ANSI APPROVES Z10 OHS STANDARD
SUBMITTED BY: JACK FEARING

Editors Note: This is the first in a series of summary articles on various Management Systems standards. Upcoming summaries will include ISO 14001, OHSAS 18001, and OSHA Voluntary Protection (VPP).

ANSI/AIHA Z10, Occupational Health and Safety Management System (OHS) received final approval in August and is now fully recognized. Organizations can use ANSI Z10 as a tool to continually improve OHS performance, and by implementing an OHS management system (OHSMS) in conformance with the standard, organizations can also minimize workplace risks and reduce the occurrence and cost of occupational injuries, illnesses and fatalities. This type of management system is designed to establish a long-term solution, rather than a quick fix, to eliminate the causes of workplace risks and program deficiencies.

To ensure that an organization’s management system implementation policy is executed effectively, ANSI Z10 focuses on strategic levels of policy and processes. It does not provide detailed procedures, job instructions, or documentation methods. These types of internal procedures vary with the business sector company that is planning to implement an OHSMS.

(Cont. on page 2)
ANSI Z10 outlines an OHSMS cycle to show continuous improvement based on the concept of “Plan-Do-Check-Act”. The cycle includes:

- An initial planning process.
- Implementation of a management system.
- A process to check the performance of related activities and to take proper and timely corrective actions, where necessary.
- A management review of the system for suitability, adequacy, and effectiveness against the internal policy and ANSI Z10.

The following is an outline summary of the new standard and the minimum recommended requirements for implementing an OHSMS:

**Management Leadership & Employee Participation:**
A successful OHSMS should include:

- Management Leadership
- A written OHS policy
- Responsibility and authority
- Employee participation

**Planning:**
During the planning process, OHSMS issues are identified and prioritized. Objectives that offer the most opportunities for OHSMS improvements and risk reduction (consistent with the organization’s OHS policy) are established. The planning process should include:

- Initial and ongoing reviews
- Assessment and prioritization
- Objectives
- Implementation plans

(Cont. on page 7)

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### Concerns in the Safety Field
(BY KEN BOGDAN, NJASSE)

Having trouble finding help? You are not alone. During a recent trip to Chicago for the ASSE Leadership Conference, I had the pleasure of meeting Safety Professionals from all around the country. I found that most of them are just as passionate and dedicated to their profession as the people I have met in our chapter. I also found that they face the same challenges that we face, including, a shortage of qualified safety professionals. It’s no secret that our profession has experienced tremendous growth over the past few years. This is due in part to increased worker’s compensation premiums and health care costs.

This growth has created job opportunities and increased salaries, which is a good thing. But it has also created a need for talent that today’s workforce cannot fill, which is a bad thing. Like many of my colleagues, my career began in the 1980s during a time of increased environmental awareness. I worked as a Field Technician on Superfund Sites and worked my way into the asbestos abatement industry for a few years. The 1990s saw the true birth of the Internet and the Information Age. To fill the need, Colleges, Universities and Trade Schools were churning out computer programmers, IT professionals and other computer literate individuals at a record rate.

**A PUBLIC HEALTH PROBLEM?**
According to the Centers for Disease Control it is.

(Cont. on page 3)
One reason why we need more safety professionals!!!!

In a March 2004 brief, the CDC stated “Efforts to prevent occupational illness and injury are hampered by the lack of trained safety and health professionals to meet the needs of a rapidly changing and increasingly diverse workforce”. The brief goes on to discuss efforts by NIOSH to increase “…the number of professionals trained to work in the occupational safety and health field.” This involves working with Education and Research Centers and Training Project Grants and claims to produce “about 600 professionals each year with specialized training in occupational medicine, occupational health nursing, industrial hygiene, occupational safety, and injury prevention.”

600 Professionals a year will hardly get the job done. As members of the ASSE, I believe it is our duty to recruit new talent and mentor those who have chosen this profession.

