

# JANUARY 2014

## JANUARY

### **January 9**

Scholarship Cigar Night  
*The Ritz Carlton-sold out!*

### **January 15**

Monthly Business Meeting  
*Syberg's on Dorsett*

### **January 29**

Meet the GC's Expo  
*St Charles Convention Ctr.*

## FEBRUARY

### **February 13**

STAR Safety Seminar  
*Enterprise Bank & Trust*

### **February 15**

Scholarship Trivia Night  
*Mason Contractors Assoc.*

### **February 19**

Monthly Business Meeting  
*Soccer Park-Fenton*

## MARCH

### **March 19**

Monthly Business Meeting  
*Syberg's on Dorsett*

### **March 27**

Banking/Bonding Seminar  
*Enterprise University*

## APRIL

### **April 16**

Monthly Business Meeting  
*Soccer Park-Fenton*

### **April 26**

21st Annual Awards Gala  
*The Four Seasons Hotel*

Welcome to 2014, I hope everyone had a Merry Christmas and a Happy New Year. I hope the New Year is a prosperous and profitable one for all of us. I know that your ASA Midwest Council has a big year planned and it starts with some great events in January.

The first event of 2014 is our monthly meeting, being held at Syberg's on Dorsett, on January 15, 2014. The guest speaker will be Mr. Bill Dewitt III, President of the St. Louis Cardinals. Mr. Dewitt will be providing us with an insider's perspective on the St. Louis Cardinals organization from their off-season moves, to the progress on Ballpark Village. This should be a very informative meeting, and promises to be a fun night for all attendees. Visit the new website, [www.asamidwest.com](http://www.asamidwest.com), and register & pay online for all upcoming meetings in 2014.

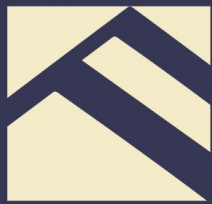
The next big event, later this month, is one of our premier events of the year- the 12<sup>th</sup> Annual GC Expo. We currently have over 25 general contractor exhibitors signed up to participate in this year's Expo. If you have never attended the Expo in the past, you need to make the event a priority this year. With over 800 attendees, from varying parts of the construction industry, it is a great place to network and get a good feel as to what 2014 is going to look like in the St. Louis construction industry.

I look forward to seeing you around this month and throughout the New Year! Happy New Year!

Vincent Irwin  
Irwin Products, Inc.  
President, ASA MWC  
Building. Community.

**Syberg's on Dorsett  
2430 Old Dorsett Road  
Maryland Heights, MO**

Directions: Exit HWY 270 at the Dorsett Exit. Go east on Dorsett, and a left onto Old Dorsett Road to Syberg's.



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**Join a committee today.**

**Membership**

*(Jennifer Tichacek/Tom Woodcock)*

**Programs** *(Steve Albart)*

**Golf** *(Jennifer Church/Jeff Jordan)*

**Legislative** *(Tim Thomas)*

**Awards Gala**

*(Molly Spowal /Rick Swanson)*

**Construction Showcase & BBQ**

*(Kevin Douglas/Rick Williams)*

**GC Expo**

*(Walter Bazan, Jr./Tim Thomas)*

**Safety** *(Mike Sicking)*

**Brand Development**

*(Stephanie Woodcock)*

**Contract Review** *(Dick Stockenberg)*

*Most committees meet every 4 weeks , contact a committee chair today, to join a committee!!*

**JANUARY 2014  
MONTHLY BUSINESS MEETING  
SYBERG'S ON DORSETT  
Wednesday, January 15, 2014**

Please join us Wednesday, January 15th at Syberg's on Dorsett, 5:30 p.m. ASA Midwest Council welcomes Mr. Bill DeWitt III, President, St. Louis Cardinals, as our speaker for the evening. The cost is \$42 per member.

Baseball season is right around the corner, so join us for an exciting peek into the 2014 St. Louis Cardinal's season and an update on the progress of Ballpark Village.

