# 2021 Steward's Training

"Union Matters"

## Welcome



Strong shape, Most efficient use of wax, Greatest number of cells, with least amount of wax

## **Plant Standards:**



Q

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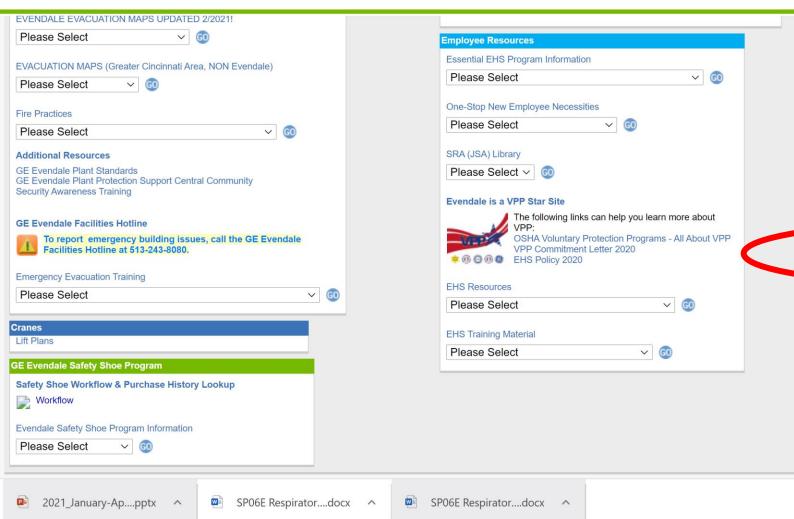
Engineering

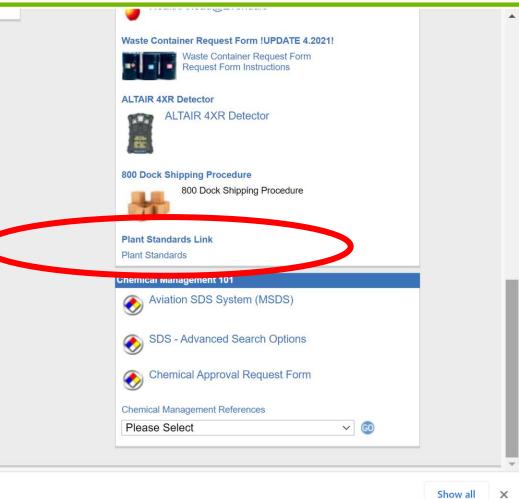
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4/20/2021

### Evendale EHS Support Central





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#### Part of General Electric?

General Electric uses your network username and password to login to Box. Continue to login to Box through your network.

Continue

Not a part of General Electric?

#### Welcome to GE Box!

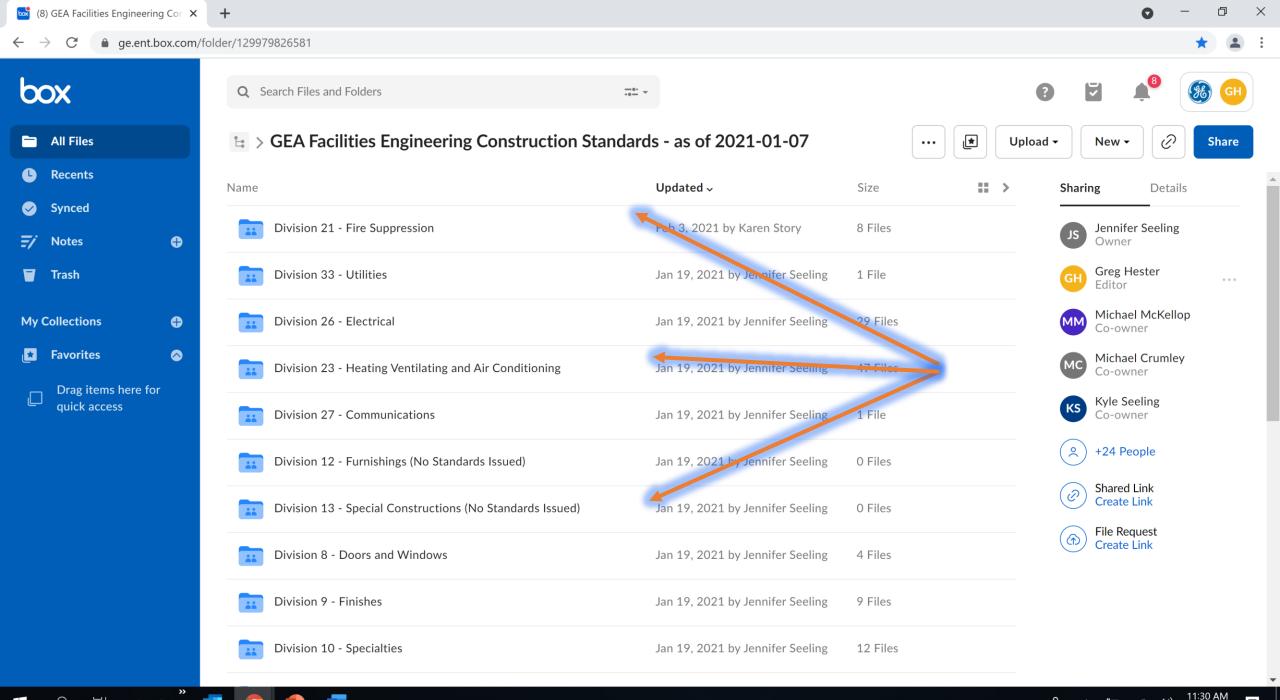
The GE Box team has provided you with a box account to store, share, and access your files online.

GE Employees and Contractors with a SSO and GE Email ID: Select "Continue" above to log in.

GE Partners, Vendors and Customers without a SSO and GE Email ID: Select "Not part of General Electric" above to log in with your external email and password.

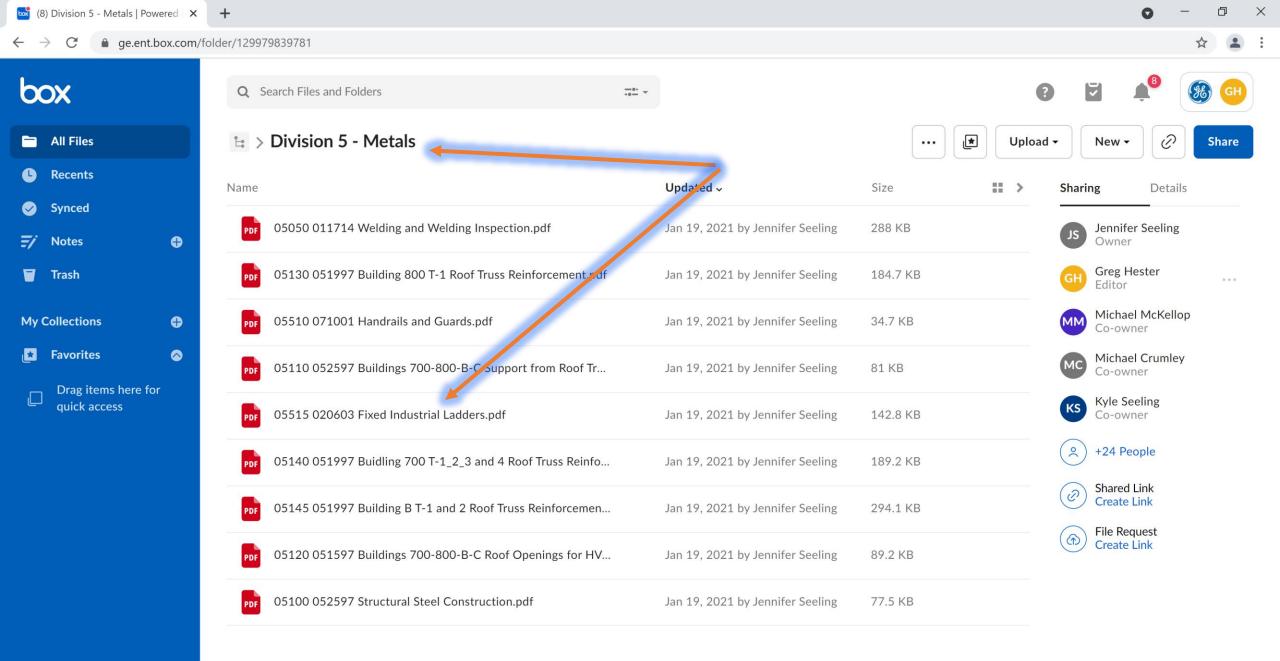
Think before you share! Certain GE classifications (e.g. Crown Jewels, US Export Control License Required, etc.) are **NOT** permitted in Box at GE. Please see GE Terms of





