

BMC Toolbox Talks

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A SINGLE SECOND

It takes a minute to write a safety rule.

It takes an hour to hold a safety meeting.

It takes a week to plan a good safety program.

It takes a month to put that program into operation.

It takes a year to win a safety award.

It takes a lifetime to make a safe worker.

But it takes only a second to destroy it all - with one accident.

Take the time now to work safe and help your fellow employees to be safe.

Safety Recommendations: _____

Job Specific

Topics: _____

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AFTERTHOUGHTS AND REGRETS....

How often have you said or done something and then later, reflecting on your action, thought to yourself, "How could I have done that?"

Here are some afterthoughts which, unfortunately, too many of us have experienced:

- **"That's how we've always done it before." (...before the accident occurred anyway.)**
- **"I should have taken care of that board with the projecting rusty nails earlier." (Now, I have to take off work to get a tetanus shot.)**
- **"Wow, I never realized that a fire could get out of control so fast." (If I'd called the fire department before trying to put it out myself, I might still have a place to work tomorrow.)**
- **" I know they were always preaching that we should lift with the leg muscles instead of the back muscles." (What the heck is a herniated disk?)**
- **"My safety glasses were in the tool box, but I was just going to grind off this one little piece...." (I wonder if they'll still let me drive with only one eye?)**
- **"We were only going to use the scaffold for one day. I never thought a hammer would fall off the plank and strike someone." (I had a hunch I should have taken the time to install the toe boards.)**

Any of this sound familiar?? They say hindsight is the only perfect science-but foresight could have avoided these incidents, misfortunes and regrets.

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ACCIDENT FACTORS

Accidents on construction projects cause too many painful injuries and claim far too many lives. Our primary concern when we discuss the factors or causes behind an accident is to find a way to prevent a recurrence. The cause of an accident can be found in two areas -- Unsafe Acts and Unsafe Conditions.

As a construction worker you control the first cause, Unsafe Acts. For example: a worker uses equipment that is defective or damaged, or they may use good equipment in a careless or other unsafe manner. Other examples of unsafe acts include disregarding posted warning signs, failure to wear a hard hat, smoking near flammables or explosives, working too close to power lines, handling chemicals or other hazardous materials improperly, putting your body or any part of it onto or into shafts or openings and lifting material incorrectly. (Just a short reminder -- always lift with your legs while keeping your back straight.)

The second accident factor or cause is Unsafe Conditions which can be found on many construction sites. Examples include inadequate or improperly installed guard rails or a lack of any guarding at all which most certainly will lead to an accident. Insufficient illumination, poor ventilation, electrical grounding requirements not observed, too few fire extinguishers available, containers that are not labeled, careless disposal of waste or excess material -- these are just a few of many unsafe conditions that may be caused by co-workers, subcontractors, or the general contractor. You can make a difference by taking the time to perform your work safely and reporting any unsafe condition you discover to your supervisor immediately.

When the cause behind the accident is found, you'll find that safety on the job plays a major part in preventing that accident from occurring again. If everyone on the job cooperates, injury and death statistics will be reduced and it will be much safer for you to do your job.

Accidents - Learn the cause - Find the solution. Ultimately the jobsite and your job will be safer.

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ATTITUDE AND BEHAVIOR

Humans instinctively seek to avoid pain and death. And yet, we may behave in a manner that is a threat to our well-being. There are a couple of reasons why this occurs. The first is lack of knowledge. What you do not know, can hurt you!. The second reason we may act in a risky manner is attitude. Now might be a good time to do a quick self-analysis. What is your attitude toward safety?

When asked, some may say they are all for it. Others may complain about any safety effort being made. The difference between the two is one of attitude. Your attitude affects almost all that you do and how you do it.

If you cooperate in safety matters, not only is there a lesser likelihood of you getting hurt, you will not be doing battle with the boss who is just trying to do his job by enforcing the safety rules. In addition, you should feel more confident on the job knowing you have a better chance of making it thorough the day without injury. Less fear of injury and the boss no longer on your back has to brighten your day!

We are not perfect. Even the best of us can forget or make errors in judgment. To maximize our safety efforts, we must look out for one another. If someone tells you that you are not working in a safe manner, do not become angry or defensive. They are just looking out for your well-being. If you did not know you were doing something wrong, be thankful your errors were noted before someone got hurt. If you simply forgot or got a little careless, be grateful that someone cares enough to get you back on track. If you see someone doing something unsafe, speak up, but do so diplomatically. Treat others just as you would like to be treated in the same situation.

Remember, attitude affects behavior. If you have a positive attitude, odds are you will exhibit safe behavior. A negative attitude toward safety will only cause conflict, stress and, ultimately, an accident.

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ACCIDENT INVESTIGATION

An accident investigation is required whenever a serious incident happens on the job. The less time intervening between the accident and the investigation, the more accurate the information that can be obtained. Facts are more accurate because people have not had time to become biased by the opinions of others, memories are clearer and more details are remembered.

Why do we investigate an accident? The reason is to obtain accurate information about what happened. What events led up to the accident; who was involved with the work; did anyone fail to follow procedures or did a piece of material or equipment fail? This information will be used to develop a conclusion regarding the physical cause of the accident.

Conditions at an accident scene are the only things that change faster than the opinions that evolve when there is a delay in compiling the facts. Much evidence is lost because it is removed from or altered at the accident site before any notice of it is taken or any record made. The contact phase of an accident is brief and initiates a wide spectrum of activity. People responding to an accident generally react rather than respond. Injured people are moved or removed for treatment. Equipment and other items are moved about to assist in the treatment of the injured party, and to provide passage or restore work. Prompt arrival at the scene allows the investigator to observe evidence before it has been removed or altered.

Since we all learn from accidents, the investigation will help us bring all the facts together, your input and involvement will help to assure that the necessary steps are taken to try to prevent a similar occurrence. All of us can learn from our mistakes. Make an effort to detect any existing hazards or improper procedures and report them to your foreman or supervisor immediately. Accidents are unplanned events, near misses let us know that there is a potential problem, and thorough accident investigations help us prevent recurrences.

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ACCIDENT PREVENTION

As a construction worker you are part of a team of skilled professional craft workers, and accident prevention is part of your job. It takes everyone's effort to keep a jobsite safe. There are many things you can do to help prevent accidents. Come to work fully rested; wear proper clothing and sturdy footwear; jewelry, watches and rings must be left at home. Use the correct personal protective equipment when the task requires it, and keep this safety gear in good condition and replace it as necessary. Damaged or lost equipment should be reported to your supervisor. Keep your work area clean and neat. Don't let your housekeeping get out of hand.

Follow the warnings written on labels. Observe signs, regulations and procedures; ask your supervisor about any you don't understand. Never bypass safety valves or devices. Follow lock out - tag out practices where required to do so. Remove protruding nails or bend them over. Wipe up spills of oil, water, or grease. Keep walkways, aisles, traffic lanes and fire exits clear of debris and other materials. When working in new areas of the jobsite take a few minutes to look around to locate obvious hazards. Don't leave any floor openings unprotected. Cover floor holes securely or guard with standard guardrails. Make sure you have the right type and size of ladder. Climb it facing the rungs and be sure your hands are free to hold onto the ladder.

Check your electrical tools prior to use. Whenever possible plug into electrical outlets that are protected with GFCI'S. Do not use tools with split, broken, or loose handles. Watch out for overhead power lines. Store flammable liquids in approved containers. Shut off engines and let them cool down prior to refueling; and never smoke around flammables. Report any accidents to your supervisor. If you get injured get proper first aid and seek medical assistance if necessary. Keep your mind on your work. Drugs and alcohol don't have a place on the job. Horseplay and practical jokes cause accidents so keep them off the job. Practice accident prevention. Try your best to follow these guidelines and all of us will have a safer place to work.

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ARC WELDING SAFETY

Safe and accident free completion of any welding operation should be the goal of all welders. Here are a few welding safety tips that will help you achieve that goal.

Wearing proper eye protection is very important. Welders and their helpers should be sure to use the correct filter lens in their goggles or helmets to protect their eyes from infrared and ultraviolet light. (See 1926.102, Tables E-1 and E-2 for a guide to eye and face protection and filter lens shade numbers.)

Precautions for fire prevention must be taken in areas where welding is being done, for example, isolating the welding and cutting area and removing fire hazards from the vicinity. If normal fire prevention precautions are not sufficient, a qualified person should be assigned to guard against fire during the operation and for a suitable time after completion of the work, to ensure that no possibility of fire exists. Be sure that fire extinguishing equipment is available and ready for immediate use. In areas where heavy dust concentrations exist, or where flammable paints or other flammable materials are present, welding, cutting or heating can create a significant fire hazard. Proceed with extreme caution!

A noncombustible or flameproof screen should isolate the welding or cutting area to protect other workers in the vicinity from direct arc rays. Watch your slag; it could cause a serious injury to someone working below. I

If the electrode holder is left unattended, the electrodes must be removed, and the holder must be placed so that electrical contact cannot be made with another employee or any conducting object.

All arc welding and cutting cables must be completely insulated and capable of handling the maximum current requirements for the job. The insulation on any splice within 10 feet of the electrode holder must be equal to the insulation of the cable.

Review 1926.351 through 1926.354 for additional information

All welding and cutting operations in a confined space shall be ventilated to prevent the accumulation of I toxic materials or possible oxygen deficiency.

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ABC'S OF FIRE EXTINGUISHERS

The following describes the classes of fire and the kind of extinguisher that can be used on each.

CLASS A FIRES

Wood, paper, trash, and other materials that have glowing embers when they burn. Extinguisher to Use: For Class A fires, use a Class A or Class ABC extinguisher. Always remember that a Class A extinguisher contains water and should be used only on a Class A fire. Used on gasoline, it can spread the fire; used on electrical fires, it can cause you to be electrocuted.

CLASS B FIRES

These are fires involving flammable liquids and gases, such things as gasoline, solvents, paint thinners, grease, LPG, and acetylene. Extinguisher to Use: Use Class B or Class ABC extinguishers.

CLASS C FIRES

These are fires in energized electrical equipment. Extinguisher to Use: Use a Class BC or Class ABC extinguisher.

SOME IMPORTANT POINTS TO REMEMBER

1. Use the fire extinguisher whose class corresponds to the class of the fire.
2. Never use a Class A extinguisher, which contains water or foam, on a liquid or electrical fire.
3. Know where extinguishers are located and how to use them. Follow the directions printed on the label.
4. Keep the area around the fire extinguisher clear for easy access.
5. Don't hide the extinguisher by hanging coats, rope, or other materials on it.
6. Take care of the extinguishers just as you do your tools.

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ACCIDENT PREVENTION

You've heard lots of talk, read lots of words, about working safely on our projects. Sure it's "old stuff" — and important stuff.

There's lots at stake for YOU in working without injury or damage. You have much to gain by keeping fit and unhurt. One reason has a big dollar-sign in front of it. But there are other important reasons: other people who count on you for happiness, and perhaps for financial support; they also have a big stake in your safety as a construction worker.

And there are other things — like what you want most out of life. Maybe it's a top-favorite hobby like fishing, hunting, a boat, a new set of wheels, a trip to far-off places, entering or finishing up school, early retirement, or a healthy bank account to fall back on. Keeping uninjured and steadily on the payroll has a lot to do with winning your important goals in life.

Think of all the things you're able to do now that give you earning power; then think of trying to do these same things if you were minus a hand...or arm...or leg...or your eyesight. It's much harder — if not impossible — for a disabled worker to reach all his major personal goals.

So don't think about safe work practices and rules as "hemming you in" or "cutting down on your individual freedom"; think about them as positive things, designed to help you keep your freedom and your abilities, so that you have a better chance of getting what you want most out of life.

A risky habit or dangerous condition on the job is a threat to your freedom and your future. Working efficiently and without injury is the safest avenue leading from where you are to where you want to be in life.

That's why accident prevention is worth fussing about!

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AERIAL LIFTS

- a. Lift controls shall be tested each day prior to use to determine that such controls are in safe working condition.
- b. Only authorized persons shall operate an aerial lift.
- c. Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.
- d. Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position.
- e. A body belt shall be worn and lanyard attached to the boom or basket whenever you're in an aerial lift.
- f. Boom and basket load limits specified by the manufacturer shall not be exceeded.
- g. The brakes shall be set and when outriggers are used, they shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift on an incline, provided they can be safely installed.
- h. An aerial lift truck shall not be moved when the boom is elevated in a working position with men in the basket, except for equipment which is specifically designed for this type of operation in accordance with the provisions of 1926.556(a)(1) and (2).
- i. Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the platform within easy reach of the operator. Lower controls shall provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.
- j. Climbers shall not be worn while performing work from an aerial lift
- k. The insulated portion of an aerial lift shall not be altered in any manner that might reduce its insulating value.
- l. Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed position except as provided in paragraph h. above.

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ASBESTOS EXPOSURE

Asbestos is a silicate mineral, a fibrous, naturally occurring material of varying chemical compositions. Asbestos is used in well over 3,000 products including building materials and goods.

Severe lung disease can be caused by asbestos, such as asbestosis and/or cancer, through the inhalation of excess quantities of the fiber. It usually takes several years for symptoms of asbestos diseases to become apparent. (NOTE: It is the Company's policy to avoid working in areas where employees may be exposed to asbestos at levels above the OSHA established PEL. When that is not possible, this section and Safety Procedure SP-007 should be followed.)

Control of the exposure to asbestos can take several routes. Substitute another product that will do the same job; use personal protective equipment such as NIOSH-MESA approved respirators; use adequate ventilation equipment before the fibers reach the breathing zone of the workers; practice good housekeeping by removing accumulated and settled dust by HEPA vacuum cleaning; and wet the product to prevent expulsion of the dust into the air that the workers breathe.

To prevent contamination away from the work place, clothes the workers wear should not be laundered at home. The clothing should be handled at the work place where workers are required to change to street clothing and shower facilities are available.

Each employee exposed to airborne concentrations of asbestos fiber in excess of the limits specified above will be provided with medical examination relative to this exposure. The initial medical examination will be given within 30 days of the initial exposure that will include as a minimum a chest roentgenogram, a history to list symptomatology of respiratory disease, and the pulmonary function test to include forced vital capacity (FVC) forced expiratory volume at one second (FEV Sub. 1.0). These employees will also be given annual medical evaluations thereafter.

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ACCIDENTS BEFORE AND AFTER - DON'T WAIT UNTIL AN ACCIDENT HAPPENS

Too often hazardous conditions come to our attention only after someone is hurt or seriously injured. If you see an unsafe act or unsafe condition, don't ignore it and gamble on you or a friend not getting hurt. If you notice someone working in an unsafe manner, let that person know. You could be preventing a serious injury. Wouldn't you expect someone to have the same consideration for you? Or, if you see an unsafe condition, correct it. If you can't, report it to your Supervisor. After an accident happens, there usually is a lot of talk and excitement. Then it is written up, becomes a statistic, and is too soon forgotten.

ACCIDENT INVESTIGATION

Fortunately, some good can come out of every accident. Investigations can produce information we can use to prevent a similar mishap from occurring in the future. Some persons, however, mistakenly believe that accident investigation is used to put the blame on someone. And so they refuse to cooperate.

IF YOU SEE AN ACCIDENT

Make a mental note of everything that occurred and the condition that existed before the accident. Ask yourself the following questions:

1. Where was I and others within my sight when the accident happened?
2. What was I doing?
3. What equipment was involved?
4. Where was the injured person and what work was being done?
5. What was the sequence of events?

Imprint these things on your memory. Remember, others were in a different position and may not have seen things as you did.

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ANTI TWO-BLOCKING DEVICES ON CRANES

The practice of using a crane to hoist workers in manbaskets is common in the construction industry. OSHA 1926.550(g) requires that cranes used to hoist personnel in a manbasket be equipped with certain safety gear such as anti two-blocking devices and boom angle indicators.

Two-blocking is defined as, " the condition in which the lower load block (or hook assembly) comes in contact with the upper load block (or boom point sheave assembly), seriously interfering with safe operation of the crane." When two-blocking occurs, forces can be applied to the hoist or hook arrangement, either breaking the hoist line or disengaging the load straps from the hook. This may cause the load hook to fall or lose the load, which imperils the lives of those working or standing directly below.

When using a manbasket to perform work, certain steps must be taken before workers are lifted:

1. Assure that the Anti Two-Blocking device is in place and working.
2. Check to assure the basket is properly constructed and connected according to OSHA requirements for suspended personnel platforms.
3. Inspect wire ropes and slings for wear or frayed areas, to be sure they are capable of supporting at least 7 times the intended load.
4. Assure that the crane is within 1% of level and located on firm footing.
5. Check the area for electrical lines that could be contacted by the crane.
6. Conduct a proof test of the system. The crane must lift the personnel platform from where workers will enter to where they will be operating, with a fully anticipated load. This step must be completed for every work position and each time the crane is moved.
7. Assure that proper fall protection is utilized by employees working in the basket.

Take no chances when hoisting personnel in manbaskets. Always Think Safety This will help prevent serious manbasket-related injuries and meet OSHA requirements.

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ARE TRENCH EXCAVATIONS CONFINED SPACES?

The answer to this question is not as obvious as you may think. Let's review some terminology. By OSHA definition, a confined space means the space is:

- * large enough and so configured that an employee can enter and perform assigned work;
- * has limited or restricted means for entry or exit, and is not designed for continuous occupancy.

A trench excavation would certainly seem to meet the confined space criteria. By OSHA definition, a trench excavation means;

- * a narrow excavation (in relation to its length) made below the surface of the ground;
- * in general, the depth is greater than the width; but the width of a trench is not greater than 15 feet.

How Does a Permit-Required Confined Space relate to a trench excavation? A permit-required confined space has one or more of the following characteristics:

(1) Contains or has the potential to contain a hazardous atmosphere.

* Oxygen deficient, toxic, or flammable atmospheres can occur in trenches, displacing the normal air. Some of the most common gases of concern are carbon monoxide, methane, and hydrogen sulfide. These gases should be suspected whenever trenches are near combustion engines, sewage lines, landfills, swamps, leaking underground storage tanks, or when decomposing organic matter is nearby.

(2) Contains a material that has the potential for engulfing an entrant.

(3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.

(4) Contains any other recognized serious safety or health hazard.

By now you realize that a trench excavation may indeed present many of the hazards of a permit-required confined space. In general practice, all trench excavations over 4 feet in depth should be considered as confined spaces until all of the potential, associated hazards have been ruled out by a competent person.

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BACKS

Have you ever given much thought to your back? It's there when you need it, but only if you don't abuse it. The back is made up of four major parts. The spine, nerves, muscles, and the spinal cord. There are thirty-three bones in the spine and thirty-one pairs of nerves branching out from the spinal cord. All of them must work together. If they don't, you could end up with anything from a strain to a ruptured disk, fractured vertebrae, and/or a debilitating disease like arthritis.

To help prevent a back injury you should exercise, practice good posture, eat the right foods, and watch your weight. Check with your doctor for muscle strengthening exercises for the back.