**Register online by Friday, January 10th.**

The following companies will be reviewed at BPI:

Droste  
HBD  
Nabholtz  
Norton  
Penco

The BPI topic for discussion is *When to Notify your Attorney with your Intent to file a Mechanics Lien.*

*Please invite a non member guest to attend the meeting, remember first time non member quests are FREE to attend.*

*It is the best way to introduce someone to the benefits of ASA membership! Please register your guests in advance with the ASA office-314 845-0855.*

**Shared Office Space / Warehouse / Fabrication Shop Available**

Furnished private office in a clean professional environment.  
Also available, together or separately, is a warehouse / fabrication area up to 6,000 s.f.  
Partial, Short term or intermittent lease available.



**12th Annual  
Meet the GC'S Expo**

**Wednesday, January 29, 2014**

**ASA Member Early Access-  
3:00 to 4:30 p.m.**

St Charles Convention Center  
3:00 TO 7:00 p.m.

**\$65 ASA MEMBER**

*(members use online promo code ASA2014)*

**\$95 NON MEMBER**

***www.asamidwest.com to register***

*Questions??*

*susan@asamidwest.com*

*314 845-0855*

*Save the Date  
for the*

**TWENTY-FIRST  
Anniversary**

**ASA MIDWEST COUNCIL  
AWARDS GALA**

**Saturday, April 26, 2014  
Four Seasons Hotel St. Louis**

**www.asamidwest.com**

## GET 2014 OFF TO A PRODUCTIVE START

*Dan Schoenkase, Greensfelder, Hemker & Gale, P.C.*

Like many of you, I start a new year off by thinking of goals that I'd like to achieve and go through the ritual of creating a few New Year resolutions that mostly go unresolved. It is important to the success of all companies that they dedicate time to assess the previous year to identify things that did not go well and those items that they should continue to do well. As you set your company's goals for 2014, I offer the following for your consideration.

**Review standard forms.** Do you use preprinted or standard forms like Purchase Orders that include terms and conditions for use with other companies? Do you have internal forms for internal controls? Consider when the last time was that someone reviewed those forms? Are the terms and conditions still applicable? Do the forms still serve their intended purpose? Have there been situations in which those terms and conditions did not address recurring issues? Maybe there are consistent comments or questions about certain aspects of the forms? Now is a good time to review and update those forms.

**Backup and Storage of Electronic Data.** A modern lawyer joke is that the "e" in email stands for "exhibit." Just a few years ago, emails and electronic information were an easily manageable part of most construction disputes. It was not necessarily convenient, but it was possible for companies to print all of the emails related to a project or fit all of them onto a few CD-ROMs. All of that has changed. Even on small projects, the volume and types of electronic data exchanged has exploded. Further, you have a duty to preserve your data if a dispute arises. You must take the time to learn how to manage and backup your data effectively. By doing so now, you can potentially save your company a ton of money in litigation later on.

**Estate Planning and Business Succession Planning.** Many business owners are justifiably consumed with day to day, month to month and quarter to quarter performance. Resolve that this will be the year that you plan for your death or disability even if you consider yourself to have many good years of life ahead. For closely held businesses, business succession planning should be done hand in hand with estate planning. This will ensure that your business is prepared to carry on without you and your family or other designated beneficiaries receive the assets that you intend to pass along.

**Observe Corporate Formalities.** One of the most important aspects of doing business as a corporation or limited liability company is that you are generally protected from personal liability by that corporate shield. Remember when you created your company that your lawyer likely drafted an operating agreement or other document which spelled out how the company would handle certain matters, e.g. buying real estate, naming new members or shareholders, etc. To maintain your

corporate shield you need to observe those formalities and document them. Take a few minutes to review your by-laws and see if you are in compliance.

