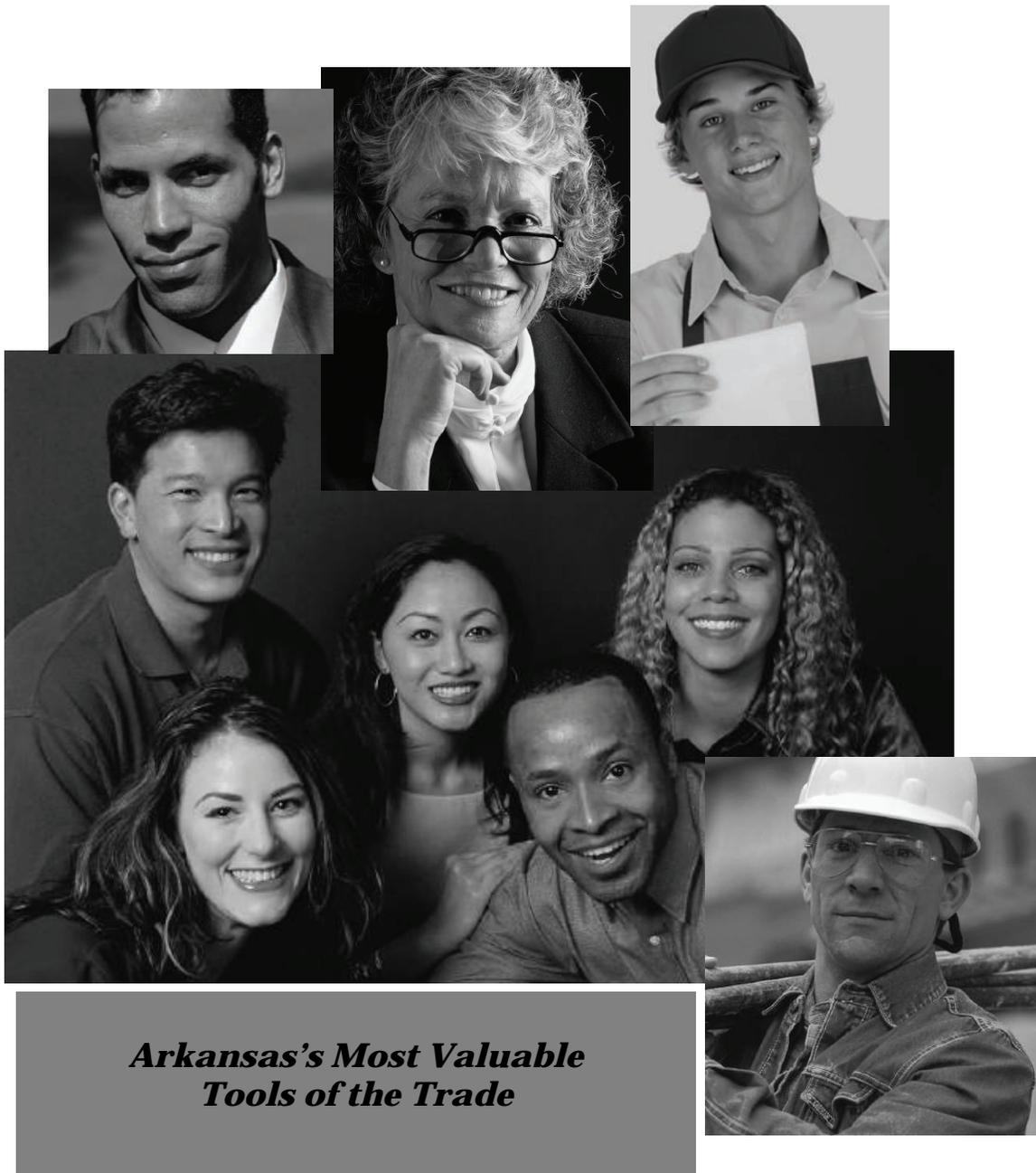




**ARKANSAS
DEPARTMENT OF LABOR
2008 Annual Report**

*Tools
of the Trade*



*Arkansas's Most Valuable
Tools of the Trade*

**Arkansas
Department of Labor
*2008 Annual Report***



MIKE BEEBE
Governor
State of Arkansas



JAMES L. SALKELD
Director
Department of Labor

Mike Beebe
Governor



STATE OF ARKANSAS

ARKANSAS DEPARTMENT OF LABOR

10421 WEST MARKHAM • LITTLE ROCK, ARKANSAS 72205-2190
(501) 682-4500 • FAX: (501) 682-4535 • TDD: (800) 285-1131

James L. Salkeld
Director

The Honorable Mike Beebe
Governor, State of Arkansas
State Capitol Building
Little Rock, Arkansas 72201

Dear Governor Beebe:

It has been such a privilege to serve as Director of Labor under your administration, and I am pleased to present the Arkansas Department of Labor's Annual Report highlighting the activities of the agency for the fiscal year ending June 30, 2008.

One of the greatest pleasures of my job is having the opportunity to travel the state and personally commend the employers and employees who are reaching remarkable levels of workplace safety. We take pride in knowing part of their success is due to the consultation and training services provided by this agency.

We are also proud of our continuing success in enhancing our automated data systems and on-line services to the citizens of this State, as well as the notable work of our code enforcement divisions who protect our citizens from potential hazards.

We deeply appreciate the support and confidence you and your staff have demonstrated, and we feel this has enabled us to provide quality service to Arkansas' workforce.

Sincerely,

A handwritten signature in cursive script that reads "James L. Salkeld".

James L. Salkeld
Director



ORGANIZATIONAL CHART

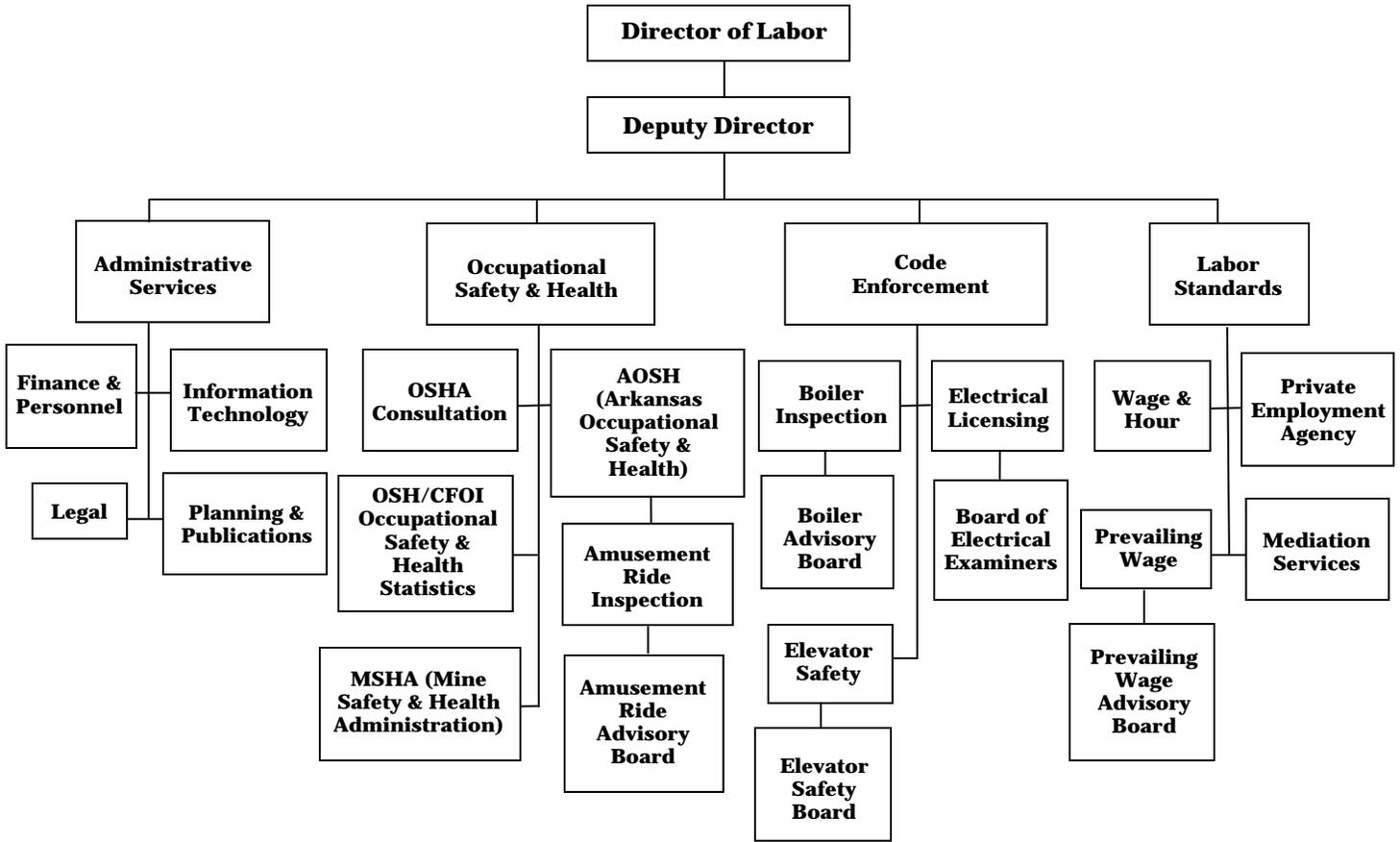
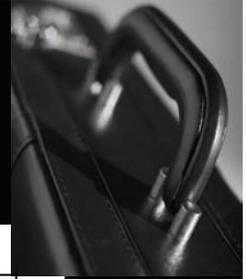