Other things you can do to prevent back injuries include using work-saving devices -- hand trucks, forklifts, wheelbarrows, and dollies can assist you. When you have an object to lift that is too heavy or bulky get help! Ask a co-worker for their assistance. Remember, two backs are stronger than one.'

Now, what can you do when you have to do some lifting? Check out the object to be lifted. Think about how you are going to grasp the load and make sure there is a clear path of travel so you won't stumble. Before you lift, stand close to the object, bend down at the knees and straddle it, get a good grip, and lift with your legs while keeping your back straight. The secret is to let your legs do the work.

It doesn't have to be a heavy load -- even a small, very light object lifted incorrectly can trigger a back injury.

Back injuries can be painful, disabling, paralyzing, and sometimes even fatal. Protect your back by following the guidelines above. You're here today -- we want you BACK tomorrow.

AVOID THE MISERY OF A SORE BACK THINK BEFORE YOU LIFT - THEN DO IT CORRECTLY

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BACK TO WORK & BACK TO SCHOOL

September begins with Labor Day, a day to honor those, like you and me, who work for a living; who are the backbone of this country. Labor Day also "officially" signifies that summer is over, and that means that in the next few weeks our children will be returning to school. Some of these boys and girls may be your own or perhaps your neighbors, but all of us need to be concerned about their safety. Remember when you went back to school after the long summer and your mind was focused on everything but school? In fact, you may have some of the same feelings coming back to work if you've just returned from vacation.

Knowing that the kids are probably not thinking much about safety, we have to watch out for them, especially in school zones and at bus stops! Big children, little children, and even adults will now be using the crosswalks, sidewalks and driveways around our schools. Watch for reduced speed limits in these zones in the morning and afternoon and obey them. Keep a sharp lookout for stopped school buses, flashing red lights, and the child that waits until the last second to catch the bus and darts from one side of the street to the other. Adjust your schedule to allow extra time to get to work in the morning, and use extra caution on rainy days.

If you're the one returning from vacation, make sure you reacquaint yourself with the safety rules at your workplace. To get up to speed, check with your supervisor to see what has changed while you were gone. Check your safety equipment, dust it off, and make sure it's working properly before using it. Think carefully about what you're doing and don't take any chances. Vacations are great. They take our minds off our work and it's a chance to relax. You deserved it and hopefully really enjoyed it, but now it's back to the old grind. Just remember, now that you're back on the job, don't relax when it comes to safety.

Whether 'back to school' or 'back to work,' it's up to each of us to practice safety. Watch out for that child and watch out for yourself. If we all use just a little extra caution, we can significantly reduce 'back to school' accidents and keep ourselves from becoming an end of summer statistics

Safety Excellence is never achieved by Accident!

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BLOODBORNE PATHOGENS - UNIVERSAL PRECAUTIONS

Bloodborne pathogens - universal precautions. Now that it a mouthful! Be glad you don't have to say it-quickly ten times in a row. OSHA has issued a standard that covers exposure to bloodborne diseases that we could be exposed to on the job. These include, but are not limited to, non-A hepatitis, non-B hepatitis, delta hepatitis, and human immunodeficiency virus (HIV or AIDS). This standard requires your employer to reduce the risk of a bloodborne disease being contracted on the job. Suggested methods to accomplish this include providing employee training, personal protective equipment, engineering controls when possible and demanding good housekeeping practices on the job.

You may be asking yourself how in the world you are going to be exposed on the job. The most probable way is when an accident occurs. A co-worker might cut a hand open with a skill saw and look to you for help. In the past you would have jumped right in and given assistance and wouldn't care if you got any blood on yourself. Today is different. That type of exposure could lead to serious problems down the road for you. Some statistics estimate that 1 in every 200 Americans now carries the AIDS virus.

First of all, THINK before you rush to the rescue. Universal precautions today tell you to wear gloves, protective eyewear, and use a one way mask ventilation device or resuscitation bag. Your equipment must be free from any defects. Keep in mind a few rules to insure that your protective gear does the job. Your gloves must fit; your equipment must be appropriate for the job; you must be properly trained by your employer, and before leaving the accident area, you must remove all protective equipment and place in a container for washing, disposal, or decontamination.

A good place to carry a pair of disposable gloves is your hard hat. Put the gloves in a zip lock plastic bag and tape inside your hat. Should an emergency occur, you will always have your gloves with you.

AVOID UNPROTECTED MOUTH-TO-MOUTH RESUSCITATION ALWAYS USE A MASK

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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BRIDGE WORK

Bridges provide us with a way to travel over water, across highways, railroad tracks and the like. Whether it's a bridge repair, replacement or new construction, do you know what the number one hazard to workers is? Concrete or steel, a long or short span, the greatest danger during bridge construction is the possibility of failing from one level to another.

Before you step out on the form work, walk a steel beam, climb a sheet pile, or work on a scaffold, think about the exposures there are. **PREVENT FALLS** - watch your step, wear your fall protection equipment, use it correctly and always tie off. **WATCH FOR FALLING OBJECTS** - always wear your hard hat, be aware of cranes moving material and equipment in and out of the area, and watch out for pinch points and crushing areas. **HOUSEKEEPING** - clean up and remove trash and scrap promptly. **LADDERS** – use a safe one, make sure it is the right size for the job and is always secured before climbing. **PERSONAL PROTECTIVE EQUIPMENT** - must be worn including hard hats, eye protection, fall protection, even special foot wear may be required. If in doubt, ask your supervisor. If you are working over water you are required to wear a life jacket.

ADDITIONAL SAFETY NOTES - Cover protruding rebar to prevent any worker from becoming impaled. Keep scaffolds free from tripping hazards. Be alert for slippery conditions due to oil, water, loose gravel or sand. If you have to work along a public roadway, stay inside the barricades, make sure you don't become a hood ornament on a passing vehicle. Limit the amount of flammables out in the work area. Have adequate fire extinguishers available. Protruding nails left in form material can cause serious cuts and bruises, pull them out or bend them over. Never throw an object or tool to another worker. As with any other work, check all electrical and hand tools prior to use. Look out for the new person on the job.

Bridge work changes every day -- what was there yesterday may have changed dramatically today. Keep a sharp eye out for the unexpected. Don't take chances. Safety is everyone's business.

TIE OFF AS REQUIRED TO AVOID UPPER LEVEL FALLS. ERECT GUARD RAILS AS WORK PROGRESSES. STAY ALERT AND WATCH YOUR STEP!

Safety Recommendations: _____

Job Specific

Topics: _____

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BACK INJURY PREVENTION TIPS

- 1. Get as close to the load as possible. The further the load is from the center line of your body, the greater the strain imposed on your back. If need be, squat down to lift the load and pull it between your legs. This gets it closer to the center of your body and helps prevent the need to bend at the waist. However, since your leg muscles are the largest muscles in your body, they are the biggest energy consumers. Repeated squatting can be very fatiguing, and reduces a person's ability to lift in this manner for any length of time. In addition to lifting the load, you are also hoisting the majority of your body weight. For repeated lifting, other strategies must be used.**
- 2. Avoid picking up heavy objects placed below your knees. Try to see that heavy objects are placed and stored above knee level and below shoulder level. If you suspect the load is too heavy to be lifted comfortably, do not chance it. Use a mechanical aid, break the load down into its component parts, or get help. The most common cause of back injury is overloading.**
- 3. Keep your back straight. This means don't bend at the waist when reaching to lift an object. Keep the natural arch in your lower back, which distributes the load evenly over the surface of spinal disks, and is less stressful than if the disk is pinched between vertebrae. Bending principally from the hips is acceptable if you maintain the arch in your back, rather than bending at the waist.**
- 4. Tighten your stomach muscles. This technique helps prevent your spine from twisting. If you lift a load and need to place it off to one side, turn by moving your feet. If you wear a back support belt, wear it low on your trunk and loosen it when you are not lifting.**
- 5. Stretch and loosen up before work. Research has shown that trunk flexibility and mobility is significantly lower in the morning than later in the day, increasing the number and severity of back strains at this time. All professional athletes know this-"industrial athletes" should too!**

Safety Recommendations: _____

Job Specific

Topics: _____

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BACK CARE: YOU CAN MAKE A DIFFERENCE!

The cause of most back problems is poor posture, loss of flexibility, stressful living/working habits and above all, a general decline in physical fitness. Surprised? You shouldn't be. When you "let yourself go," (and most of us do with age) the first thing to go can be back strength. Along with correct lifting techniques, we should also work on our overall physical condition.

Nutrition--is an important key to staying physically fit! As we grow older, our metabolism slows down. To counteract this natural event, we have to eat the right types of food-and not too much of it-or the pounds come on quickly! Now, what does nutrition have to do with a healthy back? For one thing, a healthy back is correctly balanced on your spine. Carrying around excess weight puts tremendous strain on back tissues, so lifting even a small extra load may cause an injury.

Exercise--plays an important role as well. A form of exercise as simple as walking 30 minutes a day can raise your heart rate and burn enough calories to help keep you lean. You can do stretching exercises every morning to keep yourself flexible and ready for the physical demands of work. After all, don't athletes warm up before a game to prevent injury?

Poor body mechanics and bad lifting habits usually "trigger" a back injury-and are more likely to do so if overall physical condition is poor. Remember these techniques to help escape injury:

- * Avoid using fast, jerking motions when lifting.
- * Avoid bending and twisting at the same time.
- * Avoid handling a load too far away! Keep the load close to your body.
- * Teamwork! If the load is too heavy, two persons should carry the load.

Safety Recommendations: _____

Job Specific

Topics: _____

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BLOODBORNE PATHOGENS (BBP)

Individuals who are infected with Hepatitis B Virus (HBV) or Human Immunodeficiency Virus (HIV) may not show symptoms and may not know they are infectious. For this reason, all human blood and body fluids should be considered as if infectious, and all precautions should be taken to avoid contact. This simple rule is known as "universal precautions."

In the workplace, bloodborne pathogens (BBP) may be transmitted when blood or other infectious body fluids come in contact with mucous membranes (your eyes, nose, mouth); non-intact skin (due to cuts, abrasions, burns, rashes, paper cuts); or by handling or touching contaminated materials or surfaces. Bloodborne pathogens are also transmitted by "injection" under the skin via an contaminated sharp object puncturing or cutting the skin causing a wound.

Hepatitis B Virus versus Human Immunodeficiency Virus:

*** Hepatitis B Virus is more persistent than HIV and is able to survive for at least one week in dried blood on environmental surfaces. However, HIV will not survive for more than a few minutes when exposed to room temperature air, and will usually die within seconds.**

*** A teaspoon of infected blood may contain over one billion HBV particles, while a teaspoon of infected HIV blood contains about 15 HIV particles.**

*** Hepatitis B Virus usually has mild symptoms which makes diagnosis difficult. HIV infections usually are not diagnosed for years and symptoms may not appear for many months or years.**

*** Hepatitis B can be prevented with a vaccine. At the present time there is no preventive vaccine for HIV.**

*** No cure is presently available for HBV or HIV.**

Safety Recommendations: _____

Job Specific

Topics: _____

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BACKING INTO TROUBLE

When we are walking around on the job, particularly when handling material, we are subject to many dangers. Think about the following scenarios and see if you have ever been in a similar position:

An employee was inside a truck removing empty drums onto the truck's elevator tail gate and lowering it. Another employee was removing the drums and sending the elevator tail gate back up. The employee inside the vehicle had his back to the tail gate as he pulled the next drum towards the tail gate - which he thought was even with the bed of the truck. As he swung the drum into place and stepped onto what was now open space, he fell off the truck onto the lowered gate. Following him down was the drum he was moving and he sustained additional injuries.

Two errors in judgment caught up with the victim. First, he ASSUMED that the tail gate had been returned to a safe position. And despite the fact that he was moving a heavy, bulky item, he did not check to make sure of his safe positioning. Second, he was working in an unwise manner: He moved backwards with a heavy object. There is always the danger that the load may get out of control and cause an injury. A load should always be in front so you can see where you are going, and so you will be in the clear if the load gets away from you.

In another incident, an employee was walking backwards directing a vehicle into an aisle-way inside a warehouse. He did not see material on the lower rack sticking out into the aisle. He backed into and fell over the protruding object. The truck continued to back up and pinned him against the rack before it could be stopped. A cut on the leg and a badly bruised elbow was his reward for this unsafe act.

When you are on foot, it is always dangerous to move backwards, particularly when handling materials. It is quicker and safer to move in a forward direction. Avoid moving backwards whenever you can. If you must move in a backward direction, check your path before you move and often while moving.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By:

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BURNING AND CUTTING

- a. When gas cylinders are stored, moved or transported, the valve protection cap shall be in place
- b. When cylinders are hoisted, they shall be secured in an approved cage basket, sling-board or pallet. Cylinders shall never be lifted by caps.
- c. All cylinders shall be stored, transported and used in an upright position. If the cylinder is not equipped with a valve wheel, a key shall be kept on the valve stem while in use.
- d. An approved fire extinguisher shall be readily available in the event of fire
- e. Appropriate personal protective equipment, such as burning glasses, shields and/or gloves must be used.
- f. Ventilation - Precautions must be taken to see that fumes and dust are not breathed when cutting lead, lead alloys, painted iron or steel, lead-coated iron or steel, load-bearing steels of cadmium plated metals. Mechanical ventilation should be used to provide protection against breathing these materials. When this is not provided, a metal fume respirator or supplied-air respirator should be used.
- g. Oxygen and acetylene cylinders shall be separated by 20 feet while in storage or be divided by a one hour fire rated divider at least 5 feet in height. "NO SMOKING" signs shall be posted and appropriate fire extinguishers shall be located 25 to 75 feet from the storage area.
- h. Turn off all cylinder valves when not in use
- i. Make sure that oxygen/acetylene hoses are equipped with flash-back arrestors at the regulator end,

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BUCKLE UP - SAVE A LIFE

"Belt your wife - save her life", "Click it or ticket", and "Buckle up – it's the law", are a sayings we've heard frequently over the years.

Seat belts were first offered by U.S. automobile manufacturers in the early sixties. Those pesky old belts have been around for 40 years now but we still see people operating motor vehicle without them. The National Safety Council reports in their 1992 Accident Facts edition that 43,500 motor vehicle deaths took place in 1951; 3,500 of these deaths happened at work. The cost of these motor vehicle accidents was an astronomical 96.1 billion dollars! Many of these injuries and deaths could have been prevented if those involved had taken time to "buckle up".

Studies by the National Highway Traffic Administration show that manual lap and shoulder belts are effective in preventing fatalities, 50% effective in preventing moderate to critical injuries, and 10% effective in preventing minor injuries. In early 1992 over 40 states had enacted mandatory safety belt use laws, but studies show that only 55% of the motoring public wear their seat belts.

Many new cars and trucks are now equipped with supplemental restraint systems (SRS), better know as air bags. For the SRS to be effective the operator and/or the passenger must be wearing their seat belt to fully benefit from the air bag.

You may think of many reasons why you don't or can't wear your belt -- "they're uncomfortable", 'what happens if I'm knocked unconscious and can't get out", "hey, I'm only going to the store, nothing will happen", or "never had an accident so I don't need a belt" -- all of these are just excuses and indicate plain stupidity or a very poor safety attitude.

Remember, YOU are the ONLY ONE to make the decision whether you do or don't buckle up. On or off the job, start the new year by making every trip a safe one by buckling up, and insisting that all passengers in your vehicle do the same. Who knows, the life you save may be your own!

IT'S A PROVEN FACT - SEAT BELTS SAVE LIVES - BUCKLE UP!

Safety Recommendations: _____

Job Specific

Topics: _____

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BACK TO BASICS

You stand a far better chance of remaining fit and pain-free if you'll stick with the basics in lifting and handling materials.

Many painful injuries happen to construction workers because they forget several basic manual material handling suggestions. Here are a few pointers about lifting and handling:

- **First, think of your tender toes, in case something heavy drops. Always keep those toes of yours under protective steel cover; wear safety shoes.**
- **Think of your hands. Wear good tough gloves when you handle anything rough, sharp or splintery.**
- **Before you heave-ho, be sure you've got a secure grip and solid footing.**
- **Keep the load close to your body, to minimize the strain. Lift smoothly—don't jerk as you lift.**
- **See that fingers and toes stay in the clear when lifting and handling.**
- **Don't twist your body when carrying a load; pivot with your feet instead of your spine.**
- **When a load is too heavy or awkward to handle alone, be quick to ask for help.**
- **Plan your path of execution and make sure it is free of debris and obstacles.**
- **Push rather than pull.**
- **Use equipment (dollies, carts, two-wheelers, hydraulic/electrical hoists or lifts) to move loads whenever possible.**
- **Make sure work levels are at waist height when standing and elbow height when sitting whenever possible.**
- **If you have to work in one position for a long period of time, take stretching breaks.**

Play it safe and smart. Stick with the basics in all of your lifting and handling of materials and equipment.

Safety Recommendations: _____

Job Specific

Topics: _____

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Be Alert Of Moving Equipment

When construction equipment is rumbling around a project, you've got to watch your step. If both construction workers and equipment operators keep their eyes open, no one's going to get hurt. Following are ways to help you maintain a healthy respect for cranes, dozers, excavators and trucks:

- **Never take for granted that equipment operators see you.**
- **Never depend upon hearing a horn or other warning signals; it might sometimes be lost in the general noise around a project.**
- **Equipment shouldn't be backed without someone to check the blind spots and give signals; nevertheless, keep in the clear whenever equipment is traveling backwards, as that's when most equipment accidents happen.**
- **Swinging counterweights often create a dangerous pinch-point. Don't ever get into a spot where you could get squeezed in between.**
- **Never hitch a ride on the running board it's fatally easy to fall under moving equipment.**
- **No riding on top of loaded trucks; the load might shift, and you might not have enough over-head clearance in a tight spot.**
- **If you're riding in a transport vehicle to a job, or between jobs, keep your arms, legs, and all parts of your body inside the unit.**
- **Never walk alongside moving equipment. Keep in the clear in case the unit suddenly turns your way, or slides, or the load shifts.**
- **Stay out from under loads on cranes or hoists. Use established walkways and beware of shortcuts.**
- **If the boom of a unit ever hits a power line, keep away from the frame of the unit and the load cables.**
- **Never lubricate, clean or work on a machine that's in operation. Stop the machine. If you have to remove a guard, replace it as soon as the work's done.**

Construction equipment is husky, heavy, and extremely unhealthy to tangle with. Always assume that the operator doesn't see you; doesn't even know you're around. It's up to you to keep in the clear.

Safety Recommendations: _____

Job Specific

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BLOODBORNE PATHOGENS

Bloodborne pathogens are microorganisms in human body blood or body fluid that cause disease in humans. The two blood borne pathogens that have received the most attention and pose a serious health threat if contracted, are the hepatitis B virus (HBV), which causes a severe form of Hepatitis in some or acts as a carrier in others; and the human immunodeficiency virus (HIV), which causes AIDS.

METHODS OF TRANSMISSION

Blood borne pathogens are usually transmitted or passed on when disease organisms enter the body through mucus membranes or through breaks in the skin. While intact skin offers some protection against blood borne pathogens, they maybe transmitted through the skin via accidental injection with needles, scalpels, shards of glass or biting. They may also enter the bodythrough open cuts, nicks, skin abrasions and cracked skin caused by various types of dermatitis. At work, the most common exposure to blood borne pathogens could occur when an infected worker has an injury causing direct exposure to human blood and the person who comes to help them is not wearing the proper personal protective equipment or practicing universal precautions.