**Manage Your Risk – Review Contracts Pre-Execution.** You should not wait to find out what's in a contract until after you sign it. Your company may have gotten into the bad habit of not thoroughly reviewing all of the terms of proposed contracts pre-execution and only focusing on scope/price issues or believing that you do not have the leverage to negotiate many terms in your favor or at least neutrally. If so, it's time to break that habit. One of the benefits of ASA membership is access to the contract reviews performed by the Contracts Review Committee. This is an excellent place to start when you review a proposed contract. Make the time to train subordinates to review contracts. A great way to accomplish this is by creating a contract review checklist which captures the terms that have the greatest impact on the risk to your company, e.g. pay if paid clauses, consequential damages, etc. and assessing how the contract addresses those terms. A good checklist allows subordinates to do initial reviews and lessen the burden on higher leadership for final approval.

**Manage Your Risk – Follow the Contracts that you sign.** Of course, all the time that you and other company leaders spend reviewing and negotiating contract terms only matter when those charged with executing the contract actually adhere to its terms. It's a good time to consider a contract template checklist that summarizes each contract you enter into by identifying key notice dates, claim procedures and other critical information. Failure to follow claims and notice procedures may prevent you from obtaining time extensions, damages for delay or damages for unforeseen conditions, etc. Taking a few extra minutes to review these procedures will help to preserve claims.

No matter your goals for 2014, resolving to address some of these items in the new year will make your business better prepared for the future.



**Building. Community.**

# Thank You

ON BEHALF OF THE ST. LOUIS AREA FOODBANK  
AND ALL THOSE WE SERVE, WE WOULD LIKE TO THANK

## THE ASA MIDWEST COUNCIL

YOUR DONATION OF 300 POUNDS OF FOOD AND MONETARY  
DONATION WILL PROVIDE 1000 MEALS FOR THE AREA'S NEEDY.

Foodbank  
*St. Louis Area Foodbank*

# THANK YOU

to the companies that attended the Casino Night:

*Air, Land & Sea Express  
Air Masters/Gateway Mech.  
AME Constructors  
American Steel  
Fabrication  
Bazan Painting Co.  
Briner Electric  
C & R Mechanical Co.  
CliftonLarsonAllen  
CMIT Solutions  
CNA Surety  
Dawson & Dodd Heating &  
Cooling*

*Duct Systems  
Ductz of West St. Louis  
Dynamic Controls  
ELCO Chevrolet Cadillac  
Envirotech  
Fabick  
Firestone  
Freeman Contracting  
Frost Supply  
George McDonnell & Sons  
Greensfelder, Hemker &  
Gale*

*Hoette Concrete  
Ideas 4 Promos  
Irwin Products  
J.D. Kutter Insurance  
JJ Construction Services  
K & K Supply  
Kaiser Electric  
Liberty Mutual Surety  
Michele K Smith CPA  
Midwest Service Group  
Nu Way  
Oreo & Botta Concrete*

*Pac-Van, Inc.  
Parkway Construction Svcs.  
PS Rapp Sewer & Plumbing  
Professional Installers  
Rental Supply, Inc.  
RubinBrown LLP  
Schaeffer Electric  
Seal the Deal  
Secura Insurance  
Stone Carlie & Co.  
United Rentals*



# ASA

MIDWEST COUNCIL

# MEET THE GC'S EXPO

WEDNESDAY, JANUARY 29, 2014  
ST. CHARLES CONVENTION CENTER



Building. Community.

3:00-4:30pm - ASA Members Only  
4:30-7:00pm - All Attendees Welcome  
\$65 ASA Members • \$95 Non-ASA Members  
Advance Reservations Required • Visit [www.asamidwest.com](http://www.asamidwest.com) to register  
For more information, 314.845.0855 or [susan@asamidwest.com](mailto:susan@asamidwest.com)

