

# the globe

## Success Through Worldwide Connection



Newsletter of the Association of College and University Clubs

March 2007

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**ACUC Web site**  
[www.acuclubs.org](http://www.acuclubs.org)

### Greetings ACUC Colleagues!



I hope this finds you all well, as the winter months are soon to be a distant memory and the springs months are upon us. The recent Conference in Anaheim provided a warm, winter escape for those living and managing clubs in the colder climates. Not only was the weather a highlight of this annual event, but the coming together of ACUC colleagues was a great benefit and pleasure as well.

Everything from having the opportunity to explore the Golf Industry Show (which, might I remind you, the name of the Show should not deceive you ... the plethora of food and beverage vendors, for example, was impressive ... it was certainly not just tractors and putters!), to taking advantage of CMAA's Career Services Center (as mentioned in the January newsletter), to our ACUC-specific events, the Conference week was a complete success!

A BIG thank you to the USC Faculty Club for hosting a wonderful dinner on the Saturday evening of Conference. The dinner was a perfect ending to the day for the ACUC Board members, who spent the earlier hours together in a meeting. With the facilitation of Sara Pietrzak, our new Managing Director, much was accomplished and, as always, we're looking forward to our many future initiatives.

Piggybacking off of the goals set at our Summer Workshop, we continue to actively strive to broaden our communication among our Association members. We want to hear from you! *The Globe* is a perfect avenue for you to showcase and highlight any and all of your club operations. Networking and the sharing of ideas and good practices is a big aspect of who we are and what we do. If you've recently completed a club renovation, if you re-vamped your dinner menu, if you've implemented a new employee incentive program ... let us know! E-mail [acuc@acuclubs.org](mailto:acuc@acuclubs.org) with your contribution and we will be more than happy to publish it in a future edition of the newsletter.

We look forward to hearing from you soon!

A handwritten signature in blue ink, appearing to read 'Tom'.

Tom Mignano  
ACUC President

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## First Aid Concerns for Clubs by Alan Achatz, CCM, CHE



The old axiom “what can go wrong will” always seems applicable.

What is in your first aid kit? Do you know? Do you stock your own kit or pay someone else to do it?

### So, What Should Be in Your Kits?

The Occupational Safety and Health Administration’s (OSHA’s) Medical and First Aid Standard 29CFR1910.151(b) states: “In the absence of an infirmary, clinic or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.”

As noted above, OSHA does not state what you are required to have in your first aid kits with the exception of recommendations for chainsaw users. In other words, you have to make the determinations.

You say, “Wait a second, Achatz. What do you mean that I have to determine what is supposed to be in my first aid kits? How am I to know what should be in my first aid kits? You are the safety expert, so tell me what is supposed to be in my kits!”

When I started researching this topic, I was amazed to find out that the only OSHA first aid recommendations were for chain saw users! OSHA defers to the American National Standards Institute (ANSI) for their recommendations on what should be in most first aid kits.

(FYI, the American National Standards Institute (ANSI) coordinates the development and use of voluntary consensus standards in the United States and represents the needs and views of U.S. stakeholders in standardization forums around the globe. Source: [www.ansi.org](http://www.ansi.org))

The ANSI Z308.1-1998 consensus standard\* provides a list of minimum items for a workplace first aid kit. ANSI Z308-1 requires that the minimum acceptable contents of a first aid kit (for a small workplace) include:

- An absorbent compress;
- Adhesive bandages and tape;
- Individual-use antiseptics;
- Burn treatment applications;
- Sterile pads;
- Triangular bandage; and
- Medical exam gloves.

It also contains requirements for indoor and outdoor kits and provides guidelines for:

- The standard sizes of cases;
- Unit packaging, including color coding;
- Specifications for the most commonly used items; and
- The arrangement of first aid materials for easy identification, removal and replacement.

## First Aid Concerns for Clubs

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\* Source: "OSHA Offers Best Practices Guide to Developing Workplace First Aid Programs" Article, August 9, 2006, *Occupational Health & Safety* magazine.

### So, Where Do You Start?

You probably already have a listing of injuries and illnesses that have happened at your operation on your OSHA 300 logs. So, pull out the past five years of these records and look at what incidents have happened. Then, start to determine what first aid supplies you need. Consider: What can happen? What types of services do you offer? What facilities do you have? What is your geographic location and what weather extremes do you experience? What has happened in the past? What might happen in the future? What has happened at other clubs/businesses in the area? What insects, flora, fauna, reptiles and/or rodents are in the area? What natural disasters may befall your area? What chemicals are on site? What tools and equipment are used by the various departments and employees?

