



*LABOR...Physical or mental exertion, especially when difficult or exhausting.*

**ARKANSAS DEPARTMENT OF LABOR**  
**2012 ANNUAL REPORT**



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DEPARTMENT OF LABOR  
*2012 ANNUAL REPORT***



**MIKE BEEBE**  
*GOVERNOR*  
*STATE OF ARKANSAS*



**JAMES L. SALKELD**  
*DIRECTOR*  
*DEPARTMENT OF LABOR*



**EDWARD HOUSE**  
*DEPUTY DIRECTOR*  
*DEPARTMENT OF LABOR*

Mike Beebe  
Governor



STATE OF ARKANSAS

**ARKANSAS DEPARTMENT OF LABOR**

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James L. Salkeld  
Director

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

Dear Governor Beebe:

It is my pleasure to present the following annual report highlighting the activities of the Arkansas Department of Labor for the fiscal year ending June 30, 2012.

I am extremely proud of our dedicated staff and their commitment to serving our State's workforce. Thousands of Arkansas workers have benefited from the efforts and services of this agency, including our enforcement of the labor laws, our workplace safety training, and improvements in accessibility to information and online services.

We appreciate your support, and it has always been my privilege to serve in your administration.

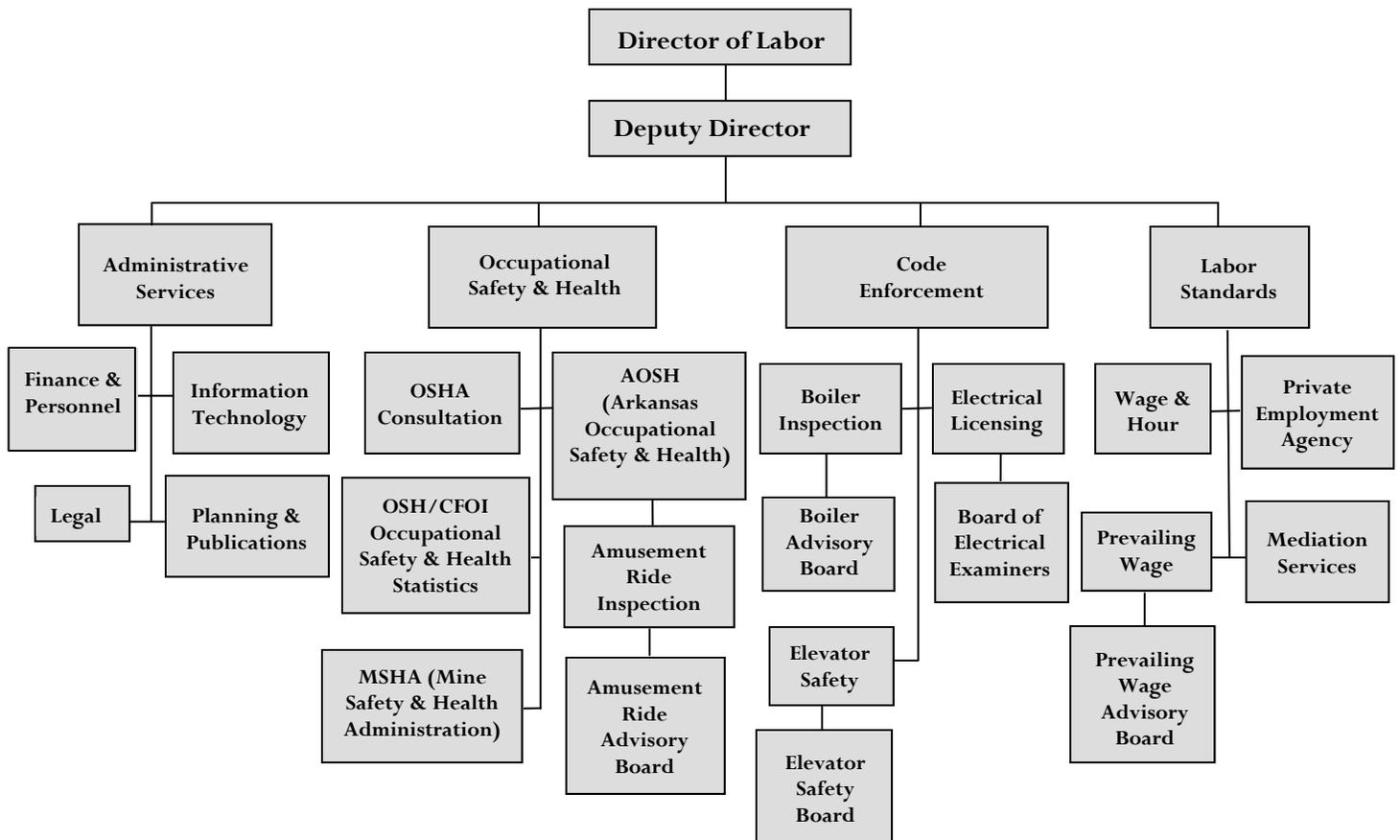
Sincerely,

A handwritten signature in cursive script, reading "James L. Salkeld".