## ***General Contractor Exhibitors***

*(include but not limited to the following: )*

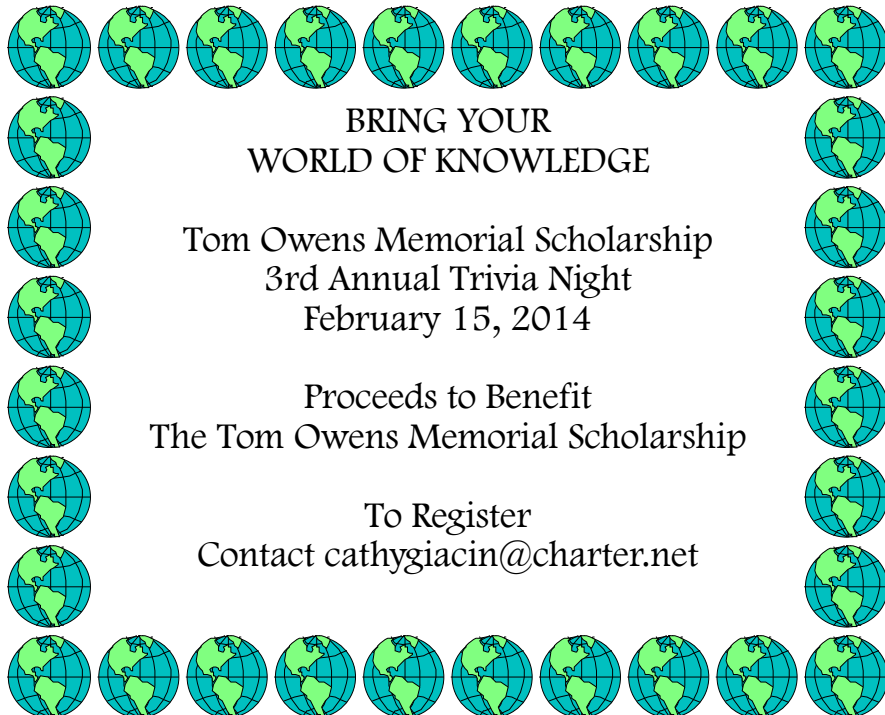
Alberici Constructors  
ARCO Construction Co.  
Brinkmann Constructors  
BSI Constructors  
Clayco, Inc.  
Contegra Construction Co.  
Conway Contracting, Inc.  
H.B.D. Construction  
Holland Construction Services  
Impact Strategies, Inc.  
Interface Construction Corp.  
Kadean Construction

KCI Construction Co.  
Kozeny-Wagner, Inc.  
LANDCO Construction  
McCarthy Building Companies  
McGrath & Associates  
Paric Corporation  
R.G. Ross Construction Company  
Rhodey Construction, Inc.  
Sitelines, Inc.  
S.M. Wilson & Co.  
Tarlton Corporation  
United Construction Ent. Co. of St. Louis  
Volk Construction

**REGISTER ONLINE [WWW.ASAMIDWEST.COM](http://WWW.ASAMIDWEST.COM)**

# Upcoming ASA Midwest Council Events & Meetings

- January 9 Tom Owens Memorial Scholarship Cigar Night Fundraiser  
*The Ritz Carlton Clayton-**SOLD OUT***
- January 15 Monthly Business Meeting-*Bill DeWitt III, St. Louis Cardinals*  
*Syberg's on Dorsett*
- January 29 Meet the GC's Expo  
*St. Charles Convention Center*
- February 13 **STAR** Safety Seminar  
*Enterprise Bank & Trust-Sunset Hills*
- February 15 Tom Owens Memorial Scholarship Trivia Night Fundraiser  
*Mason Contractors Association*
- February 19 Monthly Business Meeting-*ASA 101*  
*Soccer Park-Fenton*
- March 19 Monthly Business Meeting-  
*Syberg's on Dorsett*
- March 27 Banking & Bonding Seminar  
*Enterprise University*



BRING YOUR  
WORLD OF KNOWLEDGE

Tom Owens Memorial Scholarship  
3rd Annual Trivia Night  
February 15, 2014

Proceeds to Benefit  
The Tom Owens Memorial Scholarship

To Register  
Contact [cathygiacin@charter.net](mailto:cathygiacin@charter.net)

## Have you Heard??

ASA Midwest Council has a new *Safety Program*  
Powered by ASA Members and the ASA Safety Committee!