UNIVERSAL PRECAUTIONS

Universal precautions is a method of infection control in which all blood and certainhuman body fluids are treated as if known to be infectious forHIV, HBV and other blood- borne pathogens. Universal precautions are to be observed in all situations where there is a potential for contact with blood or other potentially infectious material. Personal protective equipment should be used in conjunction with universal precautions when dealing with all body fluids.

Qualified, trained first-aiders should be equipped to safeguard against this exposure. You should be aware that there is a good possibility that you may have small nicks or cuts on you from previous jobs. These nicks and cuts, in addition to your mouth, nose and eyes are examples of possible entry-ways for blood borne pathogens, present in the injured person, to enter your circulatory system.

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CHEMICAL INVENTORY

One part of the Hazard Communication Standard is the chemical Inventory. Most chemicals in the construction industry fall into four categories. **FLAMMABLES, CORROSIVES & IRRITANTS, COMPRESSED GASSES, and TOXIC AGENTS.** Typically we would find most of these around our work site.

Can you think of any **FLAMMABLES** that are used? Of course, the main one is gasoline, used to fuel various small engine pumps, generators, concrete mixers, tampers, etc. We also use diesel fuel to operate most of the heavy equipment. **CORROSIVES** may be found in the cleaners that are used in concrete cleaning. Battery acid used in batteries is also very corrosive. Can you think of others?

COMPRESSED GASSES are used in many construction operations. Anytime we use a cutting torch there are two compressed-gas cylinders. Oxygen and acetylene are the main fuel, but we also use argon and nitrogen. Do you know of any others?

TOXIC AGENTS are also found. Benzene chromium and MEK (methyl ethyl ketone) to name a few. Are you aware of other agents in use on your job?

Many chemicals come and go on the jobsite as various trades use them in their individual work. Written inventory of the different chemicals is required by Haz Com and should be readily available to all employees. The list must be updated each time another chemical arrives on site. The inventory should include all chemicals, whether stored in cans, bottles, tanks or other containers. Remember, cleaning fluids, solvents, waxes, paints, disinfectants,, copy toner, oils, gas, diesel and lubricants are all chemicals. Don't overlook the obvious.

It is a good practice to keep this inventory at the job office or trailer or with the supervisor. Should a question arise about a particular chemical on site all you need do is go to the office or your supervisor to review the inventory and the appropriate MSDS for the chemical in question.

CHEMICALS CAN BE VERY DANGEROUS! KNOW WHAT YOU'RE USING AND WEAR REQUIRED PROTECTIVE GEAR

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Job Specific

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COMPRESSED AIR

Injuries caused by the misuse of compressed air have occurred since this energy source was developed. In fact, compressed air is used so much that too many of us take it for granted, ignoring the hazards involved in its use. In addition to the danger of air bubbles entering the bloodstream through a cut, a stream of compressed air can damage an eardrum or eye or inflate a part of the body.

Many people blow dust and dirt from their clothing, body or hair with compressed air. Even if the pressure is as low as 20 to 25 psi, when directed toward openings in the skin or body, air can penetrate causing serious injuries. To prevent accidental injury when working with compressed air, here are several precautions to follow:

- **Avoid using compressed air for any type of cleaning.**
- **Before operating an air hose, examine all connections to make sure they are tight and will not come loose under pressure; hold the nozzle when turning the air on or off.**
- **Don't kink the hose to stop the air flow; always turn off the air at the control valve.**
- **Check the air hose carefully to make sure it is in good condition before opening the valve to let air into the hose; when the job is finished, turn off the valves on both the tool and the air-line.**
- **Keep air hoses out of aisleways where they can be damaged by traffic or be a tripping hazard.**
- **Never point a compressed air hose nozzle at any part of your body or at another person; never use compressed air for a practical joke. There have been cases in which a blast of air playfully directed behind a worker startled him, and caused him to fall against moving machinery.**

Safety Recommendations: _____

Job Specific

Topics: _____

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CARBON MONOXIDE (CO)

Carbon monoxide is a clear, odorless, heavier than air gas which is created by inefficient combustion emissions. The most common sources in industry are gasoline or diesel powered pressure washers, air compressors, forklifts or other petroleum fired machinery. The chemical makeup of CO is a carbon molecule linked to an oxygen molecule. The carbon molecule makes CO heavier than air and will not allow the lungs to absorb oxygen into the blood stream. Without oxygen, you will slowly suffocate to death.

What does this mean for workers? As the CO fills the space, it displaces oxygen and will affect workers as follows:

- * Slight headache and dizziness
- * Nausea
- * Drowsiness and an euphoric feeling
- * Unconsciousness
- * Death

The level of CO mandated by OSHA as the maximum allowable for 8 hours is 50 parts per million. This is an extremely small amount of CO. To put this into perspective, think of a room that holds 1 million ice cubes and then remove 50 cubes from the room. Those 50 ice cubes are the maximum amount allowed by OSHA for workers to be exposed to over an 8 hour period.

What to do to prevent CO overexposure????

- 1. Inspect the jobsite and remove any internal combustion machinery located near a hatch or other opening that may cause exhaust fumes to enter the space.**
- 2. VENTILATE, VENTILATE, VENTILATE! ! !**
- 3. Frequently monitor workspaces for CO with testing equipment and observe employees for signs of CO exposure.**
- 4. Train workers about the early symptoms of CO exposure.**

Safety Recommendations: _____

Job Specific

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COME-A-LONGS, "COFFIN" HOISTS & CHAIN HOIST SAFETY

Hand operated hoists have many applications in rigging work. Typical applications include hoisting pipe or plate into position for welding or bolting, moving machinery, fence stretching and lifting engines or equipment during repairs. Some things to keep in mind are:

- * Inspect the hoist to be sure it is in good condition. Do not use any hoist that appears to have been overloaded. Some things to look for include a bent handle, stretched chain links, broken ratchet teeth, stiff operation or bent hooks. Anything that is cracked, bent, distorted, deformed or broken probably indicates overloading. Don't use it.
- * You must know the weight of the load you plan to lift. Never attach a load greater than the capacity of the hoist. Never use two hoists to lift a load that is heavier than the rated capacity of either. A shifting load may place the entire load on one hoist, causing failure. Also keep in mind that capacity ratings are based on a new hoist. Age, dirt, wear, and improper maintenance will reduce the lifting capacity.
- * Never put a "cheater bar" on the operating lever or use more than one person to pull the lever. It is a sure sign that the hoist is overloaded if the load can't be moved by one person using a normal pull.
- * Make sure that the structure your hoist is hanging from is strong enough to support the load you are lifting as well as any possible shock load.
- * Use these devices only in locations that will not expose you to a hazard if you lose your grip or slip; the site of use must also permit you to stand clear of the load at all times.
- * Never operate a hoist in a manner that causes the load chain to bend or slide around objects, such as corners or sharp edges. Do not use load chains or cables as a substitute for a sling.

Safety Recommendations: _____

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CHAIN SAWS

REVIEW INSTRUCTIONS

Before attempting to operate a chain saw, or any other power equipment, thoroughly review the manufacturer's instructions on operation and maintenance. If these aren't available, be sure to get thorough instructions elsewhere.

WEAR PERSONAL PROTECTION

Wear snug fitting clothes, and be sure you're not wearing any jewelry that can get caught in the chain. When working in areas where there maybe falling objects, wear a hard hat. Wear safety goggles to protect your eyes from twigs, sawdust, and flying wood chips. Also wear safety shoes to protect your feet in case you drop the saw or a heavy log on them. Chain saws are noisy tools, so always wear hearing protection.

BEFORE STARTING

Check the saw for loose fittings, proper chain sharpness and tension, loose spark plug, dirty air filter, frayed or worn starting cord, or a missing or defective muffler. The chain saw will do the best job for you only if it's properly maintained. A few minutes checking the saw and correcting any defective condition is time well spent. Of course, there are some repairs that are best left to someone experienced in fixing chain saws.

OPERATION

Check the area to be sure all bystanders are clear of the cutting site. Check the material to be cut for nails or wire imbedded in it. Plan a path of retreat away from the line of fall, so that you can safely and quickly move out of the way. Hold the saw firmly and away from your body and other obstructions before starting. Don't allow the chain to touch anything. The best way to control the saw is by keeping a firm two-handed grip on the handles.

Safety Recommendations: _____

Job Specific

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Location _____ Competent Person _____ Date _____

CRANE BOOM FAILURE

When a crane boom fails, watch out. As the heavy piece comes crashing down, lives can be snuffed out and thousands of dollars worth of property damaged. Crane boom failure can be one of the biggest disasters on a construction job; yet it can be caused by poor planning on the simplest lifting job.

LISTEN CAREFULLY - IT MAY SAVE LIVES

The time to discuss crane boom failure is before it happens, not afterwards. So pay close attention to what we're going to discuss today. The suggestions we're going to make could save lives.

MAIN CAUSES OF BOOM FAILURE

The main causes of crane boom failure are overloading and improper loading. Some of the specific things of which we constantly should be aware are:

Overloading for length, size, or angle of boom.

Improper calculation of load weight. Remember to include the weight of all rigging.

Boom too high - Sudden release of load on near-vertical boom.

No boom stop to keep it from going over backwards.

Two blocking - Attempting side pulls.

Top block not centered over load - Swinging load and not paying attention to the side load on boom.

Load hitting boom - Walking or turning too fast, causing load to swing and twist boom.

Failure to use tagline or other control on a load.

Chassis not level, causing side bend in boom - Not using outrigger, or outriggers improperly shored.

Not enough counterweight, tipping the cab house and chassis.

Using boom with twisted members or braces. Makeshift repairs.

Improper maintenance - Poor brakes. Worn clutch.

Failure to check boom - Inexperienced or careless operation. Chance taking. Short cuts.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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CRANE BOOMS AND POWER LINES

A TYPICAL CASE

Forgetfulness is bad enough. But poor judgment is even worse, as illustrated by the following example: A change of work area made it necessary to position a crane under a power line. With the boom in the air, the crane was rolled forward and then stopped. Supposedly, it was far enough away from the line to allow the boom to be lowered without hitting the wires. But the boom didn't clear.

WHO WAS AT FAULT?

Who was guilty of poor judgment? The whole crew, which includes the operator and the men who guided the movement and gave the signals. What should the men have done? Obviously, they should have stopped the crane farther back. They also should have kept a close watch on the block as the boom was being lowered, and signaled the operator to stop when it became evident that the boom was going to hit the power line. Had they done so, the crane could have backed off and completed the lowering without a mishap.

But what about the operator? He knew the length of the boom and the arc I made when being raised or lowered. He should have allowed enough distance to provide clearance, regardless of the ground men's lack of judgment. All crew members share the responsibility for preventing accidents in situations such as the one described. All must be alert at all times; first to protect themselves, and second, to protect the other person. If someone appears to be forgetful or inattentive, wake that individual up.

WORTH REPEATING

When you're working close to a power line, use good judgment. Keep boom, cable block and tag line a minimum of ten feet away. Even greater clearance may be required, depending on voltage and work conditions. Remember that in some cases the current can jump from power line to the boom or cable without contact being made.

Safety Recommendations: _____

Job Specific

Topics: _____

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CHEMICAL HAZARDS

Hazard Communication Program

It is required that a written Hazard Communication Program which covers the chemicals used in the operation be developed. This program must contain, at least, the following:

1. A listing of hazardous chemicals used. This list must be updated whenever new chemicals are brought into the workplace, including the same type of chemical made by a different manufacturer.
2. Method of informing employees and contracted employees regarding routine and non-routine hazards associated with each chemical.
3. A labeling method and an explanation of the method.

Labeling

Labeling is an important part of the Hazardous Communication Program. All hazardous chemicals must be labeled, however, the type of labeling depends on certain conditions. Shipping containers must be labeled according to Department of Transportation standards. Once the chemical gets to its intermediate or final user, a label must be affixed which contains the following information.

- a. Identification of the chemical.
- b. Warnings appropriate for the hazards associated with the chemical.
- c. Name and address of the manufacturer or importer.

All containers must be so marked, other than small containers used at the work station.

Safety Recommendations: _____

Job Specific

Topics: _____

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CRANE SAFETY

Only qualified operators will be permitted to operate cranes. Operators are responsible for the exercise of caution necessary for the safe operation of their equipment. Operators shall immediately report unsafe conditions, including defects in the machine, to their supervisor. Operators shall not permit anyone to ride the hook or load. When the operator leaves his machine or repairs or being made, it is his/her responsibility to set the brakes, secure the boom, take the machine out of gear and turn off the engine.

When making a lift, the operator will take operational signals only from the man authorized to give them. An emergency stop signal given by anyone, will be acted upon by the operator. It is the joint responsibility of the operator and the riggers to see that all hitches are secure and that all loose material is removed before the loads are lifted. Material should not be hoisted until it is ready to be used/put into place. Safety hooks, or properly "moused" hooks, shall be used on all operations where loads are being handled. Suspended loads shall be controlled by tag lines whenever necessary.

Booms shall be equipped with a boom angle indicator and a device designed and constructed to prevent the boom from falling over backward. Boom heads, load blocks and hooks shall be painted with high visibility paint. Where necessary to increase stability, cranes, except crawler cranes and boom type excavators, shall be equipped with outriggers of a design and strength suitable for the work being performed.

Rated load capacities, recommended operating speeds, special hazard warnings, or instructions shall be placed on all equipment so that it is visible to the operator while he/she is at his/her control station. Also, post hand signals for crane and derrick operators at the job site and on the equipment. Signals prescribed by applicable ANSI standards shall be used.

Safety Recommendations: _____

Job Specific

Topics: _____

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CRANES & OVERHEAD POWER LINES

Power lines can be hard for the crane operator to see. They sometimes appear to be either further away or much closer than they really are. It is difficult for the human eye to accurately judge the clearance between the crane's boom or line, and a power line. Fellow workers can help assure that safe clearances are being maintained between the crane, the line, the load and the overhead power line. The table below shows basic clearance minimums, which apply to all areas around the power line-above, below or to either side:

Power Line Voltage	Minimum Clearance				
up to 50k	10 feet	50k to 75k	11 feet	75k to 125k	13 feet
125k to 175k	15 feet	175k to 250k	17 feet	250k to 370k	21 feet
370k to 550k	27 feet	550k to 1,000k	42 feet		

- * Help pre-plan the work. Before the crane comes to the project, determine where it will sit and where it will travel. Avoid areas with power lines, de-energize if possible, or mark and flag the area as a last resort.
- * Consider any overhead line "hot" until the owner or utility company verifies that it is not energized and is visibly grounded. The line must be "cold" if minimum clearance cannot be met.
- * Look carefully before the boom is moved, particularly in congested areas of poor visibility. Get additional workers to help with the move if a clear view of all areas is not possible.
- * Place a visual marker, such as a florescent line or flagging to mark off the danger zone.
- * Never store materials that must be accessed by a crane beneath a power line.
- * If you are on the crane when contact is made, stay with the crane. If you must get off, jump as far from the crane as possible, keep your legs together and "hop" away from the area.

Stay Alert! Cranes vs. power lines only have one winner-the power lines!

Safety Recommendations: _____

Job Specific

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CONSTRUCTION - HEAVY EQUIPMENT

CHECK BEFORE YOU MOVE

You've probably seen the havoc heavy construction equipment can cause. Maybe you know of someone who was killed or badly injured by being run over or backed over. And you may even have seen a parked car that had been crushed. Usually, this kind of accident happens because someone fails to take commonsense precautions.

BIGGER AND FASTER TODAY

Years ago, heavy equipment was big, bulky, and slow moving. The operator could see well in all directions. Today, this equipment is heavy, large, and fast moving. Often the operator's field of vision is restricted. So now the equipment operator has to be more alert than he did a few years ago to make sure he doesn't injure or kill a fellow worker.

TAKE A WALK BEFORE YOU RIDE

Before you climb aboard a piece of heavy equipment, walk completely around it. Then you'll be able to see any persons or obstacles in the vicinity. And you'll be able to warn any one who is in the way that you are getting ready to move the equipment. With all the noise, it is sometimes difficult to hear one more rig startup or start to move. If mechanics have been working on a rig, be sure they have finished their work and all have left. Make sure they haven't left any tools or equipment behind either.

Admittedly, it takes a few seconds to walk around the machine or truck before you board it. And it takes a few seconds to have someone signal you when you back such equipment. But this time is well spent - especially if it saves someone's life. It also saves the many sleepless nights you would suffer if you were responsible for injuring or killing a fellow worker. If you operate heavy equipment, remember that those working around it are at your mercy. Before starting or backing the vehicle, take the few seconds it requires to be sure that no one is in danger. You owe it to those you work with.

Safety Recommendations: _____

Job Specific

Topics: _____

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CLOTHING FOR CONSTRUCTION

KEEP YOUR SHIRT ON

Always wear a heavy duty shirt, preferably long sleeved with the cuffs buttoned at the wrist. Don't wear it loose or baggy. Keep it tucked in to avoid snagging. Your shirt will protect you from sunburn, so keep it on even when the weather is hot. It also will protect you from scrapes and from skin-irritating materials, such as concrete water and poison ivy. Don't wear anything around your neck that can dangle and get caught in machinery.

NO BAGGY PANTS

Wear straight-line pants of proper length without pocket flaps or cuffs. They should not be baggy or so long that your heels get caught in them. You probably can't keep your pants up without a belt. If your belt is too long, cut off the extra length or run it through additional belt loops. In this way it won't get caught and pull you into machinery.

LEAVE JEWELRY HOME

One of the most common causes of amputated fingers is jewelry, such as rings, wrist watches and bracelets. It may look nice, but if it gets caught in machinery, you're in for a painful experience.

PUT YOUR BEST FOOT FORWARD

Different jobs call for different kinds of foot-wear, but, generally, properly fitted, high top safety boots should be worn. They give you more support than other boots and more protection in case you drop something on your foot where steel-tip footwear should always be required. Wear rubber boots when working in wet material, especially if it's deep. Spreading concrete is a good example.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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COLD CHISELS

ELIMINATE MUSHROOMED HEADS

A common problem with all struck tools is that of mushrooming. The struck end spreads out as a result of hammering. Flying chips and slippage usually accompany the use of mushroomed chisels. Also, the sharp edges can slice a finger like a razor. Properly dress the mushroomed end of the chisel so that sides are chamfered at the top, and the top is flat and at right angles to the sides.

THE CUTTING EDGE

The cutting edge of the chisel must be sharp in order to cut. Sharpen it by dressing it on a grinding wheel, being careful that the original angle of the cutting edge is maintained as closely as possible. Avoid overheating and possible loss of hardness during dressing by moving the chisel against the wheel lightly and frequently dipping the end of the chisel in water to keep it cool.

USE THE CORRECT TYPE AND SIZE CHISEL

Always use the correct type and size of chisel for the job. And be sure that you also use a hammer that is heavy enough and large enough for the chisel you select.