TABLE OF CONTENTS



O	ccupational Safety and Health Division	1
	Safety Awards	1
	Statewide Safety Seminars	4
	Film and Video Library	5
	OSHA Consultation	6
	AOSH	7
	Amusement Ride Inspection	9
	Amusement Ride Advisory Board	9
	MSHA—Mine Safety and Health Administration	10
	OSH/CFOI	11
	Code Enforcement Division	12
	Boiler Inspection	12
	Boiler Advisory Board	13
	Electrical Licensing	14
	Board of Electrical Examiners	15
	Elevator Safety	16
	Elevator Safety Board	17
	Labor Standards Division	18
	Wage and Hour	18
	Private Employment Agency	19
	Prevailing Wage	20
	Prevailing Wage Advisory Committee	21
	Mediation and Conciliation	22
	Administrative Services Division	23
	Finance and Personnel	23
	Information Technology	24
	Legal	24
	Planning and Publications	25



OCCUPATIONAL SAFETY AND HEALTH

The Occupational Safety and Health Division is the largest section within the Department of Labor and is responsible for enforcing and promoting worker safety in Arkansas. This is accomplished in a number of ways including:

- Conducting complaint, accident and fatality investigations in the public sector.
- Making routine inspections of publicly owned workplaces.
- Providing free safety consultation services to Arkansas businesses and mines.
- Inspecting amusement rides to assure the safety of visitors and workers.
- Providing thousands of hours of training classes on key safety and health issues in order to

better equip Arkansas' workforce against occupational hazards. These classes are held at the employer's work site, as well as at the Arkansas Department of Labor building in Little Rock. Additionally, nine regional seminars were held across the state during the fiscal year.

- Providing informational services for persons needing assistance on safety and health issues. This is done by one-on-one office visits, public speaking engagements, and publications.
- Presenting safety awards to businesses and individuals who excel in promoting safety and health and meet specific guidelines
- Conducting annual surveys of workplace fatalities, injuries and illnesses in the state.

The Division has highly trained field

employees across the state available to assist employers in a variety of ways. These employees are supported by an office staff of clerical workers and supervisors who understand health and safety issues and can provide technical assistance on a wide variety of safety issues.



One service provided by the Occupational Safety and Health Division is the recognition of people and companies who have made outstanding strides in the field of safety. This is done by presenting several types of safety awards:

- Million Work Hour Awards
- Safety Awards of Merit
- Accumulative Years Safety Awards

- Meritorious Service Awards.

The Million Work Hour Awards are presented to companies whose employees have accumulated a million work hours without a lost day away from work due to a work related injury or illness. Similar awards are available to mining industries and state, county and municipal employees.

The Safety Award of Merit is presented to employers that have worked without a lost time injury according to the following criteria:

- Must have an effective safety and health program, and
- Must have one or more

employees and have worked three or more years or accumulated at least 500,000 work hours without a lost time injury.

The Accumulative Years Service Award is designed for small employers that work years without a lost day away from work, but are unable to reach the Million Work Hour Award.

Meritorious Service Awards are given to Arkansas citizens who have either recognized an immediately dangerous situation and eliminated the potentially hazardous condition, or attempted to save or did save another person's life. The Meritorious Service Awards Committee requires that

recipients be nominated by another person for their efforts and then screened by the committee.

The following industries were recipients of safety awards from the Occupational Safety and Health Division during the 2007-08 fiscal year:

TEN MILLION WORK HOURS SAFETY AWARD

Washington Demilitarization, Pine Bluff

NINE MILLION WORK HOURS SAFETY AWARD

WalMart Distribution Center, Bentonville



(l to r) , David Reber, Project General Manager, Washington Demilitarization; Director of Labor James L. Salkeld; Safety Manager Marty Buell, Washington Demilitarization; Director of Health and Safety with the Arkansas Workers' Compensation Pat Burge; Deputy Director of Labor Ed House; Risk Management Director Drew Carpenter, Arkansas Insurance Department, at Washington Demilitarization's Ten Million Work Hour Safety Award presentation in March 2008.

SAFETY AWARDS PRESENTED FROM JULY 1976—JUNE 2008

Fiscal Year	Accum. Year	Merit	1 Mil.	2 Mil.	3 Mil.	4 Mil.	5 Mil.	6 Mil.	7 Mil.	8 Mil.	9 Mil.	10 Mil.	11 Mil.
76-77		5	4										
77-78		3	4										
78-79		4	7										
79-80		7	3	1									
80-81		16	4										
81-82		12	15	2	1								
82-83		12	10	2									
83-84		15	9										
84-85		13	9	7	3								
85-86		7	10	4	2								
86-87		7	10	4									
87-88		5	7		2	1							
88-89		1	5	2									
89-90		6	9				1						
90-91		9	2	2			1						
91-92		11	10										
92-93		3	8										
93-94		9	12	2	1	1	2						
94-95	3	26	17	5	1	1		1					
95-96	22	10	24	6	1	2	2						
96-97	33	11	31	10	8	1	1						
97-98	41	5	21	9	5	4	3						
98-99	34	7	24	8	2	2	2	3	1				
99-00	32	4	24	8	2	1	1	1	2	1			
00-01	34	2	11	8	7	3	1		1	1	1		
01-02	30	4	18	6	3	5	2				1	1	
02-03	41	2	14	6	1	2	2	1		1			
03-04	42	1	9	7	4	4	4	3	2	1	1	1	
04-05	36	1	16	7	4	1	3	2	2	1	1		1
05-06	17		9	1	1	1		2	1	1		2	
06-07	24		14	4	3	1			1	1	1		
07-08	23	1	11	3		1				1	1	1	
TOTAL	412	219	381	114	51	31	25	13	10	8	6	5	1

EIGHT MILLION WORK HOURS SAFETY AWARD

Tyson Foods, Springdale

FOUR MILLION WORK HOURS SAFETY AWARD

American Greetings, Osceola

TWO MILLION WORK HOURS SAFETY AWARD

Gerber Products Co., Fort Smith
Saint Gobain, Fort Smith
Aerojet, Camden

ONE MILLION WORK HOURS SAFETY AWARD

Dardanelle Processing Facility,
Tyson Foods, Inc., Dardanelle
Dassault Falcon Jet, Little Rock
Certain Teed, Little Rock
Little Rock Wastewater, Little Rock
Gates Corporation, Siloam Springs
Scroll Technologies, Arkadelphia
Glad Manufacturing, Rogers
Con Agra Foods, Batesville
LaBarge Inc., Huntsville
ConAgra Foods, Russellville
Tyson Foods of Berryville,
Berryville

