

# NEWSLINE



September 2009

Central Ohio  
Chapter - ASSE

## Letter from the President

### In this Issue:

- Letter from the President
- 2009 Executive Committee and Committee Chairs
- Member of Recognition
- September Meeting Info
- 2009/2010 Meeting Planner

### New Members Spotlight

#### WELCOME!

Frantz Gonzalve

Laura Czuba

Elizabeth Dainowicz

Monica Johnson

### Upcoming Dates

#### September

18—Monthly Meeting

#### October

1-3—ASSE Leadership Conference

16—Monthly Meeting

#### November

20—Monthly Meeting



President  
Joe Cicero

Welcome All,

As your President for the 2009-2010 year, I would like to welcome all members, perspective members and guests to the Central Ohio Chapter of the American Society of Safety Engineers (ASSE).

I know we all have our own manner of supporting the safety profession and elevating our professionalism. But, under my leadership, I would like to suggest a way that is easy, cost effective and can turn into long term gains for you and your organization throughout the year.

First of all, it is easy to do! Attend one or more of our monthly meetings. For each meeting, the topic, speaker and meeting location are posted on our Central Ohio ASSE web-site for your review and consideration. Just select the meeting(s) of interest and enter the date, time and location in your planner. Then, it is easy. Just be present!

Secondly, attendance at our meetings is very cost effective. The meetings, educational sessions and even our breakfasts are at no cost to the members and guests. So, with today's economic concerns, this is a great way to receive health and safety training/information at no cost.

Finally, by exchanging ideas and solutions with other safety professionals at the meetings and certainly afterwards, the system of networking becomes apparent. Our meetings become a great atmosphere to bounce ideas off other professionals or hear success stories, best practices and even helpful hints for continual improvement.

All-in-all, I would like to challenge all members to become an active participant of our Chapter. By simply, attending one or more of our meetings and experience what we are all about. In turn, as President, I will commit to ensure that our meetings are organized, started and concluded on time and conducted at a high level of professionalism.

#### BE INVOLVED!

Joe Cicero

## September Meeting Information

September 18, 2009

### Bloom School of Driving Dynamix - Presented by Mark Bloom

**Time:** 7:30-8 am Breakfast  
8-8:15am Officers meeting and ASSE business  
8:15-9:am Presentation  
9:00-11:00am Bloom driving course

**Where:** Bloom Driving School  
Ricart Mega Mall, 4255 S. Hamilton Rd.  
(go to [www.bloomdrivingdynamix.com](http://www.bloomdrivingdynamix.com)  
for directions)

**RSVP:** via the website or  
contact John Principe 740-587-5646  
or [principej@denison.edu](mailto:principej@denison.edu)

#### Special Thanks:

Meeting hosted by Bob Beck, MSA  
Sponsored by Risk Management/Insurance

#### About the Meeting:

This is your chance to prove what you can do behind the wheel! After the presentation Mark Bloom will open the practice driving course for you to drive you own car through several test scenario's that will challenge your skills to maneuver and avoid hitting obstacles at fast (but safe speeds) with short reaction times to avoid a wood-be collision on the road. The course will be open for ASSE participants from 9-11am and the cost of proving your skills is FREE!

## 2009-2010 Executive Committee



President  
Joe Cicero  
937/642-5000



President Elect  
Corey Moore  
614/424-7567



Past President  
Tracy Thompson  
614/312-9809



Treasurer  
Charlie Guinther  
614/888-4160

Photo not  
available at  
the time of  
publishing

Secretary  
Mike Ely  
614/466-7053

## ASSE Reaching Out

On September 15, 2009 members of the executive committee will be making a staff visit to Ohio University to visit the student chapter sponsored by the Central Ohio ASSE Chapter. During a meeting set up by the Student Section Advisor, Helmut Paschold, ASSE members will be discussing a little about their careers, highlights of their success and some pitfalls they would warn new professionals to avoid and then open for questions and answers from the students. The meeting is scheduled at 5:30 P.M. in Athens at the Grover Center, E318, IH Laboratory, 3rd Floor.

### Mark Your Calendars - 2009-2010 Meeting Dates!

Date	Topic	Speaker	Location
Sept. 18, 2009	Bloom Driving School	Mark Bloom	Ricart Mega Mall
Oct. 16, 2009	TBA	TBA	TBA
Nov. 20, 2009	Ergonomics and the Aging Workforce	Diana Schwerha, Ph.D, Asst. Professor, Ohio University	OCOSH/BWC
Dec. 16, 2009	Stress in the Workplace (Joint Mtg with Capital Area Safety Council)	TBA	Pontifical College of Josephinum
Jan. 15, 2010	OSHA Construction Update	OSHA Representative	SEA Limited
Feb. 19, 2010	Senior Management Support of the Safety Program	Steve Kelley, Senior VP, National Security & Global Operations	Battelle
Mar. 19, 2010	Accident/Incident Investigation (Joint Mtg with Central Ohio AIHA)	Ralph Oliveti, CSP, Safex	Emerson Network Power
Apr. 16, 2010	A Drug-Free Program is a Safety Program	Scott Camp	Grange Insurance
May 21, 2010	Legislative Updates	Doug Suter	Denison University

### 2009-2010 Committee Chairs

#### Program

John Principe (740/587-5646)

#### Membership

Bob Beck (614/361-5508)

#### Government Affairs

Layne Wortman (614/781-8550)

#### Newsletter Editor

Brian Basbagill (614/890-0800)

#### Student Section Advisors

OU—Helmut Paschold (740/593-4680)

CSCC—Jeff Bates (614/287-3652)

#### Public Relations

John Principe (740/587-5646)

#### Webmaster

John Principe (740/587-5646)

#### House of Delegates/CoPS

Amy Stewart (740/892-4226)

#### ASSE Foundation Liaison

Kirby Utt (614/225-8335)

#### The Chapter Needs You!

To volunteer for committee chair positions or special projects contact any of the committee chairs or members of the executive committee.