WEAR SAFETY GOGGLES

Always wear safety goggles when chipping, since one of the most common injuries from using a chisel is being stuck in the eye with a chip. Protect others by warning them to keep away from where you're working. Or by setting up a screen.

HOLD CHISELS CORRECTLY

There are several correct ways to hold a chisel. Regardless of which you prefer, you should hold it steady, but with a relatively loose grip. If you miss the chisel with the hammer and strike your hand, this grip will help lessen the blow. Of course, the best thing to do is not miss the chisel.

Safety Recommendations: _____

Job Specific

Topics: _____

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CONCRETE SAFETY

Concrete is composed of cement, sand, aggregate (sized stones), and water. When mixed in the correct amounts, concrete is a stable and versatile building medium which can be used in a variety of applications ranging from roads, bridges and buildings, to septic tanks and even countertops for household use. The versatility in building application is accomplished by altering the proportions of air and other variables in the mixture. Strengthening materials such as re-bar, fiberglass strands, and plastic rods are then added.

For your protection, the following precautions should be adhered to when working with concrete:

*** Try not to over-exert yourself when mixing or moving concrete, especially when using a wheelbarrow, shovel, or trough. Concrete is extremely heavy and caution must be taken to avoid back, shoulder, or other muscle strains. Keeping yourself physically fit and performing pre-work stretching exercises can aid in injury prevention.**

*** Always wear safety glasses when mixing or pouring concrete. The lime and cement dust can be very irritating to the eyes. If it enters your eyes, rinse for 15 minutes. If eyes are still irritated, seek medical attention.**

*** Always wear gloves and a long sleeve shirt, if possible, when working with concrete. The cement can cause irritation when it comes into contact with skin. Lime burns are common in the industry but can be lessened by barrier creams or gloves to protect hands and forearms from industrial dermatitis.**

*** Read and heed the manufacturers' recommendations on concrete additives, acids for etching, form release oils, or other chemicals used in conjunction with concrete.**

Safety Recommendations: _____

Job Specific

Topics: _____

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CONSTRUCTION ACCIDENTS THAT ALMOST HAPPENED...

Those of us in the safety profession spend a lot of time letting people know what causes accidents and how to avoid them. Sometimes this involves sharing stories of accidents that happened-or almost happened-to others. This Outline is about a couple of "near miss" events that could have been much more serious, or even involved a fatality. As you read about these cases, analyze what went wrong and decide what you should do to avoid a similar exposure.

A Rigging Mishap: This incident took place in a remote area of Alaska. An electrical sub contractor was hired by a general contractor to bore under roadways and stream beds, and install construction conduit. Part of the agreement required the general to position the boring machine where these operations were to take place. This required winching a truck and trailer combination up a steep incline on an oil company right of way. The general contractor's crew delivered the truck and trailer, positioned it at the bottom of the right of way, and supplied the bulldozer and all rigging for the job. The lead person on the subcontractor's boring crew stayed in the truck as it was being winched up the incline. This particular incline was located adjacent to a cliff. As the rig was being winched up the hill, the sling between the winch line and the truck parted, and the truck and trailer began free wheeling backwards toward the cliff. The truck driver decided to jack knife the trailer and jump clear of the vehicle in order to avoid going over the edge. The trailer was damaged as a result, but no injuries occurred. It could have been a disaster.

An Overhead Danger: Another incident happened to this same subcontractor on a different conduit construction project. The conduit, which is spooled off the truck and into the vault, is guided by rollers which prevent the wire from being damaged as it is pulled in. The heavy rollers hang on the side of the manhole and present no danger of being dislodged--usually. On this job, wire for a section of conduit had been pulled in and a worker in the bottom of the vault was preparing it for terminations in the pad mounted transformer. Then, somehow, the roller became dislodged and fell approximately eight feet, glancing off the worker's hard hat and shoulder. He sustained minor injuries to his shoulder.

Safety Recommendations: _____

Job Specific

Topics: _____

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COLD WEATHER SAFETY

Summer and fall are gone and the winter months are upon us. Even though it's cold outside we still have to work and get the job done. There are several things we can do to keep warm and prevent cold weather related accidents.

The first thing we want to do is to keep our body temperature at or about normal, 98.6F. This can be accomplished by wearing layers of clothing both inside and outdoors. Wear cotton or lightweight wool next to the skin and wool layers over your underwear. Keep dry by having proper rain gear available and a pair of good, waterproof boots. An extra pair of clean, dry socks can really come in handy. Don't forget to protect your neck and ears; you can lose a lot of heat from these two areas, and a good pair of gloves is essential.

Do you know the signs of frostbite? our skin will become white and you won't have much circulation. In the worst case, blisters will form but you won't feel any pain. First aid for frostbite is as follows: NEVER rub the frozen part of the body with snow -- Add extra clothing or use a blanket to cover the frozen area -- get out of the cold and into a warm location -- the frozen area may be immersed in warm water but NEVER use hot water -- if the condition does not improve seek professional medical attention.

Another area of concern during cold weather is the use of portable heaters. If they are not maintained properly they can cause accidents. Carbon monoxide can result from defective ventilating and from incomplete fuel burn. All portable heaters should be checked by a competent person before being put into use. Locate fuel containers, regulators, piping and hose where they will not be subject to damage. LP gas containers not in use should be stored upright, in a specified outside location and protected against damage. Containers in use must be kept in an upright position and secured. Always be sure to protect the valves from physical damage.

Cold weather is here to stay for a few months -- keep your guard up against cold weather injury.

ALL LIQUID CONTAINERS MUST BE PROPERLY LABELED AS TO CONTENTS. LABELS SHOULD BE EASY TO READ AND CONTAINERS STORED CORRECTLY.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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CRANE DANGER SIGNS TO WATCH FOR

- 1. Outriggers, crawler tracks, or tires raised off the ground while operating. This is an extremely dangerous condition which indicates the crane is being overloaded and may tip over or collapse. The wrong move in this situation can cause a catastrophe.**
- 2. Operating close to power lines or other dangerous objects. Electrocuting due to contact with power lines is the leading cause of crane related fatalities. Detailed federal regulations for proximity to high voltage sources must be strictly enforced. Any potential danger should be pointed out to the crane operator or a supervisor-but never touch the crane at this time.**
- 3. Riding the load or crane hook. This is a serious violation of federal and state safety regulations. Crane structures and cables have far lower strength margins for handling material than what is required for lifting personnel. Workers must never be suspended from a crane boom unless an approved personnel basket with mandatory safety equipment is used, and lifting procedures are strictly followed.**
- 4. Visible structural damage on the crane or rigging. There is little or no back up system in the load-supporting components of most cranes. A damaged component can fail completely and without warning, causing the boom or load to fall.**
- 5. A crane operating near a trench or excavation. Cranes exert extremely high loads on the soil near the tracks, outriggers, or tires. A crane set up in close proximity to an excavation can cause soil failure, crane turnover, and possible disaster.**
- 6. The crane is noticeably out of level while operating. There is no faster way to collapse a crane boom than to impose a side force on the boom. Working out of level creates a dynamic side force which means a crane collapse may be imminent.**
- 7. The crane's hoist line is not vertical at all times during operation. This indicates improper operation. A hoist line which is not vertical obviously indicates that the load is not hanging straight down. Out of plumb loads can cause crane collapse by generating side forces on the boom. In some instances, the crane may tip over if the load swings.**

Safety Recommendations: _____

Job Specific

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CONCRETE

Do you know how much concrete weighs? A cubic yard (3 feet by 3 feet by 3 feet) weighs 4000 pounds! That's 2 tons, more than twice the weight of the average small car on the road today. Think about that when a concrete truck is placed next to an excavation. All that weight plus the load shift during mixing will cause a super imposed load on the sides of an excavation or trench and could result in a cave-in. Be on guard during any concrete placement.

When pouring concrete be sure that you wear the proper personal protective equipment. Rubber boots are a must to prevent you from getting lime burns on your feet and ankles. If you get wet concrete on your socks change them immediately to prevent concrete burns. Your eyes also need protection. Goggles will provide you with excellent coverage.

Another area that has potential for serious injury is when a concrete chute is raised or lowered at the rear of a concrete truck. Always keep your fingers out of pinch points. On'e slip can mean the loss of fingers or even a hand. The same thing applies any time an extra chute is added to the truck. Watch where you put your hands and get help to lift the add-on chute.

Pinch points are all around concrete buckets. Never ride a bucket and make sure that no one is working under the load. If the crane or pump truck operator cannot see the pour be sure to use a qualified signal person. When placing concrete with a bucket, know the capacity of the crane, don't overload. A test lift is advisable. Avoid swinging the bucket near power lines. Contact with an energized power line can kill or injure.

When applying curing compound to concrete wear the right personal protective equipment. Chemical additives can cause burns. Check the appropriate MSDS sheet with your supervisor. Also remember that wet concrete conducts electricity. All tools and cords must be grounded, and don't allow metal bull float handles to come in contact with electrical wiring or light bulbs.

KEEP A SAFE DISTANCE FROM MOVING TRUCKS OR EQUIPMENT, ESPECIALLY WHEN THEY ARE BACKING UP. THE OPERATOR MAY HAVE A LIMITED FIELD OF VISION.

Safety Recommendations: _____

Job Specific

Topics: _____

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CONCRETE

Concrete is a mixture of cement, water, and aggregates, and often one or more additives. It is used on just about every construction project - footings, caissons, foundations, slabs on grade, walls, curbs and gutters to name just a few. Some safety issues need to be addressed when working with concrete. Fresh, portland cement concrete is highly alkaline (caustic), and can cause skin irritation and burns. You know how uncomfortable it feels if you've ever suffered a concrete burn. Here are a few precautions to take to avoid needless pain and injury:

KEEP CEMENT PRODUCTS OFF THE SKIN -- protect yourself by wearing boots, gloves and appropriate clothing. If you get any in your boots be sure to wash it out and change into clean, dry socks.

WASH YOUR SKIN PROMPTLY -- after contact with concrete. A good and convenient water source is the water tank on a concrete delivery truck.

KEEP CEMENT PRODUCTS OUT OF YOUR EYES -- by wearing the proper type of protective eye wear. Certain jobs require goggles, others full face shields, some need only regular safety glasses. **KEEP CHILDREN AWAY --** children and fresh concrete are a dangerous mix. Prevent unnecessary injuries or even worse by watching, or barricading against their curiosity.

KEEP A SHARP LOOKOUT FOR BACKING MIXER TRUCKS -- they carry tons of concrete and should you get too close you can be crushed or run over.

WATCH FOR PINCH POINTS -- concrete chutes have been known to amputate a finger or fingers in just a split second. Special attention must be given when loading or unloading chutes.

CHECK HAND TOOLS -- shovels, concrete rakes, vibrators, come-alongs, bull floats, kelly floats, etc. all have the potential of causing an injury if not kept in good repair.

PREVENT ACCIDENTS AND MATERIAL DAMAGE BY SECURING ALL TOOLS AND EQUIPMENT WHEN NOT IN USE!

Safety Recommendations: _____

Job Specific

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CONCRETE AND MASONRY CONSTRUCTION

Let's review some of the safety requirements for concrete and masonry construction. Do not place any loads on any portion of a concrete structure until your employer has determined that it is capable of supporting those loads. This determination must be based on information provided by someone who is qualified in structural design [1926.701(a)].

All protruding reinforcing steel, onto and into which someone could fall, has to be guarded to eliminate the hazard of impalement. (Note: It should be understood that the little plastic end caps commonly found on rebar do not prevent impalement; they are there primarily to prevent injuries from occurring while handling there bar. And the orange caps without the steel embeds may not prevent an impalement injury.)

Formwork must be designed, fabricated, erected, supported, and maintained so that it is capable of supporting all loads, vertical & horizontal, that may be applied to it

If a masonry wall over 8 ft. high is not adequately supported by itself or another structure then it has to be braced to prevent it from tipping over or collapsing. You have to keep that bracing in place until the wall is permanently supported by the rest of the structure. A limited access zone must be established before starting to construct a masonry wall. The zone must be 4 ft. wider than the height of the wall, run the entire length of the wall, and be on the unscaffolded side of the wall. Only those employees who are actively engaged in constructing the wall may enter the zone. The limited access zone must remain until the wall is adequately supported to prevent overturning or collapse.

WET CONCRETE CONDUCTS ELECTRICITY, SO BE ALERT WHEN USING BULL FLOATS; CONTACT BETWEEN THE FLOAT HANDLE AND ELECTRIC WIRES COULD BE DISASTROUS.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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CONCRETE PLACEMENT

Concrete is a mixture of small and large aggregate (usually sand and grave I) bonded together with cement and made flow able with water. In addition, there are a wide variety of chemical additives used to improve or alter the mix for special applications. When water is combined with cement an alkaline chemical called calcium hydroxide is released, which upon contact with your skin, will absorb moisture as it burns and destroys the skin tissue. In addition to this chemical hazard, you should be aware of any other chemicals in the mix, Understand their dangers, and know what personal protection requirements are needed.

When working with a standard concrete mix, wear a hard hat, safety glasses or goggles, clean long pants and a shirt with long sleeves and a tight neck, high boots and chemical resistant gloves. Remember, concrete burns can vary depending on your skin sensitivity, but they are always dangerous and require the same immediate treatment as do other burns.

At approximately two tons per cubic yard, concrete weight alone can be dangerous -- when positioning loaded concrete trucks, be alert for underground structures, loosely backfilled areas and excavation banks -- when using a crane and bucket, always make a test lift to ensure that the crane can handle the load at the maximum reach -- when placing concrete on suspended form work, avoid off balance and impact loading -- good posture and balance are important when wheeling, dumping and shoveling concrete to avoid hernias, back injuries, etc.

Placement hazards -- never get underneath or ride on a concrete bucket and stay clear of tight locations where a swinging bucket could cause a crushing injury. Make sure that all tools and cords are electrically safe when working around wet concrete and when using a crane and bucket or pump truck, be alert for overhead wires.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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CONFINED SPACES

A 'confined or enclosed space' means any space having a limited means of access and egress, which is subject to the accumulation of toxic or flammable contaminants, has an oxygen deficient atmosphere, or could possibly cause suffocation due to entry of liquids, granulars, etc. or harm from corrosives, acids, etc.

Confined or enclosed spaces include but are not limited to storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet in depth such as pits, tubs, vaults and vessels.

Caution is a must! Only fools will rush in and this means rescuers as well. If in doubt, check with your supervisor. Always be sure to follow the host employer's requirements. New OSHA rules require that the employer follow specific procedures before anyone enters a confined space.

The responsible host contractor or employer and your supervisor, using standard tests, must determine if ventilation or atmospheric conditions within the space are hazardous, and whether any special safety equipment is required such as protective clothing, respiratory equipment, etc. Once this has been done make sure that everyone going into the confined space is familiar with exactly what work is to be done. Everyone involved must know what to do should an emergency take place. In other words, be prepared for the unexpected! In addition, a competent attendant; trained in rescue procedures, C.P.R. and first aid must remain outside and stay in constant contact with those inside.

ALWAYS CHECK THE AIR INSIDE A VESSEL BEFORE YOU ENTER ONCE YOU'RE INSIDE IT'S TOO LATE! CHECK FOR OXYGEN CONTENT, FLAMMABILITY OR AN EXPLOSIVE ATMOSPHERE.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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Location _____ Competent Person _____ Date _____

CPR

Cardio pulmonary resuscitation, or CPR for short, is the best form of artificial resuscitation. In the old days we were taught to use the back pressure arm lift method when someone stopped breathing. We did not have a method to make the heart keep pumping blood. CPR has been around for over twenty years now, and yet we still find people who do not know how to use this life saving procedure.

Let's talk about when to use CPR. If there is an accident on the job where a worker is injured, loses consciousness and stops breathing, or perhaps simply has a heart attack, the first thing that you need to do is call for help. That means someone needs to dial 911 or another posted number to obtain outside emergency medical help. Next you need to make sure the area around the victim is safe, so take a quick look. If the area is ok, then you can go ahead -- but if it's not safe -- don't attempt a rescue! We don't need any dead heroes.

When you first get to the victim you must see if the injured party responds. Tap them on the shoulder lightly and ask them, "Are you ok?" If they respond, tell them that you are there to help them. If there is no response then you must check the ABC'S. Check their Airway, check for Breathing, and then check for Circulation. If you find that there is no pulse present then need to start CPR. When administering CPR a rescuer maintains a steady flow of oxygen and circulates the blood for the victim. CPR should only be given by someone who has completed the training. Once you start this rescue method don't stop until relieved by a medical professional.

Many people around the world are alive today because someone took the time to learn how to give CPR. Training is available through the American Red Cross, the YMCA, various Rescue Squads and the National Safety Council, just to name a few. Are you qualified? If not, enroll in a course soon.

NEVER MOVE A VICTIM THAT YOU SUSPECT MAY HAVE A NECK OR BACK INJURY.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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CRANE HAND SIGNALS

HOIST -- Extend the right arm straight out and raise the forearm to vertical, forefinger pointing up, then move hand in small horizontal circle.

LOWER -- Extend the right arm downward, forefinger pointing down, then move hand in small horizontal circle.

RAISE BOOM -- Extend right arm straight out, fingers closed and thumb pointing upward.

LOWER BOOM -- Extend right arm straight out, fingers closed and thumb pointing downward.

SWING -- Extend right arm away from body, point with finger in direction of swing of boom.

STOP -- Right arm extended down with wrist bent and palm down and open.

EMERGENCY STOP -- Right arm extended, palm down, then move hand rapidly right and left.

TRAVEL -- (both tracks, crawler cranes only) Use both fists in front of body, making a circular motion about each other to indicate the direction of travel - forward or backward.

DOG EVERYTHING -- Clasp hands in front of the body.

RAISE BOOM & LOWER LOAD -- Extend right arm with thumb pointing up, then flex fingers in and out as long as load movement is desired.

LOWER BOOM & RAISE LOAD -- Extend right arm with thumb pointing down, then flex fingers in and out as long as load movement is desired.

Safety Recommendations: _____

Job Specific

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CRANES AND OVERHEAD WIRES

There are many dangerous situations on a construction site, but operating hoisting equipment close to overhead wires is more than just dangerous, it's a matter of life and death! The following guidelines should help us prevent potentially deadly contact:

Keep cranes a safe distance from power lines. For lines rated 50 kV or below, minimum clearance between the lines and machines or loads must be 10 feet plus 0.4 inch for each 1 kV. over 50 kV., or twice the length of the line insulator, but NEVER less than 10 feet.

Use a qualified signalperson when the crane is within boom's length of a line. The signal- person must warn the operator when the machine is approaching the lines since the operator may not be able to accurately judge the distance. The signalperson should have no other duties while the machine is working near the power line.

Except for the operator, keep all personnel away from the crane when working near power line Don't allow anyone to touch the load, crane, or crane hook until the signalperson indicates that it is safe to do so. Exercise caution when working near overhead lines having long spans. These tend to swing laterally in the wind and contact can occur.