All these questions comprise what could be called a hazard assessment. You can also request input and guidance from safety, health, medical and rescue professionals. After all this input is amassed, then ensure that the necessary supplies are available to treat most (if not all) of these possible scenarios.

### What Training Do Your Employees Have?

What safety equipment do you have and what might be in or needed in your first aid kits? Do you have any Automatic External Defibrillators (AEDs)? Have you done AED, CPR and first aid training?

Would you consider your employees first responders in case of an emergency? Are they trained in universal precautions to the exposure of potentially infectious bodily fluids (a portion of the Blood Borne Pathogen policy requirement)? Have you practiced any worst-case scenarios?

Many employees have simple first aid training and can assist with cuts, possibly even perform the Heimlich maneuver to aid a choking victim, get the AED and hopefully be able to perform CPR; yet what about major trauma? What about burns? What about compound fractures?

Are any of your employees (or their spouses) fire fighters, paramedics, nurses or in the medical field? If so, you already have a valuable resource. Consider utilizing all of their collective experiences.

### What Does the Term "... in near proximity..." from 1910.151(b) Mean?

For your information and guidance, the following is a Letter of Interpretation regarding the OSHA first aid requirements (29CFR1910.151) which pertains to all private clubs:

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## First Aid Concerns for Clubs

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February 9, 1994

Ms. Rachel Greathouse  
Safety Engineer  
Courtaulds Coatings  
P.O. Box 1439  
Louisville, Kentucky 40201-1439

Dear Ms. Greathouse:

Thank you for your inquiry of October 1, 1993, requesting interpretation of the term "in near proximity" in the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.151(b). We apologize for the delay in our response.

In areas where accidents resulting in suffocation, severe bleeding or other life threatening or permanently disabling injury or illness can be expected, a 3 to 4 minute response time, from time of injury to time of administering first aid, is required. In other circumstances, i.e., where a life-threatening or permanently disabling injury is an unlikely outcome of an accident, a longer response time such as 15 minutes is acceptable.

Where first aid treatment cannot be administered to injured employees by outside professionals within the required response time for the expected types of injuries, a person or persons within the facility shall be adequately trained to render first aid.

We appreciate your interest in employee safety and health. If we can be of further assistance, please do not hesitate to contact us.

Sincerely,

Roger A. Clark, Director  
Directorate of Compliance Programs

### **Response Time**

Do note the recommended response times in the above letter of interpretation.

Unless your operation is located around the corner from a hospital or other health care facility, you are wise to have a concern for the above "in near proximity" statement. Does this mean that you should become an expert in triage, splints, moving and lifting people, shock, burns, temperature extremes, musculoskeletal injuries, bites and stings? What about the various medical emergencies that can arise including heart attacks, strokes, asthma attacks, diabetes, seizures and/or pregnancies?

My recommendation is the further away your operation is from a hospital, infirmary, ambulance corps or volunteer rescue company, the more first aid training your staff should have!

### **Stocking Your First Aid Kits**

It is important to recognize that your first aid kits have to be stocked. Consider delegating an in-house staff member or, if you like being assured the kit is stocked by using an outside firm (and do not mind the additional costs), then do it! (I personally feel that using the outside vendors to stock your first aid kits can be a waste of your club's money. Are they recommending the items that you really need? Or just stocking the first aid box with items that provide a great profit margin to them? I firmly believe the club's funds can be better spent refilling your first aid kit with items that are necessary and essential, rather than supplying your employees with all the specialty items that you don't even have at home!)

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## First Aid Concerns for Clubs

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### Are All Those Little Items in the Kit Necessary?

Aspirin, non-aspirin, cold medications, hangover cures, and so on? Again, the answer is no. You do not need any of those items. If you do choose to supply all these ancillary items, they are to be in the individual packets and not in the big 500 count container. (To those who I have told otherwise – please excuse my error.)

### Potential Additional Requirements

Certain industries have mandatory requirements to have first aid kits on-site. Logging operations are one such industry – this could be applicable if the club is cutting wood on the course and then supplying wood to the clubhouse!