Ken Bogdan is an Asst. Vice President for Commerce Risk Control Services out of Cherry Hill, NJ. He is also the Construction Chairperson for the NJ ASSE.

ANSI Z117.1 UPDATES

Since the American National Standards Institute (ANSI) approved the revised ANSI Z117.1 standard “Safety Requirements for Confined Spaces” in February 2003, the ASSE has received much positive feedback from those members and SH&E professionals who have incorporated the standard into their safety practices. As secretariat of the Z117 ANSI Accredited Standards Committee (ASC) for Confined Spaces, the ASSE is pleased to learn that the Z117.1-2003 standard has helped to reduce confined space injuries and has provided safer rescue operations nationwide. And those who participated in the ASSE’s technical audioconference call “The Return of Z117.1” this past July, know that interest in this standard continues to grow.

Z117.1-2003, a voluntary national consensus standard, establishes the minimum safety requirements to be followed when entering, exiting or working in confined spaces at normal atmospheric pressure. It also features definitions as well as specifications for identification, evaluation, emergency response, rescue (both horizontal and vertical), permit and non-permit requirements, atmospheric testing, isolation, decontamination, lockout/tagout, warning sign requirements and personal protective equipment. In addition, biological hazards and training procedures are addressed, and an appendix provides sample permits, surveys and evaluations.

It is important to note that the Z117.1-2003 standard does not apply to underground mining, tunneling, caisson work, intentionally inert confined spaces or to other similar tasks that have established national consensus standards. Z117.1-2003 is performance-related, and it is not intended to replace existing standards or procedures. Its purpose is to support those standards that meet the performance objectives defined within Z117.1-2003.

Government agencies such as the Occupational Safety and Health Administration (OSHA), the U.S. Department of Energy (DOE) and the National Institute for Occupational Safety and Health (NIOSH) have referenced the Z117.1-2003 standard, and the ASSE and ANSI are working together to have this standard recognized in other areas. The Z117 ANSI ASC also plans to meet within the next year to discuss future revisions to the standard.

For more information on the Z117.1-2003 standard or to purchase copies of it, please visit the following website links:

http://www.asse.org/Z117.htm
http://www.asse.org/shoponline/books/standards/3384.htm

Thanks and Regards, Tim Fisher with the ASSE Council on Practices and Standards...
PROPOSED CHANGES TO NJ ASSE BY-LAWS

On an annual basis the Immediate Past-President is required to conduct a review of the Chapter By-Laws and to report to the NJ ASSE Executive Board the results of this review, including any proposed changes to the By-Laws. The Executive Board then reviews and votes on any proposed changes. After the Executive Board review and vote has been completed, any amendments approved by the Executive Board are required to communicate to the Chapter membership (via Chapter newsletter) and a comment period of at least 30 days must ensue. Following the comment period, a vote by the Chapter membership is required to take place at a Chapter meeting where acceptance of the proposed by-laws will take place dependent upon an affirmative vote of at least two thirds of the members present at that meeting.

On September 15, 2005, the NJ ASSE Executive Board approved the following proposed By-Laws amendments:

- Article V—Officers, Section 7 (f), (j), Article VII—Section 2 (d) - Administrative changes have been made to reflect updated filing dates for required reports (to ASSE National, ASSE Area Director and the Internal Revenue Service).

- Article V—Officers, Section 9 (d) - The Chapter is required by ASSE National to send three representatives to the ASSE House of Delegates meeting, held in conjunction with ASSE National’s annual professional development conference. In order to comply with this requirement, the Chapter needs to allocate sufficient funds to reimburse Chapter Delegates, usually the Chapter President, President-Elect and Vice President (or designated proxies), in the event that one or more of the delegates are unable to obtain funding for travel expenses from their respective employers. The existing by-laws allows for Chapter Delegates to be reimbursed up to $1,000 for such travel expenses. The proposed change to the by-laws would increase that allocation to $1,200.