James L. Salkeld  
Director



# ORGANIZATIONAL CHART



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# OCCUPATIONAL SAFETY & 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's 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, 13 regional seminars were held across the state during the fiscal year.
- Providing **informational services** for persons needing assistance on safety and health issues. This may include one-on-one site visits, public speaking engagements and targeted publications.
- Presenting **safety awards** to businesses and individuals who excel in promoting safety and health and meet specific guidelines, and
- Conducting **annual surveys** of

workplace fatalities, injuries and illnesses in the state.

The Division's highly trained field staff is available to assist employers across the state in a variety of ways. These employees are supported by administrative staff who can provide technical assistance on a wide variety of safety issues.

## SAFETY AWARDS

The Occupational Safety and Health Division takes pleasure in presenting several types of safety awards to companies and individuals in recognition of their outstanding achievements in workplace safety. These include:

- 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 2011-12 fiscal year:

**SEVEN MILLION WORK HOURS SAFETY AWARD**

Butterball, LLC, Huntsville

**SIX MILLION WORK HOURS SAFETY AWARD**

Shaw/Stone & Webster, Russellville

**THREE MILLION WORK HOURS SAFETY AWARD**

Graphic Packaging International, Inc., Fort Smith

RockTenn, Harrison

Kennametal, Inc., Rogers

Butterball LLC, Ozark Processing Plant, Ozark

**TWO MILLION WORK HOURS SAFETY AWARD**

Lockheed Martin, Camden

Saint-Gobain Proppants, Fort Smith

Baldor Electric Company, Clarksville

**ONE MILLION WORK HOURS SAFETY AWARD**

Kerusso Activewear, Inc., Berryville

Conway Container International Paper, Conway

TMK-IPSCO, Blytheville

Pratt & Whitney, Springdale

Rockline Industries, Springdale

Conagra Foods, Inc., Batesville

Advanced Environmental Recycling Technologies, Inc. (AERT), Springdale

Apex Tool Group, Springdale

Klein Tools, Inc., Fort Smith

Tenneco Inc., Paragould

**ACCUMULATIVE YEARS SAFETY AWARD**

BASF Corporation, West Memphis, 7 years

Webb Wheel Products, Inc., Siloam Springs, 5 years

Pine Bluff Chemical Activity, Pine Bluff, 1 year



*Employees at Butterball LLC in Huntsville celebrate earning their Seven Million Work Hours Safety Award in May, 2012. The 630 employees worked from April 2007 to March 2012 to accumulate 7,000,000 work hours without a lost day away from work due to a work-related injury or illness.*

Performance Contractors, Inc., West Memphis, 12 years  
 CertainTeed Gypsum, Inc., Nashville, 20 years  
 Cargill Pork Feed Mill, London, 31 years  
 New Prospect Company, Fort Smith, 1 year  
 Butterball, LLC Feed Mill, Alix, 17 years  
 Tyson Valley Maintenance Center, Russellville, 6 years  
 Bridgestone Americas Tube Business, Russellville, 4 years  
 Ceco Concrete Construction, Knoxville, 10 years  
 Nordex USA, Jonesboro, 1 year  
 River Valley Animal Foods (RVAF), division of Tyson Foods, Texarkana, 2 years  
 Sunrise Arkansas, Benton, 1 year  
 Post Foods, LLC, Jonesboro, 1 year  
 An-Pro Co., Proctor & Gamble, Russellville, 10 years  
 Cobb-Vantress South Hatchery, Tyson Foods, Siloam Springs, 6 years  
 Cobb-Vantress North Hatchery, Tyson Foods, Siloam Springs, 3 years  
 Cobb-Vantress Bates Mountain Farm, Tyson Foods, Summers, 3 years  
 Cobb-Vantress Fayetteville Hatchery, Tyson Foods, 5 years

Cobb-Vantress Feed Mill, Tyson Foods, Siloam Springs, 7 years  
 Butterball LLC Ozark Live Operation, Ozark, 11 years  
 Coulson Oil Company, North Little Rock, 4 years  
 Mahle Engine Components, Russellville, 1 year

## STATEWIDE SAFETY CONFERENCES

The Arkansas Department of Labor and the U.S. Department of Labor presented 13 well-attended safety conferences across the state, sometimes with additional sponsorship from local safety associations. Workers' Safety Conferences were held in Jonesboro, Little Rock, Russellville, Bentonville, Ashdown, Fort Smith, Batesville, Pine Bluff, West Memphis, El Dorado, Blytheville, Monticello and Hope during this fiscal year and 1,431 participants from 368 companies attended.

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.