The investment is only \$300 per company and the benefits include the following:

- Job-Site Analysis
- Hazard Prevention & Control
- Safety Training & Education
- Industry Recognition
- Improved Employee Productivity & Morale

Contact Safety Chairman, Michael Sicking with Safety International.  
[msicking@safety-international.com](mailto:msicking@safety-international.com) OR 314 486-3141

To apply, visit [www.asamidwest.com](http://www.asamidwest.com).

***STAR* Safety Program** join today!!



**STAR SAFETY PROGRAM**

Safety Training And Responsibility

*Powered by ASA MWC Members*

**JOIN US FOR OUR FIRST**

## ***STAR* SAFETY SEMINAR**

**FREE TO *STAR* SAFETY MEMBERS**

\$40 for other ASA Members

*(space is limited to 25 people)*

FEBRUARY 13, 2014

Enterprise Bank & Trust  
3890 South Lindbergh Boulevard  
Sunset Hills, MO 63127

*Contact Mike Sicking or Susan Winkelmann for additional details.*



December is over and January marks the beginning of the 2014 Legislative Session. The month of December is normally a slow month consumed only by bill pre-filing, however, this year December was very busy and began with the Governor calling a spur of the moment special session the first week of December.

The whirl wind special session called by the Governor began on Monday, December 2 and ended on Friday December 5<sup>th</sup>. The purpose of the special session was to pass legislation that would help entice Boeing to initiate production efforts of their 777x aircraft in Missouri. Boeing sent out an RFP for this production contract which was due on December 10 and was the reason for the quick call for special session. The incentives necessary to be included in the bid and for Missouri to be a competitive bidder had to be passed legislatively.

In short the bill passed by both chambers and subsequently signed by the Governor would authorize tax credit incentives with a cap of \$150 million per year for ten years for aerospace industry projects through the Missouri Works program, the BUILD program, the Missouri Works Training Program and the Tax Increment Financing (TIF) act. The bill also stated that the incentives would only be effective if Missouri is awarded the aerospace project and if the project creates at least 2,000 new jobs within ten years. While passing this legislation appeared to be the right thing to do, it was heavily scrutinized during special session since the state has been unable to reform its tax credit program in past years. In the end the bill passed by a large margin (23-8 in the Senate and 127-20 in the House) because the scope was so limited. Now the state must wait and see if it wins the bid for the project. We should hear whether Missouri won the bid or not shortly after the first of the year.

Bill pre-filing for the 2014 Legislative Session began on December 2. As of this publication deadline, there have been 334 bills pre-filed, which is an unusually high number of pre-filed bills. The number of pre-filed bills is likely higher this year because legislators were in Jefferson City for special session. Many more bills will be filed once session begins and

we will likely see upwards of 2,000 pieces of legislation filed before bill filing ends mid-session. Several bills have already been filed dealing with Right-to-work, paycheck protection and minimum wage. In addition, our bill dealing with the changes to the retention laws in the state for public projects was also pre-filed.

The 2014 Legislative Session begins on Wednesday, January 8, at noon. As I reported to you last month, with the start of the 2014 session, I will begin sending my weekly legislative reports via e-mail to the membership. Since the first week of session is merely technical, there will be no legislative activity to report; therefore, my weekly reports to the members will begin the second week of session. As you have seen in years past, these reports will update you on what is happening in the political world and as it specifically relates to ASA's Legislative agenda on a weekly basis. If you do not receive my report, please contact Susan or myself. As always, if you have any questions regarding anything in the political world, any legislation filed or the recent legislative redistricting, please do not hesitate to contact me. I hope everyone had a safe and happy holiday season and is looking forward to a great 2014!

### **ASA Meeting Sponsorship**

**Highlight** your company at an upcoming  
ASA Monthly Meeting

It is only \$250 to be a meeting sponsor.