- Article VI—Nomination and Election of Officers, Section 5 - The existing by-laws require officer elections to be held every April and that, if there are two or more candidates for the same position, then only a written ballot is permitted to satisfy the election requirement. Since reliable technology is available to conduct on-line/electronic voting, a change to the by-laws has been proposed that would allow balloting to be conducted electronically (in addition to written ballots).

In accordance with the Chapter By-Laws requirement, the 30-day period in which the Chapter membership may comment on the proposed changes will be November 1 - 30, 2005. A vote on the proposed changes will take place at the December NJ ASSE meeting. The meeting details are as follows:

Date: Thursday, December 8, 2005 @ 5:00 p.m.
Location: L’Affaire - 1099 Route 22 East, Mountainside, NJ 07092

INTERNATIONAL SAFETY TIDBIT

Hong Kong government subsidizes fall arrest equipment

Hong Kong’s Labor Department and Occupational Safety & Health Council have launched a subsidy plan for small and medium-sized contractors to buy fall arrest equipment. According to the Labor Department, successful applicants will receive up to $2,000. With an estimated expenditure of approximately $1.5 million, the plan is estimated to benefit 600 firms.

PRESIDENT’S MESSAGE (CONT. FROM PAGE 1)

look forward to seeing you at a meeting and welcome your comments and ideas

Sincerely,

Gina Mayer-Costa, CSP, CHMM
President, NJ Chapter ASSE
MEMBER OF THE MONTH—MARY BELL

Mary is currently the PDC Chair and has been a member of the ASSE for five years. For the past four years she served as the Healthcare Committee Co-Chair.

Mary’s professional career began in Healthcare. She initially started out as a Medical Laboratory Technician for Roche Biomedical Laboratories where she was involved in various areas of lab testing. During her 10 years at Roche, she continued her education in the field of Para-medicine and became a NJ state Paramedic. She was intrigued by the emergency setting and decided to take a position at Union Hospital’s Mobile Intensive Care Unit where she went on to become the Clinical Coordinator of the Unit and later, the Coordinator. Because of her success at Union Hospital, Mary was asked to take the position of Assistant Director at Trinitas Hospital and assist in the development of the Hospital’s Mobile Intensive Care Unit. Mary played a critical role in the development of the Mobile Intensive Care Unit at Trinitas Hospital and was responsible for writing policy, paramedic clinical competencies and developing a community education department within the MICU. In addition, she was actively involved in the hospital’s affiliation with the Union County S.W.A.T. Team and was trained as a S.W.A.T. paramedic.

Mary, along with her husband Stan did much of the EMS and Community training at the hospital and realized there was a great need to bring quality training to the corporate arena. With this in mind, Mary and her husband Stan decided to develop a company that would cater to the educational needs of Corporate America as well as other private facilities.

Maribell Associates, Inc was established initially as a part-time business but soon became full time to meet its growing demands. Today, Maribell Associates, Inc is offering services nation-wide. Their company provides quality educational programs that range from Basic CPR/First Aid to First Responder Programs.

Mary’s most rewarding professional experience was seeing first hand that company’s can save lives. She feels a sense of pride knowing that because of her and her husband Stan’s efforts in setting up “quality” AED Programs, to date, 18 lives have been saved. Eighteen people who fell victim to Sudden Cardiac Arrest, were now back with their families because their co-worker used the company’s AED and saved their life.

Of all her career experiences, Maribell Associates, Inc has been her most rewarding accomplishment.

WEB WALKING WITH WEISSMAN

By Barry R. Weissman, REM, CSP, CHMM, CHS-III

In our last installment, we were on the NIOSH website. We haven’t left. NIOSH has just published two outstanding books to help you improve your training knowledge and skills. Although produced for the mining industry, the information presented is applicable to all types of training. The URLs are given below, so you can download your own copies.