The pulpwood logging standard has certain mandatory items listed at:

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9863](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9863).

Permit required confined spaces have rescue requirements available at:

[http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9803](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9803).

### Available Resources

A recently published resource by OSHA is titled *Best Practices Guide: Fundamentals of a Workplace First-Aid Program*. This guide shares the various elements to consider when developing a program.

The guide can be accessed at <http://www.osha.gov/Publications/OSHA3317first-aid.pdf>. For additional information, see OSHA's Safety and Health Topics page on Medical and First Aid at <http://www.osha.gov/SLTC/medicalfirstaid/index.html>.

### Closing Thoughts

I realize this article was long and you may now know more than you cared to know about first aid kits. Recognize that it is incumbent on you to ensure you have the proper items in your first aid kits, know that they are properly stocked and that employees may have to be trained to administer first aid.



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*Alan E. Achatz, CCM, CHE, is a former club manager who now assists clubs, business, CMAA chapters and other organizations with safety education programs and OSHA policy development. He authored the recently published book, Embracing Safety at your Club available from CMAA online at [www.cmaa.org/bookmart](http://www.cmaa.org/bookmart). Additionally, he is an instructor of the NRA Education Foundation ServSafe® Essentials course. Alan may be reached at (716) 565-9122, [akaachatz@msn.com](mailto:akaachatz@msn.com) or at [www.akaachatz.com](http://www.akaachatz.com).*

## Product Spotlight: Embracing Safety at Your Club

Based on the experiences of former club manager turned safety consultant, Alan Achatz, CCM, CHE, *Embracing Safety at Your Club* is a resource which will guide you through the development and enhancement of safe work practices at your club. As a safety consultant, Alan has conducted more than 150 simulated OSHA site audits over the past 10 years.

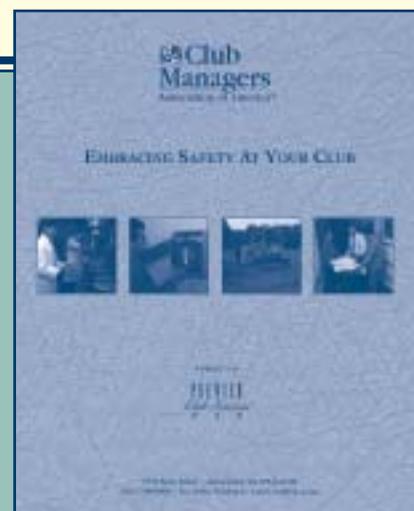
*Embracing Safety at Your Club* will enable you to adopt practices applicable to your existing operation and, further, to develop additional practices that can be implemented immediately. Accompanying lists and charts will assist new and seasoned managers in the development of an effective safety program which will prevent costly accidents at your club.

Topics for safety program development include asbestos, construction and outside contractors, ergonomics, grounds and landscaping, housekeeping, kitchens, laundry, services, swimming pools, trenching and more.

Visit [www.cmaa.org/bookmart](http://www.cmaa.org/bookmart) to order your copy today!

“When I was a club manager, I had very few ideas on what to do for safety within my club. Over the past ten years of consulting with clubs, I have found that most clubs do not have the resources for a safety director, yet want to know what to do to save money. This resource will offer a common sense approach to safety that will enable you and your employees to look at your operational practices in a new way.”

Alan Achatz, CCM, CHE



# Hot Topics in Legislative and Regulatory Affairs

## Federal Minimum Wage Increase Advances in Congress

In early February, the U.S. Senate approved a boost to the federal minimum wage. The approximate increase mirrored the increase passed by the U.S. House of Representatives in January. However, the Senate version included a package of \$8.3 billion in tax breaks for businesses to offset the increased wage costs. The tax relief provisions included in the Senate version are \$1.7 billion in restaurant depreciation relief (including new construction, leaseholds and improvements), a five-year extension of the Work Opportunity Tax Credit and a one-year extension (previously set to expire in 2009) for small business section 179 expensing.

In January, the House approved the Fair Minimum Wage Act of 2007, introduced by Representative George Miller (D-CA). The bill calls for a three-phase increase to \$7.25 per hour. Minimum wage will increase to \$5.85 per hour 60 days after enactment, to \$6.55 per hour one year — later and ultimately to \$7.25 per hour — an additional year later. No provisions were included to offset this measure with small business tax cuts or other similar measures.