Four or more subjects were covered at each one-day conference. Subjects included: 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, and a host of safety organizations continued an alliance that focuses on training employers and teen workers in fast food establishments and grocery stores, etc. In addition to state and federal OSHA, alliance members in-

<b>SAFETY AWARDS PRESENTED FROM JULY 1976—JUNE 2012</b>	
SAFETY AWARD	NUMBER PRESENTED
Accumulative Years Award	513
Safety Award of Merit	219
One Million Work Hours	434
Two Million Work Hours	131
Three Million Work Hours	59
Four Million Work Hours	37
Five Million Work Hours	25
Six Million Work Hours	17
Seven Million Work Hours	11
Eight Million Work Hours	8
Nine Million Work Hours	8
Ten Million Work Hours	6
Eleven Million Work Hours	2
<b>Total Awards Presented</b>	<b>1,470</b>



*Industrial Hygienist Kim Fischer is a frequent speaker at the regional safety conferences around the state.*

clude: 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 Resources 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 Workers' Safety Conference and events across the state. Various training materials including a promotional film on general Teen Safety were developed and are available free of charge by contacting Juanita Matlock at 501-682-9092.

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.

## MEDIA RESOURCE CENTER

The Occupational Safety and Health Division of the Arkansas Department of Labor houses two media centers 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, and a library is located at Black River Technical College's satellite campus in Paragould.

The libraries contain DVDs, videos, and slide cassettes on safety related topics, in English as well as Spanish. These are available to companies and individuals to borrow for training sessions and safety committee meetings at no charge. New videos and DVDs are added throughout the year.

To borrow from the Center for your organization, you must either submit a letter asking for the material, complete the form on our web

MEDIA RESOURCE CENTER USAGE		
2011-2012 Fiscal Year		
	No. of Videos	No. of Companies
<b>Little Rock</b>		
Private Sector	240	157
Public Sector	<u>168</u>	<u>94</u>
<b>Total</b>	<b>408</b>	<b>251</b>
<b>Black River</b>		
<b>Total</b>	<b>61</b>	<b>13</b>
<b>Grand Total</b>	<b>469</b>	<b>264</b>

page, fax a request form, or come by the Safety Division and sign a loan form.

For more information on borrowing audiovisual aids, contact Milana Dennis at (501) 682-9090 or Fax (501) 682-4532, or e-mail milana.dennis@arkansas.gov.

## OSHA CONSULTATION

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.

The division also offers informal training on items found to be deficient during the survey. If needed, consultants can tailor 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



*(l to r) Vice President of Corporate Development Keith Riggs, Deputy Director of Labor Ed House, Riggs Safety and Loss Control Specialist for Fort Smith Mike Patton, Director of Labor James L. Salkeld, Riggs Fort Smith Branch Manager Jason McDonald, and OSHA Division Manager Clark Thomas celebrate Riggs Cat in Fort Smith and El Dorado reaching SHARP status.*

OSHA CONSULTATION ACTIVITY REPORT Fiscal Year July 2011-June 2012	
<b>Total Companies Assisted</b>	258
<b>Total Employees Affected</b>	104,566
<b>Initial Visits</b>	
Safety Consultant Visits	199
Health Consultant Visits	<u>82</u>
<b>Total</b>	281
<b>Training &amp; Assistance Visits</b>	
Safety Consultant Visits	3
Health Consultant Visits	<u>4</u>
<b>Total</b>	7
<b>Follow-up Visits</b>	
Safety Consultant Visits	0
Health Consultant Visits	<u>9</u>
<b>Total</b>	9
<b>Total Safety Visits</b>	<b>202</b>
<b>Total Health Visits</b>	<b><u>95</u></b>
<b>Grand Total Visits</b>	<b>297</b>
HAZARDS IDENTIFIED	
<b>Serious Hazards Identified</b>	<b>1,064</b>
<b>Other-Than-Serious Hazards Identified</b>	<b>139</b>
<b>Regulatory Hazards Identified</b>	<b><u>122</u></b>
<b>Grand Total Hazards Identified</b>	<b>1,325</b>

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](http://www.osha.gov)

Employers who have exemplary safety and health management systems, may qualify to be placed on the federal recognition and exemption program called 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 the State OSHA Consultation, 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 66 SHARP sites participating in the program at this time. The newest sites to make SHARP status are: Cameron Valves & Measurements in Little Rock, Government Sewing and Apparel in Hope, Great Southern Wood Preserving Inc., in Glenwood, Hudson Memorial Nursing Home in El Dorado, and J.A. Riggs Tractor Company in Eldorado and Fort Smith.

The seventh annual SHARP/VPP conference was held September 15, 2011 and had 160 participants from 42 companies in attendance. There were also monthly SHARP/VPP meetings held at the Department of Labor and several other locations during the 2011-2012 fiscal year.