ACCUMULATIVE YEARS SAFETY AWARD

Tyson Foods Morrilton Hatchery, Morrilton, 24 years
Kraft Foods, Jonesboro, 15 years
Anthony Wood Treating, Inc., Hope, 15 years
Performance Contractors Inc., West Memphis, 8 years
Elkhart Products Corporation, Fayetteville, 7 years
Black and Decker, Decatur, 6 years
Ashley Lighting, Trumann, 5 years
Tyson Foods River Valley Hatchery, Russellville, 5 years
River Valley Hatchery, Tyson Foods Inc., 4 years
Saint-Gobain Proppants, Bryant, 4 years

Cintas Location 650, Searcy, 4 years

Zero Mountain, Inc., Fort Smith, 4 years

Garlock Rubber Technologies, Paragould, 3 years

Clinard Construction Management, Bentonville, 2 years

Tyson Foods, Waldron Hatchery, Waldron, 2 years

East-Harding Inc., Little Rock, 2 years

Zero Mountain, Inc., Russellville, 2 years

Americold Logistics, Texarkana, 2 years

Ciba Specialty Chemicals, West Memphis, 1 year

Pine Bluff Wastewater Utility, Pine Bluff, 1 year

Bella Vista Village Property Owners Assoc., Bella Vista, 1 year

Pine Bluff Chemical Activity, Pine Bluff, 1 year

Yarnell's Ice Cream, Searcy, 1 year

SAFETY AWARD OF MERIT

Glad Manufacturing, Rogers



STATEWIDE SAFETY SEMINARS

The Arkansas Department of Labor, the U.S. Department of Labor and the Arkansas Workers' Compensation Commission presented nine well-attended safety conferences across the state, sometimes with additional sponsorship from local safety associations.

Preventing Occupational Injuries and Illnesses/Workers' Safety Conferences were held in Jonesboro, Little Rock, Russellville, Bentonville, Fort Smith, Batesville, Pine Bluff, Texarkana, and West Memphis during this fiscal year and 1,395 participants attended. This is up from 1,273 in attendance last year.

The seminars are designed for hourly employees, supervisors, and people on safety committees. This emphasis on reaching the hourly worker is what makes the conferences stand out from all the other types of training offered around the state. Of course, personnel managers, engineers, maintenance workers, and plant managers are also welcome to attend.

The conferences each last one day, with four or more subjects discussed at each location. Subjects include the following: safety and health hazard recognition, personal protective equipment, effective safety committees, defensive driving, anger and stress management, drugs in the workplace, sprains and strains, violence in the workplace, slips, trips and falls, and more.

The Arkansas Department of Labor, the federal OSHA Area Office, various associations, and other groups continued the safety alliances that focuses on safety training for employers and teens in grades 9-12 who work in fast food establishments and grocery stores, etc. In addition to state and federal OSHA, other members of the Alliance include: Arkansas Society of Safety Engineers, Northwest Arkansas Chapter of Human Resource Management, Black River Vocational Technical College, Arkansas Volunteer Protection Program, World Safety Organization, South East Arkansas Re-

sources and Safety Committee, River City Safety and Environmental Council, Southeast Arkansas Technical College and Northwest Arkansas Safety Council. Their Teen Safety booth was displayed at every Preventing Occupational Injuries and Illnesses Conference as well as different companies, events, and malls across the state. Various training materials on Teen Safety in general, including a promotional film, were developed and are available free of charge by contacting Juanita Matlock at 501-682-9090.

The Division also held a number of specially designed seminars across the state during this fiscal year in order to address safety and health issues that are of major concern today. These seminars dealt with issues that have proven to be particularly hazardous, or needs that the industrial community has expressed. Topics included How To Develop A Safety Program, Hazard Communication, Lockout/Tagout, General Safety, Blending Safety and Production, and more.



The Occupational Safety and Health Division of the Arkansas Department of Labor houses two film libraries and media centers

FILM AND VIDEO LIBRARY USAGE 2007-2008 Fiscal Year		
	# Videos	# Companies
Little Rock		
Private Sector	1,632	811
Public Sector	<u>912</u>	<u>306</u>
Total	2,544	1,117
Black River		
Private Sector	89	31
Public Sector	<u>30</u>	<u>16</u>
Total	119	47
Grand Total	2,663	1,164

that are co-sponsored by the Arkansas Department of Labor, and the Arkansas Workers' Compensation Commission. The original and most extensive library is at our Little Rock office. A library is located at Black River Technical College's satellite campus in Paragould, and another at Northwest Arkansas Community College in Bentonville, Arkansas.

The libraries contain films, videos, and slide cassettes on safety related topics. These are available to companies and individuals to borrow for training sessions and safety committee meetings. There is no charge. New films and videos are added throughout the year.

The libraries lent 368 more videos to companies this fiscal year than they did last year. And the number of companies choosing to borrow videos increased by more than 300 also. To borrow a video or film for your organization, you must either submit a letter asking for the material, complete the form on our web page, fax a request form, or come by the Safety Division and sign a loan form.

For more information on borrowing audiovisual aids, contact Juanita Matlock at (501) 682-9090 or Fax (501) 682-

4532, or e-mail
juanita.matlock@arkansas.gov



The Safety Division, under the direction of Safety Administrator Clark Thomas (above), has received national recognition for their work with the federal



The OSHA Consultation Section employs four safety consultants, three industrial hygienists and supervisors whose goal is to assist employers in complying with federal OSHA requirements. They cover the entire state and are capable of adapting to the wide range of industries therein.

Consultants work only with industries and employers who request their help. Preference is given to small, high hazard businesses. They conduct either a limited or comprehensive safety and health survey, whichever the employer has requested. The consultant also conducts any tests that are required, such as air sampling or checking electrical continuity. Upon completion of the survey and applicable tests, a written report is processed and sent to the employer. The employer is then required to correct all serious hazards found by the consultant and notify the division when the corrections have been made. Nearly 80 more safety and health visits were conducted this fiscal year than last year, and over 500 hazards were identified.

Employers who have exemplary safety and health management systems, may qualify to be placed on the federal recognition and exemption program called

OSHA CONSULTATION ACTIVITY REPORT Fiscal Year July 2007-June 2008	
Total Companies Assisted	441
Total Employees Affected	293,654
Initial Visits	
Safety Consultant Visits	402
Health Consultant Visits	<u>112</u>
Total	514
Training & Assistance Visits	
Safety Consultant Visits	0
Health Consultant Visits	<u>12</u>
Total	12
Follow-up Visits	
Safety Consultant Visits	1
Health Consultant Visits	<u>19</u>
Total	20
Total Safety Visits	403
Total Health Visits	143
Grand Total Visits	546
HAZARDS IDENTIFIED	
Serious Hazards	
Safety Hazards Identified	1,693
Health Hazards Identified	<u>251</u>
Total	1,944
Other-Than-Serious Hazards	
Safety Hazards Identified	219
Health Hazards Identified	<u>117</u>
Total	336
Regulatory Hazards	
Safety Hazards Identified	192
Health Hazards Identified	<u>10</u>
Total	202
Total Safety Hazards Identified	2,104
Total Health Hazards Identified	378
Grand Total Hazards Identified	2,482

SHARP (Safety and Health Achievement Recognition Program). In this program, the employer is removed from OSHA's programmed inspection schedule for one to two years. Establishments meeting the requirements to become a SHARP site for the first time, may receive a special certificate from federal OSHA, a plaque, and a SHARP banner or flag to recognize their outstanding safety and

health program. Companies achieving SHARP after the first time receive an exemption from OSHA's general programmed inspections for up to two years, and may receive a special certificate from federal OSHA. There are 56 sites participating in the program at this time.

The division also offers training and education on items found to be deficient during the survey. Consultants can tailor



(l to r) OSHA Industrial Hygienists Tia Williams, Joey Henderson, Ocie Robinson, and Kim Fischer conduct a number of tests to assure the safety and health of Arkansas's workforce.

classes to fit the particular needs of the company.

The OSHA Consultation Section has a wealth of handout material for employers on various health and safety issues. This section has training brochures and guides covering areas such as employee noise training, working in hot environments, hazard communication and personal protective equipment. Other OSHA published handouts are also available on topics such as construction safety, wire rope inspections, changing split rim tires, and OSHA recordkeeping.