The two measures must now be reconciled between the House and the Senate. The White House has already indicated support for the increase if offset by tax relief for small businesses.

## Ritz Carlton Faces Lawsuit Regarding Service Fees

In January, eight banquet servers filed a class action lawsuit against the Ritz Carlton Hotel in Boston, MA. They claim that the hotel violated Massachusetts state wage and hour laws. The employees stated that the Ritz Carlton collects a 21.5 percent mandatory service charge on all banquet events. However, banquet servers only receive 14.5 percent of this service charge.

The plaintiffs claim that this was illegal under Massachusetts law which requires that all tips, gratuities and services charges which are added to customer bills to be distributed directly to service staff. Managers and non-service staff are prohibited from receiving tip outs from this money.

Similar legal cases have been filed against restaurants, clubs and other hotels in the last several years.

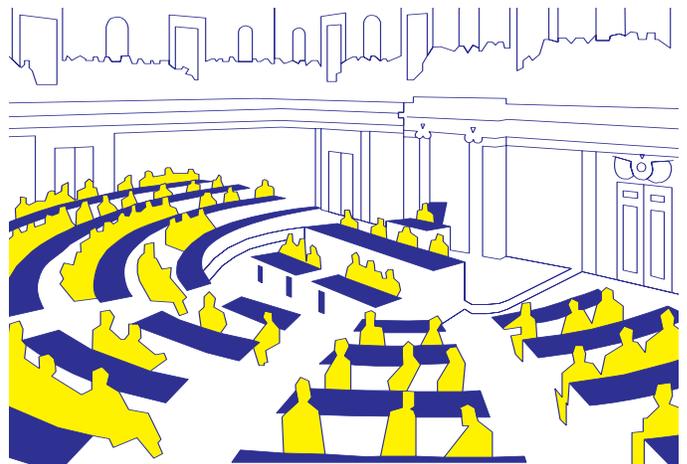
## Bernardo Heights CC Suit Settled

This case began when member, Birgit Koebke, challenged the guest policy at Bernardo Heights Country Club, located in Rancho Bernado, CA. Under this policy, Koebke claimed that spouses, children and grandchildren could play golf for free. However, Koebke's registered domestic partner, Kendall French, was limited to guest play six times per year at a cost of \$70 per round. After Koebke's request to the club to extend spousal privileges to her partner was denied, Koebke sued claiming that the club had violated state discrimination laws regarding marital status and sexual orientation.

In August of 2005, the California State Supreme Court ruled that clubs must offer equal treatment to gay and lesbian members who currently have registered domestic partners as they do to married couples.

However, the Supreme Court ruling left the issue of where the club had discriminated against Koebke and French by treating them differently than other unmarried, heterosexual couples unresolved.

In January, a settlement on this issue was reached between the plaintiffs and the club. Settlement details were not released and are confidential. The case was scheduled to be heard in February in the San Diego Superior Court.



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# Hot Topics in Legislative and Regulatory Affairs

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## Trends from Around the Country

With the legislative sessions in 47 states well under way, several trends are beginning to emerge. Below is a sampling of trends from across the country:

- Mandated healthcare is a hot topic in many states. The Massachusetts model which passed last year is serving as a template for many states. In California, Governor Schwarzenegger has introduced a plan that would require employers to provide coverage for their employees or pay 4 percent of their payroll to the state which would be used to provide coverage to their employees. Colorado, Maryland, Minnesota, New Jersey, New York, Pennsylvania, Ohio and Oregon are considering similar proposals.
- Legislation mandating sick leave is popping up all over the country. Proposals that would require a minimum number of paid sick hours for full-time employees have been proposed in Florida, Maine, Maryland, Massachusetts, Montana, Vermont, Washington and Wisconsin.
- With the addition of Nevada's smoking ban, more than 50 percent of Americans now live in a city or state that has anti-smoking laws governing workplaces, restaurants or bars. Smoking bans legislation has been proposed in Connecticut, Mississippi, South Carolina, Tennessee, Virginia and Wyoming.
- Decision makers in Connecticut, Los Angeles, Philadelphia and Michigan are considering adopting trans fat bans.
- Minimum wage increases are pending in Kentucky, Minnesota, Mississippi, Rhode Island, Tennessee and Virginia.
- A bill has been proposed in Colorado that would require that all employers utilize the pilot program for employee verification offered through the Department of Homeland Security.