### **What do you get for \$250 ?**

*Full Color Sponsor featured on the  
11x 17" placemat.*

*Announcement at Meeting.  
Slide in Meeting Presentation.  
Recognition in Newsletter.*

Contact Susan Winkelmann  
susan@asamidwest.com  
314 845-0855



WATCH YOUR JANUARY MAIL  
FOR THE FOLLOWING IMPORTANT MAILING  
WHICH WILL INCLUDE:

*21st Anniversary* AWARDS GALA BALLOTS  
SAFETY AWARD APPLICATIONS  
SPONSORSHIP OPPORTUNITIES

Please help ASA recognize the Best of the Best in the Construction Industry  
by returning your ballots and Safety Applications

Submit your votes to  
Mark O'Donnell  
Sikich LLP  
12655 Olive Boulevard, Suite 200  
St. Louis, MO 63141

via email-[mark.odonnell@sikich.com](mailto:mark.odonnell@sikich.com)

Questions? Contact- [susan@asamidwest.com](mailto:susan@asamidwest.com) or 314 845-0855



The Board of Directors of the  
Tom Owens Memorial Scholarship  
Is Currently Accepting Scholarship Applications

**APPLICATION DEADLINE:**  
**January 31, 2014**

To Download an application please visit:

**[WWW.ASAMIDWEST.COM](http://WWW.ASAMIDWEST.COM)**

The Tom Owens Memorial Scholarship is 501(c)(3) non-profit organization that provides financial assistance to qualified candidates who are part-time or full-time students who attend or will be attending accredited junior college, college, university or post-graduate institutions.

Please consider making a tax deductible donation to the Tom Owens Memorial Scholarship Fund.

***ASA MIDWEST COUNCIL  
MEMBER AFFINITY PROGRAMS***

*ASA Membership has many benefits!!*

We are currently creating exceptional affinity programs for our ASA MWC members!

Watch for exciting information in the upcoming weeks, including but not limited to discount programs from the following ASA Members:

*CMIT Solutions  
ELCO Chevrolet Cadillac  
Firestone  
Ideas 4 Promos  
Secura Insurance  
Stylemaster Promotional Products*  
**[www.asamidwest.com](http://www.asamidwest.com) for details**

*Each month you will receive an update on the committees within ASA, to keep you informed, on current happenings at the committee level. Below are this month's committee reports.*

### **MEMBERSHIP**

How do we apply what we have learned in 2013 as we look towards the future? Looking at the 2014-2015 construction outlook for St. Louis, we as subcontractors should all be planning on being busy! That being said, how do we as organization prepare ourselves to be at the forefront of our customers?

The answer:

### **BY BEING THE BIGGEST SUBCONTRACTOR ORGANIZATION AND THE VERY BEST SUBCONTRACTOR / SUPPLIER IN OUR SPECIFIC INDUSTRIES!**

Ask yourself this - Who do you know, that would see the value of being a part of the one and only subcontracting organization in the St. Louis area that general contractors strive to do business with? What suppliers do you deal with that can bring diversity to the ASA – Midwest? Have you worked with a MBE or WBE that impressed you with their performance? Then they NEED to be a part of this organization!!

Invite them to the next Monthly meeting as your guest – FREE OF CHARGE. They should not miss the GC Expo being held on January 29<sup>th</sup> from 4:30pm – 7pm. ASA 101 on February 19th will be the perfect venue to explain all of the benefits and inner workings of the organization as a whole.... A must attend event for all prospects and new members!

Let me know how the membership committee can help you with any prospects that this message may have stirred within your thoughts, as we are happy to assist in the growth of the ASA Midwest.

All the best,  
Jennifer Tichacek, Membership Chairman  
C&R Mechanical Company

### **GC EXPO**

Don't forget to register for the 12th annual Meet the GC's Expo. Join ASA Midwest Council and 25 general contractors on Wednesday, January 29, 2014 at the St. Charles Convention Center.

Again this year we will offer our members early access to the GC's. The event will be open to ASA members only from 3pm to 4:30pm. General attendees will gain access at 4:30pm, until 7:00pm. Visit [www.asamidwest.com](http://www.asamidwest.com) to register and pay online today!!