4/12/2021

L Engineering



→ → → Engineering

### IAM LODGE 912 REQUEST FOR UNEMPLOYMENT STAMPS

Date

	This is to certify that I am/	have been (circle one) u	nemployed as iden	ntified in the
notice bel	low. My last day worked was o	n (Date)	I left due to	illness/layoff
(circle on	e) and I returned/expect to ret	um (circle one) on Date _		
Member's	s name Please print		SSO# or Book No	
Address	Street/P.O. Box	City	State	Zip
	5	Bignature		

NOTE: The Grand Lodge Constitution, and the Lodge 912 By-Laws, states that in order to qualify for an unemployment stamp a member must be unemployed due to separation from employment, layoff or furlough, sickness or disability for the majority of the working days of a calendar month, not engaged in any business or profession outside the trade and notify the Secretary-Treasurer of the lodge within a two (2) month period. THE MATTER OF REPORTING IS ENTIRELY THE MEMBER'S RESPONSIBILITY. Please use this form to E-mail to LL912st@zoomtown.com or mail to P.O. Box 62661, Cincinnati, OH 45262-0641 or give it to the Secretary-Treasurer. You must notify us immediately upon securing employment. Stewards Training April 28, 2021

Secretary Treasurer LL912

Scott Huentelman

#### Job Responsibilities

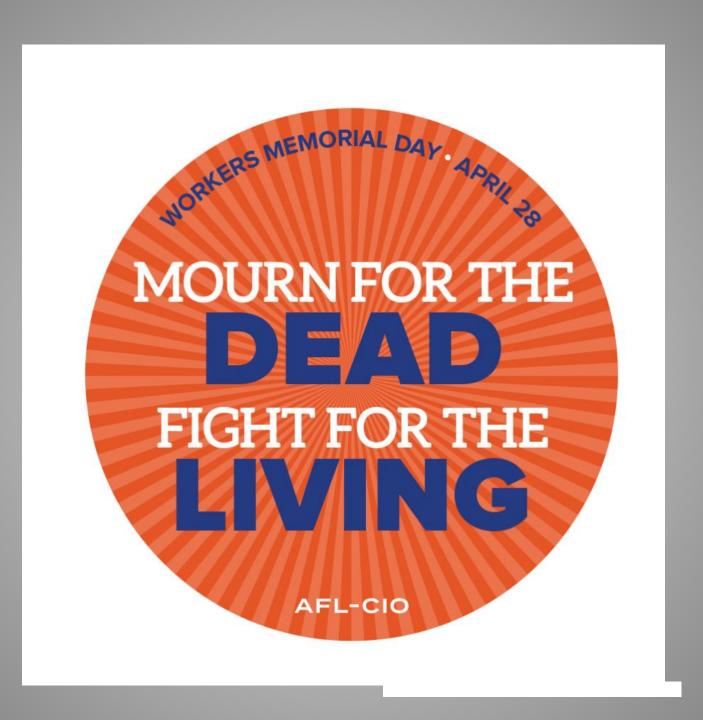
- Financial Funds of Lodge (Checking, Savings, <u>CD'S..</u>)
- Quarterly Taxes, ODJFS (Unemployment Compensation)
- Member Records on the V-Lodge (New, Retirees, Deceased...)
- Dues Reporting

#### **New Members**

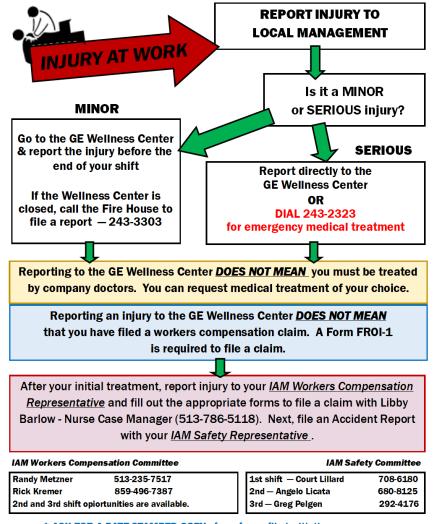
- Application (New Member Kit, T-Shirt)
- Initiation Fees (2 months Dues + 1 Month Dues in Advance)
- Dues Books

#### Forms

- Yellow Cards (Required when going out of work either on W/C or PI. Also, another one needs to be turned in with date of return)
- White Cards
- Change of Address Forms
- Withdraw Cards