The OSHA Consultation Section also can research safety related issues by means of a national computer network that can provide updated information on chemicals, processes, and government regulations. An abundance of information can also be found on the OSHA website www.osha.gov

For more information on the services described, contact one of the following: Jim Pumphrey (501_ 682-4516 or e-mail pumphrey.jim@dol.gov, Tonia Cooper (501) 682-4527 or e-mail

cooper.tonia@dol.gov, or Clark E. Thomas (501) 682-4522 or e-mail thomas.clark@dol.gov



AOSH (Arkansas Occupational Safety and Health)

AOSH is an acronym for Arkansas Occupational Safety and Health. This section is responsible for administering Arkansas's laws dealing with safety and health. AOSH investigates complaints, accidents, and fatalities in public sector workplaces and inspects the public sector for violations of Arkansas safety and health

regulations.

Employees from the public sector can call in complaints to the AOSH section, and in many cases, an inspector will visit the worksite. AOSH also conducts routine inspections of public schools, cities, counties, colleges, universities and state agencies free of charge.

The AOSH Section is a staff of safety and health specialists, responsible for administering Arkansas Code Annotated §8-7-1001 et seq., the Public Employees' Chemical Right To Know Act and the regulations issued pursuant to the act known as Safety Code 12. The purpose of this law is to provide public employees with information and training concerning any hazardous chemicals with which they may work.

AOSH staff are responsible for promoting awareness of the law and enforcing the requirements of the regulation. They conduct training and awareness programs across the state on a first come, first served basis. To receive a copy of Code 12 or to schedule a free training class, contact AOSH Supervisor Kevin Looney at (501) 682-9091, cell (501) 690-8774, or e-mail kevin.looney@arkansas.gov or download a copy of the code from our website.

AOSH is aggressively involved in promoting safe and healthful work practices so as to eliminate human suffering caused by accidents, injuries, illnesses and diseases. The consultants are responsible for identifying hazards, generating reports and providing formal and informal training and assistance.

Specific tests and equipment may be used to identify and determine hazards involving electricity, chemicals, noise, and air quality. Hazard classification is determined by the severity of each situation. When hazards are identified, they are classified as

AOSH PUBLIC SECTOR SUMMARY 2007-2008 FISCAL YEAR	
COMPLIANCE	
Accident investigation reports (public sector)	5
Fatality investigation reports (public sector)	2
Complaint investigations (public sector)	10
Items cited	5
CONSULTATION	
Initial consultation reports for the public schools, technical schools, colleges and universities, state agencies, and other public sector entities	200
Follow-up visits	85
Items cited	244
Serious items	238
Other-than-serious items	6
Employees affected by hazards found	10,017
TRAINING CLASSES	
Number classes/seminars conducted	71
Number employees trained	2,684
AMUSEMENT RIDE INSPECTIONS	
Number of rides inspected	3,001
Total accident investigations	3
Total items cited	1,466
Administrative fines	\$12,500
Total fees collected	\$64,100

“imminent danger,” “serious” or “other than serious.” The consultants provide information on specific conditions (hazards), and the associated laws, standards or codes of reference. They also recommend the corrective action that should be taken to eliminate the hazards. Some of the formal training classes offered by AOSH are Public Employees’ Chemical Right To Know, Bus Shop Safety, Kitchen Safety, Trenching and Excavation, Bloodborne Pathogens Programs, Ergonomics, Violence in the Workplace, Hazard Recognition, Slips/Trips/Falls, and General Safety. Additionally, on-site informal training may be provided at the time of the consultation visit.

The consultants also promote the concept of a “safety culture” by helping to develop, implement and maintain safety and health programs whenever the need arises. A number of seminars are held throughout the state for the public sector each year.

Another key area of service in



(l to r) The AOSH Division is comprised of Mike Watson, Harry Lenhart, AOSH Supervisor Kevin Looney, Mark Lawrence, Anthony Fleming, Charles Ferguson, Bob Cook, Larry Moore, Program Support Manager Richard Steward, Rickey Burroughs, Reiman Diles, and Eddie Newsom (not pictured).

**AOSH BLASTING SERVICES
SUMMARY
JULY 2007-JUNE 2008**

7 blasting complaints were received
 7 blasting investigations were conducted
 102 blasting cards were issued through class attendance
 59 blasting cards were issued through reciprocity
 Two 40-hour blasting classes were conducted for 11 attendees
 Six 20-hour blasting classes were conducted for 31 attendees
 Eight 8-hour blasting classes were conducted for 60 attendees
 7 seismograph monitorings were performed
 161 total blasting cards were issued
 16 total blasting classes were conducted for 102 students

AOSH concerns blasting in the state. The Quarry and Open Pit Mine Blasting Control Act of 1995 gave the department jurisdiction over restrictions and limits on blasting at quarries and open pit mines.

AOSH provides consultation with operators, property owners, and the general public on complaints related to blasting. Seismograph monitoring of blasting sites is also available. Individuals doing blasting in Arkansas are required by Arkansas Code 13 to attend a blasting safety training course. A list of the blasting services conducted during the 2007-2008 Fiscal Year is shown on this page. For more information on blasting, call Bob Cook at (501) 682-9091.

For information about AOSH in general, call Kevin Looney at (501) 682-9091, cell (501) 690-8774, or e-mail kevin.looney@arkansas.gov or Richard Steward at (501) 682-4521 or e-mail richard.steward@arkansas.gov



**AMUSEMENT
RIDE INSPECTION**

Throughout the year, AOSH inspects amusement rides at county, district, and state fairs and permanent rides at the state's various theme parks, and go-kart tracks. Department inspectors are trained and certified by the National Association of Amusement Ride Safety Officials, NAARSO. They inspected over 3,000 amusement rides this fiscal year and collected \$64,100 in fees. For more information, contact Kevin Looney at (501) 682-9091, cell (501) 690-8774, or e-mail kevin.looney@arkansas.gov



**AMUSEMENT RIDE
SAFETY ADVISORY
BOARD**

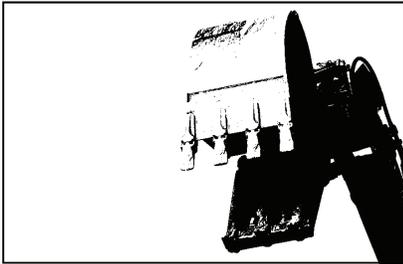
The Amusement Ride Safety Advisory Board's duty is to assist the director with the formulation of rules and regulations regarding the safe operation of amusement rides, and to give the department such counsel and advice as will aid it in the proper enforcement and administration of the provisions of the law.

The board is appointed by the Governor and made up of:

- The director of the Parks and Tourism Department or his designee;
- A member representing owners or operators of amusement rides which are portable in nature;
- A member representing owners or operators of permanently placed amusement rides;
- A member representing fair managers in Arkansas; and
- A member representing the general public.

The Director of Labor is ex officio chair.

Present board members are:
 Richard Davies
 Johnny Miller
 Kirby Taylor
 Ralph Shoptaw
 Troy Braswell
 James L. Salkeld, Director of Labor



**MSHA
(Mine Safety and Health
Administration)**

The Mine Safety and Health Administration (MSHA) Section assists mining companies and contractors in complying with the federal safety and health laws. This is done through assistance in preparing training plans, teaching the various safety and health subjects, and helping with training records.

The three MSHA staff members work closely with the Federal MSHA Inspectors to ensure that assistance is available to any Arkansas mine operator, miner, or contractor who needs it. Classes can be scheduled at our facility or at your facility.

The Arkansas Mine Safety and Health Conference was held in Hot Springs in February 2008. For 2009, the conference dates are February 5 and 6 in Hot Springs.