### **SAFETY**

Get educated by getting involved with the new **STAR Safety** program. Let us help you achieve your 2014 safety goals. The Safety Committee meets the last Wednesday of the month at 4:00pm at Helen Fitzgerald's Pub on South Lindbergh. New members are always welcome. If you think you might be interested, see you there! For additional info contact Mike Sicking, Safety International, 314-486-3141

### **PROGRAMS**

Upcoming programs include our first STAR Safety Seminar on February 13, 2014, a Banking & Bonding Seminar on March 27, 2014, and ASA 101 at our February monthly meeting.

If you have suggestions or comments regarding ASA Programming, feel free to contact Steve Albart, Enterprise Bank & Trust-[salbart@enterprisebank.com](mailto:salbart@enterprisebank.com)

### **CONTRACT REVIEW**

Most general contractors have their own onerous subcontract form that they do not like to write on. Pride of authorship. So, one way around marking up a GC's precious subcontract form that cost mega bucks to have prepared, is to use an addendum that is attached, instead of scratching and otherwise defacing the subcontract form.

The committee has devised an addendum for such use. It is like a cafeteria line where you can pick and choose the best clauses for your situation. We classify each clause by degree of importance. We recommend using an addendum. Copies are available upon request by contacting Dick Stockenberg at [rstockenberg@sandbergphoenix.com](mailto:rstockenberg@sandbergphoenix.com).



**Building. Community.**

# 2014 | SUBExcel

ASA - We Build Excellence

March 6-8, 2014  
New Orleans Marriott | New Orleans, La.

## Register Now!

**With So Much to Do in New Orleans,  
Better Plan Your and Your Spouse's —  
SUBExcel 2014 Experience Now**

In New Orleans, a town famous for its French Quarter and Bourbon Street, for hot Cajun and Creole cuisine and for cool Dixieland jazz, one event surpasses them all as the city's legendary signature piece—Mardi Gras!

ASA's annual convention, SUBExcel 2014, has been conveniently scheduled to take place March 6-8, following Mardi Gras 2014, which falls on Tuesday, March 4. Mardi Gras, or "Fat Tuesday," is the last day of the Carnival season as it always falls the day before Ash Wednesday, the first day of Lent. Most visitors will plan to arrive no later than Saturday, March 1, in order to enjoy an extended weekend of festivities. "It's a season of revelry and romance, of madness and music, of parades and parties, of comic costuming in the streets and grandiose private masquerade balls," boasts the New Orleans Convention & Visitors Bureau. "Mardi Gras is a time when the gaudy and the gorgeous all come together for one gigantic blowout. From the regal to the ridiculous, New Orleans Mardi Gras has it all!"

New Orleans has a never-ending nightlife — bars and clubs are not required to close. "Many say the city is at its best under the glow of a French Quarter street lamp," says the CVB, which recommends not limiting yourself to only Bourbon Street. "New Orleans," the CVB reminds, "has many distinct neighborhoods that offer nightlife options from incredible live music on Frenchmen Street to intimate cocktails just a neighborhood away," as well as many "slick nightclubs where you can dance the night away." "Grab a go-cup (in New Orleans you can take your drink with you), put on your dancing shoes & get ready to have the time of your life," Perhaps no place loves its food quite as sincerely or as indulgently as New Orleans.

The city offers one of the most incredible — and incredibly diverse — concentrations of exceptional dining and unforgettable cuisine in the world. In addition to its abundance of food, New Orleans is a city of history. "Whether your goal is to wander sprawling antebellum plantations or taste-test every classic cocktail, there's a tour to suit your style," the CVB says. "History lovers can explore iconic battlegrounds, the city's European origins, and historic jazz landmarks while hearing stories and lore from professional historians." Or, take a thrilling excursion to spot alligators in the untamed Louisiana bayou! Whatever your interests, New Orleans offers plenty of things to do!