# Workers Compensation

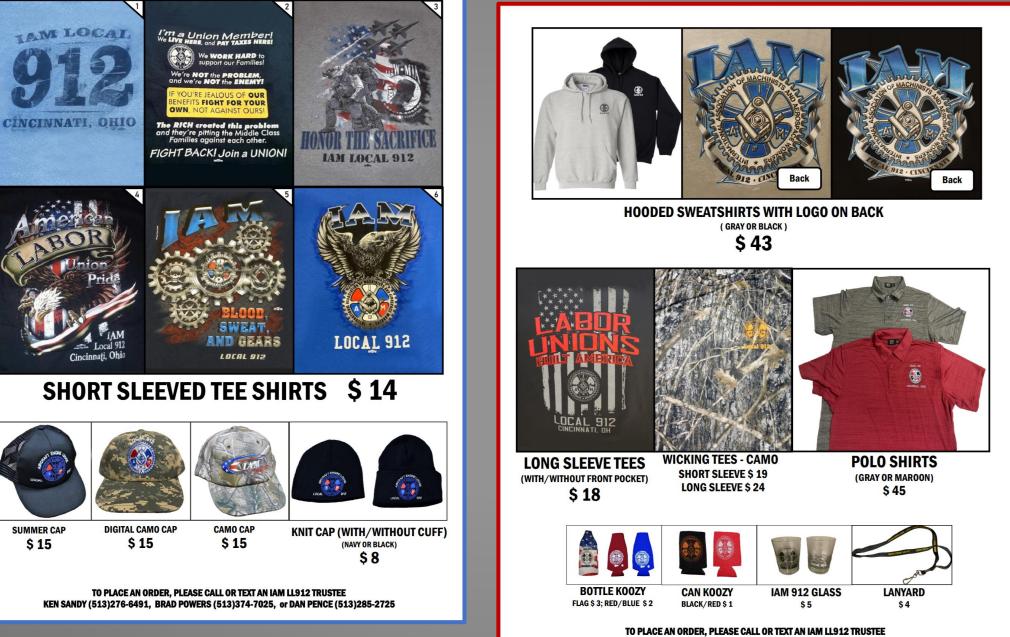






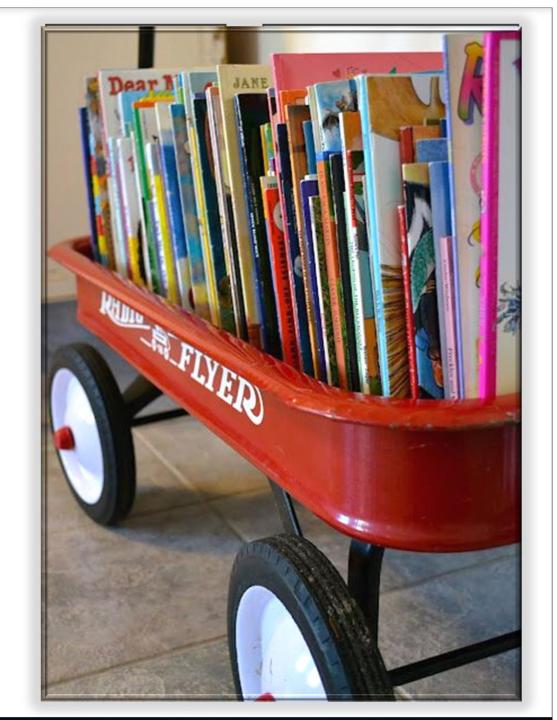
<sup>+</sup> Inform your IAM Union Rep of any correspondences received from the company

\* With telephone correspondences, get the full name and phone number of the person calling!



KEN SANDY (513)276-6491, BRAD POWERS (513)374-7025, or DAN PENCE (513)285-2725







#### MONTHLY MEETINGS

Meetings occur the 2nd Tuesday of each month at 1:00 PM and 3:30 PM. Normally, the location is the UAW Local 647 Union Hall, 10020 Reading Rd, Cincinnati, OH 45241. Due to current COVID-19 restrictions, we are holding meetings at the Sharonville Convention Center, 11355 Chester Road, Cincinnati, OH 45246.

#### **RECENT POSTS**

22nd annual IAM lodge 912 Golf outing August 19, 2020

Strike authorization vote April 10, 2019

CONTRACT NEGOTIATION TRAINING

### IAM Local Lodge 912 Leadership

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President Mark Goodhart (Click to e-mail President Goodhart)

Vice President Glen Carpenter (Click to e-mail VP Carpenter)

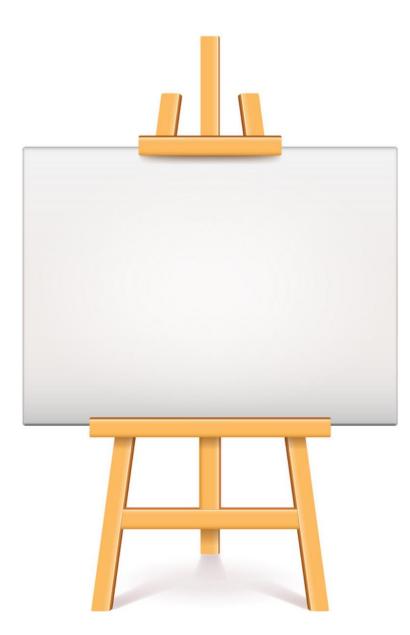
Recording Secretary Shane Latta (Click to e-mail RS Latta)

Treasurer Scott Huentelman (Click to e-mail Treasurer Huentelman)

Trustee Ken Sandy (Click here to e-mail Trustee Sandy)

Trustee Dan Pence (Click here to e-mail Trustee Pence)

Trustee Brad Dowers (Click here to e-mail Trustee Dowers)









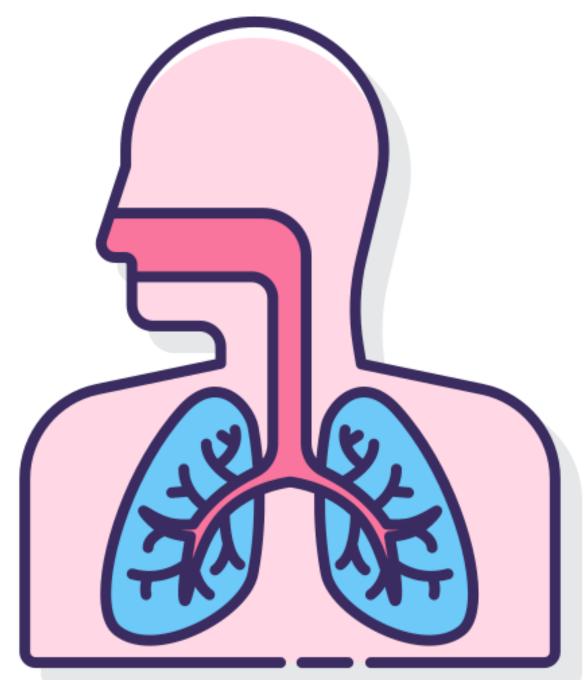


No Data – No Defense

## **Respirators:**



R O E



Engineer Administrative PPE

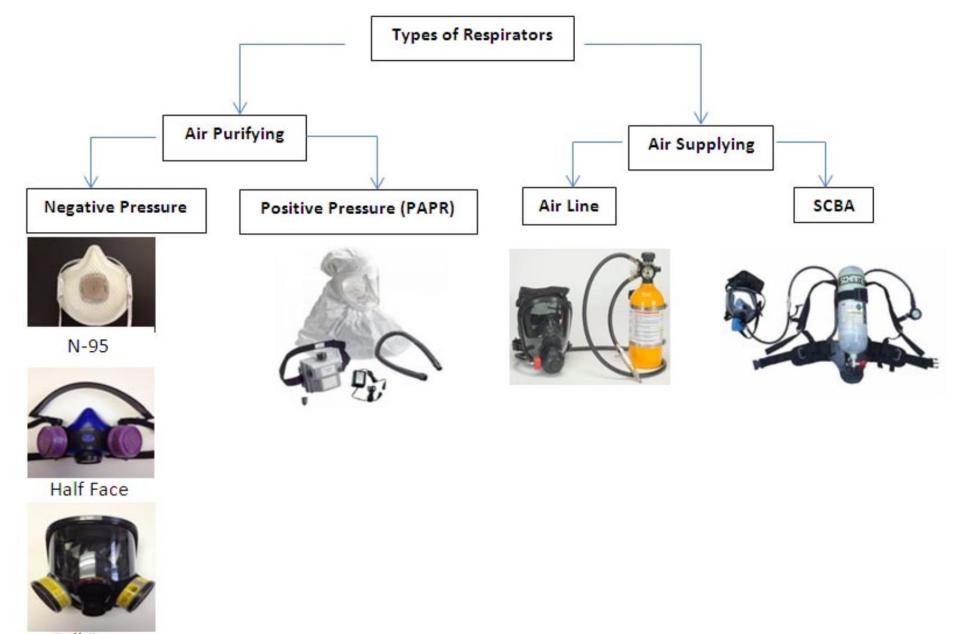


NOTE: Item above is a respirator, not a dust mask, requiring procedures to be followed

