



Member Associations of

**PRINTING INDUSTRIES OF CALIFORNIA**

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### Headline Summary

- Post OSHA Form 300A
- Last Call for 2014 Posters
- California's Minimum Wage Goes UP in 2014
- 2014 Standard Mileage Rate for Business
- 14 Uses for MSDS (SDS) Sheets
- Did You Know PRINT Sells?

## California's Minimum Wage Goes UP in 2014

Earlier this year, Governor Edmund G. Brown Jr. approved AB 10 (Alejo, D-Salinas), which increases California's minimum wage of \$8 per hour by two, one-dollar increments. The increments are as follows:

- To \$9 per hour effective July 1, 2014; and
- To \$10 per hour, effective January 1, 2016.

This is the first increase to the minimum wage since January 1, 2008.

# WatchDog

Guarding the Business of Print

January 2014

## Post OSHA Form 300A

OSHA requires that employers post from February 1 to April 30, 2014 a summary of the job-related injuries and illnesses that occurred last year. Employers are only required to post the Summary (OSHA Form 300A), not the OSHA 300 Log. Those employers with 10 or fewer employees are normally exempt from federal OSHA injury and illness recordkeeping and posting requirements.

The summary must list the total numbers of job-related injuries and illnesses that occurred in 2013 and were logged on the OSHA 300 form. Employment information about annual average number of employees and total hours worked during the calendar year is also required. Companies with no recordable injuries or illnesses in 2013 must post the form with zeros on the total line. All establishment summaries must be certified by a company executive.

The form should be displayed in a common area wherever notices to employees are usually posted. A copy of the summary must be made available to employees who move between work sites, such as construction workers, and employees who do not report to any one location on a regular basis.

You can download these Cal/OSHA forms from our website, [piasc.org](http://piasc.org). On the Human Resources page, click on Members Only Publications and scroll down to Safety section. You will need your email address in order to gain access.

## Last Call for 2014 Posters

All California businesses must display up-to-date labor and safety notices where all employees can see them to be in compliance with federal and state laws. Last year's (2013) all-in-one poster no longer meets the federal and state 2014 requirements; therefore, it is important that you order the new one.

Updated posters include the changes listed below:

- Discrimination: Added Military and Veteran Status to the classification of the protected class.
- Notice of Withholding: Changed from "California" to "California Personal Income Tax PIT"
- Unemployment Insurance: The new notice states that you can obtain the data from your employer, physician/practitioner instead of Doctor's office.
- OSHA: Updated the Concord address

The posters are

- Laminated on both sides and printed in high-quality full color
- Combo measures 27" x 39"
- Posters are guaranteed to be the most up to date versions available

The cost for the 2014 all-in-one poster is the same as last year, \$24.50, which includes postage and sales tax. A credit card is required for purchase. To order your posters, contact Rose Dorado at [rosed@piasc.org](mailto:rosed@piasc.org) (323-728-9500, ext. 231) or you can order online at [www.piasc.org](http://www.piasc.org).

## 2014 Standard Mileage Rates for Business

The Internal Revenue Service issued the 2014 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business purposes.

Beginning on Jan. 1, 2014, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be 56 cents per mile for business miles driven.

The business expense rates decreased one-half cent from the 2013 rates. The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

Under California Labor Code section 2802, employers must fully reimburse employees for all expenses actually and necessarily incurred. Many employers typically choose to use the IRS mileage reimbursement rate, but its use is optional.

The Division of Labor Standards Enforcement has stated that using the IRS mileage rate will generally satisfy an employer's obligation to reimburse for business related vehicle expenses, absent evidence to the contrary.

If, however, an employee can show that the chosen mileage reimbursement rate, even the IRS rate, does not cover all actual expenses the employee has incurred, the employer must pay the difference.

Business vehicle expenses do not include only gasoline, but also wear and tear (depreciation), repairs, oil, insurance and other costs.

## 14 Uses for MSDS (SDS) Sheets

Do your MSDSs (Material Safety Data Sheets) just sit there collecting dust? Your MSDSs have lots of great information in them, but how can you put this terrific information to good use? Here are fourteen ways to use MSDSs that you might not have thought of.

1. If an employee gets sick or is injured and you suspect a chemical might be involved, send the MSDS sheet on that chemical to the clinic along with the employee.
2. Have a chemical spill? Look up the recommended emergency, PPE, and clean up procedures in the MSDS on the spilled chemical.
3. Will you, or someone else be doing air testing in the future? Be sure to give copies of the MSDSs on all chemicals being tested to the industrial hygienist who will be doing the air testing.
4. Give MSDSs on chemicals contracted employees will be working near to your contractor.
5. Make extra copies of MSDSs on the principle chemicals used in your plant and set them out on employee lunchroom tables.
6. Have injured employees on light duty update and clean up your MSDS ring binders.
7. Make a second copy of all MSDSs and keep them on hand as a readily available back up should something happen to your original set.
8. Have Hispanic employees? Make a second complete set of MSDSs in Spanish.
9. In Canada, WHMIS requires that all MSDSs must have been written within the last three years. All MSDSs should have the date they were published on them. Replace any MSDSs you have that are older than three years old (even if you are not in Canada).
10. Review a different MSDS sheet at each tool box safety meeting or department safety meeting.
11. Do an "incompatibility audit" using your MSDSs to find chemicals that might react dangerously if they should accidentally come in contact with each other.
12. If you have a chemical spill kit, put copies of the MSDSs on those chemicals most likely to be spilled inside the kit.
13. Ask your municipal fire department if they would like to have a copy of the MSDSs on the main chemicals used in your facility.
14. Laminate copies of MSDSs and hang them near where that chemical is used.

Source: <http://bit.ly/MSDSsheets>

## Did You Know PRINT Sells?

Printed catalogs are decidedly old-school. But when it comes to driving sales—including online sales—they work.

So perhaps it's no surprise that so many well-known pure-play e-commerce companies have now started mailing printed catalogs to customers and prospects alike.

Why? Because when printed catalogs arrive they get noticed, read, savored, shared and acted upon. Add in the convenience of placing orders online, and the result is sales. Lots of them!

To get the facts about PRINT Visit [ChoosePrint.org](http://ChoosePrint.org)