*The support staff for Occupational Safety and Health process countless reports, forms, phone calls and duties on a daily basis. (1 to r--back row) Merdina Hildreth, Karen Green, Talia McCullough, Milana Dennis, Juanita Matlock (front row) Sharon Shephard, and Dolly Williams.*



*Industrial Hygiene Supervisor Tonia Cooper has been working with industries across the state since 1983.*

For more information on the services described, contact one of the following: Ocie Robinson (501) 682-4516 or e-mail [robinson.ocie@dol.gov](mailto:robinson.ocie@dol.gov), Tonia Cooper (501) 682-4527 or e-mail [cooper.tonia@dol.gov](mailto:cooper.tonia@dol.gov), or Clark E. Thomas (501) 682-4522 or e-mail [thomas.clark@dol.gov](mailto:thomas.clark@dol.gov)



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

<b>AOSH PUBLIC SECTOR SUMMARY 2011-2012 FISCAL YEAR</b>	
<b>AOSH COMPLIANCE SECTION PUBLIC SECTOR ACCIDENT INVESTIGATIONS</b>	
<b>2</b>	<b>Accident Investigations</b>
25	Employees affected by hazards found
0	Accident follow-up investigation reports
<b>FATALITY INVESTIGATIONS</b>	
<b>1</b>	<b>Fatality Investigation</b>
700	Employees affected by hazards found
0	Fatality follow-up investigation reports
<b>COMPLAINT INVESTIGATIONS</b>	
<b>33</b>	<b>Complaint Investigations</b>
11,815	Employees affected by hazards found
6	Complaint follow-up investigation reports
<b>AOSH CONSULTATION INSPECTIONS PUBLIC SECTOR</b>	
<b>319</b>	<b>Consultation Visits</b>
29,629	Employees affected by hazards found
62	Consultation follow-up reports
<b>TRAINING CONDUCTED</b>	
<b>21</b>	<b>Seminars</b>
134	Formal training (less than three hours)
8	Conferences
3,883	Total attendees
<b>AMUSEMENT RIDE INSPECTIONS</b>	
4,099	Number of rides inspected
813	Total items cited
\$86,602	Total fees collected
<b>BLASTING SERVICES</b>	
6	Complaints received
6	Complaints investigated
1	Consultation conducted
149	Blasting cards issued through class attendance
229	Total certificates issued this fiscal year
80	Blasting cards issued through reciprocity
2	40-hour blasting classes conducted
4	20-hour blasting classes conducted
17	8-hour blasting classes conducted
23	Total classes conducted training 149 students
6	Seismograph monitorings performed
14	Blasting code compliance inspections conducted



*AOSH Division Manager Kevin Looney (second from left) and AOSH Consultants (1 to r) Larry Moore, Rickey Burroughs, and Mark Lawrence administer Arkansas's laws dealing with safety and health. Not pictured are Mike Watson, Bob Cook, Harry Lenhart, Donald Stanza, Eddie Newsom, Will Hanna, and Charles Ferguson.*

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 Mark Lawrence, AOSH Public Sector Supervisor at 501-690-5271, email [mark.lawrence@arkansas.gov](mailto:mark.lawrence@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 posing "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 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. For more information on blasting, call Bob Cook at (501) 682-9091 or e-mail [bob.cook@arkansas.gov](mailto:bob.cook@arkansas.gov).

For information about AOSH in general, call AOSH Division Manager Kevin Looney at (501) 682-9091, cell (501) 690-8774, or e-mail [kevin.looney@arkansas.gov](mailto:kevin.looney@arkansas.gov).

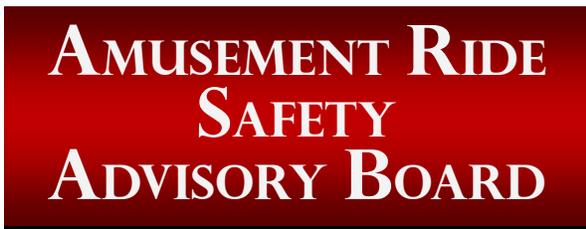
Throughout the year, AOSH inspects

## AMUSEMENT RIDE INSPECTION

amusement rides at county, district, and state fairs and permanent rides at the state's various theme parks, and go-kart tracks. And this year they added

the inspection of zip line and challenge courses as well. Department inspectors are trained and certified by the National Association of Amusement Ride Safety Officials, (NAARSO). They inspected nearly 4,100 amusement rides this fiscal year, almost 300 more than last year, and collected \$86,602 in fees. For more information, contact Charles H. Ferguson, at (501) 690-8774, or e-mail [charles.ferguson@arkansas.gov](mailto:charles.ferguson@arkansas.gov)

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**, Director of Arkansas Parks & Tourism

**Johnny Miller**

**Kirby Taylor**

**Ralph Shoptaw**

**Glenn Priebe**

**James L. Salkeld**, Director of Labor

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 reviewing training records.

The three MSHA staff personnel cooperate with the Federal MSHA Inspectors to ensure that assistance is available to any Arkansas mine operator, miner, or contractor who needs it. Classes can



*(l to r) MSHA Supervisor Susan Weaver and Instructor Bobbie Via have worked together in MSHA since 2007 and trained thousands of miners across the state.*

<b>MSHA TRAINING CLASSES JULY 2011—JUNE 2012</b>		
<b>COURSES</b>	<b># OF CLASSES</b>	<b>TOTAL ATTENDED</b>
MSHA Annual Refresher	95	1,321
MSHA New Miner	30	251
First Aid	72	728
CPR	69	655
<b>TOTAL</b>	<b>266</b>	<b>2,955</b>

be scheduled at our facility or at the company's facility.

