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Did You Know



Four Point HR can handle all your benefits administration needs including the new COBRA subsidy



Four Point HR can revise your employee handbook to reflect the latest changes in the law



SPRING CLEANING

Personnel Files

Understanding the documents to be stored and those to be discarded.

Now is the time for spring cleaning and general organization. Which documents should be stored and which can be discarded? We've simplified the process for employers with the table below, although employers may retain electronic or paper documents for longer periods. For security purposes, documents designated to be destroyed should be safely shredded or burned.

One Year

Job Applications – not hired	Help wanted advertisements
Separation notices	Employee transfers
Training records	Employment test results
Disability accommodation requests	State new hire reports

Two Years

Disputed issues: EEOC, wages, etc. - AFTER RESOLUTION

Three Years OR One-Year Post-Termination

I-9's and work permits for minors

Four Years

Employee compensation records*	Payroll records
Time sheets/timekeeping records*	Benefits premium w/h records
Tax records Federal/State	Job applications - hired
FMLA leave records*	USERRA (military) leave records*
Performance evaluations*	Disciplinary actions*
Wage and job history records*	Background checks*
Drug test results*	Job Applications*
Driving records*	Employment verifications*

Five Years

OSHA records/logs	Employee safety records
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Six Years

Benefits records	5000's tax returns
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Thirty Years

Workers' compensation claims	Toxic substance exposure records
Medical examinations	Blood borne pathogen exposures

*After employee's termination



AVOID THE TOP TEN OSHA VIOLATIONS OF 2008

Keep your company in good standing. Avoid these frequently cited standards' violations.

1.Scaffolding, General Requirements, Construction (29 CFR 1926.451)

Scaffolds and staging can cause injury and fatalities.

2.Fall Protection, Construction (29 CFR 1926.501)

Falls from ladders and roofs account for the majority of falls.

3.Hazard Communication Standard, General Industry (29 CFR 1910.1200)

All employers with hazardous chemicals in their workplaces must have labels and MSDS's for their exposed workers, and train them to handle the chemicals appropriately.

4.Control Of Hazardous Energy (lockout/tagout), General Industry (29 CFR 1910.147)

Approximately 3 million workers service equipment and face the greatest risk of injury if lockout/tagout is not properly implemented. Compliance with OSHA lockout/tagout standards prevents an estimated 120 fatalities and 50,000 injuries each year.

5.Respiratory Protection, General Industry (29 CFR 1910.134)

Respirators protect workers against insufficient oxygen environments, harmful dusts, fogs, smokes, mists, gases, vapors, and sprays. These hazards may cause cancer, lung impairment, other diseases, or death.

6.Electrical, Wiring Methods, Components and Equipment, General Industry (29 CFR 1910.305)

Working with electricity can be dangerous. Engineers, electricians, and other professionals work with electricity directly, including working on overhead lines, cable harnesses, and circuit assemblies. Others, such as office workers and sales people, work with electricity indirectly and may also be exposed to electrical hazards.

7. Powered Industrial Trucks, General Industry (29 CFR 1910.178)

Most injuries related to powered industrial trucks or forklifts also involve property damage, including damage to overhead sprinklers, racking, pipes, walls, and machinery. Most employee injuries and property damage can be attributed to lack of safe operating procedures and safety-rule enforcement, and insufficient or inadequate training.

8. Ladders, Construction (29 CFR 1926.1053)

Falls from ladders and roofs still account for the majority of falls. The US Department of Labor lists falls as one of the leading causes of traumatic occupational fatalities.

9. Machines, General Requirements, General Industry (29 CFR 1910.212)

Moving machine parts have the potential to cause severe workplace injuries, such as crushed fingers or hands, amputations, burns, or blindness. Safeguards for machine parts, functions and processes are essential for protecting workers from these preventable injuries.

10. Electrical Systems Design, General Requirements, General Industry (29 CFR 1910.303)

Working with electricity indirectly and directly can be dangerous. (See #6 above.)

Please contact our Risk Management Department to discuss your safety needs.



Four Point HR Keeps Client and Employee Information Secure

The Fair and Accurate Credit Transaction Act or “FACTA” requires that employers take “reasonable measures” to secure personal data from identity theft. Four Point HR takes every precaution to ensure that our client and employee information stays secure. There are several steps involved in maintaining proper file security and storage:

- Keep confidential documents/information within personnel files placed in locking file cabinets.
- Be familiar with the guidelines/rules on which forms should be kept separate from others.
- Encrypt stored electronic information.
- Restrict access to paper and electronic files.
- Keep track of the designated timeframes for destroying documents (see the article on page 1).
- Use a certified or reputable document destruction firm that will provide a locked receptacle for confidential papers awaiting destruction.
- Audit files often to maintain adequate retention policies.
- Continually keep abreast of changing employer requirements for storage of confidential documentation and update appropriately.
- Train staff on appropriate destruction policies.

Documents such as payroll reports, paycheck stubs and employer forms are password-protected and updated upon client request or employee termination.

Please contact your Client Relationship Manager at Four Point HR with any questions or concerns.

To safeguard
vital
information
use password
protection,
lock files and
restrict
access.