Use caution when moving cranes. Uneven ground can cause the boom to weave or bob into lines. Ensure a route is plainly marked when cranes must travel beneath power lines. 'Rider' poles should be erected on each side of the crossing approach to guarantee that the boom will be lowered to a safe position. Avoid using tag lines except when it is possible for the load to spin into the power line. All rope will conduct electricity.

DUMP TRUCKS & OVERHEAD WIRES SPELL DANGER, TOO! BE ALERT IN INDUSTRIAL AREAS & NEAR TEMPORARY POWER LINES.

Safety Recommendations: _____

Job Specific

Topics: _____

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CTD's -- HOW CAN YOU PREVENT THEM?

Cumulative Trauma Disorders (CTD's) are strains that may result from long-term repetitive motion or from continually working in an awkward position. Strains commonly occur in the wrists, arms, shoulders or back, affecting the body's joints and surrounding muscles and tendons.

SUGGESTIONS FOR REDUCING YOUR EXPOSURE TO CTD's:

- * **Do warm-up exercises before beginning physically demanding tasks (take a tip from athletes).**
- * **Plan ahead, if you will be doing a job that is awkward--think of ways to make it easier.**
- * **Rotate your work position, to change how muscles are used during your work shift.**
- * **Use the proper tool for the job to avoid awkward movements and the need for overexertion.**
- * **Take a rest break when fatigue sets in. Just a few minutes can make a difference.**
- * **Carefully stretch tired or overworked muscles to improve circulation and relieve tension.**
- * **When appropriate, use anti-shock or anti-vibration gloves, back supports, wrist supports, or other personal protective equipment that helps prevent cumulative trauma.**
- * **Always use proper lifting techniques. Back strain is one of the most common CTD's.**
- * **When using hand tools keep your wrists in a "neutral" position, as opposed to repeatedly bending them up, down or sideways during work tasks.**
- * **Just because a co-worker is not affected by a physically demanding task, don't ignore messages your body sends you. Although humans share many physical characteristics, people are often different in terms of their physical strengths and weaknesses.**

If you have early symptoms of chronic discomfort, report it immediately to your supervisor. The sooner a better tool or work position can be incorporated into your work activities, the sooner those symptoms can be controlled. Listen to what your body tells you and learn how to avoid CTD's!

Safety Recommendations: _____

Job Specific

Topics: _____

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CELLULAR PHONES CAUSE MORE VEHICLE ACCIDENTS?

It's common knowledge that the number one cause of work-related fatalities is vehicle accidents. Most companies have at least one truck, if not a whole fleet of vehicles, and their drivers face the hazards of the roadway day after day. Sometimes a trip ends tragically.

Reported Hazards Associated With Cellular Phones:

- * Users are said to be distracted from defensive driving practices, and less responsive to highway traffic situations. When they do react, their response time is said to be longer.
- * People on the phone are more likely to have intense conversations that involve problem-solving-which is more distracting than shooting the breeze with a passenger.
- * Passengers in the car often alert drivers to dangerous situation, and stop talking at such times, in contrast to someone on the other end of the line who is unaware of the traffic situation.
- * Cell phone users may be concentrating on dialing a number or handling the equipment and fail to notice a stop light, traffic sign, or a vehicle in front of them.

Safety Reminders For Cell Phone Users:

- * Keep conversations short and sweet. Develop ways to get free of long-winded friends and associates while on the road. Don't use the cell phone for social visiting.
- * Hang up in tricky traffic situations-without warning if necessary. Safe driving takes precedence over telephone etiquette. You can explain later-- because you'll still be alive!
- * Resist dialing a number while on the move in heavy traffic whenever possible; wait until you are at a traffic light or stop sign.

All drivers are at risk of having a vehicle accident before, during or after work, and the use of a cell phone may increase this risk. Concentrate on the above reminders! Don't become a statistic!

Safety Recommendations: _____

Job Specific

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DRUM HANDLING

- * Prior to handling the drum, read the label on the drum and look for symbols, words or other marks which indicate if its contents are hazardous, corrosive, toxic or flammable. If the drum isn't labeled, consider the contents hazardous until they are positively identified.**
- * Look around the drum to see if it is leaking. Before cleaning up any spill, make sure the substance has been identified. Make sure that you've been trained in the hazards of the chemical, and have the correct materials for cleaning it up. Find and review the appropriate MSDS.**
- * Before moving the drum or barrel, replace missing bungs and/or lids and secure as necessary.**
- * Depending upon the contents of the drum, estimate its weight. Determine whether you can move it yourself or if you need assistance. A 55-gallon drum can weigh 400-800 pounds.**
- * If you decide to move it yourself, use a forklift if one is available, a hand truck or a drum cart that is designed specifically for drum handling.**
- * If the drum can be rolled, stand in front of it and place both hands on the far side of the chime. Pull the drum forward until it balances on the bottom chime. You can now roll the drum on its chime, being careful to keep your hands from crossing over one another. You can also lower the drum to the ground for rolling by shifting your hands to the bottom side of the chime (not where they will be crushed). Then slowly lower the drum to the floor. Keep your back straight and bend at your knees. Then roll the drum with both hands. Don't use your feet or grasp the ends.**
- * Most importantly, use material handling equipment whenever possible, get help when you need it!**

Safety Recommendations: _____

Job Specific

Topics: _____

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DON'T NEGLECT CUTS

Infection is often called 'Blood Poisoning'. It might be of interest to know exactly what is meant by 'Blood Poisoning'. The term itself indicates that it is a poisoning directly related to blood.

There are two ways in which a poison can attack our bodies. It may be taken in through the mouth and enter the body by way of the digestive organs, or it may enter directly into the blood stream through an abrasion or cut in the skin. In any event, every poison eventually works through the blood and the poison of infections works into the blood stream directly.

The smallest cut, abrasion or scratch is large enough for germs to enter. If they are not wash off they will cause an infection which could lead to blood poisoning. If left untreated, a hand or arm could become so infected that it might possibly have to be amputated.

Should you find yourself with a small scratch or cut be sure to get it washed out and properly covered with a clean bandage. 'An ounce of prevention is worth a pound of cure'. Serious cuts and lacerations need to be treated by professional medical personnel.

Most often you'll run up against smaller injuries - burns, nicks, scratches and cuts. The danger here is that most workers don't bother to get first aid for these minor injuries. The bottom line is - DON'T NEGLECT CUTS. Do your part by trying to prevent them from happening in the first place, but when any injury occurs - serious or minor - be sure that it receives the right kind of treatment, as quickly as possible.

First aid kits must be checked, frequently to be sure they are clean and fully stocked. This applies to your home and car or boat as well as on the job.

Safety Recommendations: _____

Job Specific

Topics: _____

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DON'T GIVE FIRE A CHANCE

There's plenty of air, plenty of fuel, and plenty of ignition sources around construction sites—so we've all got to be on our toes to prevent fire. Here are some ways to keep the job from going up in smoke:

- **Help keep the site clean. Store combustible materials away from ignition sources.**
- **Report any possible fire hazards that you notice: open flames, sparks, and electrical equipment that appears to need repairs.**
- **On hot-work jobs, be sure combustibles are safe from ignition. Have a fire extinguisher handy for welding and cutting operations, or when open flame equipment is used.**
- **Help protect temporary electric wiring from possible damage. In case of a fire in or near live electrical equipment, use a dry chemical extinguisher, and not water.**
- **Don't smoke near flammables, in "No Smoking" areas, or while re-fueling equipment. Make sure cigarettes and matches are out.**
- **Always use approved safety cans or the original manufacturer's container to store flammable liquids. Keep these containers closed when not in use, and never store them near exits or passageways.**
- **Clean up any spills as soon as they occur. Put saturated rags into closed metal containers.**
- **Watch to see that canvas tarps, plastic sheeting or other ignitables don't get close to space heaters. Take care to see that heaters aren't accidentally tipped over.**
- **Know where the closest fire-protection equipment is located, and how to use it. Check to see that fire-fighting equipment is in the clear, in proper condition, and ready for instant use.**

We do everything we can to try to keep our jobs fire-safe—but it takes your help, all the time.

Safety Recommendations: _____

Job Specific

Topics: _____

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DRIVING AND PULLING NAILS

A KNACK TO DRIVING NAILS

Learn to drive nails quickly and cleanly. The first step is to be sure the hammer is in good condition. The head must beset at the proper angle and fit good and tight. The handle must be smooth, straight grained, shaped to give a good grip, and of the right length and weight to give good balance. The hammer face is important. Lt should be in good condition and not chipped or worn away from the shape the manufacturer gave it. Always use the right size hammer for the nail. There is an increase in the use of steel and fiberglass shank hammers. Basically, the same precautions apply that we have recommended for wooden handled hammers.

HOW TO DO IT

Drive the nail so that the center of the hammer face always meets the nail head. If it doesn't, the nail may fly at the first blow or bend at the second. Lt requires practice to hit a nail right every time. Learn to groove your swing; that is, make the hammer head go through the same path to hit the nail head, always dead center and at right angles.

PULLING NAILS

Remember, nails left in old form lumber, packing crates, or in lumber from wrecking operations are like a snake's fangs. Pull these nails out immediately or bend them over. You may be the one to step on them or rip your hand open. It's easy to get hurt when pulling nails. One "do-it-yourselfer" tried to pull a 40-penny spike with an ordinary claw hammer. When it didn't come out, he threw his weight into it. The handle broke and his knuckles landed with a wallop on the edge of the beam. Two of them were broken. He should have pulled the spike up until he could get a pry bar on it, then placed a block of wood under the bar as a fulcrum to increase the height as more of the nail was removed. Never use a "cheater" pipe on the handle.

Safety Recommendations: _____

Job Specific

Topics: _____

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DRESS FOR THE JOB

Our clothes and footwear are our first line of defense when it comes to protecting our bodies. Each day we wear our work clothes for eight, ten and sometimes even more hours, and there is nothing worse than working in uncomfortable clothing and/or poor fitting footwear. Although your work clothes are very important to your safety and health, your comfort is also a consideration. You need to have clothes that are right for the job. They must be sturdy and durable, and capable of standing up to heavy wear and tear. You need clothes that will keep you warm in winter and cool in the summer, and that will keep you dry in wet and inclement weather. We all know that it's easier to take off a layer of clothing than not have enough on in cold weather. Wool works best in the cold while cotton is superior during the warm months. In other words, wear clothes that you can work in comfortably and that are designed for the kind of work you do and the weather in which you must do it.

Proper footwear is another important part of construction attire. Wear the right shoe or boot for the job. A good sturdy leather boot will last a long time and also provide your feet with good support throughout the shift. Since you are on your feet most of the time, make sure the shoe or boot fits correctly. Tennis shoes have no place on a construction site -- one reason is that protruding nails and tennis shoe soles just don't mix.

If you wear jewelry, watches or rings remember that they can be very dangerous around machinery and electricity. Take them off and put them in your pocket, or better yet, just leave them at home! Many a construction worker has lost a finger or two from wearing rings on the job. Use common sense and dress for the job you do -- leave jewelry at home, wear appropriate clothing and sturdy footwear, and your workday will be a safer and more comfortable one.

SET A GOOD EXAMPLE FOR OTHERS AND TREAT SAFETY AS ONE OF YOUR MOST IMPORTANT JOB RESPONSIBILITIES.

Safety Recommendations: _____

Job Specific

Topics: _____

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DRINKING & DRUGS - NOT ON THE JOB

All of us know that certain drugs are illegal, and that drinking or drug use can lead to both physical and mental impairment, and also that state and federal laws prohibit or regulate the use of drugs and alcohol. Catchy phrases such as 'Drinking and driving don't mix', 'Just say no to drugs', 'MADD, Mothers against drunk driving' and 'D.A.R.E. to keep kids away from drugs' serve as reminders and warnings of the dangers associated with drug abuse and the irresponsible use of alcohol. We also need to be concerned about those who use these substances on the job.

The nature of our work demands total concentration on what we are doing. One slip could cause a serious injury or even death -- and the victim could be you or a co-worker. Certainly the jobsite is no place for anyone using drugs or alcohol. Construction activities require employee alertness -to constant changes on the site and the ability to follow safe work practices to prevent accidents.

Experts suggest that 14% of workers use some type of substance on the job, and that 50% of those users try to sell drugs to other employees. Drug and alcohol users are more prone to have accidents, reduced productivity, increased tardiness and absenteeism, and poor quality work.

It is up to you to avoid becoming a statistic, and to make your workplace safe and productive. If you suspect that a co-worker is abusing alcohol and/or drugs, don't help them continue their habit, speak to your supervisor. Covering up a problem can lead to a potential incident and innocent workers could be hurt due to the impaired actions of a person who is a drug user or one who has a drinking problem. Many companies now offer an 'Employee Assistance Program' designed to help their employees 'kick the habit' -- or your supervisor may refer them to programs in the community where they can get help and counseling.

Safety Recommendations: _____

Job Specific

Topics: _____

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ELECTRICAL PATH TO GROUND MISSING

How many times have you found the ground prong missing from an electrical tool or extension cord? Your answer is probably "Too many". OSHA regulation 1926.404(f)(6) requires that the path to ground from circuits, equipment, and enclosures shall be permanent and continuous. Many times on a construction site, due to the frequency and severity of use, electrical equipment that was originally designed and provided with an electrical path to ground is not capable of transferring 'fault current' to ground because the ground prong has been accidentally or intentionally broken off. The electrical path to ground, sometimes known as the 'ground wire', is provided to transfer the 'fault current' to ground in the event that an exposed part of the piece of equipment is energized by the 'hot' conductor or wire in the system. In the case of an electric drill motor it might be energized by the 'fault current' if the internal windings came in contact with the case. If this happened and the equipment ground was not continuous, the path of least resistance from the drill to the ground would be through the user's body.

The hazards of not having a continuous ground are numerous, including electrical shock with injuries ranging from minor burns to death, and the possibility of a fire or explosion. Electrical shock is often the initiator of other types of injuries, from employees being shocked and falling from elevated places, to others who have been hurt when struck by a hand held tool that was dropped when the user was shocked.

It is important to recognize the value of always inspecting your electrical equipment prior to use for defects, such as ground prongs, frayed cords, cracked tool casings, etc. which indicate that the tool should be taken out of service. And don't forget to mark the defective tool with a tag to prevent another worker from grabbing the tool and using it. Another safety measure is to try to use a double insulated tool whenever possible. These tools protect the user from 'fault current' Double insulated tools must be distinctively marked.

TO PREVENT ELECTRICAL SHOCK AND ASSOCIATED INJURIES USE A QUALIFIED ELECTRICIAN TO MAKE ALL ELECTRICAL REPAIRS.

Safety Recommendations: _____

Job Specific

Topics: _____

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ELECTRICAL GROUNDING

Correct ground-fault protection requires the use of either Ground Fault Circuit Interrupters or an Assured Equipment Grounding Conductor Program. We will discuss the Assured Equipment Grounding Conductor Program today. This program covers cords, receptacles that are not part of the permanent wiring of a building, and equipment connected by cord and plug, which may be available for use or used by employees. Each quarter we remind you to be sure to do your required electrical check.

There are two tests required by OSHA. One is a continuity test to ensure that the equipment grounding conductor is electrically continuous. It must be performed on all cords & receptacles that are not a part of the permanent wiring. This test can be accomplished with a continuity tester. The other test is on receptacles and attachment caps or plugs to ensure that the equipment grounding is connected to its proper terminal. All of these tests are required before first use, after any repairs, after any suspected damage may have occurred, and at quarterly intervals. Any equipment in need of repair shall be taken out of service until repairs have been made.

OSHA regulation 1926.404(b)(1)(iii) requires that a written description of the employer's program be available at the jobsite for inspection. The required equipment inspections, tests, and test schedule must be recorded, and the record maintained until replaced by a more current record. The employer must designate a competent person to maintain the program. Electrical equipment noted in the program must be inspected for damage or defects before each day's use and defective equipment must be taken out of service immediately. Many companies find that using a different colored tape each quarter to identify which electrical tools and other equipment have been inspected or tested is very effective. A log should be kept listing each tool by name, manufacturer and serial number, also all cord sets, and receptacles not a part of the permanent wiring, and the date and type of inspection and the results should be recorded.

ALL EXTENSION CORDS MUST BE GROUNDED. IF THE GROUND PRONG IS BROKEN OFF, TAKE THE CORD OUT OF SERVICE

Safety Recommendations: _____

Job Specific

Topics: _____

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ELECTRICITY

There's a widespread but mistaken idea that 110 volts can't seriously injure or kill a person. Each of you should think about the dangers of low voltage electricity, especially if you use portable electric tools. The possibility of death from electric shock doesn't depend entirely on the voltage of the power supply. It also depends on the resistance of the human body, which varies greatly among individuals, and on the conditions under which a person is working. It takes only 1/10 of an AMP TO KILL YOU!

One cause of electric shock when using portable electric tools is the failure of the insulation between the current-carrying part and the frame of the tool. When insulation fails, fatal electric shock, severe burns, or even a fall from one level to another may result.

Electricity always tries to reach a ground potential and will always take the path of least resistance. If the outer metal shell of a defective tool becomes energized, the operator sets up a direct path through his own body between the energized tool and the ground itself. The ground can be the earth or it could be pipes or steel building structures that are in contact with the earth. Body resistance is lowered when you work in wet areas or sweat heavily; electricity can then flow easily through vital regions of the body.

When you work in a wet area, near a water pipe, grounded tank, or reinforcing rods that may be grounded, be extra careful to keep yourself as dry as possible. Stand on a wooden platform or use rubber boots. In places where tools may become wet, use only tools that are designed especially for that type of service.

Keep portable electric tools in good condition through the use of a regular inspection program. It is your responsibility to inspect your tools prior to use. Check both tools and cords and turn in any tool that needs repair as soon as you see any defect.

Safety Recommendations: _____

Job Specific

Topics: _____

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ELECTRICAL TESTING PRECAUTIONS

Prior to conducting functional tests or energizing circuits, the necessary precautions shall be taken to assure that the tests can be conducted without injuring personnel or causing damage to equipment or materials. The following guidelines shall be observed by personnel assigned to test activities:

Other contractors, client personnel and company personnel working in an area which could be effected by a test shall be made aware of the scheduled test. The Test Supervisor or his designee shall be responsible for this notification and shall document the action in his daily log or by other suitable means.

Test Supervisors shall determine the panels, boxes or other equipment which will be energized during the test. Barricades and/or guards shall be posted as required to protect personnel from moving items, high-voltage or other potential danger.

Parallel and interconnecting circuits shall be locked-out to prevent energization. Tags shall be placed on switches or equipment to indicate that such circuits are not to be energized. Energized equipment or circuits shall be tagged showing that they are energized. The tags shall not be removed until the test is complete and the item or area is placed in a safe condition.

Observe all the safety precautions which are contained in the test procedure applicable to the item or system being tested.

Safety equipment (e.g., rubber gloves, eye protection, grounding sticks, etc.) shall be used by test personnel as applicable.

On completion of tests, the Test Supervisor shall assure that equipment or circuits are de-energized and discharged, prior to terminating the test activity.

Safety Recommendations: _____

Job Specific

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EMERGENCY! WHAT WOULD YOU DO?