The Arkansas Mine Safety and Health Conference was held in Hot Springs in February 2012 with 180 in attendance. The purpose of the State Conference is to provide a forum for the mining community to focus on current mine safety and health concerns.

During the 2011-2012 fiscal year, the MSHA staff conducted 266 classes training 2,955 persons, of which 2,174 were miners and 781 were contractors. Over 200 operations took advantage of these classes on various safety and health issues. The total amount invoiced was \$41,390. Currently, the cost is \$125.00 per day for five or fewer participants. The fee for six or more participants is \$25.00 per person per day. For more information on the MSHA program, contact Susan Weaver at (501) 682-4520 or e-mail [susan.g.weaver@arkansas.gov](mailto:susan.g.weaver@arkansas.gov).

### **TRAINING AND EDUCATION**

The Training and Education Section provides general safety courses for any groups, organizations, or businesses. Classes include the following:

<b>TRAINING AND EDUCATION CLASSES JULY 2011 — JUNE 2012</b>		
<b>COURSES</b>	<b># OF CLASSES</b>	<b>TOTAL ATTENDED</b>
First Aid	176	1,424
CPR	199	1,563
Industrial Truck	4	30
<b>TOTAL</b>	<b>379</b>	<b>3,017</b>



*Training and Education Instructor John Boswell recently taught a CPR refresher course to interested Arkansas Department of Labor employees.*

First Aid, CPR, and OSHA Regulations for Powered Industrial Trucks. The cost for First Aid and CPR classes is \$125.00 per day for five or fewer participants. The fee for six or more participants is \$25.00 per person per day. Classes can be scheduled at our facility or at the company's facility.

During the 2011-2012 fiscal year, the three MSHA staff and one additional Training and Education employee conducted 379 classes, training 3,017 individuals for 141 different companies. The total amount invoiced was \$31,300. For information, contact Susan Weaver at (501) 682-4520 or e-mail [susan.g.weaver@arkansas.gov](mailto:susan.g.weaver@arkansas.gov) or John Boswell at (501) 682-1715 or e-mail [john.boswell@arkansas.gov](mailto:john.boswell@arkansas.gov).

The Arkansas Department of Labor has con-



tracted 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 shown in the chart below.

Data for the Survey of Occupational Injuries and Illnesses, SOII, was compiled under the Occupational Safety and Health (OSH) program. For 2010, 3.3 work-related injuries and illnesses were reported for every 100 full-time workers in private industry in Arkansas, down from 3.5 in 2009. Sprains and strains accounted for 45% of these work-related injuries and illnesses that required recuperation away from work for 2010. This is the 19th year in a row that sprains and strains were the most common injury.

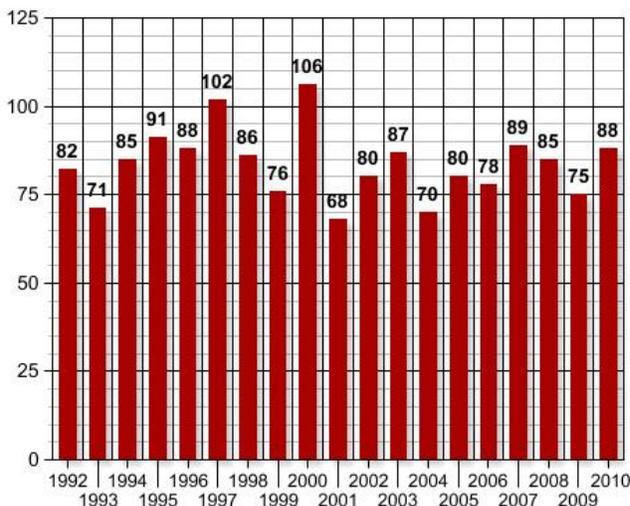
All data collected through both programs is kept confidential, however, statistical information is compiled and released annually. The data are used to help develop safety and health standards; to control work hazards; and to allocate resources for inspection, training, and consultation activities.

For more information or copies of the publications on SOII or CFOI statistics, contact Don Cash at 501-682-4542 or visit our website at [www.labor.ar.gov](http://www.labor.ar.gov).