During the 2007-2008 fiscal year, the MSHA staff conducted 205 classes training 2,070, 1,529 of which were miners and 541 who were contractors. Nearly 200 different operations took advantage of these classes on various safety and health issues. See the chart above for a list of the classes offered. The cost was \$10.00 per person per day, and the total amount invoiced was \$13,690. For more information on the MSHA program, contact Susan Weaver at (501) 682-4520 or e-mail susan.g.weaver@arkansas.gov

TRAINING AND EDUCATION
The Training and Education

MSHA TRAINING CLASSES JULY 2007—JUNE 2008		
COURSES	# OF CLASSES	TOTAL ATTENDED
MSHA Annual Refresher	60	930
MSHA New Miner	26	148
First Aid	59	491
CPR	60	501
Total	205	2,070

TRAINING AND EDUCATION CLASSES JULY 2007 — JUNE 2008		
COURSES	# OF CLASSES	TOTAL ATTENDED
Limited First Aid	146	1,122
Basic First Aid	13	102
CPR	179	1,314
Industrial Truck	4	32
TOTAL	342	2,570

Section provides general safety courses for any groups, organizations, or businesses. Classes include the following: First Aid,

CPR, and OSHA Regulations for Powered Industrial Trucks. First Aid and CPR classes can be scheduled for a minimum of five per-



(standing l to r) Bobbie Via and Bob Hall work with the mining industry across the state, and John Boswell with general industry to provide training and assure compliance with the law. All work under the supervision of Susan Weaver (seated).

sons. The fee is \$10.00 per person.

During the 2007-2008 fiscal year, the four Training and Education staff conducted 342 classes, training 2,570 individuals for 130 different companies. See the chart on the previous page for details. The total amount invoiced for fiscal year 2007-2008 was \$12,160. For more information, contact Susan Weaver at (501) 682-4520 or e-mail susan.g.weaver@arkansas.gov, or John Boswell at (501) 682-1715 or e-mail john.boswell@arkansas.gov.



OSH/CFOI

The Arkansas Department of Labor has contracted with the U.S. Department of Labor's Bureau of Labor Statistics to conduct annual surveys of workplace fatalities, injuries and illnesses.

The first data for workplace fatalities was released in the fall of 1993 for calendar year 1992 through a program known as CFOI, Census of Fatal Occupational Injuries. Findings on the number of workplace fatalities for each subsequent year are as follows:

YEARS & NO. FATALITIES	
1992 — 82	2000 — 106
1993 — 71	2001 — 68
1994 — 85	2002 — 80
1995 — 91	2003 — 87
1996 — 88	2004 — 70
1997 — 102	2005 — 80
1998 — 86	2006 — 78
1999 — 76	

Data on occupational injuries and illnesses was compiled under the Occupational Safety and Health (OSH) program. For 2006, 4.4 work-related injuries and illnesses were reported for every 100 full-time workers in private industry in Arkansas. Sprains and strains accounted for over 48.8% of these work-related injuries and illnesses that required recuperation away from work. This is the fifteenth year in a row that sprains and strains were the most common injury.

The OSH/CFOI program has been recognized in years past for leading the Southwest Region of the U.S. in response rate, and in fact has had the

highest response rate, 98%, since its start in 1991.

All data collected through both programs is kept confidential, however, statistical information is compiled and released annually. The department is hopeful that this data will be very useful in developing additional training programs for employers and employees, and in assisting them in increasing their awareness of potential occupational hazards.

For more information or copies of the publications on OSH or CFOI statistics, contact Don Cash at 501-682-4542 or visit our website at www.arkansas.gov/labor

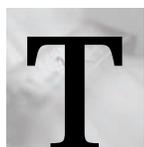


(l to r) Donna Brannon, Program Manager Don Cash, and Charlotte Bonnabel conduct the annual surveys for OSH/CFOI. Mr. Cash transferred to the program this year from the Labor Standards Division.

CODE ENFORCEMENT



BOILER INSPECTION



he Boiler Inspection Division was established by legislative action in 1917 to protect

the public from the inherent dangers prevailing in the construction, operation, repair, alteration and incorrect usage of boilers and pressure vessels. The Division's primary objective is the prevention of boiler and pressure vessel accidents, which might cause loss of life, personal injury or extensive property damage.

The Division's goal of eliminating all boiler and pressure vessel accidents is accomplished by strict enforcement of the mandatory boiler and pressure vessel safety law, rules and regulations of the state of Arkansas, the

adoption and enforcement of various codes formulated by the American Society of Mechanical Engineers (ASME) and adoption and enforcement of the rules and regulations of the National Board of Boiler and Pressure Vessel Inspectors.

The Boiler Inspection Division licenses installers, repair firms, and boiler operators so that safety of construction, installation, repair and operation of boilers and pressure vessels can be assured. Mandatory licensing has rendered greater safety to life and property, and therefore, eliminated an untold number of accidents.

Ever advancing technology creating new sources of energy, methods, and products is accelerating temperatures and pressures

higher than man has ever known, thus making boilers and pressure vessels more complex. Most boilers today are equipped with automatic control devices, computers, and other highly technical items that require skilled personnel, both in operations and maintenance. When complete dependence is placed on such automated operation, the human element is neglected, and ever-greater danger is prevalent. To presume that boilers and pressure vessels operating completely on automatic controls are safe and reliable is a mistake. Automatic controls and devices are the boiler operator's helper, not his replacement.

The Boiler Inspection Division is proud to be a



The consistency and longevity of the employees of the Boiler Division's office staff have contributed to their success in processing a huge amount of data. The staff include (l to r) Michelle Hartwick, Supervisor Maxine Wagley, Linda Black, Loyce Brand, and Julie Dove.

**BOILER INSPECTION DIVISION
ANNUAL REPORT—FISCAL YEAR 2007-2008**

CHARGES PROCESSED— FY 2007-2008	QUANTITY
State Boiler Inspections	4,763
Insured Boiler Inspections	21,497
Shop Inspections	18
Anhydrous Ammonia Inspections	0
Boiler Operator Licenses	5,620
Online Boiler Operator Licenses	614
Operator Pocket Cards	768
Online Boiler Operator Pocket Cards	161
Certificates of Competency Commission Cards	118
Installation Licenses and Repair Licenses	604
Permits to Install	356
Permits to Install Pressure Piping	21
Miscellaneous Charges	20
FEES COLLECTED/DEPOSITED FY 2007-2008	
Total Deposits	\$763,717.13

- Issue certificates of competency to commissioned inspectors
- Assist insurance inspectors
- Assist firms, individuals, & companies that call or visit the Boiler Inspection Division office
- Conduct accident investigations
- Evaluate requests for code variances
- Conduct ASME and National Board certificate reviews
- Conduct state and ASME code shop inspections as well as field inspections upon request.

part of the National Board of Boiler and Pressure Vessel Inspectors Tracking Report, which identifies problem areas and trends related to boiler and pressure vessel operation, installation, maintenance and repair. The National Board has changed the format of their report to reflect the trends in accidents, and indicates where emphasis should be placed on prevention, instead of indicating actual accident/death numbers. This, however, prevents us from having data for national deaths and injuries.

During this fiscal year, the State and Insurance Inspectors found 643 code violations while conducting their routine inspections. Had any of these code violations been ignored, they could have ended in a tragic accident.

The Boiler Inspection Division is self-supporting and relies on fees approved by the legislature for inspection work performed and services rendered.

The Boiler Inspection staff is supervised by Gary Myrick, Chief Boiler Inspector, and is made up of two equally important sections. The field force consists of four Na-

tional Board commissioned inspectors, Jerry Vann, Dennis Hannon, David Sullivan and Steven Mathis; and one water heater inspector, Clay Whaley. The office staff includes Maxine Wagley, Supervisor; Julie Dove, Linda Black, Michelle Hartwick, and Loyce Brand.

The Boiler Inspection Division works closely with sellers, installers, users, repairers, and operators, to provide assistance in interpreting the boiler safety laws of the State of Arkansas, the A.S.M.E. Code, and the National Board Inspection Codes. Other services include:

- Administer examinations to qualified applicants and issue boiler operator licenses
- Issue installation permits, repair permits, and pressure piping permits
- Issue installation licenses and repair licenses
- Issue certificates of operation for boilers and pressure vessels



**BOILER
ADVISORY BOARD**

The Boiler Advisory Board was created to assist in the formulation of rules and regulations of the construction, installation, inspection, repair, and operation of boilers and unfired pressure vessels and their appurtenances, and of pressure piping in the state of Arkansas. The Boiler Advisory Board is also responsible for counseling and advising the Chief Inspector in the performance of his duties, and for assisting him in giving examinations to prospective boiler inspectors, in order to provide a safe environment to Arkansas citizens.

