



# Pretreatment & Organic Finishing

R.W. Phillips Jr. (left) • MarRich Associates  
P.O. Box 3072 • Lynchburg, VA 24503

R.W. Phillips III • Brent America, Inc.  
Arlington, TN

## Train & Retrain To Sow the Seeds of Success

Since the beginning of time, man has had to perform some sort of work to survive. From the beginning, there have also been restrictions—things to avoid while performing a task—so that survival was possible. Today, there are more restrictions than ever relating to the work we must perform.

Communication, training and retraining are the basis for surviving in business. Most required training is based on experience, such as previous accidents or mishaps in the workplace. Other programs are based on the knowledge of experts trained to see the potential for danger in the work environment. These programs must be communicated to all employees to ensure a safe, healthy, pollution-free workplace.

While working with a company recently, I found it had incorporated safety, health and pollution prevention into a series of training sessions that included production scheduling, employee relations, quality assurance, and personal activities of employees. This brought to mind the style of management that my father taught me: "Make the workplace a family of employees doing key things together, producing a product, and enjoying the opportunity to live a better life."

### Training Sessions

The company holds monthly meetings for training and other communication. All employees are encouraged to participate in these sessions. The one-hr meetings are held before production starts, but after employees have punched the clock. The sessions are split into four 15-min segments, with each segment covering a different subject. Some segments are open

discussions about the previous subject. The company divides its training program into eight major subjects and 16 sessions. Each subject is covered twice, every 16 months.

Major subjects include:

- **Basic Safety**—Good housekeeping; safety awareness; job hazards; safety responsibilities; slips, trips, falls; employee right-to-know; accident prevention; handling trauma disorders; substance abuse; and employee orientation before and after employment.
- **Personal Protection**—Providing protective clothing or equipment to prevent potential hazards in the workplace that could cause harm to the body, head, eyes, hands, skin, hearing, or respiratory functions.
- **Chemical Safety**—OSHA's Right-to-Know regulations, including material safety data sheets (MSDS); labeling and identification; storing and using corrosive and harmful chemicals; and controlling harmful emissions.
- **Emergency Response/Fire Prevention**—This covers physical participation in fire prevention; emergency alarms and reporting; first aid for injury and illness; spill containment; and emergency preparedness and communication (who to contact and what to do as an individual or team member).
- **Health**—Personal hygiene; preventing work-related illness; bloodborne pathogens; exposure to emissions and fumes; stress management; and proper diet, rest, exercise, and recreation.
- **Material Handling**—Operating equipment; preventing back

injuries; and carpal tunnel syndrome.

- **Hazardous Communication**—Company and employee responsibilities; hazardous conditions in the workplace; permits for paint, plating and finishing operations; reporting requirements for federal, state and local governments; air and water; storing and handling waste.
- **Maintenance/Repair/Installation/Production, etc.**—These headings cover a number of regulations for manufacturing operations, such as machine guarding; welding; grinding, cutting and brazing operations; using hand tools, ladders and scaffolds; permits from regulatory agencies; insurance requirements and restrictions; using compressed gases; storing and using fuels; electrical equipment; lockout/tagout; confined space; location and availability of information; signs and bulletin boards; and temperature control for work stations.

The company does all of this just so it can operate a metal preparation and paint line that provides jobs for about 36 people, not including administration or the cleanup crew between shifts. Next month's column will discuss how this company's training program covers more than the basics needed to do the job.

If you do not have an adequate training and retraining program, you can take advantage of the services available from AESF. Use the reader service card on page 83 to send questions to any of *P&SF's* authors.

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