*(Standing) Charlotte Bonnabel and Donna Threet (seated) have been compiling and analyzing data for OSH/CFOI together since 2006.*

Total Number of Work-Related Fatalities for the State of Arkansas, Census of Fatal Occupational Injuries



Source: Arkansas Dept. of Labor, OSH/CFOI Division, in cooperation with the U. S. Dept. of Labor, Bureau of Labor Statistics

# CODE ENFORCEMENT



The Boiler Inspection Division was established

## BOILER INSPECTION

by legislative action in 1917 to protect the public from the inherent dangers prevailing in the con-

struction, 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



*(l to r -- Standing) Michelle Hartwick, Julie Dove, Loyce Brand, and Tina Brown work closely with (Seated) Chief Boiler Inspector Dennis Hannon and Linda Black to address questions and concerns concerning boilers and pressure vessels in the state.*

<b>BOILER INSPECTION DIVISION ANNUAL REPORT—FISCAL YEAR 2011-2012</b>	
<b>INSPECTIONS PROCESSED</b>	<b>QUANTITY</b>
State Boiler Inspections	4,639
Insured Boiler Inspections	23,948
Shop Inspections/Shop Inspection Services	12
Anhydrous Ammonia Inspections	0
<b>MISCELLANEOUS CHARGES PROCESSED</b>	<b>QUANTITY</b>
Boiler Operator Examination Charges	76
Boiler Roster Downloads	1
Portrait of a Disaster DVD/VHS	2
FOIA Copies	353
FOIA Certification Fees	3
Database Disks	9
<b>LICENSES ISSUED</b>	<b>QUANTITY</b>
Boiler Operator Licenses	6,457
Inspector Commissions/Certificates of Competency	151
Sell/Installation Licenses and Repair Licenses	659
<b>PERMITS ISSUED</b>	<b>QUANTITY</b>
Permits to Install Boilers and Pressure Vessels	471
Permits to Install Pressure Piping	11
Repair/Alteration Permits	228
<b>FEES COLLECTED/DEPOSITED FY 2011--2012</b>	
Total Deposits (Adjusted amount of receipts journal includes -\$490 reversals)	\$815,566.49

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 helpers, not his replacement.

The Boiler Inspection Division is proud to be a 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 accident trends and emphasize prevention, instead of 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 362 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 Dennis Hannon, Chief Boiler Inspector, and is made up of two equally important sections. The field force consists of five inspectors: Jerry Vann, David Sullivan, Sheila Shelton, Phillip Pryor, and

Donald Perrenoud. The office staff includes Julie Dove, Linda Black, Michelle Hartwick, Loyce Brand and Tina Brown.

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:

- Administering examinations to qualified applicants and issuing boiler operator licenses
- Issuing installation permits, repair permits, and pressure piping permits
- Issuing installation licenses and repair licenses
- Issuing certificates of operation for boilers and pressure vessels
- Issuing certificates of competency to commissioned inspectors
- Assisting insurance inspectors
- Assisting firms, individuals, & companies that call or visit the Boiler Inspection Division office
- Conducting accident investigations
- Evaluating requests for code variances
- Conducting ASME and National Board certificate reviews
- Conducting state and ASME code shop inspections as well as field inspections upon request.

## 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



*Boiler Advisory Board members include: (back row, l to r) Deputy Director Ed House, Board Members Bill McCoy, Stephen Case, and Bill Adkins. (front row, l to r) Chief Boiler Inspector Dennis Hannon, Director of Labor James L. Salkeld, and Board Member Richard Mille'.*

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

**Bill Adkins**, representing Insurance Companies Insuring Boilers

# ELECTRICAL 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, industrial maintenance electricians and sign specialists.

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, El Dorado, Conway, Paragould, 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.

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, 2011 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. 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 issued a total of 11,236 licenses this fiscal year.

BOARD OF ELECTRICAL EXAMINERS LICENSES ISSUED—FY 2011-2012	
Industrial Maintenance	1,013
Residential Master	233
Residential Journeyman	162
Electrical Apprentice	2,519
Electrical Contractor	43
Master	3,583
Journeyman	3,139
Air Conditioning	110
Temporary Journeyman	314
Temporary Master	13
Sign Specialist	114
<b>TOTAL</b>	<b>11,236</b>
# of Licenses Renewed Online	1,564
License Fees Collected	\$440,658.00
On-Line Renewals Collected	\$58,045.00
Civil Money Penalties Collected	\$25,832.00
Civil Money Penalties Collected by Legal Division	\$6,440.00
Return Check Fees	\$450.00



*Labor Inspector Supervisor Charles Covington (seated) along with Electrical Division's support staff (l to r) Lenora Treadway, Sheila Stewart, LaShonda Daniels, and Sherre McGinley address all types of electrical concerns.*

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 2011-2012:

- Robert Unwar**, represents Contractors
- Danny King**, represents City Inspectors
- Charlotte Bradley**, representing Private Utilities
- Todd Hopwood**, representing Public Utilities
- Bill Hegeman**, representing the Public
- Bob Robinson**, representing

Electricians

- Randy Matthews**, represents Engineers
- James L. Salkeld**, Director of Labor

## 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

## 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.*

The division's data system has been upgraded so invoices and license renewals may now be paid online at [www.labor.ar.gov](http://www.labor.ar.gov). The system allows online entry of inspection reports, in addition to allowing inspectors to view prior violations. The billing and permitting processes are also automated.

