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April 2016

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HRIS TOOLBOX TIP

EMPLOYEE SELF-SERVICE:

Reducing reliance on management for timely information

With the **ECB Service HR & Payroll Information System Self-Service Feature**, your employees have **24/7 access** to information they need through the web. **Our convenient self-managed tools are an added benefit for both employees and employer!** Your employees can easily update contact, and direct deposit information, confirm employer-initiated employment status, rate of pay/salary, and other changes; so owners and managers can spend more time on their business, and less time responding to questions and requests. **Managers will also benefit from a reduction of paper and clutter!**

Log into your employee account at ecbibbidi.com to explore all the features available! And please, **contact us** with any questions!

CLIENT
SPOTLIGHT

HR AND SAFETY INSIGHTS

CONTROL OF HAZARDOUS ENERGY: LOCKOUT/TAGOUT

Many workplace accidents are caused by machinery that accidentally becomes activated during service and/or maintenance. This accidental activation is called an **"uncontrolled released hazardous energy."** Many **serious risks, accidents, and even fatal injuries can be prevented if the energy sources are isolated, and locked or tagged out.**

Lockout/Tagout (LO/TO) is a safety procedure established by The Occupational Safety and Health Administrations (OSHA) that helps safeguard employees from the unexpected start-up, or energization that may occur when servicing or maintaining machinery. The OSHA regulation requires that the employer have documented clearance procedures to ensure that machinery does not start up while an employee is working on it - It's also required when guards are removed, or when an employee is in the machine's point of operation. Hazardous energy includes, mechanical, hydraulic, pneumatic, chemical, thermal, and even gravity. LO/TO programs protect by ensuring that machines and circuits are properly shut off until the work is completed.

Unfortunately, every year failure to properly control hazardous energy accounts for about 10% of serious accidents that happen. These injuries include burns, crushes, lacerations, amputations, fractures, electrocutions and even death.

What can be done?

* Unless plug and socket, equipment should have a specific LO/TO procedure listing the shutdown procedure, energy sources and isolating devices, and also any stored or potential energy.

What are the Lockout/Tagout Steps?

- * Notify employees that their equipment will be shut down.
- * De-energize the equipment following its shut down procedure.
- * Close all energy-isolating devices.
- * Lock and tag all energy-isolating devices.
- * Bleed off or block stored or residual energy.
- * Test the equipment to ensure it is completely de-energized.

Recommendations:

* Do not put any body part in a machine without it being properly shut down and make sure all steps are taken to ensure the machine can't be started.

We're excited to introduce **Larry Tronu Mechanical, and Bobby Emmons Inc. as part of our growing ECB family!** These local businesses are the latest to implement ECB's Paperless Payroll and Employment Solutions!

Our clients are maximizing the value of ECB's HR and Payroll Information System to streamline processes and save valuable time. **Contact us today to learn more about new features and benefits available to new and existing clients.**

FREE LUNCH!

We're offering a **free catered lunch to you and your team** for any **referrals that result in a new client** - So get the word out and reward your team with fun lunch on us!



**Employment Made Easy
It's About Time!**



* Only allow properly trained and qualified employees to unjam, service or repair machinery.

WHAT YOU SHOULD KNOW:

EEOC ENFORCEMENT PROTECTIONS FOR LGBT WORKERS

Recent events have focused attention on the issue of discrimination on the basis of sexual orientation and gender identity. **The EEOC interprets and enforces Title VII's prohibition of sex discrimination as forbidding any employment discrimination based on gender identity or sexual orientation.** These protections apply regardless of any contrary state or local laws. Employers should be knowledgeable of the EEOC's outreach and enforcement in this area.

Through investigation, conciliation, and litigation of charges by individuals against private sector employers, as well as hearings and appeals for federal sector workers, the Commission has taken the position that existing sex discrimination provisions in Title VII protect lesbian, gay, bisexual, and transgender (LGBT) applicants and employees against employment bias. **A growing number of court decisions have endorsed the Commission's interpretation.**

Some examples of LGBT related claims that EEOC views as unlawful sex discrimination include:

- * Denying an employee a promotion because he is gay or straight.
- * Failing to hire an applicant because she is a transgender woman.
- * Firing an employee because he is planning or has made a gender transition.
- * Denying an employee equal access to a common restroom corresponding to the employee's gender identity.
- * Harassing an employee because of a gender transition, such as by intentionally and persistently failing to use the name and gender pronoun that correspond to the gender identity with which the employee identifies, and which the employee has communicated to management and employees.
- * Discriminating in terms, conditions, or privileges of employment, such as providing a lower salary to an employee because of sexual orientation, or denying spousal health insurance benefits to a female employee because her legal spouse is a woman, while providing spousal health insurance to a male employee whose legal spouse is a woman.
- * Harassing an employee because of his or her sexual orientation, for example, by derogatory terms, sexually oriented comments, or disparaging remarks for associating with a person of the same or opposite sex.
- * Discriminating against or harassing an employee because of his or her sexual orientation or gender identity, in combination with another unlawful reason, for example, on the basis of transgender status and race, or sexual orientation and disability.

Given the unprecedented pace of change in the regulatory environment, employers need stay current with federal, state and local workplace laws, paying close attention for amendments to existing rules and guidelines. Of course, our HR Team at ECB is here to help! Please contact us with your particular workplace questions. More resources are also available [here](#).