# 2-Way Radio Etiquette & Operations

By Amy Stewart, CSP, Project Director, Safe Schools / Healthy Students Year 2, Highland Local Schools, Sparta, OH. Amy is a member of the Public Sector Practice Specialty where she is on the advisory board.

Most of us remember the days when the CB radio ruled the airways for truck drivers. Now many of those drivers use cell and satellite phones instead. At many local government organizations, the radio is still in use to control work as well as responding to emergencies. The cry is loud and clear on improving communication between emergency responders, workplace officials, and employees. Although the two way radio may not be the answer to provide employees up to date information, it is still the best way for emergency and workplace officials to communicate, if they are on radios that share connectivity and the operator knows how.

*LICENSING is not required on Channels 8-14, which are the channels that can legally be used without an FCC license as "family channels" (FRS=Family Radio Service).*

Once we have everyone on the same radio channel, pardon the pun, it is important for each user to know radio etiquette. Quality radio etiquette demands, above all, that all users limit their communication to essential radio communications only. Radio users should remember that their conversations and comments are public, and to keep sensitive issues off the air waves. It is also important to not broadcast over each other and cut off messages. To do this, wait and listen for about 30 seconds before transmitting to determine if the channel is in use, and wait a split-second before speaking after keying the push to talk (PTT) button. How many times had a mother said to her child "Engage Brain Before Mouth." This is one time when that advice is essential – users must think about how best to make themselves understood without codes. It is best to speak directly, clearly, and calmly in a normal voice across the microphone (mic) at a distance of one inch. Users must acknowledge the receipt of all messages directed to them by repeating key points back to the sender to be sure they heard it correctly.

Time is a key element to radio usage that will allow all users a fair share. To begin with, limit preliminary calls to 30 seconds: brief and to the point. User should allow five seconds to ensure transmission is complete. It is best to wait two seconds after the mic PTT is pressed before speaking and hold the mic for one second after completing the last word. It is also important for radio users to indicate their location, nature of problem, what is needed, and any other helpful information directly and to the point. Users should relay only the information they know using the - Who What When Where Why & How: "Just the Facts". It is important for users to provide only necessary situational information, such as address, nearest cross street, conditions or vehicle make and model. Users should always avoid giving out names of victims! It is prudent to end all contacts with "out" so that others on the channel know the current user is finished, and to use specific, pre-defined terminology to avoid misunderstanding.

Other important rules of etiquette include the users' language selection, speaking one at a time, and consideration of rules for command posts. Users must always avoid swearing over the radio, never transmit fraudulent messages, and use plain language. Figure 1 has a list of appropriate phrases to utilize on the two-way radios. It is important for users to take turns sending messages over the radio. Many users forget that the radio is not a telephone. Users should speak only when absolutely necessary or when requested from another user. If the

Radio Terminology		
Radio Phrase	Instead of	Meaning
Acknowledge	Eh (Canada)	Confirm that the receiver understands the message.
Affirmative	Yup	Yes, confirm
All Call	Hey, everybody	To all users at the same time
All Clear	Everything if fine	Situation is under control
Check	Got it	Understood
Clear	I'm still listening	Concluding my contact/frequency available
Confirm	Is that right, eh?	My version is .....Is that correct?
Contact	I see 'em	Visual contact at this position
Correction	Oops	I made a mistake, correct version is
Do you Read	Are ya there?	Called you once or more, please acknowledge
Go Ahead	Yeah, what?	Listening, proceed with message
Negative	Nope	No
Out	I am leaving the air entirely	My message ended, no reply expected
Over	Huh, Eh	Message completed, reply expected
Read Back	Get it?	Repeat this message back to me
Roger	Yup	I received and understood your transmission
Say again	Hunh? (USA)	Repeat last message
Silence	Ah, Ummmm	I have nothing of value to say
Staff Assistance	Help!!	Please send [#] of staff needed
Stand By	Wait a sec	Busy, please pause for a moment
That is correct	Yup	Yes, confirm
Verify	Who says?	Confirm information with the source
Wilco	Okey Dokey	Message understood, will comply
Words Twice	Huh	Send every phrase twice

user is going to be entering an Incident Command Post, it is important to turn down or turn off two-way radios before entering the Incident Command (IC) Post or media staging area in emergencies with all due respect to Chain of Command and release of information.

After the radios have been purchased, issued, and tested, they become part of the company safety and communications plan. It is best to plan for the worst with everyone knowing the same plan with alternate or backup plans. Once directive is given, turn on the radio to the assigned building channel and stand by / listen. However, it is best to avoid radio usage during a bomb threat, because radio signals may detonate the bomb. To begin radio communication, the Incident Commander (IC) may request a radio check of each radio/classroom. Once this is done, it is important to maintain a watch while the radio is turned on, even though there may be minimal communicating. Users must maintain the antenna, and be prepared for range problems, such as walls or floors that potentially block radio transmission. Using the buddy system can help the radio range stay linked. To avoid rapid discharge of the battery, consider the following:

- Keep the volume knob turned down to lower than full blast
- Limit the duration of transmissions
- Keep the battery as warm as possible -- cold reduces battery strength.