Licensed elevator inspectors submit annual or bi-annual inspection reports that reflect the operating status of the elevator, including any unsafe



*Sheila Stewart fields calls to the Elevator Safety Division in addition to assisting in the Electrical Licensing Division and greeting walk-ins to Code Enforcement.*

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) 682-4538, Fax (501) 682-1765, or e-mail [kimberly.cornwall@arkansas.gov](mailto:kimberly.cornwall@arkansas.gov).

## ELEVATOR SAFETY BOARD

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.

Present Elevator Board members are:

**James L. Salkeld**, Director of Labor  
**Kenneth Dryden**, representing building owners and lessees

**Bob Gram**, representing the public at large  
**Marvin Vaughter**, representing the elevator union

**Raymond Styers**, representing elevator manufacturers

ELEVATOR SAFETY 2011-2012 STATISTICAL SUMMARY	
Construction permits issued on elevator installations	145
Modernizations and alterations on existing elevators	305
Inspections conducted	10,005
Five year full load safety tests	120
Three year pressure tests	795
One year pressure tests	74
Elevator inspector, elevator mechanic, and elevator contractor's license issued	341
<b>Total Deposits</b>	<b>\$424,441</b>

# LABOR STANDARDS



overtime,  
student  
learners, child

labor, disabled workers, equal pay and the collection of unpaid wages involving \$2,000 or less for employees who work or worked in this state.

## WAGE AND HOUR

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

Wage and Hour administers and enforces the Arkansas labor laws relating to minimum wage,

This year Labor Standards implemented a new structure and protocol for the receiving and assignment of wage and hour cases which has reduced the backlog of cases and increased the number of inspections performed in a year from 218 for fiscal year 2011 to a total of 377 for this fiscal year. Additionally, wage and hour collections again showed improvement with a total of \$593,742.53 collected

in minimum wage, overtime back wages, and child labor civil money penalties, an increase of \$102,568.74 from last year.

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. They have also reemphasized child labor investigations this year, which has increased awareness of the state child labor laws and regulations in the regulated community and helped to provide a safer work environment for minors.

The Labor Standards staff assists the public in understanding their rights



*(l to r) Yolanda Williams, Natalie Rich (seated), Nathan Butler, Lauren Cormier, and Lorna Smith are just a few of the Labor Standards Division employees available to answer worker's questions concerning wage and hour issues.*

<b>WAGE AND HOUR FY 2011 - 12 SUMMARY</b>	
<b>Wage and Hour Inspections</b>	<b>377</b>
Minors under 16	43
Minors under 18	1,394
Females	7,910
Males	6,114
Interviews	385
<b>Facilities in Violation</b>	<b>224</b>
Employment Certificate	3
Underage -- Under 14	2
Hours Child Under 16	8
Hours Under 18	97
Poster	2
Minimum Wage	24
Overtime	47
Record Keeping	31
Record Keeping Child Labor	8
Hazardous Occupation	1
85% Minimum	1
<b>Collections</b>	
<b>Minimum Wage Collected</b>	<b>\$ 63,695.77</b>
<b>Overtime Collected</b>	<b>\$422,071.79</b>
<b>Civil Money Penalties</b>	<b>\$ 62,861.32</b>
<b>Other</b>	<b>\$ 45,113.65</b>
<b>TOTAL COLLECTIONS</b>	<b>\$593,742.53</b>
<b>Work and Entertainment</b>	
<b>Permits Issued</b>	<b>1,108</b>
<b>Student Certificates Issued</b>	<b>7</b>

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.

<b>LABOR STANDARDS WAGE CLAIMS 2011-2012</b>
<b>Wage Claims Filed—373</b>
<b>Wage Claim Collections—\$22,901.17</b>
<b>Wage Claims Referred to Legal--14</b>

Wage and Hour 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 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 \$23,000 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

WAGE AND HOUR FY 2011 - FY 2012 COMPARISON		
	FY 2011	FY 2012
Wage and Hour Inspections	219	377
Total Violations	172	224
Minimum Wage Collections	\$98,559.05	\$ 63,695.77
Overtime Collections	\$332,535.93	\$422,071.79
Total Min. Wage/Overtime	\$431,094.98	\$485,767.56
Civil Money Penalties (Child Labor and Admin.)	\$ 60,222.51	\$ 62,861.32
Other	\$20,611.34	\$45,113.65
Grand Total Collections (Minimum Wage/ Overtime/ Penalties)	\$491,317.49	\$593,742.53
Work/Entertainment \		
Permits Issued	1,184	1,108
Student Certificates Issued	28	7

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.