# In order to receive <u>any</u> respirator, you must have proper form from medical,



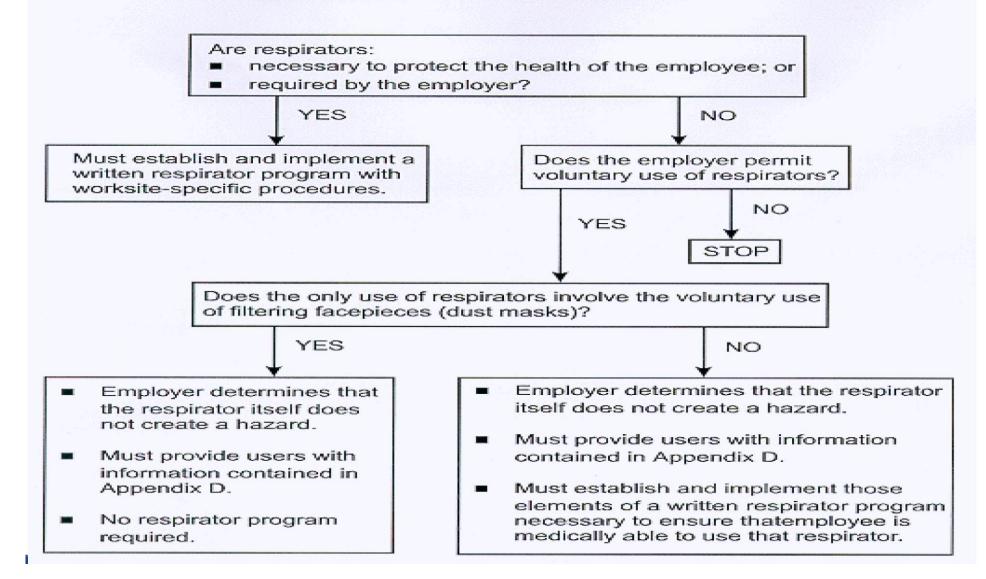
proper form from medical,
dated within range, for type
or style tested.



Full Face

Choosing a respirator ... by the book (OSHA)

### Respirator-Use Requirements Flow Chart 29 CFR 1910.134(c)



			Voluntary Respirator Use – Initial and every 3 year			y 3 years		
		Respirator Type	Filtering Facepiece	APR <sup>1</sup>	PA	\PR <sup>2</sup>	Supp	lied Air <sup>3</sup>
		Program Requirements	N95 (Dust Mask)	Half/full Face/P100	Tight Fitting	Hood/Loose Fitting	Tight Fitting	Hood/Loose Fitting
Updated chart:		Fit Test		✓	✓		✓	
•		Medical Exam	X	✓	✓	✓	✓	✓
Voluntary use		Medical Questionnaire	Ŷ	✓	✓	✓	✓	✓
N95 only		Training	$\checkmark$	✓	✓	✓	✓	✓
N95 Ully		29 CFR 1910.134,						
		Appendix D, SP06	$\checkmark$	✓	$\checkmark$	✓	✓	✓
		Appendix A						

Page **4** of **13** 

SP06E Respiratory Protection

	Mandatory Respirator Use – Initial and Annual						
Respirator Type	Filtering Facepiece	APR <sup>1</sup>	PAPR <sup>2</sup>		Supplied Air <sup>3</sup>		SCBA <sup>4</sup>
Program Requirements	(Dust Mask) N95	Half/full Face/P100	Tight Fitting	Hood/Loose Fitting	Tight Fitting	Hood/Loose Fitting	
Fit Test		✓	✓		✓		✓
Medical Exam		✓	✓	✓	✓	✓	✓
Medical Questionnaire		✓	✓	✓	✓	✓	✓
Training		✓	✓	✓	✓	✓	✓
29 CFR 1910.134,							
Appendix D							

 $^{1}$  APR = Tight-Fitting, Negative Pressure Air Purifying Respirator (1/2 Mask or Full-Face)

supportcentral.ge.com/products/sup\_community\_portal\_home.asp?prod\_id=114963

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### **Emergencies** ~ 513-243-2323 **Concern/Near Miss ~ 513- 243-8080 Click the link for** COVID-19 Information & Resources

#### News & Communication

#### Safe Start Meeting FW 14 Complacency

Weekly Safe Starts ~ Complacency in the Workplace

Safe Start - Monitors (Sort list for most current document)

**Please Select** 

#### SAFETY ALERTS !see 2021 updates!

Access Safety Alerts for information about significant events, their root causes and corrective action items. Click on the SAFETY ALERT icon to see the safety alerts for this year.

V G0

#### **Group Meeting Topic**

Science Content of the second by ALL hourly employees and attendance sheets turned into your Safety Coordinator.

× 60

Please Select

**Employee Involvement Meeting Information** 

Employee Involvement Meeting Presentation (Updated 3.19.2021)

#### **Occupational Health Services**

Occupational Health Services\* @ GE Family Wellness Center \*For work-related incidents ONLY. ٠ Monday - Friday 7a - 11:30p Nurse on duty from 6p - 11:30p and can be reached at 853-8972. 3rd shift/weekends when nurse is off duty call 243-2323. For personal medical services, call the GE Family Wellness Center at (513) 853-8900 to schedule an appointment.

Please Select	V		
	of Sofaty		
Video Series ~ COVID-19 and Layers of	of Safety	L /	
Safety is our top priority and we are agg employees during COVID-19.	ressively taking steps to	Por	pirat
Aviation Response Center (ARC)		ne:	plia
Report Suspected COVID-19 cas ARC @ <b>513-243-2100 or</b>	ses to the		Star
Aviation.ResponseCenter@g	ge.com.		Here
Disinfecting Safety Data Sheets			
ist of SDS' for chemicals used to disinfe	ect work areas.		
GE Aviation COVID Reso			
	Cal		
EXAVALENT CHROMIUM !!NEW ADD		. Contor	
Hexavalent Chromium Resources	GE Wellnes	s center	
Please Select	853-8	900	
anagement of Change/Orange Tag U	For appoi	ntment	
Management of Change/Orange Tag			
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Pink Tag/Equipment Disposition			

EHS Practices



ALTAIR AXP Detecto

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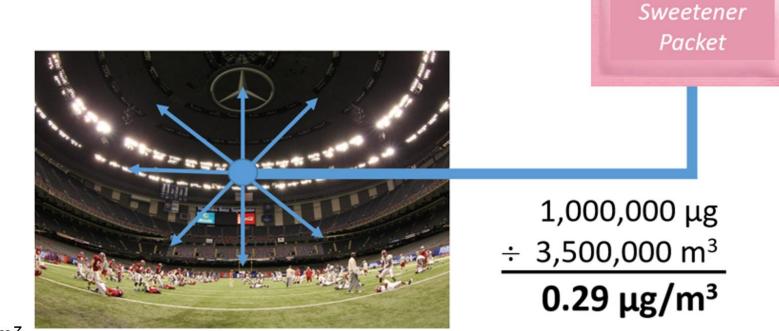
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#### Dose