What would you do? That question should make you think. Your answer could mean the difference between life and death for a co-worker. Emergency, Rescue 911, Code Red, Squad 51, and for the old timers Rescue 8 are all TV shows that deal with real life emergencies. Are you prepared for the unexpected? Do you know what to do? Do you know who to call for help? Are you qualified to help? If you answered 'yes' to these questions - great! However, if you answered 'no' then you need to pay special attention to today's safety meeting.

No matter what your position at the construction project, you need to know what to do in the event of an emergency. Your life and the lives of your co-workers could depend on your training and knowledge. If you are the first one on the scene, you need to protect yourself from any hazards. For example, precautions may need to be taken to deal with blood or other body fluids, gas leaks, and power lines. You don't want to become another victim. Stay cool, don't panic, and call for help. Contact 911, local emergency officials or a jobsite emergency response team. You are the main link between the emergency and the outside world. Secure the area and keep co-workers and others out of the area unless they are trained to provide assistance.

If you are qualified to give emergency care, protect yourself first. Make sure you wear your universal PPE (Personal Protective Equipment - gloves, goggles, and a one way mask.) Talk to the victim. Check your ABC'S: Airway, Breathing, and Circulation. If the victim is not breathing start CPR (Cardio-Pulmonary Resuscitation). If the person is bleeding apply direct pressure to the wound.

Emergencies are unplanned events. They come unexpectedly and may involve you. What will you do if an emergency occurs? Find out who to call and know where a telephone is. Learn the locations of fire extinguishers and first aid kits, and make sure you know how to use them.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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ELECTRICAL SAFETY

The following rules apply only to electrical installations used on the jobsite, both temporary and permanent:

1. Extension cords used with portable electrical tools and appliances shall be of three-wire types. Grounds are never to be removed from the extension cords.
2. Temporary lights shall be equipped with guards to prevent accidental contact with the bulb. Guards are not required when the reflector is constructed in such a way that the bulb is deeply recessed.
3. Temporary lights shall not be suspended by their electric cords unless cords and lights are designed for this means of suspension.
4. Splices shall have insulation equal to that of the cable.
5. Electrical and extension cords or cables are not to be laid on floors, in walkways, etc., unless it is impractical to do otherwise. They should be suspended or secured in such a way as not to block or hang in walkways, doorways or work areas.
6. Panel boxes shall have a cover on them at all times, except when being serviced and when a temporary cover is in place it should be marked "HOT" to denote live current.
7. Explain to the employees which ground fault system is being used, either GROUND FAULT CIRCUIT INTERRUPTERS OR ASSURED EQUIPMENT GROUNDING CONDUCTOR PROGRAM.

Portable Power Tools

1. Use tools with three wire plug and make sure connections are tight.
2. Check tool, equipment and cables frequently for safe condition.
3. Disconnect tool before making adjustments or repairs.
4. When using power tools in a wet area, use caution. The shock hazard is increased.

Safety Recommendations: _____

Job Specific

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EMERGENCY PLANNING FOR CONSTRUCTION SITES

The following steps are important components of an emergency action plan:

1. Get to know your entire layout--site, building or structure as best you can. Review a floor plan that identifies emergency exits, emergency equipment (i.e., fire extinguishers, hoses, standpipes, pull stations, etc.). This plan should be posted in conspicuous areas and show evacuation routes and meeting points.
2. Analyze potential emergency situations at your work site. Will the hazards change regularly, gradually or stay the same over a period of time?
3. Know where emergency phone numbers are posted at your work location. These include medical emergency personnel, police, fire, EPA, Coast Guard, health department, OSHA, utilities, insurance carriers, etc. Numbers should be conspicuously posted near telephones.
4. Know who has responsibility during emergencies. Who is assigned to contact emergency personnel, first aid responders, fire brigades and a cleanup team? Who is assigned to talk to the media if they show up? Responses will be more efficient if everyone knows whose job it is to serve as incident commander, or to take specific steps.
5. When emergency devices such as personnel protective equipment, fire extinguishers, etc. must be used, do all co-workers know how to use this equipment correctly?
6. Practice the emergency procedures to ensure their effectiveness.
7. Remember that emergency procedures must be updated whenever there is a change in the operation, hazardous exposures, physical layout or if new employees are working in the location. Weekly safety meetings are a good time for review.

The last thing you want to think about during an emergency is how to evacuate or escape--especially if your most familiar route is not accessible. Knowing the emergency plan and being aware of surrounding conditions can mean the difference between quick action and the wrong action. Your safety and the survival of all crew members depends on taking the right action!

Safety Recommendations: _____

Job Specific

Topics: _____

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EYE PROTECTION

A carpenter asked his insurance company to pay for damage to his glass eye. It had been broken when a nail he was driving flew up and struck it. When asked how he had lost his own eye in the first place, he replied: "The same way, a nail hit it." A world of darkness awaits this man if a nail strikes his remaining good eye. He has yet to appreciate the need for eye protection.

TAKE TIME TO SELECT THE RIGHT KIND

Depending on your job, you may need goggles, an eye shield, a face mask or safety glasses. All it takes on your part is a little effort to select the appropriate type and to wear it.

FOUR BASIC TYPES OF HAZARDS

- 1. Unidentified Flying Objects:** These microscopic objects consist of dust and particles floating around in the air, generated by wind, equipment, or cleaning operations. When working in dusty conditions, wear eye protection. Even a small speck in the eye can lead to trouble.
- 2. Particles Resulting From Chipping, Grinding, Sawing, Brushing, Hammering or Using Power Tools:** These particles move at an amazing speed and strike with the force of a bullet. Wear eye protection any time over-head operations are performed. It may be advisable on some jobs to wear safety goggles under a full face shield.
- 3. Invisible Hazards:** You can't see the injurious light rays generated by welding operations or laser beams. And their effects often are not felt until hours later. Wear the eye protection required when using such equipment. And if you happen to be working nearby, don't look in the direction of welding arcs or where a laser beam is being used.
- 4. Liquids:** Hot liquids, such as tar or asphalt, solvents ,paint, and solutions for cleaning masonry or metal, can cause serious eye injury if splashed in your face. The use of proper eye protection, possibly a full face shield, is essential when transferring liquids between containers and when using caustic or acid cleaners.

Safety Recommendations: _____

Job Specific

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EXCAVATION

For years the word 'GAMBLE' was associated with construction excavations. By gambling on unknown soil conditions, ground water, adjacent structures, steep banks, etc., the job could move faster with less cost and less backfill. When banks caved in they had to be dug back out or worked around, and when workers were crushed or buried alive, it was an accepted risk. Lucky for all of you, those days are gone -- or are they?

A recent annual study shows that 73 Americans were killed in excavation cave-ins, 500 more died from other causes in and around excavations, and another 7000 were left seriously injured. None of those killed or injured expected it to happen to them. They were simply victims who gambled and lost, or were not properly trained to identify the hazards.

Remember, gravity works on earth materials such as sand, clay, stone, etc. just as it does on other construction materials. When improperly stacked, it's just a matter of time until the pile falls over, slides, or collapses. When a cave-in accident occurs, the likelihood of death is fifteen times greater than from any other type of serious construction accident, however, by following proper excavation procedures, nearly all cave-in accidents are preventable.

For your protection, OSHA's Revised Construction Standard (Subpart P.,1926.650) clarifies the requirements for the protection of employees, both in and around excavations, and requires, that a 'COMPETENT PERSON' be present throughout the entire excavation process. A 'COMPETENT PERSON' is one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective action to eliminate them.

Safety Recommendations: _____

Job Specific

Topics: _____

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EYE PROTECTION

Let's take a short elementary test. Can you tell me how many basic senses there are and can you name them? Taste, smell, hearing, touch and sight. Of the five, which is the one that we depend upon the most? You guessed it -- it's sight. Everything we do involves the use of our eyes and God only gave us two. How many times have you said or heard -- "He should have worn his safety glasses." -- or -- "If I had been wearing my safety glasses I wouldn't have injured my eye." -- Too many times!

Eye protection begins with the ability to recognize those times that eye protection is needed, and then, to seriously commit to wear the protection whenever necessary. Anytime you're working where there is the potential for flying particles eye protection is required. When using a saw, drill, pouring concrete, chipping, blasting or handling chemicals just to name a few. Dirt, dust, rust, rock, bits of concrete, etc. are all potential dangers in construction work.

Should a member of your crew get something in their eye seek proper medical attention right away. The longer it stays in the worse it gets. No one but a professional should attempt to remove a foreign body from the eye. Cover the eye lightly with a clean pad and either wait for medical help to arrive or take the employee to a doctor.

Don't forget that eye protection is also needed when using chemicals. Make sure you're using chemical goggles and a splash shield. You may need to flush the eyes should they come in contact with the chemical. Let's wrap up what we've learned. Eyesight is precious -- and -- irreplaceable. Don't take chances with your vision -- wear eye protection!

WEAR SAFETY GOGGLES AT HOME, TOO, WHEN USING POWER TOOLS, PAINTING, CHOPPING WOOD, ETC.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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ENERGIZED ELECTRICAL CIRCUITS AND APPARATUS

Plan the work to be done. Be sure everyone involved understands the plan thoroughly. Consider environmental conditions, also wet and damp locations. Before work is begun, the person in charge shall ascertain by inquiry, direct observation and instruments if the source is energized and, if so, what the voltage. At least two persons shall be assigned to work on energized lines/equipment. They should be trained to handle emergencies and be thoroughly briefed in safety procedures and use of safety equipment.

No employee shall be permitted to work on, approach or handle any conductive object without an approved insulated tool or handle unless:

- a. The employee is insulated or guarded from the energized part.**

- b. The energized part is insulated or guarded from employee and any other conductive object at a different potential.**

- c. The employee is isolated, insulated or guarded from any other conductive object(s). Employee shall be insulated as much as possible between phase(s) being worked and other phases.**

Proper personal safety equipment must be available and used; i.e., rubber gloves with protectors insulator blankets/mats, authorized hard hat, eye protection, etc. Suitable barriers or other means should be used to prevent unauthorized personnel entering the "hot" work area. Post appropriate warning signs. If it becomes necessary to de-energize high voltage circuits while work is being performed, circuit being worked shall be shorted to ground or tested with appropriate test device to assure that capacitive devices are discharged prior to working as a de-energized circuit.

Safety Recommendations: _____

Job Specific

Topics: _____

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EYE SAFETY

Some 150,000 disabling eye injuries occur each year. Eye injuries can occur in any operation and in any work area, including offices. All too often we take our eyesight for granted and figure that we'll always have it. We treat our eyes as though we can get replacements. How many home runs could Hank Aaron have hit if he had lost the sight in one or both of his eyes? How well would you be able to do your job if you were blind? There are two important issues to consider; first, you need to have the proper eye protection, second, you need to USE IT!

People who wear glasses usually become so accustomed to them that without much thought they clean them, carry them in their pocket or purse so they are handy, and wear them when they are needed. Unfortunately, few of us are this mindful when it comes to eye protection, and too often we forget it. Some safety glasses and goggles grow dusty from lack of use as their owners trust luck to protect them from an eye injury.

The most common complaint about eye protection is that it's uncomfortable. Protective eye equipment must be carefully fitted and then worn correctly. It may take some time to adjust to wearing goggles or safety glasses, but it will take much longer to adjust to losing your eyesight. If your goggles or glasses give you a headache, adjust the frames or straps or consider a new pair. Straps used to hold goggles or glasses in place should be adjusted to provide just enough tension to hold them securely. During hot weather, a sweatband will keep perspiration off your goggles or glasses and out of your eyes. Take time to clean your goggles or glasses so they do not interfere with your vision. Don't touch the lenses with your fingers, and keep them away from anything that could scratch or pit them.

Your employer will provide eye and face protection when machines or operations present the potential for eye or face injury. See 29 CFR 1926.102 for more information and a selection guide for proper eye protection.

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THE 'EYES' HAVE IT

One of the greatest assets we have is our eyes, giving us the ability to see. What would it be like not to see loved ones or the colors and wonders of our world, to be unable to drive? Take a moment, close your eyes and FEEL the darkness! It's a scary feeling not being able to see.

A construction project, worksite, or just your own work at home - all have many eye hazards. A minor injury can turn into disaster if the injury is to your eyes. OSHA regulation 1926.102 (a) states: "employees shall be provided with eye and face protection equipment when machines or operations present potential eye or face injury from physical, chemical or radiation agents". Here are just some of the possible dangers that could damage your eyes -- particles in the air, harmful vapors, hot metal, sparks, chemicals, light rays from welding, and flying objects.

There are various types of eye protection -- safety glasses, face shields, chemical goggles, welding hoods, burning goggles, etc. Each has a particular level of protection. Safety glasses give you a general overall means of protection. Under some circumstances combinations can be worn to give you the best protection. For example, you would want to wear chemical goggles and a splash shield if you were working with acid.

In this OSHA standard, Table E-1, 'Eye and Face Protection Selection Guide' shows eleven types of safety eyewear. Each has a specific protection factor. The table is broken down into three areas, Operation, Hazard's, and Recommended Protectors. All you have to do is look under the operation list and match your task, or locate the hazard you're dealing with under the hazard column and it will tell you what protection is required.

If you have any doubt whether you need eye protection ask your supervisor. Unless they meet ALL safety requirements, your eyeglasses or sunglasses may not be used as a substitute.

Safety Recommendations: _____

Job Specific

Topics: _____

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ELECTRICAL

Job sites will have a Ground Fault Circuit Interrupter system, or an Assured Equipment Grounding Conductor Program. This is required for all 120 volt, single phase 15 and 20 ampere receptacle outlets which are not a part of the permanent wiring of the building or structure in use by employees.

The company shall not permit an employee to work in such proximity to any part of an electric power circuit that he/she may come in contact with it in the course of his/her work unless the employee is protected against electric shock by de-energizing the circuit and grounding it or by guarding it by effective insulation or other means. In work areas where the exact location of underground electric power lines is unknown, workmen using jackhammers, bars, or other hand tools which may come in contact with a line shall be provided with insulated protective gloves.

Sufficient space shall be provided and maintained in the area of electrical equipment to permit ready and safe operation and maintenance of such equipment. When parts are exposed, the minimum clearance for the workspace shall be not less than 6-1/4 feet high nor less than a radius of 3 feet wide. There shall be a clearance sufficient to permit at least a 90 degree opening of all doors or hinged panels. All working clearances shall be maintained in accordance with the National Electrical Code.

Equipment or circuits that are de-energized shall be rendered inoperative and have tags attached at all points where such equipment or circuits can be energized. Controls that are to be deactivated during the course of work or energized or de-energized equipment or circuits shall be tagged. Tags shall be placed to identify plainly the equipment or circuits being worked on. Unexpected energizing of any electrical line can cause death, shock, serious injury, etc. In addition to the tag, the circuit at the switch box should be padlocked in the "OFF" position. A lockout hoop should be provided and used.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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ELECTRICAL SHOCKS

Electrical hazards can be found in all industries. Avoiding electrical shocks both at home and at work requires awareness of the hazards and a respect for this "Silent Killer." The human body has a low resistance to electricity, making it a good conductor, like most metals. Unlike metals however, the human body does not respond well when electricity passes through it. Physical results include thermal burns, disruption of normal heart activity, severe muscle contractions, and even death.

The most common and serious electrical injuries occur when electrical current flows between the hands and feet. This happens when a person touches an energized line. The electrical energy is looking for the shortest path to the ground, and it will pass through the body to the feet to reach it. When this occurs, a persons heart and lungs are frequently damaged by the electrical energy.

*** Always make sure electric tools are properly grounded or double insulated. The double insulated tool must have an undamaged outer case and be clearly labeled as "double insulated" by the manufacturer.**

*** Always check to be sure the grounding system is complete. Unless they are designated as double insulated, grounded power tools must be attached to a grounded service circuit. If there is any doubt about the grounding, test it! (Ground testers are inexpensive.)**

*** Avoid mixing water and electricity! Not only keep cords, tools and working/walking surfaces dry, keep your hands and feet dry as well. The electrical resistance of wet skin is at least 100 times less than dry skin. Wet skin greatly increases the likelihood of severe shock if a person comes in contact with a live circuit. If you must work around water, connect to a Ground Fault Circuit Interrupter (GFCI) to automatically shut off the current if there is an abnormal current flow.**

*** Never work on or around a live electrical circuit. Lock Out the power so that only you have control over energizing the machine or equipment. Don't take chances.**

Safety Recommendations: _____

Job Specific

Topics: _____

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EMERGENCY PROCEDURES

Each job site shall establish procedures as part of the Safety Plan, to handle emergencies created by the following: Fire, Injuries to employees, Injuries to general public on or adjacent to the job site, Property damages with particular emphasis on utilities, pedestrian and vehicular routes, Public demonstrations such as mobs, riots, etc., Bombs or other destructive threats, Other exposures/ potential hazards that may occur at the job site.

Procedures should ensure that the ranking individual present takes charge and directs the handling of the emergency utilizing all available help. Emergency procedures and actions required should be discussed regularly with supervisory personnel and at tool box safety meetings. Job sites having sufficient numbers of employees should have a minimum of one person on each shift who is qualified in first aid procedures.

If an emergency occurs, the person in charge should secure the area quickly and give information regarding the emergency to authorized officials, such as police, fire department and insurance personnel.

To ensure that emergency actions are promptly effected, the Project Manager or Safety Supervisor should: ensure that Emergency Telephone Numbers are posted in a conspicuous place(s) and that the type of information to be transmitted is clearly stated for each emergency situation, and ensure that responsible personnel make emergency calls.

Emergency procedures should be frequently reviewed with personnel to ensure their awareness of the proper actions to take. Emergency Telephone Numbers should be current. All emergency procedures should be approved by and coordinated with the Project Manager.

Safety Recommendations: _____

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ELECTRICAL EQUIPMENT INSTALLATION & MAINTENANCE

Receptacles for attachment plugs shall be of approved, concealed contact type with a contact for extending ground continuity and shall be so designed and constructed that the plug may be pulled out without leaving any live parts exposed to accidental contact. Where different voltages, frequencies, or types of current (AC or DC) are to be supplied by portable cords, receptacles shall be designed so that attachment plugs used on such circuits are not interchangeable.

Attachment plugs or other connectors supplying equipment at more than 300 volts shall be of the skirted type or otherwise designed so that arcs will be confined. Attachment plugs for use in work areas shall be constructed so that they will endure rough use and be equipped with a suitable cord grip to prevent strain on the terminal screws.

Cable passing through work areas shall be covered or elevated to protect it from damage which would create a hazard to employees. Worn or frayed electric cables shall not be used.

Extension cords shall be protected against accidental damage that may be caused by traffic, sharp corners or projections and pinching in doors or elsewhere. Extension cords shall not be fastened with staples, hung from nails or suspended by wire.

Over current protection shall be provided by fuses or circuit breakers for each feeder or branch circuit by use of temporary or permanent power. Each disconnecting means for feeders or branch circuits shall be legibly marked. Boxes for disconnecting means shall be securely fastened to the surface upon which they are mounted and fitted with covers. Boxes and disconnecting means installed in damp or wet locations shall have a waterproof or rain-tight enclosure.