Each year, 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



*Lorna Smith has received recognition not only for having achieved a 71% rate for the annual prevailing wage survey, but also for her efficiency in determination requests and providing assistance concerning regulations.*

**PREVAILING WAGE  
SUMMARY OF  
WAGE DETERMINATIONS ISSUED  
JULY 1, 2011—JUNE 30, 2012**

Mo.	Bldg.	Hvy.	Mul- tiple	Res- dntl.	Total	Dollar Amount
Jul	31	26	0	1	58	\$ 42,359,837.32
Aug	27	30	2	0	59	47,069,020.61
Sep	30	18	0	0	48	64,844,207.00
Oct	12	31	2	0	45	53,913,443.00
Nov	24	20	0	0	44	25,144,983.60
Dec	13	6	2	0	21	16,538,345.64
Jan	22	17	2	0	41	59,465,864.03
Feb	33	19	1	1	54	54,789,168.00
Mar	40	19	2	0	61	50,045,565.10
Apr	33	25	0	0	58	35,338,304.22
May	33	36	3	2	74	114,270,486.85
Jun	22	24	1	0	47	21,828,552.50
<b>Total</b>	<b>320</b>	<b>271</b>	<b>15</b>	<b>4</b>	<b>610</b>	<b>\$585,607,777.87</b>

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.

The Prevailing Wage Law also empowers the Director of Labor or his representatives to investigate any alleged violation.

During Fiscal Year 2011-2012, Prevailing Wage issued 610 wage determinations for projects with estimated values totaling \$585,607,777.87.

**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

**Patrick Hays**, Mayor, City of North Little Rock

**Robert Garmoe**, Ironworkers Local #321

**David Stephens**, IBEW Local #295

**John Roy McNatt**, County Judge, Miller County

**James Ryan**, Financial Secretary/Treasurer,  
Plumbers and Pipefitters Local #155

**James Alessi**, Alessi-Keyes Construction

**James L. Salkeld**, Director, Arkansas Department of Labor

## 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. During fiscal year 2011-2012, Mediation received notices from 37 local unions and employers of contract negotiations, and he was involved in 50 contract negotiations and/or mediation sessions, and 22 employer/employee training/conference



*In addition to traveling around the state participating in contract negotiations, Mediator Barry Strange helps coordinate the annual Labor/Management Conference held in Hot Springs each year.*

sessions. He also served as a member of the Arkansas Labor/Management Conference planning committee.



## 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 \$7.5 million is one of the primary responsibilities of the Finance and Personnel Division. This includes budget preparation and moni-



*(l to r) April Harwell, Linda Whisnant, Sandra Welchman, Kay Stacy, and Vicki Campo work under the direction of Personnel Manager Becky Bryant.*

toring, 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 2012, the agency had 99 authorized full-time positions.

## 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 software 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, inspections, and permits. They are partnering with the Infor-

mation Network of Arkansas (INA) to offer online renewals for licenses, and adding other online services as opportunities arise.

INA worked with the Labor Department this year to redesign the agency website, [www.labor.ar.gov](http://www.labor.ar.gov), and traffic to the site has shown an increase. Additionally, a recent study of 36 sites in 16 states ranked the Arkansas Department of Labor's website eighth. In fact, Arkansas agencies held five of the top ten websites in the study. (See chart on next page.)

Doris Anderson, Manager of the agency's Information Technology Section, serves as the agency's representative for several information technology working groups, collaborating with staff across Arkansas state government. Doris also



*Doris Anderson has been with the Arkansas Department of Labor's IT Division since 1999 and been instrumental in getting the agency where it is today.*

Top Ten Government Websites In Mobile Adoption	
Arkansas Game and Fish Commission	39%
MT Child Support	27%
Arkansas Corrections	26%
Arkansas Higher Education	26%
TX DL	20%
HI Sex Offender	17.8%
WV DMV	17.7%
Arkansas Department of Labor	14%
Arkansas Grown	14%
Arkansas Dept. of Finance & Admin.	14%
<i>2012 Study of 36 Sites in 16 States</i>	

serves on the six-member State Technology Council.



*(l to r) Attorney Supervisor Denise Oxley and Attorney Daniel Faulkner handle all legal matters for the agency.*

## 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.

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 activi-

ties. This may involve such operations as boilers, elevators, amusement rides, or the installation of electrical wiring. Collections for the 2012 fiscal year totaled \$100,892.28.

## PLANNING AND PUBLICATIONS

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; preparing camera-ready artwork; photography; printing the final product; and working with Information Network of Arkansas on website updates.

Nearly 13,000 *WorkWise* newsletters were mailed out and another 2,670 were emailed during the 2011-2012 fiscal year. *WorkWise* covers both key topics on safety and health in the workplace as well as current trends and news on labor issues locally and nationally. The division also publishes a monthly employee calendar entitled *The Laborgram*. Additionally, the division printed 800 wage and hour posters, 8,300 brochures, nearly 14,000 forms, and 2,900 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.

For a complete listing of the Arkansas Department of Labor's publications, visit our new website at [www.labor.ar.gov](http://www.labor.ar.gov).



*Sharon Adams coordinated the redesign of the agency's new website serving as liaison with INA and is continually keeping it updated in order to better serve the citizens of Arkansas.*

*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) email [becky.bryant@arkansas.gov](mailto: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.*



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