GUIDE TO DEVELOPING A COACHING-BASED ON-THE-JOB TRAINING PROGRAM

On-the-job training is a common means of training or retraining workers and the practice may seem simple and straightforward. Doing it effectively however requires more thought and preparation than simply having someone follow an experienced worker around and watch what they’re doing. Over the years, various techniques and practices have evolved that pass on the skills and knowledge of a trainer or coach in a manner that leads an inexperienced trainee to really absorb the information being taught. On-the-job training thus becomes less a haphazard show-and-tell and more a real transfer of information.

The goal of this document is to describe how to develop or manage an on-the-job training program so that information is passed on from trainer/coach to trainee efficiently and effectively. By efficient is meant the best use of time and resources of all those involved in the training process, and by effective is meant that the trainee truly learns the skills and internalizes the knowledge needed to perform the job well. The first part of the document discusses topics to think about when developing a formal on-the-job training program. A structure based on coaching is suggested. Then a workshop designed to prepare trainers as coaches is described. Workshop materials include an instructor’s guide and trainee workbook. These materials can be used to train coaches and to assist trainees as they go through the learning process. Content related to specific jobs can be added to these materials to create targeted on-the-job-training manuals.

(Cont. on page 7)
NJASSE MEMBERS ELECTED SAFETY PROFESSIONAL OF THE YEAR (SPY)

Further congratulations are in order for NJASSE Members Ms. Deborah Shewitz, CSP and Ms. Gina Mayer-Costa, CSP, CHMM for being selected by the National ASSE Council on Practices & Specialties (COPS) as Safety Professional of the Year for the Consultant and Engineering Specialties.

Ms. Deborah Shewitz, CSP works as a Safety Consultant for Shewitz Consulting LLC of Martinsville, NJ. Ms. Gina Mayer-Costa (NJASSE President) is the Director of Environmental Health & Safety at Ramapo College in Mahwah, NJ.

MEMBER CERTIFICATIONS

Joseph Smith, Past NJASSE President, recently obtained the Health and Safety Certified Professional Auditor (CPEA) certification. Congratulations to Joe on this excellent achievement!

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NJ ASSE OFFICERS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

THE NJ ASSE NEWSLETTER

The newsletter is interested in any EHS–related topics including articles, news reports, interesting facts, and/or pictures. If you would like to write a piece for this newsletter or have a safety-related article and would like it included in this newsletter here please contact: Newsletter Editor Daniel Rollino by e-mail at newsletter@njasse.org.

Have you received a promotion, new job, marriage, birth? Let us know. We would like to share this information with our membership. Email: Newsletter@njasse.org.

From Left to Right: Frank Gesualdo, Kristin Kelley, Nazer Ali, Gina Mayer-Costa, Bob Sagendorf.
ANSI APPROVES Z10 OHS STANDARD (CONT. FROM PAGE 2)

- Allocation of appropriate resources

Implementation & Operation:
In an effective OHSMS, operational elements are required. Applying these elements also generates experience and knowledge that are returned to the planning process on an ongoing basis to support continual improvement. These operational elements should include:

- Hierarchy of controls
- Design review and management of change
- Procurement
- Contractors
- Emergency preparedness
- Education, awareness, training and competence

Evaluation & Corrective Action:
Evaluating OHSMS through monitoring, measurement, assessment, incident investigations and audits will help organizations to identify non-conformance and take corrective actions.

Monitoring, Measurement & Assessment:
To access OHSMS performance, organizations should establish and implement processes to monitor and evaluate hazards, risks and their controls. These processes should include:

- Workplace inspections and testing
- Exposure assessments
- Injury, illness and incident tracking
- Employee input
- Occupational health assessments
- Incident investigations
- Audits & inspections
- Corrective and preventative actions
- Providing feedback to the planning process

Management Review:
Organizations should establish and implement a process that allows top management to review the OHSMS and to recommend improvements to ensure its continued suitability, adequacy and effectiveness. Based on the outcome and follow-up of the review process, management will be able to identify the future direction of the OHSMS and any needed changes to its elements.