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EXCAVATIONS, TRENCHING & SHORING

1. The determination of the angle of repose and design of the supporting system shall be based on careful consideration of the following: depth of the cut; anticipated changes in the soil due to air, sun and water; and ground movement caused by vehicle vibration or blasting and earth pressures.
2. Trenches 5 feet and over in depth shall be shored, benched or walls cut back to protect employees from cave-ins.
3. Ladders or other means of egress shall be provided in each excavation. No more than 25 feet of lateral travel shall be required to reach any such ladder.
4. One of four (4) methods of shoring may be used:
 - a. Timber shoring.
 - b. Hydraulic shoring, trench jacks, air shores and shields in accordance with the manufacturer's tabulated data.
 - c. Shoring or shielding methods that are based on tabulated data-tables and charts that have been approved by a registered professional engineer.
 - d. Any design of protective method so long as it is approved by a registered professional engineer.
5. Each excavation must be inspected daily by a competent person for evidence of possible cave-ins, failure of protective system, hazardous atmosphere or other hazardous conditions.
6. Inspections shall also be made after a rainstorm or other hazard increasing occurrence.
7. In locations where oxygen deficiencies or concentrations of hazardous or explosive gases are possible, the atmosphere in the excavation must be tested by a qualified person prior to start of work and retested at intervals as required by conditions.
8. Trenches and excavations must be protected by barricades or railing where pedestrian or vehicle traffic is likely.

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EMERGENCY EYE WASH & DELUGE SHOWERS

An eyewash/shower is required if:

- * **The Material Safety Data Sheet indicates a chemical in use is caustic, toxic, or corrosive.**
- * **The MSDS informs that serious eye damage may result.**
- * **Warnings such as "causes chemical burns" or "causes permanent eye damage" are posted on container labels.**

Eyewash/showers in addition must have the following:

- * **Pure clean water**
- * **Hands free operation**
- * **Constant water flow rate for a full 15 minutes**
- * **Highly visible markings and signs**
- * **Unobstructed access**

Accessibility: The single most important treatment for chemically-burned eyes is copious irrigation within seconds of injury. This means that victims should not have to climb over or around obstacles to find the eyewash station. Make sure there are no barriers to the unit.

Clean, Functional Equipment: Deluge showers should be inspected often to insure they function properly with adequate water flow, and are clean and sanitary. Portable eyewash units are an option in areas where plumbed in water is not accessible or of high enough quality. Portable units also need an anti-bacterial additive to ensure proper water sanitation. Flushing with any water is better than none, but purified water reduces potential for secondary eye infections.

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EMPLOYEE RESPONSIBILITY

Employers and supervisors should expect the employees to be responsible. This starts with getting to work on time, working safely through the day, and addressing concerns to their supervisor.

Employees are responsible to:

- * Listen and learn from any training. Be an active participant in learning a job skill or safety issue.**
- * Ask for assistance if the training or instruction is not clear or you don't feel comfortable in performing the task correctly and safely.**
- * Report unsafe acts and near misses immediately. Especially if the unsafe act is on going. This will help keep the workplace safe for everyone.**
- * Address problems with the supervisor ASAP. BUT always try to give solutions to every problem. (You may understand more than the supervisor about the problem and how to fix it.)**
- * Re-address issues with the supervisor on un-resolved topics discussed in the past. (The supervisor may have forgotten about those topics.)**
- * Be an active member in the safety of the workplace. Participate in Safety Committee Meetings, Safety Meetings, and when trained on a safety issue.**

These are just a few areas employees should be responsible for. The list is endless. Try to develop other areas to assist in safety and production. Bring these areas to the supervisor's attention and expect an answer. This input should be appreciated.

The name of this game is clear and open communication between management, supervisors and employees. The lack of communication is also one of the largest problems faced today in any workplace. Don't let this happen to you and your company. Be responsible to see that it doesn't.

Safety Recommendations: _____

Job Specific

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EVERYONE IS RESPONSIBLE FOR SAFETY

Safety is everyone's responsibility! As an employee, you should:

- a. Learn to work safely and take all rules seriously.**
- b. Recognize hazards and avoid them.**
- c. Report all accidents, injuries and illness to your supervisor immediately.**
- d. Wear all assigned personal protective equipment.**

On the other hand, it is management's responsibility to:

- a. Provide a safe and healthy workplace.**
- b. Provide personal protective equipment.**
- c. Train employees in saFe procedures and in how to identify hazards.**

Everyone must be aware of potential hazards on the job:

- a. Poor housekeeping results in slips, trips and falls.**
- b. Electricity can cause shocks, burns or fire if not handled properly.**
- c. Poor material handling may cause back problems or other injuries.**
- d. Tools and equipment can cause injuries if guards or protective devices are disengaged.**

Always use the protections that are provided on the job:

- a. Guards on machines and tools keep body parts from contacting moving equipment.**
- b. Insulation on electrical equipment prevents burns, shock and fire.**
- c. Lockout/tagout assure equipment is de-energized before it is repaired.**
- d. Personal protective equipment shields your body from hazards you may face on the job.**

Safety benefits everyone! The welfare of the community is also enhanced by providing cleaner air and water and less chance of dangerous accidents that can put lives and property at risk.

Safety Recommendations: _____

Job Specific

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EXTENSION CORD SAFETY-TAKE NO CHANCES!

Extension cords come in either two or three-wire types. Two-wire extension cords should only be used to operate one or two small appliances. Three-wire cords are used for outdoor appliances and electric power tools. The third wire on this cord is a ground and this type of cord should never be plugged into any ungrounded electrical outlet. Only grounded extension cords are to be used with power tools unless the tool is double insulated.

Construction sites require extension cords which are specified by the National Electric Code for hard usage or extra hard usage. Approved cords may be identified by the word "outdoor" or the letters "WA" on the jacket.

Care and inspection of extension cords

Extension cords must be treated with care and checked regularly for damage or deterioration. The cord itself should never be pulled to disconnect it from an electrical source; remove it by the plug. They should not be placed under rugs or furniture and should never be strung through doorways, windows, walls, ceilings, or floors. Damaged cords present a potential fire or shock hazard and should be destroyed and replaced immediately.

An extension cord should never be used as a substitute for permanent wiring. They should not be fastened to a building or structure, even though staples are sold for this purpose at many hardware stores. Avoid plugging two cords together to make a longer one. It's best to use one cord in a continuous length from the receptacle to the appliance or tool. Extension cords which are either connected together or are too long will reduce operating voltage and operating efficiency of tools or appliances and may cause motor damage.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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FORKLIFT FATALITIES

OSHA estimates forklifts cause about 85 fatal accidents per year; 34,900 accidents result in serious injury; and 61,800 are classified as non-serious. According to the Industrial Truck Association, there are about 855,900 forklifts in the U.S. Therefore, over 11% of all forklifts will be involved in some type of accident each year (assuming only one accident per forklift).

The ITA also reports that the useful life of a lift truck is about 8 years. This means that about 90% of all forklifts will be involved in some type of accident during their useful life--again assuming only one accident per forklift. If you operate this equipment, there is a possibility that you may have an accident at some point during your career. To help reduce the possibility of being injured, it's important to understand where and how these accidents occur.

Studies show that many of these accidents could have been prevented by better training. No one starts out with the innate knowledge, skills, and abilities to safely operate a forklift. As OSHA requires, drivers must be properly trained to do so. The lesson to be learned is, operating a forklift without training is dangerous and can even be fatal to you or other employees working in the area..

Training can also prevent or reduce the severity of an accident related to the stability of a lift truck traveling with an elevated load. Keep the load as low as possible to increase vehicle stability and to help prevent tip-over accidents. The most common result is a crushing injury to the head, neck, or back where the overhead guard strikes the employee.

Forty-two percent of forklift fatalities are caused by the operator trying to jump from a tipping vehicle. To keep this from happening to you, always remember to keep the load as low as possible and stay with the vehicle if it tips over. Wearing your seat belt is the best safety measure!

Safety Recommendations: _____

Job Specific

Topics: _____

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FALLS - CAUSES AND CURES

Has this thought ever crossed your mind? The only way to be safe from falls is to avoid them! Avoidance is the key word. Let's explore just a few of the factors contributing to falls and their serious results.

Scaffolds - Never erect a temporary scaffold. Even if the job will only last a very short time, the scaffold should be erected as if you were going to use it indefinitely. Make sure you install all the cross braces both vertically and horizontally, be sure the scaffold is built on a level surface and fully decked, and don't forget to provide proper access.

Ladders - Select the right ladder for the job. Is it the right size, did you tie it off, did you inspect it prior to use? Always face the ladder when you climb and never stand on the top two steps.

Floor Openings - Any floor opening measuring 12 inches across or larger must be covered or protection provided by a standard guard rail with toeboard. A cover must be large enough and strong enough to prevent failure and be marked so that everyone on the job will be aware of its purpose. Guard rails must meet minimum strength requirements (See OSHA Standard 1926.500). Toeboards will prevent tools or materials from falling through the opening and injuring workers below.

Stairways - Slow down -- don't run up or down. Avoid carrying objects that block your view of the steps. To help eliminate falls on stairways take your time, look where you step, and use the handrail. Keep stairways free of clutter to prevent tripping.

Housekeeping - A secure footing is a positive step in avoiding falls and good housekeeping is essential to secure footing. A clean worksite is a safer worksite.

Watch your step! Stay alert! Avoidance and prevention is your first line of defense.

Safety Recommendations: _____

Job Specific

Topics: _____

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FALL HAZARDS

First, let's look at some of the causes of falls on the same level such as slipping, tripping, and bumping into.

- **Slipping** could be due to ice on the walk, oil or grease on the floor, a banana peel left over from lunch, a small piece of pipe, a soft drink bottle, or a welding rod stub, just to name a few. We can avoid these hazards in two ways; first, we must practice good housekeeping by keeping our work areas clean and orderly; second, we must be alert and watch our step.
- **Tripping** can be caused by an irregular surface, lines or hoses across walkways, tools not in their proper place, poor lighting, and many others. The rules for avoiding tripping hazards are much the same as for slipping hazards; that is, practicing good housekeeping, watching your step, and in addition, keep your shoes (safety shoes) in good condition. Bad soles and heels have caused many falls.
- **Falls caused by bumping into** also result in serious injuries. We should be especially careful in hallways, warehouses, and places where blind corners exist. We sometimes get in too much of a hurry; maybe we are late in the morning or in a hurry to get home in the evening. In this rush we go around a corner too fast and collide with another person and we go spinning.
Falls from different elevation are usually more serious than falls on the same level. These too, can be caused by slipping and tripping but are also caused by many other factors such as misjudging a step or a grab bar on a piece of heavy equipment, over-reaching a ladder or scaffold, not tying a ladder off properly, faulty handrails on scaffolds, not using safety belts when we should; you can name many more.

Safety Recommendations: _____
Job Specific
Topics: _____

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FALLING OBJECTS

Piling materials on scaffolds requires special care. You have to be sure not to overload, to allow ample space for work operations, and to make the piles stable. Be sure toe boards are placed on all scaffolding and open elevations to safeguard workers below from falling materials—loose brick, tools, equipment.

When you want to send material, tools or equipment to higher elevations, use containers or buckets and hand lines. Never throw materials or tools. When you pull on a hand line, be sure to stand clear of the loaded materials and tools. Keep an eye on the load as it goes up. When you have to pull up materials that can't be placed in a container, fasten the load securely to the hand line. If materials like pipe, conduit, and rods aren't properly fastened in bundles, a piece can be jarred loose and hit the worker pulling the hand line.

When you work beneath other operations, like riveting crews, wear your hard hat, it's often a lifesaver. When you strip forms, it's important to use the necessary guards. Often you'll find workers working on makeshift scaffolds, attempting to strip panels on the floor slab. They don't seem to know that the entire section might come loose and fall on them.

Where scaffolds are not provided and you work at an open elevation, wear a safety belt and tied-off life-line. Then if you're using both hands to pry a panel and it breaks loose suddenly, the safety belt and life-line will keep you from falling. Working from swing staging is also a dangerous operation and requires the utmost care to prevent falls of equipment, materials and tools.

We know what precautions the company takes to protect us. Now, let's all do our share to keep objects from falling. We'll prevent injury to workers below as well as to ourselves.

Safety Recommendations: _____

Job Specific

Topics: _____

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FIRE EXTINGUISHERS

Have you inspected your fire extinguishers lately? Are they fully charged, strategically located, accessible and ready for use? Or, are they laden with dust, obscurely hidden in some corner, affording a false sense of security?

So often, fire extinguishers are purchased with enthusiasm, a vital need; and then, suddenly, because they are not regularly used, they are relegated to a secondary position in our operation.

The fact that fire extinguishers are our first line of defense in the event of fire should warrant a periodic and thorough inspection of them. Fire extinguishers must be kept clean to attract attention, they must be kept accessible to eliminate lost time when needed, and the rubber hose, horn or other dispensing component must be checked to guard against blockage.

The following is a brief resume of the classification of fires, and the recommended extinguisher to be used on each:

CLASS "A" FIRES: Ordinary combustibles such as rubbish, paper, rags, scrap lumber, etc. These are fires that require a cooling agent for extinguishment. Recommended extinguishers are—water through use of hose, pump type water cans, pressurized extinguishers.

CLASS "B" FIRES: Flammable liquids, oils and grease. Fires that require a smothering effect for extinguishment. Recommended extinguishers—Carbon Dioxide, Dry Chemical and Foam.

CLASS "C" FIRES: Electrical equipment. Fires that require a non-conducting, extinguishing, agent. Recommended extinguishers—Carbon Dioxide and Dry Chemical.

Safety Recommendations: _____

Job Specific

Topics: _____

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FIRST-AID KIT USE

- * **Absorbent Gauze:** Use these to clean a wound or to apply first-aid or antiseptic cream.
- * **Adhesive Bandages:** Different sizes and shapes are provided to protect minor scrapes and cuts after they have been cleaned and medicated.
- * **Adhesive Tape:** For securing wound dressings or giving additional protection over bandages.
- * **Antacid Tablets:** For indigestion or heartburn.
- * **Antiseptic Soap or Pads:** For cleaning skin or wounds.
- * **Bandage Compresses:** Use these for applying pressure to a large wound or scrape that is bleeding. Place the compress over the wound and apply pressure to reduce bleeding.
- * **CPR Mouth Barrier:** (e.g.: Microshield) For use as a mouth barrier in CPR resuscitation.
- * **Disposable Latex Gloves:** The First Responder to an injury should use this protection to prevent contact with an injured person's bodily fluids (blood, saliva, etc.).
- * **Eye Wash:** The wash bottles in a fist-aid kit are typically small. Use them to rinse very minor contaminants from the eye. All other eye injuries should seek medical care.
- * **First-Aid Ointment or Antiseptic Cream:** Apply this salve to wounds that have been cleaned prior to applying a dressing.
- * **Gauze Roll:** Gauze is used to hold flat, non-adhesive bandages in-place prior to taping. It is not a bandage, because most gauze is not a sterile dressing.
- * **Instant Cold Pack:** Place the pack on a sprain, fracture, or severe bruise to reduce swelling.
- * **Microbial Hand Wipes:** For First Responders' clean-up after providing emergency care.
- * **Scissors:** For cutting clothing, tape or bandages and providing a better fit around the wound.
- * **Triangular Bandage:** Used to create a sling for supporting an injured hand or arm or as protection over a large dressing.
- * **Tweezers:** For removing foreign bodies from minor injuries. Not for use on eye injuries.
- * **Wound Cleanser Wipes:** Use these singlet wipes to clean minor scrapes or cuts before applying antiseptic and adhesive bandages.

Safety Recommendations: _____

Job Specific

Topics: _____

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FIRST AID

It's an excellent idea for construction workers and for everyone to know first aid fundamentals: how to stop bleeding, start breathing, start a stopped heart beating again, and give any other vitally needed care until professional help arrives.

Whether or not you've had any first aid training, you should know this principle that is too often forgotten in many emergencies: DON'T MOVE ANYONE WHO APPEARS TO BE SERIOUSLY INJURED. Well-meaning people often have the impulse to hoist an accident victim to a sitting position, or pointlessly move them from here to there...or from there to here.

The victim of a bad fall, or of some other accident on your project, might have internal injuries or a fractured spine; if so, trying to move him needlessly might aggravate the injury—might permanently cripple, or even kill them!

Wait until experts arrive who will transport the victim to a hospital with a minimum of danger. If the person must be moved to save them from additional danger, try to work a blanket or coat under them, then pull them gently along the ground to a safe location. If they must be lifted, support each part of his body so that his entire frame is kept in a straight line.

what needs to be done is done... and that what needs not be doGood first aid is not only knowing what to do—how to stop excessive bleeding, or restore breathing; it's also knowing what not to do—not to move a seriously injured person unless absolutely necessary. So if someone is ever seriously hurt on the job, see that professional help is called right away—then see that ne isn't done.

Safety Recommendations: _____
Job Specific
Topics: _____

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FLAGGING TRAFFIC

Do you feel that the motoring public is out to get you? That if you don't hop out of the way quickly enough, they will run you down? It is probably because many drivers take the attitude that we should see them and keep out of their path. Just one of the hazards of flagging traffic. When flagging traffic, we want to do everything we can to prevent an accident. Because when an accident occurs, everyone suffers: the motorist, our Company, and us. An accident can mean damaged vehicles and equipment, personal injury, and fatalities.

MAKE SURE THEY SEE YOU

Motorists will be looking for the promised flag person, and should be able to spot you quickly. That is one reason you wear a fluorescent vest. So you will stand out. But let's not defeat its purpose. Don't let a bunch of other employees gather around you, so that you can't be seen at all. Or what do you suppose motorists think when they come upon a whole group of us waving our arms, all of us directing various pieces of construction equipment and no one directing the driver? Sometimes motorists find two persons giving them conflicting directions. We can avoid such situations by following these few basic rules:

- 1. As a flag person, you should understand what our operation involves, so that you know what to anticipate when directing traffic.**
- 2. You should be properly dressed and neat in appearance. Foot wear is important. Remember that pavement can get mighty hot or cold, depending on the weather. Sturdy shoes or boots are advisable.**
- 3. There is only one right way to signal traffic, while there are many wrong ways. We all should be using one standardized set of signals.**
- 4. Only designated flag persons should be directing traffic, except in emergency situations. These individuals must be alert to traffic conditions and the construction operations at all times.**
- 5. Never turn your back on traffic. Many a flag person has been knocked for a loop.**
- 6. Flag persons should be firm but courteous with the public at all times. The general public could well form an opinion of the construction industry as a whole by the impression they receive from you.**

Safety Recommendations: _____

Job Specific

Topics: _____

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FIBERGLASS A HEALTH HAZARD?

Everyone has heard about the association between lung cancer and asbestos. Since some forms of asbestos are similar in appearance to fiberglass fibers, many people wonder if handling fiber-glass could also result in the development of cancer or other serious health hazards. Scientists have made over 400 studies of fiberglass in an attempt to answer this question. The conclusion is that it will not, because its properties are very different from asbestos. OSHA confirmed these findings in 1991 when it decided to regulate fiberglass as a nuisance dust, and not as a cancer causing agent. The state of California, nevertheless, still requires that fiberglass be labeled as a potential cancer causing agent.