The Governor appoints the Board, and the Director of the Department of Labor or his designee serves as the ex officio chairman. The Board is made up of members who represent insurance companies who inspect and insure boilers and pressure vessels, operating engineers, owners and users of boilers and pressure vessels, and boiler manufacturers. The Board members are:

- Richard Mille**, representing Boiler Manufacturers
- Stephen Case**, representing Operating Engineers
- Bill McCoy**, representing Boiler Users
- Larry Wolf**, representing Insurance Companies Insuring Boilers

industrial maintenance electricians.

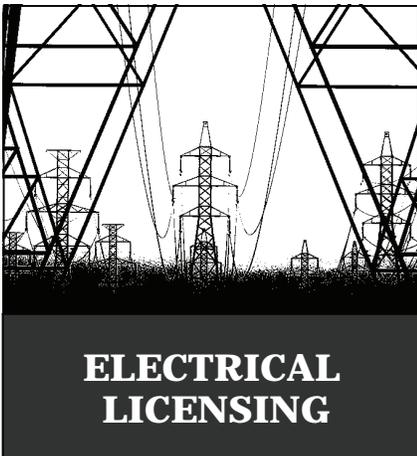
An applicant for a state electrician's license must pass a written examination approved by the board, in addition to meeting experience or education requirements. Examinations are held in Little Rock, Fayetteville, and Fort Smith.

A state-issued electrician's license is required to perform electrical work in Arkansas. A temporary, one-time, six-month license may be obtained for an "industry project." Cities still require permits and inspections, and may require compliance with specific building or construction codes. Additionally, apprentices must be registered with the board. Nearly 650 more electrical licenses were issued this fiscal year than last, and deposits were over

\$150,000 more.

The Arkansas Electrical Code Authority Act, Arkansas Code Annotated §20-31-101 *et seq.*, authorizes the board to adopt rules and regulations to establish statewide minimum standards for electrical work in Arkansas. The National Electrical Code, 2008 edition of the National Fire Protection Association is now the standard for the construction, installation and maintenance of electrical facilities and the performance of electrical work. The board may suspend or revoke an electrician's license for cause, including violations of the National Electrical Code.

The board's staff is available to answer inquiries about the interpretation and application of the National Electrical Code and provide information on licensing.



The Arkansas Board of Electrical Examiners was created by Arkansas Code Annotated §§17-28-101 through -307, which is commonly known as the "State Electricians' Licensing Law." It provides for licensing of master and journeyman electricians, residential master and residential journeyman electricians, air-conditioning electricians and



(l to r) Jessica Lee, Sherre McGinley, Lorna Smith, and Lenora Treadway make up the office staff of the Electrical Licensing Division. Code Enforcement Administrator Ron Baker (back row) supervises this division as well as Boiler Inspection and Elevator Safety.

BOARD OF ELECTRICAL EXAMINERS LICENSES ISSUED—FY 2007-2008	
Industrial Maintenance	1,067
Residential Master	253
Residential Journeyman	248
Electrical Apprentice	2,910
Electrical Contractor	74
Master	3,903
Journeyman	2,689
Air Conditioning	90
Temporary Journeyman	223
Temporary Master	11
TOTAL	11,468
Industrial Maintenance Testing	24
Licenses Renewed On-line	1,467
On-Line Renewals	\$60,375
Civil Money Penalties Collected	\$32,267
TOTAL DEPOSITS	\$492,007

They are authorized to conduct investigations dealing with licensing and the National Electrical Code, and then submit the information to the board for consideration. The board may conduct a hearing to consider the suspension or revocation of the electrician's license for cause.

The Arkansas Board of Electrical Examiners has issued a total of 11,468 licenses during this fiscal year.



**BOARD OF
ELECTRICAL
EXAMINERS**

The mission of the Board of Electrical Examiners is to protect the public by establishing standards for the construction, installation, and maintenance of electrical facilities, the performance of electrical work, and the licensing of electricians.

The nine-member Board of Electrical Examiners was created by Arkansas Code Annotated §§17-28-101 through -307. The Governor appoints eight members and the ninth member is the Director of Labor or his authorized representative. The responsibilities of the board include the formulation of the rules and regulations necessary for the implementation of Arkansas Code Annotated §§17-28-101 through 307 and 20-31-101 *et seq.*; the examination for master electricians, journeyman electricians, and industrial maintenance electricians; the establishment of state standards for the performance of electrical work; and the revocation and suspension of licenses for cause. The following persons served on the Board during fiscal year 2007-2008:

- Danny King, Electrical Inspector**
- Gary Ferrell (chairperson), Contractor**
- Hugh Brewer, Licensed Professional Engineer**
- H.B. Stewart, representing the**

Elderly
Paul Brown, representing Private Utilities
Sammie Cox, representing Public Utilities
Bill Hegeman, representing the Public
Bob Robinson, representing Electricians
James L. Salkeld, Director of Labor



Chief Elevator Inspector Larry Smothers (middle) shows Director of Labor James L. Salkeld (left) and Clayton Billingsley (right) the circuitry of an agency elevator.



ELEVATOR SAFETY

Elevator Safety is responsible for enforcing state law regarding the inspection and permitting of elevators, escalators, dumbwaiters, and wheelchair lifts. Ark. Code Ann. §§20-24-101 *et seq.*

Licensed elevator inspectors submit annual or bi-annual inspection reports that reflect the operating status of the elevator, including any unsafe condition. Correction of any deficiencies is required in order for the owner or operator to obtain a certificate of operation, or operating permit.

The division is also responsible for witnessing required safety and pressure tests, inspecting new installations, and licensing qualified elevator inspectors, mechanics, and contractors. Fees are charged for each function.

For more information on the Elevator Safety Section, call (501

ELEVATOR SAFETY 2007-2008 STATISTICAL SUMMARY	
Construction permits issued on elevator installations	218
Modernizations and alterations on existing elevators	113
Certificates of Operation (renewed)	4,607
Certificates of Operation (new)	184
Temporary Certificates of Operation	82
Inspection reports (posted and scanned)	6,155
Five year full load safety test reports (posted, scanned and billed)	149
Three year pressure test reports (posted, scanned and billed)	780
Acceptance tests witnessed	184
Re-inspection of new elevators	76
Accident investigations	1
ADL Semi-annual inspections	95
Elevator inspector, elevator mechanic, and elevator contractor's license issued	220
Deposited to the State Treasury	\$402,872

682-4538, Fax (501) 682-1765, or e-mail anna.smith@arkansas.gov



The mission of the Elevator Safety Board is to protect the public by establishing safety standards, and other regulations for the safe installation and operation of elevators, escalators, dumbwaiters, and wheelchair lifts.

The Elevator Safety Board was created in 1963 and consists of five members. Arkansas Code Annotated §20-24-105. The Director of the Department of Labor serves as the chairman, and the Governor appoints the other four members.

The board meets on the second Thursday of every other month and is responsible for:

- Revocation or suspension of any elevator inspector's license for cause;
- Adopting, amending or repealing rules and regulations;
- Issuing variances; and
- Hearing any appeals from action taken by the Elevator Safety Section.



(l to r) Anna Smith and Jean Kilby process all the paperwork for Elevator Safety as well as address questions from the public.

Present Elevator Board members are:

James L. Salkeld, Director of Labor

Kenneth Dryden, representing building owners and lessees

Allen Gaulding, representing insurance companies

Reed Myers, representing elevator manufacturers

Steve Kinzler, representing the public at large

Marvin Vaughter, representing the elevator union

LABOR STANDARDS



The Labor Standards Division is comprised of Wage and Hour, Private Employment Agency, Prevailing Wage and Mediation and Conciliation.



WAGE AND HOUR

Wage and Hour administers and enforces the Arkansas labor laws relating to minimum wage, overtime, student learners, child labor, disabled workers, equal pay and the collection of unpaid wages involving \$1,000 or less for employees who work or worked in this state. The division more than doubled collections of minimum wage and overtime penalties and child labor civil money pen-

alties this fiscal year, having collected \$234,326.73. Last years' collections totaled \$105,597.19.