Repeating this cycle will result in ongoing OHS improvements and reduced workplace hazards and risks. A well designed and fully implemented management system can also improve productivity, financial performance and employee satisfaction with their jobs.

The NJASSE Chapter is planning to conduct an ANSI Z10, OHSMS workshop at the New Jersey State Safety Council Safety Expo in Atlantic City on April 26, 2006. Please check the Chapter website and future newsletters for scheduling and speaker information. It promises to be a very worthwhile presentation.

WEB WALKING (CONT. FROM PAGE 5)

On-the-Job Training Program Objective:
Given assigned resources, prepare inexperienced employees to perform selected jobs to company standards. To establish a structured program, parameters must be set regarding issues such as who will conduct the training, what material will be covered, and how long training will last. In addition, the following topics should be considered. Each will be discussed in more detail in this guide.

- Selecting and preparing OJT trainers/coaches
- Working with supervisors for successful implementation
- Developing and/or selecting training materials
- Setting trainee prerequisites
- Evaluating performance
- Granting company certification to trainers/coaches and trainees

Evaluating the program
This guide was developed to provide tips and advice for setting up an OJT program. It is based on education and training research. The 203-page document can be downloaded from: http://www.cdc.gov/niosh/mining/pubs/pdfs/2005-146.pdf
Chapter Stars Recognition Program

Your New Jersey Chapter Needs You!!!

What is Chapter STARS Recognition Program?
A program Designed by National to recognize Chapters that give their members superior service, programs to advance and continued professional growth.

How can You Help?
We need you to submit to the chapter vice president (Nazer Ali @ vp@njasse.org) all professional activities conducted by you (article submissions, training presentations, professional recognition, etc).

Most Recent Submittals:
Ken Bogdan for his role in helping in the OSHA 10 plus General Industry Certificate training and Barry Weissman for writing two articles in a professional safety magazine.

The Way It Works:
Points are given based on member activities, achieving Chapter Goals, and performing specific activities (newsletter, website, etc). If a chapter reaches 2000 points, the Chapter is awarded, the Chapter Star Designation. Chapters with the Chapter Star are provided additional resources from ASSE. These resources assist NJASSE in providing the programs and scholarships given annually.

Look for “THE POINT-O-METER” monthly to see where NJASSE stands.

THE POINT-O-METER
Current Score: 1076
Goal: 2000
Points To Go: 924
Listed below is the tentative schedule of 2005-2006 ASSE meetings, locations and topics for the upcoming months. Please be sure to check the NJ ASSE website njasse.org for changes or updates.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>LOCATION</th>
<th>TYPE &amp; TIME</th>
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<tbody>
<tr>
<td>September 15, 2005</td>
<td>Expanding Individual Liabilities for EH&amp;S Professionals (Sarbanes – Oxley)</td>
<td>Snuffy Pantagis Restaurant (Scotch Plains)</td>
<td>Dinner: 4:30 – 7pm</td>
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<td>October 25, 2005</td>
<td>Joint ASSE-ACHMM Meeting EHS Issues Facing Multi-National Companies</td>
<td>Wyeth, Madison</td>
<td>Dinner: 4:30 – 7pm</td>
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<tr>
<td>November 1, 2005</td>
<td>Six Sigma and Lean Manufacturing for EHS</td>
<td>PSEG Power Generation Support Center, South Plainfield</td>
<td>PDC 8am-4pm</td>
</tr>
<tr>
<td>November 10, 2005</td>
<td>Fleet Safety for Company Drivers</td>
<td>McAteers Restaurant, Somerset</td>
<td>Dinner: 4:30 – 7pm</td>
</tr>
<tr>
<td>December 8, 2005</td>
<td>OSHA Update and Past Presidents Meeting</td>
<td>L’Affaire, Mountainside</td>
<td>Dinner: 4:30 – 8pm</td>
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<tr>
<td>January 12, 2006</td>
<td>EHS for the US Army in Iraq and Brewery Tour</td>
<td>Anheuser-Busch, Newark</td>
<td>Dinner: 4:30 – 7pm</td>
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<tr>
<td>February 9, 2006</td>
<td>Behavior Based Safety and Benjamin Moore Tour</td>
<td>Benjamin Moore &amp; Co., Flanders</td>
<td>Dinner: 4:30 – 7pm</td>
</tr>
<tr>
<td>March 9, 2006</td>
<td>Joint ASSE-AIHA Meeting: Nanotechnology</td>
<td>TBD</td>
<td>Dinner: 4:30 – 7pm</td>
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<tr>
<td>April 1, 2006</td>
<td>NFPA 70E: Electrical Safety in the Workplace</td>
<td>PSEG Power Generation Support Center, South Plainfield</td>
<td>PDC 8am-4pm</td>
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<tr>
<td>April 26, 2006</td>
<td>ANSI Z-10 Occupational H &amp; S Management Systems</td>
<td>Safety Expo - Atlantic City, NJ</td>
<td>2:00 pm</td>
</tr>
<tr>
<td>May 11, 2006</td>
<td>Joint Meeting with Penn Jersey: Workzone Safety and Scholarship Awards</td>
<td>TBD</td>
<td>Dinner: 4:30 – 7pm</td>
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**October 25th, 2005 NJASSE Meeting Highlights**

