND MEDICAL:

Every employer MUST post the Employee Workplace Notice provided by the Department of Labor and Industry. The poster lists the components of the Right to Know Law. If you have any questions call Katherine Robinson at SDIC 800-445-6965 ex.123.

By law your employer is required to inform every employee about the hazardous substances, special hazardous substances and environmental hazards present in your workplace. Employer must post the Hazardous Substance Survey Form

(HSSF) where notices are normally posted in the workplace. You will find this form plus other very informative information at: [www.dli.state.pa.us/landi/cwp/view.asp?a=144&Q=230702&landiPNa vCtr=](http://www.dli.state.pa.us/landi/cwp/view.asp?a=144&Q=230702&landiPNa vCtr=) , page down to Manual form, click on PSF-8, plus see

### Upcoming Events

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|--|--|
| 2009 Pennsafe Training Schedule in Lansdale<br>FREE<br>9: am-1: pm | April 22, 2009<br>June 3, 2009<br>Aug. 12, 2009<br>Oct. 14, 2009 |
| SDIC Seminar Lansdale, PA.<br>9: am-2: pm<br>FREE                  | Nov. 21, 2008  |

### INFORMATION WEBSITES

- [www.dli.state.pa.us](http://www.dli.state.pa.us)  
Dept. of Labor & Industry
- [www.ohsonline.com](http://www.ohsonline.com)  
Occupational Health & Safety (OSHA)
- [www.coastal.com](http://www.coastal.com)  
Coastal Safety Videos
- [www.pachamber.org](http://www.pachamber.org)  
Pa. Chamber of Commerce
- [www.osha-safety-training.net](http://www.osha-safety-training.net)  
National Safety Compliance Safety Training Videos by OSHA

## SCHOOL DISTRICTS INSURANCE CONSORTIUM

1600 Pennbrook Parkway  
Lansdale, Pa. 19446

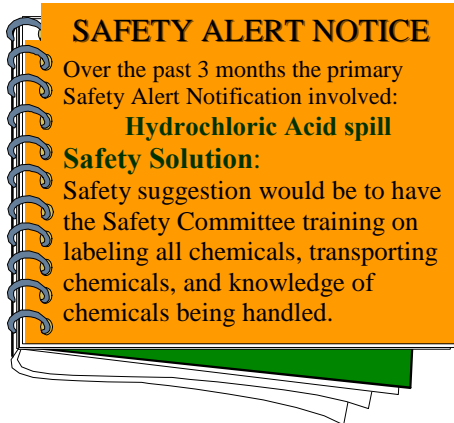
P.O.Box 1249  
North Wales, Pa. 19454

Phone: 800-445-6965  
Fax: 215-393-0456  
Email: [krobinson@sdicwc.org](mailto:krobinson@sdicwc.org)



Cheryl LaPotin, Executive Director  
Marie Wallace, Claims Manager  
Kathy Robinson, Safety Coordinator

We're on the web...  
[www.sdicwc.org](http://www.sdicwc.org)



## LEGAL OR CLAIMS UPDATE



### Have you heard about "HandS," the Health and Safety Division's new online system?

- **Employers** (SDIC Members) can apply electronically for **state certification** of their workplace safety committees and electronically **renew** their safety committee certifications.
- **Employers** (SDIC Members) can **view** safety committee and prevention program **audit reports electronically**.

The HandS website can be found online at <http://www.dli.state.pa.us> click on downloadable forms on the left and then go to Business Licenses, Permits & Certifications then click on workplace safety, page down and click on "on line filing" or PDF Application. The Health and Safety Division

is looking forward to improved customer service through electronic communications. Users are able to log onto the "HandS" website from any computer with an Internet connection. Information needed to answer questions or to provide clarification will also be handled electronically, meaning less paper shuffling and fewer time delays for all involved parties.

### HandS to Better Serve You

- New "HandS" initial application forms will be required beginning in January 2007 and can be obtained by contacting the Health and Safety Division.

your SDIC Safety Manual Tab #9. This list must be updated annually by April 1. Employer must identify the substances with which you work by ensuring that all containers of chemicals in the workplace are labeled. The labels should include information such as: Chemical name; Hazard warnings; Manufacturer's or supplier's name, address and phone number. The labels must be displayed clearly. The employer is NOT required to label any container of products regulated by federal laws or regulations such as: Pesticides; Food, drugs or cosmetics; Distilled spirits, wines or malt beverages; Hazardous waste from spills and disposal site rehab. projects. In addition a label is NOT required on any secondary container into which you transfer a chemical or mixture for your immediate use from a labeled container.

Every employer must make available specific information about the hazardous substances with which you work, in addition to the information on the label. This includes the dangers of the substance, safety procedures, and emergency response techniques for each substance. You can find this information on a Material Safety Data Sheet (MSDS) prepared by the manufacturer or supplier. More information can be found at: [www.ilpi.com/msds/index.html](http://www.ilpi.com/msds/index.html) and Tab 9 of your SDIC Safety Manual. Employers **MUST** maintain a file of MSDS sheets for each hazardous substance and make available to all employees. You may request a copy of any MSDS and employer must provide you with a copy within 5 days if available. If one is not available the employer must provide a copy within 15 working days of written notice. An employee may refuse to work with a specific hazardous substance without penalty by the employer under the following conditions: You have requested an MSDS but have not been furnished the information; or employer has not taken proper steps to obtain the information.

The law requires that you be trained at least once a year on the hazardous substances in your work area. Training must include the following: location of substances; properties of substances; chemical or common names; emergency treatment for exposure; acute and chronic effects resulting from exposure; necessary personal protective equipment for safe use; potential for fire or other reactions; emergency procedures for spills.

- New "HandS" renewal certification forms will be required for any renewals reaching the Health and Safety Division on or after July 1, 2007.

Please visit our website at [www.sdicwc.org](http://www.sdicwc.org) and look under the Safety tab, Loss Control, find the State Certification HandS presentation and view the power point slide show. This presentation will guide you through the process of filing your initial or renewal state certification. Workplace Safety Committee Certification section starts on page 34.