So, plan your SUBExcel 2014 experience early. Featuring education modules presented by FMI, new association management classes for chapter executive directors, additional workshops and sessions, plenty of networking opportunities, special outings for spouses including the New Orleans School of Cooking and a city tour as well as built-in free time to explore all New Orleans has to offer, this year's ASA annual convention is one that you and your spouse and guests won't want to miss!

Register securely online or complete a printable registration form and email it to [meetings@asa-hq.com](mailto:meetings@asa-hq.com) and reserve your hotel room at the New Orleans Marriott by the Feb. 11, 2014, early-bird deadline for big savings. [www.asaonline.com](http://www.asaonline.com)

# Do your Employees Feel Involved in the Safety Process?

*Michael Sicking, Safety International, LLC*

A critical component of the new OSHA 12P2 requirements are that your employees have a voice in the overall safety process. The easiest way and most effective way to accomplish this is to create a formal safety committee. If you don't already have one, you might consider the option of creating one. Getting your employees involved in the safety process can have huge paybacks in the way of decreased accidents, improved employee morale, and the sense that you are fostering a partner relationship between management and your workers. Studies have shown that the most successful companies taking advantage of accident prevention demonstrate a strong management commitment towards safety. What better way to get this underway than to establish a safety committee?

## Safety Committee creation

Safety committees take many different forms. Ideally, the committee should have representation from both management and labor, as well as from all departments and shifts as applicable. Don't forget your office staff as well. They have good ideas and are also covered under OSHA regulations. Depending on your company a monthly or quarterly meeting should be sufficient.

## Key Elements

To be effective, Your Safety Committee needs to do the following:

- Hold meetings on a regular basis, following a consistent schedule.
- Set clear meeting agendas, publish them in advance, and follow them.
- Keep minutes of each meeting that summarize the issues discussed, the proposed actions to be taken, and the person(s) responsible for follow-up on each item.
- Minutes should be published and provided to each committee member, as well as made available to all employees.
- **This is really important!** Members should be required to attend all meetings, except in the case of emergencies. If a member cannot attend a meeting, then an alternate should be sent. Attendance should be taken at each meeting and recorded in the minutes.
- Publicize the Committee's accomplishments, as well as assistance to management; find ways to recognize the efforts of individuals and groups within the organization who make significant contributions to the Safety Program.

## Typical Duties of a Committee

1. Report unsafe conditions and suggest corrective actions.
2. Meet at least quarterly and depending on your operation you might want to meet monthly.
3. Clearly define the duties and responsibilities of officers and members.
4. Review incidents, near misses, Supervisor's Accident Investigation Reports, claim summaries and loss analysis on a periodic basis.
5. Review all serious injuries. Not for faultfinding, but for fact finding to prevent a re-occurrence of the same or similar incident.
6. Contribute ideas and suggestions for improvements in safety.
7. Work safely and influence others to work safely.
8. Make periodic facility safety audits.
9. Sponsor and coordinate contests, poster programs, safety drives; etc., and supply other informational materials which can help to promote safer operations.
10. Develop, implement, and review written safety programs.
11. Build enthusiasm for safety programs.
12. Direct involvement with organizational wide safety training.
13. Establish dispute resolution procedures.
14. Propose and create safety checklists.
15. Identifying high-risk job tasks and developing written safe operating procedures.

## A Word of Caution

Employee involvement through a safety committee can greatly facilitate cooperation and communication in an organization. However, a safety committee cannot take the place of individual responsibility and accountability for health and safety. It also is no substitute for an active and committed management effort toward occupational safety and health. A safety committee is just valuable part of the entire health and safety process.

As always, if you have any questions please feel free to contact me at any time.

Stay Safe!

Mike Sicking  
Safety International, LLC



PLEASE CONSIDER  
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## ASSOCIATION PARTNERSHIPS:

### Mason Contractors Assoc.(MCA)

Contact Pam Holway  
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Next Meeting Jan 7, 2014.

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### American Society of Professional Estimators (ASPE)

Contact Mindy Funk or  
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Contact Susan Winkelmann  
[susan@asamidwest.com](mailto:susan@asamidwest.com)  
314 845-0855