How much is 0.2  $\mu$ g/m3

One packet of sweetener in the air volume of the Superdome

Weight of 1 packet sweetener =  $1g = 1,000,000 \mu g$ 



Volume of the Superdome = 3,500,000 m3

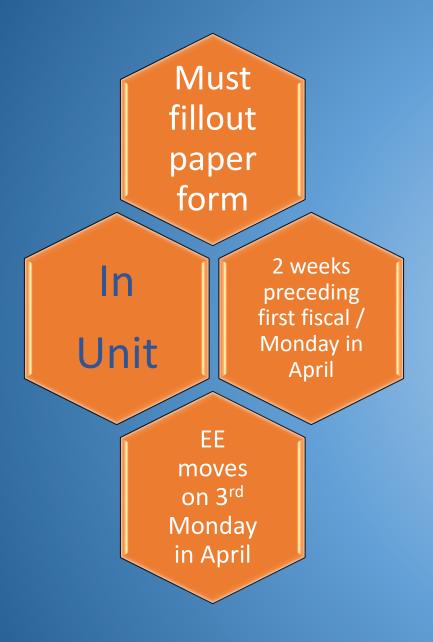


# Internal Movement



Has <u>not</u> moved on ETR or Upgrade w/in last 12 months or hired / rehired w/in last 12 month

> Submitted in JOS (*Job Opportunity System*) Posted for 5 days



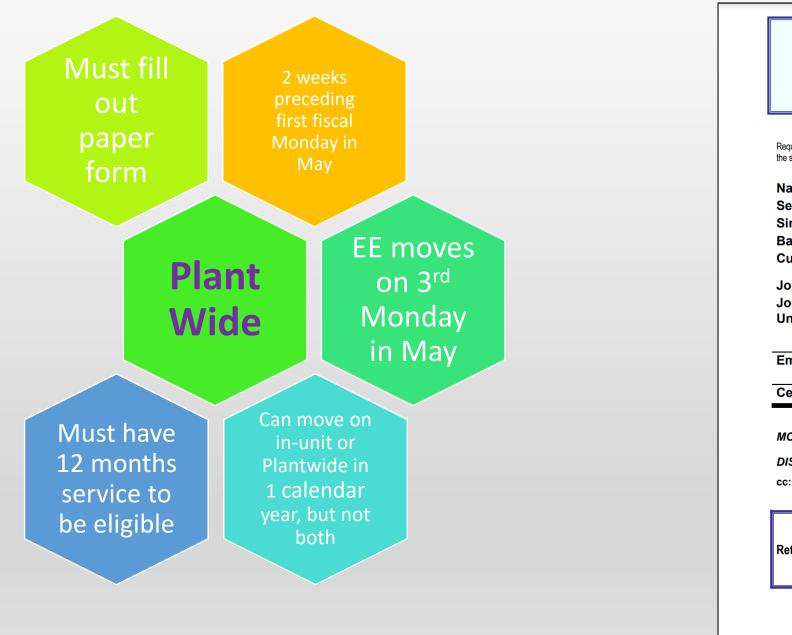
#### **Received Hourly Staffing**

#### IAM UNIT SHIFT CHANGE REQUEST

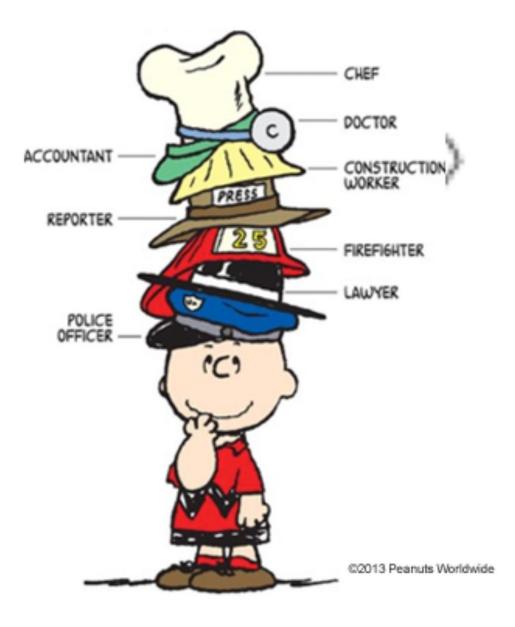
Requests must be submitted on the appropriate form. Once submitted, the employee will be required to move to the shift and area as identified by the Hourly Staffing Office.

#### Name

cc: Emplo	yee yee's folder		
MOVE DATE	IAM UNIT SHI	FT CHANGE 	
Cell Owner/Su	upervisor Name	Phone	
Employee's S	ignature	Date	
Job Code			
Job Classifica	ation		( Forme concount only)
Current Shift	S	hift Requestee	(1 shift selection only)
Badge #			
Single Sign O			
Seniority Date	7		



Received Hourly Staffing					
quests must be subm		IFT CHANGE REQUEST Once submitted, the employee will be required to move to ffice.			
ame eniority Date ngle Sign O adge #					
urrent Shift ob Classifica ob Code nit	ation	Shift Requested (1 shift selection only)			
nployee's S	ignature	Date			
ell Owner/Su	upervisor Name	Phone			
الم OVE DATE SPLACED : Emplo		E SHIFT CHANGE 			
turn form to:	OR	e – Column Bb 5 ½, Phone – 513-255-5275 : – 800 Main, Col. Bb 5 ¾, levator			
		April 2021			



News Flash:

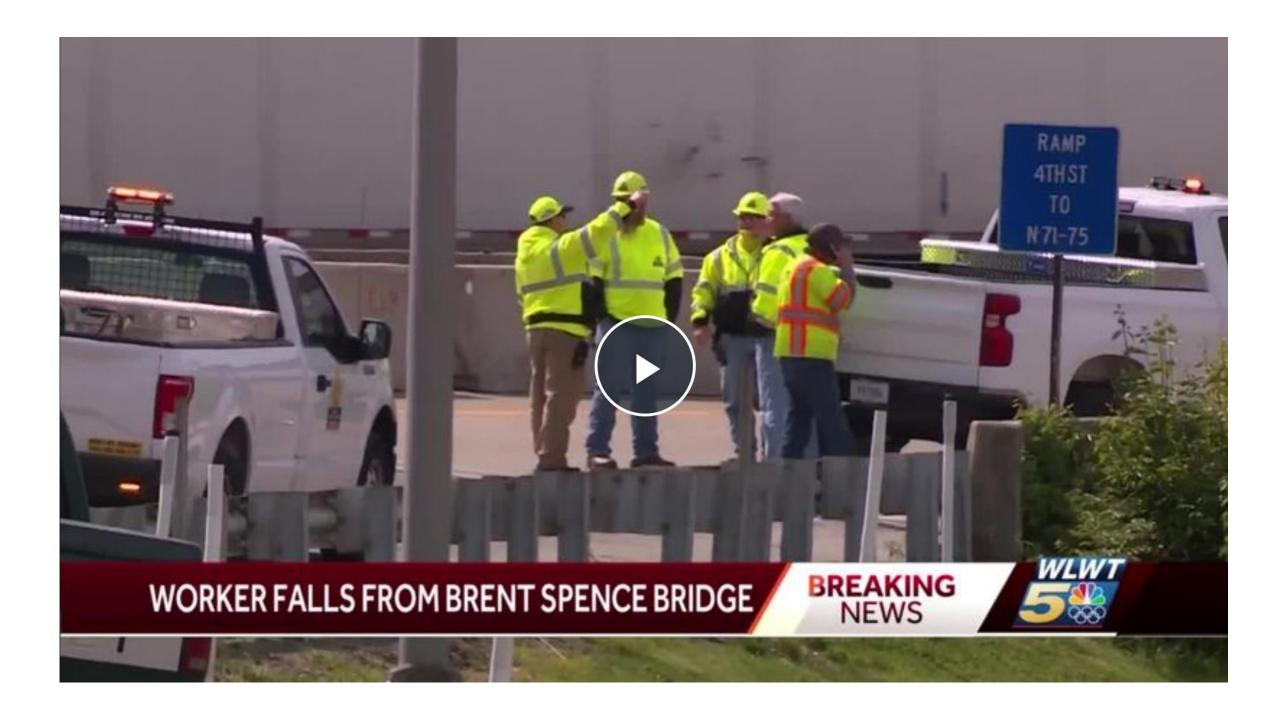
According to the April 2021 edition of Safety and Health Magazine, OSHA's Top 10 Most Cited Violations for FY 2020 are as follows;