The October 25th, 2005 Joint ACHMM/NJASSE Meeting held at Wyeth’s Giralda Farms Campus was a fantastic meeting allowing us NJASSE members to network with our ACHMM colleagues.

The first Speaker, Mr. Perry Howard, Wyeth, provided in-site into methods of operating a company in the new environment created by the Sarbanes-Oxley Act.

Dr. Lawrence Wylie, Wyeth, spoke on the use of Occupational Exposure Guidelines and control banding in environments were PEL’s are often non-existent.

Mr. Alan Moran spoke on the benefits of developing corporate standards to promote the corporate EH&S Policies. Mr. Moran promote the ideas of using web-based and computerized safety plans as a method of ensuring continuous validity of safety programs.

There was a good showing of NJASSE and ACHMM Members despite the monsoon-like conditions.

NJASSE would like to thank the Wyeth Corporation for allowing us to use their facilities.
DATE: November 10, 2005 DINNER MEETING

TOPIC: “Designing a "Best in Class" Fleet Safety Culture”

SPEAKER: Ms. Mary Taylor
SAFE Fleet Manager
Johnson & Johnson – New Brunswick, NJ

LOCATION: McAteers Restaurant (Somerset, NJ)

PROGRAM:
4:30 PM Registration, NETWORKING and Cash Bar Happy Hour
5:30 PM Dinner
6:15 PM Technical Program (45 minutes):
   “Designing a "Best in Class" Fleet Safety Culture”
   Key Elements of a Fleet Safety Initiative
   Selling and Marketing Fleet Safety
   Keeping the Momentum Around Fleet Safety
7:00 PM Safe Journey Home

ABOUT THE SPEAKER:
Mary Taylor is the Manager for SAFE Fleet at Johnson & Johnson and is responsible for the Fleet Safety program for over 13,200 drivers in North America, including Canada and Puerto Rico. She has been employed with Johnson & Johnson for over 15 years and her career began in Human Resources with increasing responsibilities in Sales Training, Procurement and Process Excellence. She has shared the SAFE Fleet program at several venues internally at J&J and externally, including the Pharmaceutical Safety Group. Mrs. Taylor’s academic credentials are as follows: MS from Amber University, Garland, TX., Human Relations and Business, Training & Development Certification from University of Oklahoma and a BS from the University of Southern Mississippi in Education & Psychology. She is a member of the National Safety Council, Network of Employers for Traffic Safety, Governors Highway Safety Association, National Association for Female Executives and the National Association of Fleet Administrators/Vehicle Management.

COST
$25.00 (Pay at the door by cash or check, payable to “NJ ASSE”)

REGISTRATION:
Register On-Line at www.njasse.org by November 3rd