Field staff conducts routine inspections of workplaces throughout the state providing information, enforcing the labor laws, investigating complaints and wage claims and consulting with both employers and employees.

The Labor Standards staff assists the public in understanding their rights and responsibilities under the wage and hour law, and pursues reported violations

of the law. Little Rock staff also coordinates the activities of the field staff, standardizes enforcement procedures, and interprets the rules and regulations.

Wage and Hour also handles issuing employment certificates to minors, student learner permits, special disability permits, and certificates of eligibility. Certificates of eligibility allow employers to pay full time students 85% of the applicable minimum wage to work not more than twenty hours during weeks that schools are in session, or



(l to r) Tina Brown, Gloria Armas, and Yolanda Gatewood (seated) work under the direction of Labor Standards Administrator Tom Hudson, who came to the department in 2006.

**WAGE AND HOUR
FY 2007-08 SUMMARY**

Wage and Hour Inspections	188
No. Employees	5,383
Minors under 16	23
Minors under 18	307
Females	2,603
Males	2,450
Interviews	452
Violations in Facilities	
Employment Certificate	9
Hours Child Under 16	5
Hours Under 18	12
Poster	10
Minimum Wage	58
Overtime	49
Record Keeping	37
Record Keeping Child Labor	10
Record Accessibility	1
Semi Monthly Payment	3
Minimum Wage and Overtime Restitution Collected	\$174,360.17
Child Labor Civil Money Penalties Collected	59,966.56
Work Permits Issued	1,647
Student Certificates Issued	206

**LABOR STANDARDS
WAGE CLAIMS
2007-2008**

Wage Claims Processed—567

**Wage Claim Collections—
\$53,249.83**

forty hours during weeks that schools are adjourned.

Wage and Hour also receives claims for unpaid wages, sick and vacation pay, holiday benefits and commissions. Claims are also received for shortages, cash advances, damaged property charges, and other unauthorized deductions from employees' wages. Nearly \$53,250 in back pay was collected and returned to workers this fiscal year.

When a claim is received, a notice of wage claim is issued to the employer. The employer may elect

to respond by answering one of the choices given on the form and attaching any relevant evidence. After an investigation is conducted by field inspectors, the inspector issues a preliminary wage determination as to the validity of the claim received.

After notification of the preliminary order, a dissatisfied party may request an administrative hearing. If the claim remains unresolved, it may be forwarded to the Arkansas Department of Labor Legal Section.

Complaints and wage claims may now be filed electronically via the Arkansas Department of Labor's website. All services are free of charge.



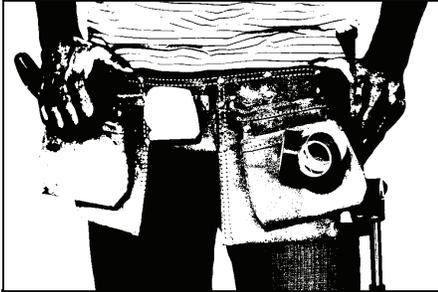
**PRIVATE
EMPLOYMENT
AGENCY**

Arkansas Code Annotated §11-11-101 *et seq.* authorized the Private Employment Agency Section to license and regulate all private employment agencies in Arkansas that charge a fee to the applicant. Agencies are licensed only after bonding and examination requirements have been met and after the agency has demonstrated business integrity, financial responsibility and sound judgment.

All agency owners, managers, and counselors are required by law to pass a qualifying examination. They are also required to maintain records on the following: refunds due to applicants, agency newspaper advertisements, applicant referrals, job orders solicited from clients, and all agency business transactions. These records are subject to review by the Private Employment Agency Section. They also investigate any complaints concerning agency activities.

The Private Employment Agency Section enforces a ninety-day guaranty provision that states if applicants leave the job for any reason within 90 days of their hire date, the fee will be prorated, thus protecting applicants who pay an agency to find them a job. The law also prohibits agencies from

charging applicants a fee for any service other than actually being placed on a job.



PREVAILING WAGE

Prevailing Wage administers the Arkansas Prevailing Wage Law, Arkansas Code Annotated §§ 22-9-301 through -315. This office is responsible for conducting annual wage surveys of both building and heavy construction projects to establish minimum wages for laborers and mechanics employed on public works projects. This is an ongoing process beginning in August or September of each year and usually being finalized in late May or June of the following year.

Nearly 4,000 solicitation letters are mailed and numerous follow-up phone calls are made to insure that every contractor licensed to do business in this state has an opportunity to participate in the survey. This additional effort is made to increase the percentage of survey responses and insure the most accurate survey results. Survey results are reviewed and approved by the Prevailing Wage Advisory Committee before being certified by the Department of Labor on or about July 1 of each year.

It is the responsibility of the public body awarding any contract, where the cost of all labor and materials is expected to exceed \$75,000, to ascertain the prevailing

hourly rate of pay in the county in which the work is to be performed. The public body must also see that a stipulation is inserted in the contract that not less than the prevailing hourly rate of wages as found by the department, or determined by the court on appeal, shall be paid to all workers performing work under the contract.

Arkansas Code Annotated §22-9-302 defines "public body" as the State of Arkansas or any officer, board or commission of the state, any county, city, municipality or other political subdivision, or any of the agencies thereof. "Public works" means all works constructed for public use, whether or not done under public supervision or direction or paid for wholly or in part out of public

funds, but it does not include any work done for or by any drainage, improvement, or levee district. Other exemptions include highway, road, street, or bridge construction and maintenance or related work contracted for or performed by incorporated towns, cities, counties or the Arkansas State Highway and Transportation Department, and public school construction.

During Fiscal Year 2007-2008, Prevailing Wage issued 571 wage determinations for projects with estimated values totaling \$754,362,367.00.

The Prevailing Wage Law also empowers the Director of Labor or his representatives to investigate any alleged violation. As a result of such investigations, Prevailing Wage collected \$15,013.46 in back wages for 31 employees. There

PREVAILING WAGE SUMMARY OF WAGE DETERMINATIONS ISSUED JULY 1, 2007—JUNE 30, 2008

Mo.	Bldg.	Hvy.	Multi- ple	Res- dntl.	Total	Dollar Amount
Jul	25	20	1	0	46	\$ 63,045,011.00
Aug	14	31	1	1	47	37,196,688.00
Sep	36	11	1	0	48	27,058,551.00
Oct	31	21	0	1	53	73,712,747.00
Nov	23	10	0	0	33	50,521,787.00
Dec	15	5	1	0	21	32,143,324.00
Jan	30	17	4	0	51	101,216,806.00
Feb	21	17	0	0	38	78,442,446.00
Mar	30	20	1	0	51	72,095,306.00
Apr	33	28	3	0	64	125,109,346.00
May	28	31	1	3	63	58,291,493.00
Jun	35	20	1	0	56	35,528,862.00
Tot	321	231	14	5	571	\$754,362,367.00
% of Totl	56%	40%	2%	1%		

were two cases pending in the Legal Division, and as of June 30, 2008, the division had three cases under investigation. Investigator David Cornell has visited seven sites, inspected eight contractors, interviewed 45 employees and has completed two audits.



(l to r) Jill Stacy and David Cornell work to get the maximum number of prevailing wage survey responses in addition to collecting back wages for Arkansas workers.



PREVAILING WAGE ADVISORY COMMITTEE

The mission of the Prevailing Wage Advisory Committee is to provide advice and assistance to the Director of Labor and his staff in the ongoing review of the content, adequacy and effectiveness of the Department of Labor's administration and enforcement of the Arkansas Prevailing Wage Law.

The Advisory Committee was created by executive order in 1994. The committee is comprised of five members representing workers employed in construction, three representing contractors engaged in the construction of public works, two members representing state and local government agencies engaged in the construction of public works, and two ex-officio members.

The twelve-member committee, which serves at the will of the Governor, is made up of the following.

