

HATS ON FOR SAFETY!

OSHA Wants What?!

“One of the first things [the OSHA rep] will ask you for is your **safety manual.**”

For more information on SBMA's OSHA approved manual and other OSHA requirements, please contact us. Our close relationship with the National Safety Council, OSHA and Federated Insurance is here for our members use. Don't hesitate to call.

SBMA Safety Newsletter
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It's noon on a Friday. Lumber is leaving the yard by the truckload. Everything's progressing normally. Until a man dressed in a dark suit with mirrored sunglasses comes striding up the driveway. He's taking notes into his handheld voice recorder. He hands you a card. The word "OSHA" glares out at you. Now what?

OSHA representative don't have the industry's best reputation, but I'm sure they have the interest of the safety of your employees and the quality of your business at heart. And to prove that, one of the first things the suited gentleman is going to ask you for is your safety manual.

Whether you've designed this manual yourself, used a consultant, or purchased the OSHA approved manual from SBMA, take a quick look at it to make sure it contains all of these requirements to function effectively.

- A management commitment and employee involvement statement.
- Worksite analysis. This is to look for any potential accident sites or hazards.



Don't have a safety manual?
You need one!

This needs to be followed up by a plan on how to control or eliminate such hazards.

- Hazard prevention and control. This statement should include precautions such as safety goggles or clothing, recordkeeping, lockout/tagout, and motor vehicle training.

- Safety and health training. You should make seminars and conferences available to members of your staff. Also include precautions in new employee orientation programs.

- Mission statement. Include your safety policy in your mission statement. This sends a clear sign to the employees that you care about them and their health.
- Responsibilities. Hold safety program enforcers accountable for follow-through. Also include disciplinary actions for employees that fail to comply with guidelines.

Remember that SBMA has OSHA Safety & DOT manuals available for you that can be personalized for your company's needs!

Some of this information was taken from "What Needs to Be in Your Safety Program" in the July/August 2004 issue of TimberTalk.

Let Us Know What You Think

What are *YOU* worried about?
Help us out be letting us know about safety topics that could help keep your workplace safe!

Give us your feedback on this new mailing!

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is

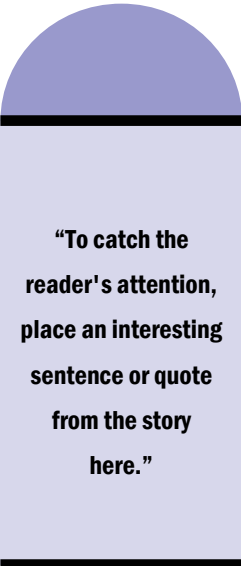
to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by

accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

Caption describing picture or graphic.



Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note

business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your

business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of con-

text.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

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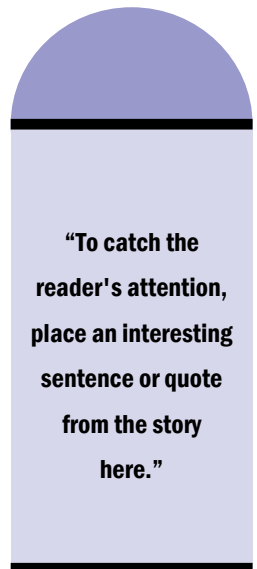
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"To catch the reader's attention, place an interesting sentence or quote from the story here."

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Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com



Y O U R B U S I N E S S
T A G L I N E H E R E .

We're on the Web!
example.microsoft.com

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are fre-

quently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

Caption describing picture or graphic.