- Fall Protection General Requirements CFR 1926.501 Total Violations 5,424
- Hazard Communication CFR 1910.1200 Total Violations 3,199
- **Respiratory Protection** CFR 1910.134 Total Violations 2,649
- Scaffolding CFR 1926.451 Total Violations 2,538
- Ladders CFR 1926.1053 Total Violations 2,129
- Lockout/Tagout CFR 1910.147 Total Violations 2,065
- Powered Industrial Trucks CFR 1910.178 Total Violations 1,932
- Fall Protection Training Requirements CFR 1926.503 Total Violations 1,621
- Personal Protective and Life Saving Equipment, Eye and Face Protection CFR 1926.102 Total Violations 1,369
- Machine Guarding CFR 1910.212 Total Violations 1,313

Three of these violations are GE Safety Zero Tolerance Violations, Fall Protection, Scaffolding and Lockout/Tagout. Four of the violations are related to fall from heights, Fall Protection – General Requirements, Scaffolding, Ladders and Fall Protection – Training Requirements.

## Fall protection:





## Fall Protection Inspections

## Fall Protection equipment inspections to take place in April-May

- Work Orders will be delivered to supervisors within the next week
- Please have your unit's fall protection competent person inspect PFAS, SRLs, etc.
  - Mark up work orders if any changes need to be made
- Competent Person Training scheduled for Friday, April 16; 9-11:30AM (Instructor: Mike Bossert)
  - 2<sup>nd</sup> shift training to be scheduled

Please notify us if anyone in your unit needs competent person training

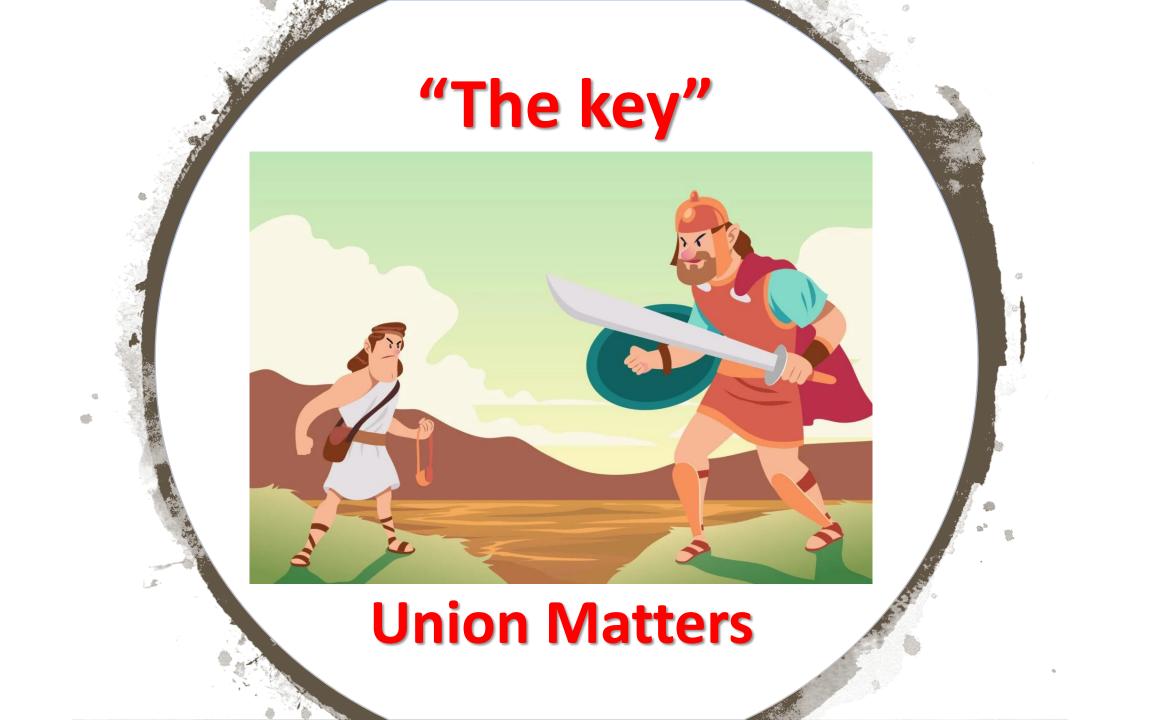
**NOTE**: Shock absorbing lanyards should be replaced with SRLs so as your unit performs inspections, please remove all lanyards from service.

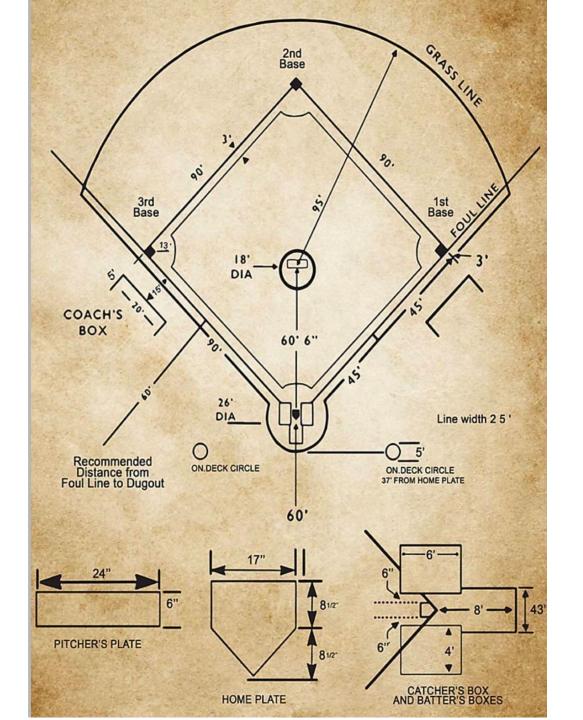
Contact Gary Richardson with any questions. Gary.Richardson@ge.com