Anne Laidlaw, Director, Arkansas Building Authority

Dennis Donahou, Executive Secretary/Treasurer with Arkansas Regional Council of Carpenters

Tony Ellis, Business Manager, Plumbers & Pipefitters Local #155

Edward Finney, Doyme Construction Company

Patrick Hays, Mayor, City of North Little Rock

David Marsh, Business Manager, Ironworkers Local #321
Dan McAlister, Retired, IBEW Local #295
Lloyd Webre, Associated Builders and Contractors of Arkansas
James Alessi, Alessi-Keyes Construction
James L. Salkeld, Director, Arkansas Department of Labor

when long-time mediator Edward House was appointed Deputy Director of the Department of Labor. During fiscal year 2007-2008, Mediation received notices from 46 local unions and employers of contract negotiations. They were involved in 23 contract negotiations, conducted nine training sessions, and attended 13 other bargaining sessions. There was one strike in the state.

Martin was also a member of the Annual Arkansas Labor Management Conference planning committee.



MEDIATION AND CONCILIATION

Arkansas Code Annotated §11-2-201 *et seq.* authorizes Mediation and Conciliation to intervene in any labor dispute, strictly in a mediatory or conciliatory capacity, to assist both parties in reaching an equitable agreement.

The Federal Labor Management Relations Act of 1947 requires all parties wishing to amend or terminate an agreement to notify both state and federal mediation authorities of their intent. Our state mediator's responsibility is to then promote peace and harmony in employer/employee relations by encouraging voluntary arbitration between parties, thereby avoiding lockouts, boycotts, blacklists, discrimination, and legal proceedings.

The state mediator holds all information obtained during negotiations in the strictest of confidence and his services are free of charge. Mark Martin became the state mediator in October, 2007

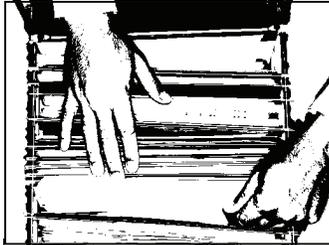


Mark Martin became state mediator in 2007 when former state mediator Ed House was appointed deputy director of the Labor Department.



ADMINISTRATIVE SERVICES

The Administrative Services Division includes Finance and Personnel, Information Technology, Legal, and Planning and Publications. These sections provide support services for the entire agency.



FINANCE AND PERSONNEL

Managing the agency's annual budget of approximately \$7.1 million is one of the primary responsi-

bilities of the Finance and Personnel Division. This includes budget preparation and monitoring, transfer and disbursement of funds, preparation of reports and grant applications, and management of federal grants received from the Occupational Safety and Health Administration, the Mine Safety and Health Administration and the Bureau of Labor Statistics. The section is also responsible for purchasing and inventory control, policy development and implementation, advertising job vacancies and personnel recruitment, and handling employee benefits and payroll. During Fiscal Year 2008, the agency had 106 authorized full-time positions.



(l to r) Finance and Personnel staff include Vicki Campo, April Murphy, Kay Stacy, Sandra Welchman, Manager Becky Bryant, and Linda Whisnant.



(l to r) IT staff Ken Anderson and Don Gantt have worked together since 2001 servicing all agency computers and networks.



INFORMATION TECHNOLOGY

The Information Technology Section provides local area network support for the internal operations of the Arkansas Department of Labor. This includes computer network administration and support for more than one hundred desktop PC's and portable PC's, agency servers and all supporting network equipment, as well as soft-

ware licensing. The IT Section is responsible for planning, designing, implementing, installing, and maintaining the agency's computer network and all associated components. The IT Section implements technology solutions to further agency initiatives, provides internal support and assistance for all software currently being used by the Arkansas Department of Labor, and for all databases used in various agency programs.

With computer technology being ever-changing and constantly improving, the IT Section must stay abreast of changes and determine how, if, and when the agency can benefit from the latest technology

They are continuously improving and expanding in-house training classes for employees, and striving to streamline and automate processes such as license renewals, certifications, and permits.

They are partnering with the Information Network of Arkansas (INA) to offer online renewals for licenses, and adding other online services as opportunities arise.

Doris Anderson, the agency's Applications and Systems Manager, serves as the agency's representative for several Information Technology Working Groups, a collaborative effort comprised of staff across Arkansas state government. The role of these workgroups is to identify issues, establish information management principles, and help set priorities for implementing the state's information architecture.

Anderson was appointed by Governor Mike Beebe to the State Technology Council, a six-member committee whose purpose is to develop information technology standards for state agencies.



LEGAL

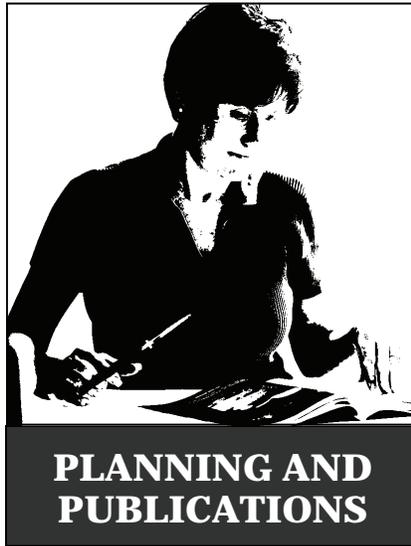
Legal services are provided to the agency and its regulatory boards by two staff attorneys and a paralegal. They handle the agency's litigation, as well as provide legal advice to the agency's enforcement staff. They have the responsibility of analyzing and monitoring proposed legislation, as well as drafting administrative regulations. Additionally, they serve as a source of information for the general public and other state agencies regarding Arkansas's labor laws.

2007-2008 LEGAL COLLECTIONS	
PROGRAM	AMOUNT
Labor Standards	\$ 29,727.86
Bd. Of Electrical Examiners	6,445.83
Amusement Ride Safety	9,760.00
Miscellaneous	787.00
TOTAL	\$ 46,720.69

Much of the litigation initiated by the legal staff is collection work relating to the enforcement of state wage laws, including the state's minimum wage and overtime law. Other litigation may involve collection of administrative fines. Additionally, the legal staff represents the agency and its regulatory boards in administrative appeals involving licensing, permitting or other enforcement activities. This may involve such operations as boilers, elevators, amusement rides, or the installation of electrical wiring.



Attorney Daniel Faulkner has represented the agency in litigation since 2002.



Planning and Publications handles nearly all the printing,

publications, and website management for the Department of Labor. This requires editing and writing text; designing artwork, and layout; typesetting; preparing camera-ready artwork; photography; writing printing specifications, and printing the final product.

The Section publishes two free, quarterly newsletters. The *Safety News* newsletter addresses safety issues and timely topics on occupational safety and health. *Labor News* features articles on labor trends, job statistics, and employment programs. Over 36,000 newsletters were mailed to workers in Arkansas and nearly 3,800 more were e-mailed during the 2007-2008 fiscal year. The division also publishes a monthly employee calendar entitled *The Laborgram*. Additionally, the divi-



(l to r) Sharon Adams and Jeanette Donahue have worked together in Planning and Publications since 1989.

sion printed 1,500 wage and hour posters, 11,300 brochures, and over 2,000 booklets on various labor laws, rules and regulations which were distributed to Arkansas citizens.

Other available publications include the *Arkansas Laws Relating to Labor* manual, which is updated each biennium when the Arkansas General Assembly passes revisions to the law; *Statutes Regulating Wages and Hours*; *Child Labor Laws*; *Administrative Regulations Pertaining to the Arkansas Minimum Wage Act*; and other handbooks on specific areas such as safety, boilers, prevailing wage, electrical safety, etc.

Planning and Publications handles all press releases, and board meeting announcements, in addition to publicity for department seminars, training programs, and safety award presentations.

For a complete listing of the Arkansas Department of Labor's publications, visit our website at www.arkansas.gov/labor.

The Arkansas Department of Labor does not discriminate on the basis of disability in employment or in the admission or access to, or treatment or employment in, its programs, services, or activities. Becky Bryant, Arkansas Department of Labor, 10421 West Markham, Little Rock, Arkansas 72205-2190, (501) 682-4540 (voice) 1-800-285-1131 (TDD) e-mail becky.bryant@arkansas.gov has been designated to coordinate compliance with the non-discrimination requirements contained in 28 CFR 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

ARKANSAS DEPARTMENT OF LABOR

10421 West Markham Street

Little Rock, Arkansas 72205-2190

Phone (501) 682-4500

Fax (501) 682-4535 • TDD (800) 285-1131

www.arkansas.gov/labor/