

## **ESSENTIAL TRAINING WEBINAR**

***Managing Leaves of Absence - What's your plan?***  
(September 29 - 1 p.m. to 2:30 p.m.)

Washington employers face a confusing set of state and federal laws regarding employee leaves of absence! Do you know what to do when an employee requests a leave of absence? This webinar will guide you through the tangled web of coordinating multiple leave laws.

The goal of this webinar is to help you avoid litigation by formulating positive leave of absence programs and policies, which enhances employee morale, minimizes work disruptions, and increases the quality and quantity of work.

The webinar will cover FMLA, WFLA, Disability Leave, Pregnancy Leave, Military Leave, Victims of Domestic Abuse Leave and Jury Duty. The following are just some of the questions that will be answered:

- Do I have to give an employee a personal leave of absence?
- Do I have to hold a job open or provide benefits for an employee who is out on state disability leave?
- What's the difference between FMLA (the Federal Family and Medical Leave Act) and WFLA (Washington's Family Leave Act)?

This webinar is designed for human resource professionals, business owners and managers of all skill levels. It will help in keeping your company compliant and consistent in how it treats all leave of absence situations. The presenter is Kris Tefft, General Council for the Association of Washington Business. Registration is \$50 for Farm Bureau members! Register today at [www.wsfb.com](http://www.wsfb.com)!

## **ENGLISH ONLY?**

The Equal Employment Opportunity Commission (EEOC) will presume that an "all English all the time" rule (including breaks and lunch periods) is discriminatory based on national origin. Where employers require that English be spoken at certain times, the policy must be justified by business necessity.

Examples of such a necessity include times where safety may be compromised if there is any lack of communication, such as when using dangerous equipment or working with dangerous substances, or working in a laboratory, refinery, mine, construction site, or other location where accidents or emergencies are likely to occur.

Other justifications for English-only rules may include communication between employees and English-speaking customers, or communication between employees and supervisors (you shouldn't have to hire a translator just so employees can communicate with a supervisor, nor require the supervisor to become fluent in another language).

If there is business necessity for an English-only rule, you should inform employees of the general circumstances in which speaking only English is required and of the consequences for violating the rule.

## **EEO-1 REPORTS DUE 9/30**

The EEO-1 report is a government form requiring many employers to provide a count of their employees by job category and then by ethnicity, race and gender. The EEO-1 report is submitted to both the EEOC and the Department of Labor, Office of Federal Contract Compliance Programs (OFCCP). Not sure if your company is subject to filing this report? Please visit the EEOC website at <http://www.eeoc.gov/eeo1survey/>.

### **Editor**

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### **SAFETY TALK MEETING SUBJECT: ALL-TERRAIN VEHICLE (ATV) OPERATION**

#### *Retro/Safety*

One of the most abused farm implements in the country is the All-Terrain Vehicle. This vehicle's improper use has been the cause of everything from minor scrapes and scratches, to death. You can eliminate accidents on this vehicle by following a few important operating rules and procedures.

#### **ATV Operators will:**

1. Receive operator safety training prior to driving ATV
2. Inspect vehicle for unsafe conditions and insure routine maintenance has been performed
3. Dress properly – wear personal protective equipment
4. Always be aware of safe speed, terrain, and visibility
5. Never allow any passengers
6. Avoid steep banks and hills whenever possible
7. Proceed with caution if you are not sure of terrain in front of you
8. Never attempt stunts
9. Never operate ATV while under the influence of alcohol or drugs

#### **SPANISH**

#### **Operación de Vehículo de Todo Terreno (ATV)**

Uno de los implementos de granja más usados en el país es el Vehículo de Todo Terreno (ATV). El uso inadecuado de este vehículo ha sido la causa de accidentes que van desde resguños y respaduras leves hasta la muerte. Usted puede eliminar los accidentes con este vehículo, siguiendo unas reglas y procedimientos importantes de operación.

#### **Los operadores de ATV:**

1. Recibirán entrenamiento de seguridad antes de conducir un ATV
2. Inspeccionarán el vehículo para condiciones inseguras y se asegurarán de que el mantenimiento de rutina ha ocurrido
3. Vestirán adecuadamente – usarán equipo de protección personal
4. Siempre estarán concientes de la velocidad, el terreno y la visibilidad seguras
5. Nunca permitirán pasajeros
6. Evitarán los bancos escarpados y las lomas inclinadas siempre que sea posible
7. Avanzarán con precaución si no están seguros del terreno que está enfrente
8. Nunca intentarán trucos
9. Nunca operarán un ATV mientras se encuentran bajo la influencia del alcohol o las drogas

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### **GET WORKERS INVOLVED WITH SAFETY!**

The best worker safety and health protection occurs when everyone at the worksite shares responsibility for protection. Your employees have unique knowledge to help find problems and resolve them. In addition, no one else has as much at stake to avoid accidents as the people who are likely to be injured. The more that your employees are involved in a variety of safety-related activities, the more they will appreciate the potential hazards that exist at the worksite. And, the more likely they will avoid unsafe behaviors, the more likely the overall safety culture of the organization will strengthen. Employees can get involved by:

1. Volunteering to conduct site inspections
2. Analyzing routine hazards in each step of a job or process, and preparing safe work practices
3. Volunteering to help develop and revise safety rules
4. Participating as trainers for current and new hires
5. Participating in accident/near miss incident investigations
6. Participating as safety observers and safety coaches
7. Reporting hazards and being involved in finding solutions to correct the problem