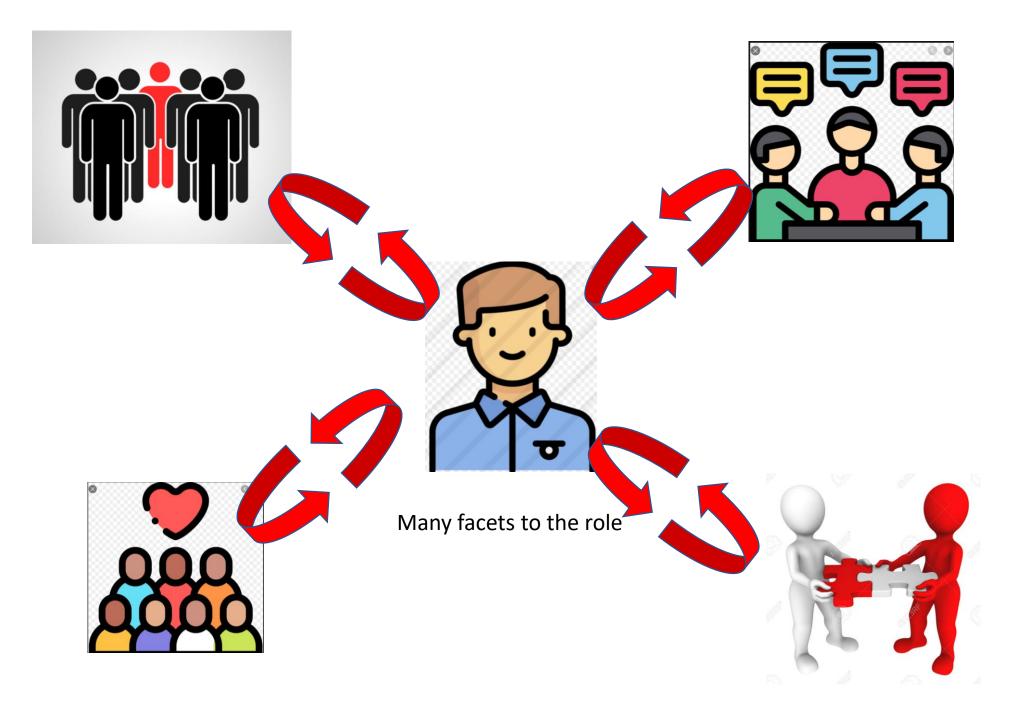


Your finger on the pulse

# For every action... There is an opposite And equal reaction

Maybe it's not a sports analogy, Perhaps science better explains your role





Stewards rights ?



Stewards role: Negotiator Leader Educator Communicator Organizer Political activist

# Union solidarity

# Contract rights

3 factors:

# ✓ Labor Law

Two main jobs – building a strong union / grievance handling

Expect to be tested - hazing

GE Designated: HIGHLY CONFIDENTIAL - named access only

### **Union Stewards:**

#### **Special status-**

### Immunity

#### No reprisals



Equal standards

### **ULP** charges

#### Grievance?

1) Violation of the terms of the contract or interpretation or application of the contract

2) A violation of an employees rights on the job, a right that usually, but not always defined by the contract

#### Law Past practice – benefits or privileges Discipline – "just cause" or disparate treatment / unfairly

#### "Get it in writing"

- Investigation 5W's
- ✓ Take notes vs memory
- ✓ What else other info
- How resolved



#### Best "past practices" victories:

Lost time while seeing company doctor The right to swap shifts The right to receive sick pay during layoffs The right to use company vehicles to commute to work Yearly company picnic Discounts on company products Free meals and coffee Pay for travel time Considering the lunch period as paid time Christmas bonus GE Designated: HIGHLY CONFIDENTIAL - named access only

### Listening?

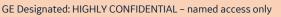
- Body language is a cue
- Empathize
- Ask questions
- Don't give up too soon
- Concentrate on what is said
- Look at the other person
- Leave your emotions behind
- Control your anger
- Get rid of distractions
- Get to the main point
- Share responsibility

- React to ideas, not to the person
- Don't argue mentally
- Use the difference in rate
- Listen to what is not said
- Listen to how something is said
- Don't antagonize the speaker
- Listen for their personality
- Avoid jumping to assumptions
- Avoid classifying the speaker
- Avoid hasty judgement
- Recognize your own prejudices
- Identify the type of reasoning
- Evaluate facts and evidence



## Ten Mistakes A Steward Should Never Make:

- Miss a deadline
- Never get back to the grievant
- Bad mouth the union
- Orop a routine fly ball
- Sit down/shut up at meetings with management
- B Lose control
- Write long grievances
- Meet grievant first time at hearing
- Wait for member to come to you with issue/problem.
- Forget to take a breather





# Key points in grievance handling:

- ✓ Know your membership
- ✓ Encourage your members to submit all grievances to their representative
- ✓ Discourage members from shopping around for a representative to file their grievance
- ✓ If a member has a complaint, not a grievance, take the time to explain why it cannot be processed as a grievance
- ✓ Do not make promises you cannot keep
- ✓ Know your collective bargaining agreement. (*Read and re-read it*)
- $\checkmark\,$  Get all the relevant facts about the grievance and record them
- $\checkmark$  Make sure the grievant knows what the issues are
- ✓ Be honest with the grievant
- ✓ Separate personal vendettas from real grievances
- $\checkmark\,$  Plan your case and prepare at every stage
- $\checkmark\,$  Keep the grievant informed at every stage
- $\checkmark~$  Try to settle the grievance early on
- ✓ Discourage the member from discussing a grievance with management
- ✓ Try to retain your member's confidence at all times
- ✓ Discourage your members from processing their own grievances or settling privately with management
- ✓ Listen to the grievant --- know when he/she is telling the truth
- $\checkmark\,$  If a worker has an obvious grievance and won't file it, find out why
- ✓ Do not take bad grievances
- ✓ Keep written records of all conversations (you will need them)
- ✓ Setup a filing system that works for you



## Nobody's Perfect: 20 mistakes

- Always wait until a worker comes to you.
- Walk around the worksite with a chip on your shoulder.
- Pretend to know all the answers to all problems.
- Give out false information or spread rumors.
- Fail to keep members posted on disposition of grievances.
- Violate company rules.
- Violate the contract.
- Always try to talk members out of filing grievances.
- Present a grievance that isn't one.
- Forget to investigate a grievance thoroughly before handling



- Blow up when dealing with supervisors or workers.
- Use profane language to intimidate the boss.
- Argue a grievance by taking personal issue with the supervisor and directing personal remarks.
- Miss membership.

Bawl out a member in front of co-workers or in front of a supervisor.

Stall when workers call you.

- Keep all information to yourself.
- Permit workers to push you around.
- Enhance the supervisor's prestige by permitting the supervisor to use you as a means of doing his/her dirty work.
- Manage the workers.

### Solicitation of grievances:

#### Support:

Union can organize support for grievances through measures such as:

- ✓ Handbills
- ✓ Petitions
- ✓ Button and Tee Shirts
- ✓ Meetings during break or mealtime
- ✓ Letters to customers
- ✓ Press releases
- ✓ Off-duty picket lines



#### Dozen Points on Grievance Presentation:

- I. Prepare the case beforehand
- II. Avoid arguments among union people in presence of the company
- III. Stick to the point, avoid getting led off an side issues by the company
- IV.Get the main point of the company's argument
- V. Disagree with dignity
- VI. Avoid unnecessary delays
- VII.Settle at the lowest possible step
- VIII.Burden of proof is on the supervisor
- IX. Avoid bluffing

X. Maintain your position on a grievance until proven wrongXI. Be prompt ... follow the grievance throughXII.Enforce the contract



# Weingarten Rights:



#### "Would you mind stepping into my office for a minute?" ... What's up?

Always question the nature of a meeting?

"I will comply with your request if you share the nature of the meeting "Sure, just tell me what this is all about"

If manger/supervisors answer in any way indicates:

Investigating incident

Reviewing a record

Member Feels meeting or outcome in any way will go toward discipline <u>Member must ask</u> for union to be present

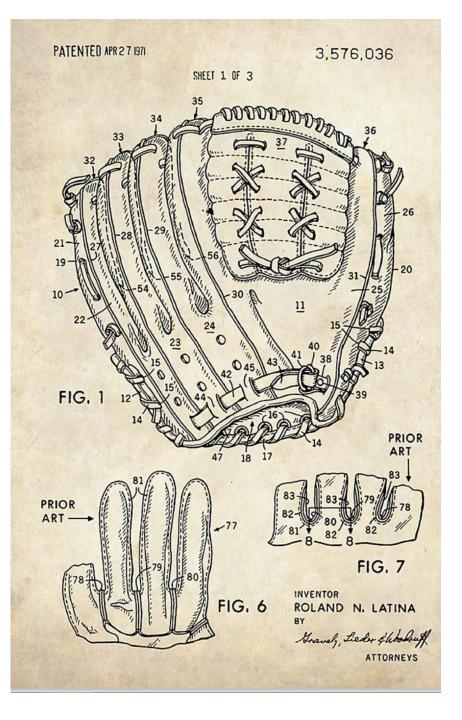
- ✓ Supreme Court ruling (1975)
- ✓ Safeguard for employees / from supervisor or employers agent interrogation or coercive methods
- Right to request union assistance
- Can refuse to answer questions until request is honored (at beginning or anytime thereafter)

#### **Stewards can:**

- Offer advise on how to answer a question
- Help the employee avoid making fatal admissions or insubordinate outbursts
- Object to intimidating conduct
- Insure that the interviewer does not distort the employee's answers
- Point out extenuating circumstances

ULP:

Compelling workers to answer question without representation Limiting a steward to being a silent witness Withholding any other Weingarten rights violates NLRA



# It's always coming at you



# If you know what it is ....

#### Waste Drum Changes

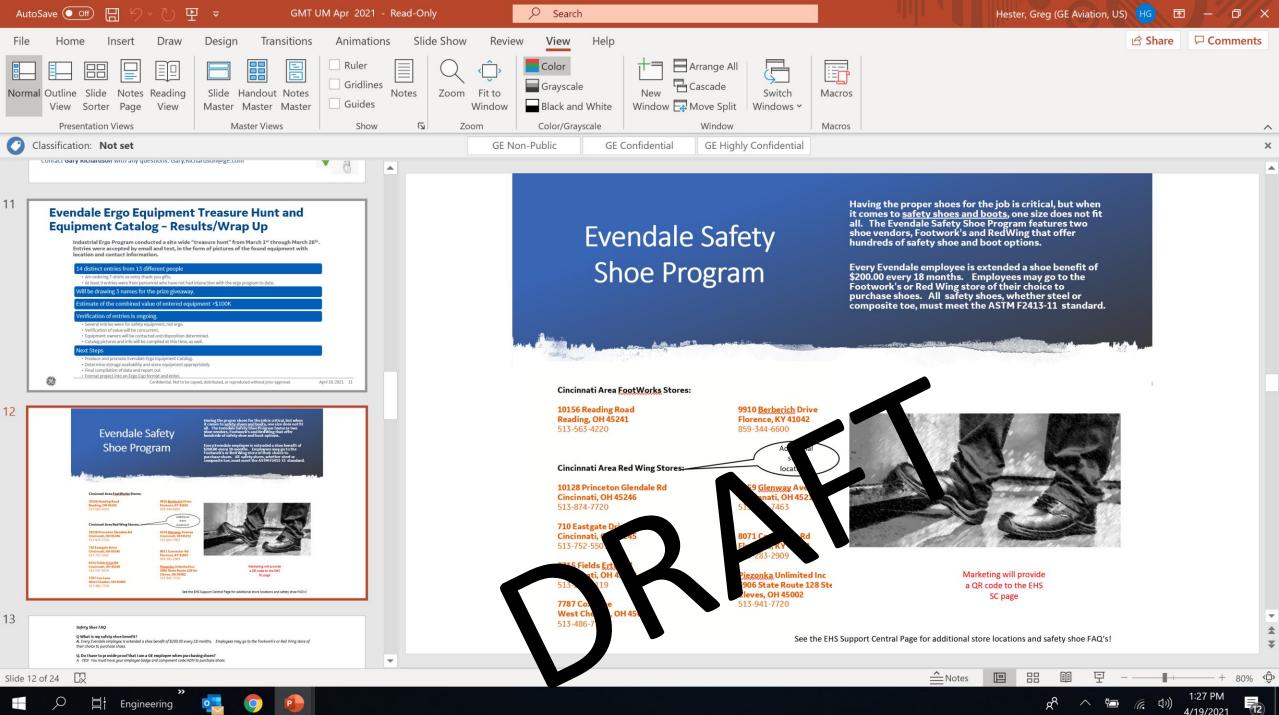
Effective immediately, 55-gallon waste drums are being transitioned from blue and white drums to black drums. Blue and white drums already in place at satellite accumulation areas will be replaced with black drums as requests are made to remove them.

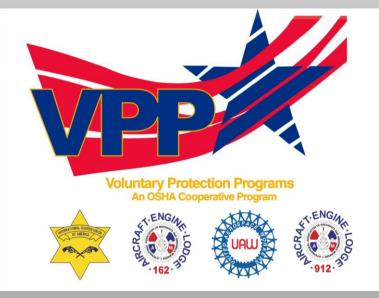
Below are examples of waste that 55-gallon drums are used for. Refer to Environmental Practice 4 for more information.



- Hazardous Waste (yellow label) includes acids, corrosives, flammable solvents.
- Non-Hazardous Waste (blue label) includes coolant, used oil, oily absorbents.
- Universal Waste (pink label) includes aerosol cans, batteries, bulbs.



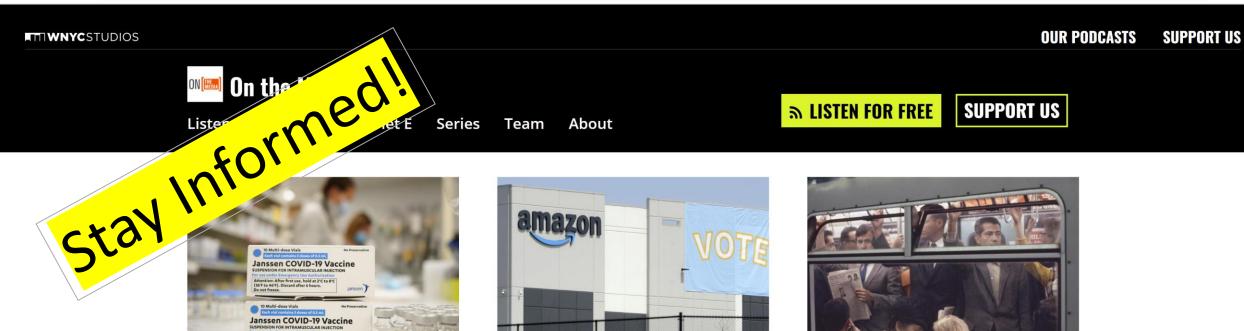








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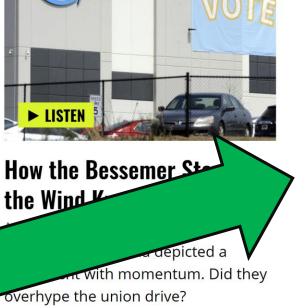


#### Breaking News Consumer's Handbook: Vaccine Edition

#### Apr 16, 2021

LISTEN

We examine the fuzzy math and misleading language that can cloud media coverage of vaccines.





Apr 16, 2021

► LISTEN

The demise of the labor beat dovetailed with the rise of the "money" beat.

🛱 Engineering

へ 増) (そ 口)) 6:28 AM 4/23/2021

# Q/A:

Both want to maintain And build a strong colony