The principal difference between glass fibers and asbestos fibers is their size and the way the fibers break down. Glass fibers are cylindrical single fibers that can never split lengthwise; they only break across the fiber. As they break, they form tiny fragments that no longer have the properties of a fiber. Asbestos fibers, on the other hand, are always present as bundles, never as a single fiber. Asbestos fibers fracture only lengthwise when the bundles break apart, releasing thousands of long tiny fibers. When these are inhaled, they become trapped in the small sacs of the lungs known as alveoli. Because asbestos fibers are long, sharp, and irritating to lung tissue, the alveoli close up and trap them in the lungs. This eventually results in the lungs becoming hard, fibrous and inelastic.

The primary hazard associated with fiberglass is the chemicals used during the fabrication or lay up process. Styrene monomer, or raw resin, is catalyzed with an organic peroxide; the most common is methyl ethyl ketone peroxide. Cobalt compounds, often used as accelerators, can result in allergic dermatitis or asthma like conditions. Acetone is a central nervous system depressant used for clean up of tools, utensils, and spray equipment.

Working with fiberglass material should not be dangerous if you are properly trained, and if you use appropriate protective equipment. Be sure to do so!

Safety Recommendations: _____

Job Specific

Topics: _____

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FLAMMABLE & COMBUSTIBLE LIQUIDS

Recently, to dramatize the danger of hauling gasoline in the trunk of a car, a test was conducted igniting ONE gallon of gasoline inside a car trunk — the resulting explosion blasted the trunk lid along with a huge fireball, some 80 feet into the air, with a force that would have killed anyone in that car.

Since you can't move fast enough to get away from an explosion, you had better do what's necessary to avoid one.

Handling flammable and combustible liquids is a common occurrence on construction projects. When you're the one that's handling them, do you follow proper guidelines, or do you tend to ignore and underestimate the dangers? To fully understand the real dangers of these liquids, you must know the difference between them.

A **FLAMMABLE LIQUID** like gasoline, lacquer thinner, alcohol, some paint thinners, etc. are much more volatile — their vapors can ignite below 100° F, even down to freezing and below.

A **COMBUSTIBLE LIQUID** such as fuel oil, kerosene, linseed oil, etc, must exceed 100° F in order to release enough vapors to ignite.

Whenever handling liquids in containers marked flammable or combustible, **READ THE WARNING LABEL** and remember, in addition to the danger of fire and explosion, there may be other serious health threats from these liquids—inhaling vapors, contact with skin, eyes, etc.

Listed safety containers are required for storing, handling and transporting of flammable or combustible liquids of any quantity.

Safety Recommendations: _____

Job Specific

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FLAMMABLE LIQUIDS

Flammable liquids themselves will not burn, as many people think. But as the liquid evaporates it gives off vapors that mix with the air to form dangerous gases that can be set off by the smallest spark. Take gasoline, for example. Gasoline evaporates at temperatures as low as 45OF below zero. As the temperature rises, the rate of evaporation increases and more and more vapors are given off. This also is true for other flammable liquids, except that the temperature at which they give off vapors varies with the kind of liquid.

FOLLOW THESE COMMON SENSE RULES

If we remember a few simple common sense rules when storing, handling, and using flammable liquids, we can help prevent this job, or any of us, from going up in flames.

Keep flammable liquids away from open flame and sparks. This means that you should never smoke around them.

Always use approved metal safety cans or the original manufacturer's container to store flammable liquids. Keep these containers closed when not in use, and never store them near exits or passageways.

Practice good housekeeping in flammable liquid storage areas. Clean up spills immediately and then place the rags you used to do the job in a tightly closed metal container.

Be careful not to get a flammable liquid on you. It not only could burn you if it catches fire, but it could cause painful skin irritation that could easily become infected. If you get it on you, wash it off as soon as you can.

Never try to boost a fire with a flammable liquid. You are in for trouble if the fire flares up.

Safety Recommendations: _____

Job Specific

Topics: _____

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FLOOR OPENINGS

Unprotected holes in the floor, deck, or roof have been responsible for a number of very serious injuries. Yet, through planning and personal attention, falls through openings under foot are very easy to prevent.

- 1. If you make a hole, guard it. Before cutting the hole, barricade the work area to keep people out.**
- 2. If the hole must be open, install permanent barricades around the perimeter. Like railings around the edge of a building or stairwell, these should be a minimum of forty-two inches high, have a mid-rail and be capable of withstanding a 200 pound load. Toe boards are recommended at all times and are required if anyone is going to work under the hole.**
- 3. If the hole is not guarded, it must be covered. The cover must be capable of supporting at least a 200 pound load, be larger than the opening, secured against displacement, and labeled "Floor Opening, Do Not Remove". If you have a choice, make a round opening and cover. An oversized round cover cannot fall through a smaller round hole.**
- 4. Never cover a hole with any type of non-substantial material such as paper, cardboard or plastic. You may ask, "Why would anyone do that?" Unfortunately, it happens surprisingly often.**
- 5. Be extremely careful if you have to walk over protective paper or plastic. A hole could be lurking underneath. Step very tentatively. If you find a hole, expose it immediately for others to see, barricade it or post someone to warn others of the danger, and notify your supervisor. Even shallow holes can cause serious injuries.**

Safety Recommendations: _____

Job Specific

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FORSIGHT PRESERVES EYESIGHT

There are all kinds of eye hazards in construction work—and there's excellent protection for every eye hazard you'll find on a project. Just remember: there's every kind of eye protective device readily available—but you're using your one and only pair of eyes right now.

Here are some of the more common operations where eye protection is an absolute must:

- * Chipping, sledging and hammering on metal, stone or concrete.
- * Using manual, pneumatic and power impact tools.
- * Caulking, brushing and grinding.
- * Drilling, scaling and scraping.
- * Soldering and casting hot metals.
- * Handling hot tar, oils, liquids, and molten substances.
- * Handling acids, caustics and creosoted materials.
- * Gas welding, cutting and brazing.
- * Electric arc welding and cutting; also, any operations that may expose the eyes to dust, gases, fumes or liquids.
- * Drilling overhead.
- * Working where there's dust blowing around.

Eye protection can be comfortable when you get a good fit. True, goggles can fog up, but you can wear a sweat-band if you sweat a lot—and there are anti-fog liquids, too. Maybe there's some inconvenience involved sometimes in using eye protection—but what's that compared with the "inconvenience" of having to learn how to read braille?

Safety Recommendations: _____

Job Specific

Topics: _____

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FROM HEAD TO FOOT

- 1. Are we meticulous in the protection of our skull, the important guardian of our brain center, through the wearing of a hard hat?**
- 2. What about our sight, our most important sense? Do we have our eyes examined periodically...if necessary, do we use our glasses when reading... and above all, do we cover them with safety goggles when the occasion demands?**
- 3. The shirt, an important piece of apparel. If we operate, or are engaged around moving machinery and equipment, do we wear short sleeve shirts, or have straight cuffs? The same goes for jackets. Never wear a loose fitting jacket, keep it buttoned or zippered shut at least chest high.**
- 4. Our hands are a very vulnerable part of our body. If our work calls for it, do we wear gloves? Also remember, worn or tattered gloves are more dangerous than no gloves at all.**
- 5. Wearing overalls or pants with cuffed or rolled up legs is a poor practice. If the legs are too long have them cut off and hemmed. Straight legs reduce the self-tripping hazard.**
- 6. How about shoes? They don't have to shine with a brilliant luster, but they must be practical. A safe working shoe has a thick sole; thin sole shoes can result in serious foot punctures. To protect against toe injuries, steel capped shoes are most practical. Shoe laces should not be too long.**
- 7. Watch out for jewelry. It can catch on things, too. Don't wear loose watch chains, straps, keys on belt, etc., or any item that might hook on something and place you in a hazardous position. Rings, wristlets and other jewelry belong at home and not on the job.
Remember to dress properly for the job you're doing.**

Safety Recommendations: _____

Job Specific

Topics: _____

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FALL PROTECTION

The new standard stresses three types of protection to be used for fall protection. They are **GUARDRAIL SYSTEMS, SAFETY NET SYSTEMS, AND PERSONAL FALL ARREST SYSTEMS**. It's up to your employer to determine which method is going to be used when an employee is on a walking or working surface, horizontal or vertical, with an unprotected side or edge which is 6 feet or more above a lower level. This includes floors, roofs, ramps, bridges, runways, etc., but not ladders, vehicles, or trailers, on which employees must be located in order to perform their job. Leading edges, residential construction and precast concrete erection may be exceptions to the rule. In these cases the employer must have a qualified person develop a written fall protection plan for the specific area in which this type of work is being performed. The plan must be maintained and kept up to date.

As a construction worker you also need to know that the subpart does **NOT** apply when employees are making an inspection, investigation, or assessment of workplace conditions prior to the actual start of construction work, or after all construction has been completed.

In addition, Subpart M specifies that as of January 1, 1998, body belts are not be acceptable as part of a personal fall arrest system, (Note: the use of a body belt in a positioning device system will be acceptable.) The use of a non-locking snaphook as a part of personal fall arrest systems and positioning device systems will be prohibited. What this means to you is that non-locking snaphooks and body belts are a thing of the past in the construction industry. Workers will be using full body harnesses with locking snaphooks for fall arrest systems. .

THE NEW STANDARD REQUIRES EMPLOYERS TO TRAIN EMPLOYEES, RETRAIN THEM WHEN EQUIPMENT OR SITE CHANGES OCCUR, AND CERTIFY AND DATE THE TRAINING.

Safety Recommendations: _____

Job Specific

Topics: _____

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FALLS

Falls are the leading killer in the construction industry. How many times have we read about a worker who was killed from a fall at a job site? Fall protection rules are becoming more strict. Whether you are an employee or an employer, you need to know the rules.

Subpart M - Fall Protection sets forth requirements and criteria for fall protection in construction workplaces. Your employer must determine if walking/working surfaces on which you work have the strength and structural integrity to support you safely. Each walking/working surface with an unprotected side or edge, 6 feet or more above a lower level, where employees are working must be protected by a guard rail system, safety net system, or personal fall arrest system. A fall arrest system consists of an anchorage, connectors, a body harness, and may include a lanyard, deceleration device, lifeline, or suitable combinations of these. The use of a body belt for personal fall arrest, and the use of non-locking snap hooks are prohibited as of January 1, 1998; body belts will only be allowed as positioning devices. Employees must also be protected from falling or tripping, into or through holes or skylights by the systems mentioned above or by secure covers. Hole or skylight covers must protect workers from falling objects as well. As a construction worker you will be required to be trained by your employer to recognize all hazards of failing, and what steps need to be taken to minimize or eliminate these hazards. On leading edge work, precast concrete erection, and residential construction, that an employer determines cannot meet the requirements of the standard, because it is infeasible or would create a greater hazard, the employer has the option to develop a 'site specific' fall protection plan. The plan must meet the requirements of paragraph (k) of Standard 1926-502.

DON'T BECOME A 'FALL' STATISTIC! LEARN ALL YOU CAN ABOUT PREVENTION AND ALWAYS USE FALL PROTECTION GEAR.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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FIRE EXTINGUISHERS

Fire prevention and good housekeeping go hand in hand for obvious reasons, not only on the job- site but in the home and office as well. Fires can start anywhere, at anytime, and this is why it's so important to know how to use a fire extinguisher correctly, and also to know which extinguisher to use for different types of fires.

CLASS 'A' FIRES - These fires consist of wood, paper, rags, rubbish and ordinary combustible materials, the kinds of materials typically found on a construction site. RECOMMENDED EXTINGUISHERS - Water, through use of a hose, pump-type water cans, pressurized extinguishers, and (ABC) dry chemical extinguishers. FIGHTING THE FIRE - Put lots of water on the fire and soak it completely, even the embers.

CLASS 'B' FIRES - These consist of flammable liquids, oil and grease. RECOMMENDED EXTINGUISHERS - (ABC) dry chemical type, foam, and carbon dioxide. Any of these will do a good job extinguishing the fire. FIGHTING THE FIRE - Start at the base of the fire and use a sweeping motion from left to right always keeping the fire in front of you.

CLASS 'C' FIRES - are electrical fires, usually dealing with some type of electrical equipment RECOMMENDED EXTINGUISHERS - Carbon dioxide and (ABC) dry chemical type. FIGHTING THE FIRE - Use short bursts on the fire. When the electrical current is shut off on i "Class 'C' Fire, it can become a Class 'A' Fire if materials around the original fire are ignited.

CLASS 'D' FIRES - Combustible metals. RECOMMENDED EXTINGUISHERS - Special agents approved by recognized testing laboratories. FIGHTING THE FIRE - Follow the fire extinguisher manufacture's recommendations.

Safety Recommendations: _____

Job Specific

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FIRE PREVENTION

This may sound like a contradiction, but the problem with fire prevention on a construction site is the absence of a problem. Fires do not occur with frequency or regularity and therefore workers are not particularly concerned about them. Another word for this is complacency, an environment in which danger grows and thrives. It is extremely difficult to motivate some one to take an active interest in fire prevention when the person has never been involved in a serious fire and when they face other, imminent hazards on a daily basis. This leads to the common misconception that fire prevention is someone else's problem.

Almost every construction worker has at one time or another seen someone injured by a fall or being struck by an object. Very few have seen a person burned in a fire, or seen valuable property and months of work reduced to smoke and ashes.

We need to be reminded regularly of the ever-present danger of fire. We need to know the different types of fires and extinguishers. Briefly, electrical or flammable liquid fires require an extinguisher rated BC. Use a water extinguisher only for Class A fires (wood, paper etc.). A dry chemical extinguisher rated ABC is for all classes of fire. Aim at the base of the fire and move the nozzle from side to side in a sweeping motion. If the fire continues, evacuate everyone from the area and call the fire department.

Observe all 'NO SMOKING' signs, especially near flammables. Make sure the area is free from all combustibles when burning or welding. Place all construction debris in the proper area for disposal . Know where fire extinguishers are located.

A fire today could mean loss of life, loss of a job, personal injury or property damage. Are you doing your part to prevent one? Check both your job and your home for fire hazards.

Safety Recommendations: _____

Job Specific

Topics: _____

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FIRE PROTECTION

Don't get burned! Protection is the name of the game. We need to protect ourselves, co-workers tools and equipment, storage trailers, and the location where we work and live in case of fire.

Protection begins with planning who is going to call the fire department should there be a fire. Is the fire department's emergency phone number posted next to the telephone? Are there fire extinguishers available in our work areas? Is there one in the job truck? Is there a full extinguisher in the job office trailer? Do you have extinguishers and smoke alarms at home?

Are flammable liquids stored in approved containers? When using a cutting torch take steps to make sure the surrounding areas will not catch fire by removing all combustible materials.

What about housekeeping? Does the job clean up all work areas on a daily basis, or do you wait until the areas are cluttered with all kinds of combustible material?

Are 'No Smoking' areas posted so all workers know not to -smoke in areas where flammable liquids or containers are stored?

Part of your protection plan should be to know where all fire exits are! Do you know the one closest to your work area? Do you have a back-up exit in case the first one is blocked? Do you have an escape plan at home?

Smoke alarms on the job and at home should be tested monthly. Replace batteries twice a year. Remember, protection starts with you. You must plan what to do, -who to call and where to go should a fire break out. You must also do your part by storing flammables properly and smoking only in safe areas.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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FIRST AID

Always call the posted emergency phone number so outside professional help is on the way. The following is a list of helpful hints when first aid is needed.

- 1. Look for breathing and airway obstructions, and check -for bleeding and/or broken bones.**
- 2. Start mouth to mouth resuscitation if necessary, and don't forget to use a one way mask.**
- 3 Stop the bleeding -- a snug bandage or a pressure dressing will usually stop the bleeding. Use direct pressure, not a tourniquet. Avoid direct contact with blood -- use gloves.**
- 4. Look for shock -- skin cold and moist, weak pulse, face drained of color and fainting. Wrap the victim in blankets, have them lay down and try to calm them.**
- 5. Caution, handle with care -- a person with a suspected neck or back injury should not be moved until professional rescue personnel are on the scene. Assist them if requested.**
- 6. Splint broken bones -- a splint can be made from any firm object that is long enough to reach beyond the broken bone. Immobilize the joints above and below the break.**
- 7. Never give liquids to an unconscious victim.**
- 8. Bandage wounds to help protect against infection -- the wound should be covered with a sterile dressing before the bandage is applied.**
- 9. Remember to wear universal precaution protective equipment.**

Safety Recommendations: _____

Job Specific

Topics: _____

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FIRST AID FOR BURNS

First Degree Burns - affect the outer layer of skin such as sunburn or contact with a hot objects. The skin will be red and sore. **First aid treatment:** apply cold water to the burned area or submerge the area in cold water. Apply a sterile dressing. **Second Degree Burns** - affect the entire outer layer of skin and may penetrate deeper. The skin usually blisters. These burns are caused by a bad sunburn, contact with hot liquids, or burns from gasoline for example. **First aid treatment:** apply cold water as you would for a first degree burn, or use a cold pack, or cover the burn with a cold, wet dressing. Don't break blisters or use ointments, antiseptics, etc. Seek professional medical help. **Third Degree Burns** - penetrate both layers of skin and are very serious! Contact with flames, burning clothing, or electricity can cause third degree burns. **First aid treatment:** if clothing is on fire, drop and roll the victim to extinguish the flames, cover burn area with a sterile dressing, never use cold water, ointments, antiseptics, etc. Get medical help at once!

Here are a few tips to prevent burn accidents:

Keep sparks and open flames away from combustible and flammable materials.

Practice good housekeeping - dispose of scrap materials promptly and properly.

Always keep chemicals in their original containers with labels, and use chemicals safely, check the MSDS and use caution when pouring hot liquids - even that morning cup of coffee.

Wear the right personal protective equipment for the job.

Burns occur off the job, too. Keep children away from matches, portable heaters, ranges and fireplaces. Store flammables and combustibles properly.

Safety Recommendations: _____

Job Specific

Topics: _____

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FIRST DAY ON THE JOB

Whether you've been in the business for many years or you're a new employee, there's always a 'First Day on the Job'; a new project for you old timers, which may or may not be different from your last job, and for some of you, a brand new job.

Your safety on any job is important, so let's discuss the types of personal protective equipment you need to use. Hard hats are designed to protect your head, and statistics prove that they prevent most serious head injuries -- **WEAR YOURS!** Eye protection is required when there is any possibility of an eye injury -- safety glasses, mono goggles and cutting goggles will protect your eyes but they must be **WORN**, not carried in your pocket. Other types of protective equipment include hearing protection, respirators, harnesses, lifelines, and proper work clothes. All of these are important to your safety and should be used as required.

Good housekeeping is a must! Make sure you keep your work area picked up and dispose of trash as needed. Keep aisles and walkways clear of obstructions. Always inspect your electrical and hand tools prior to use. If you find anything wrong or damaged, let your supervisor know and tag the tool '**NEEDS REPAIR - DO NOT USE**'. When you are required to use a ladder check it out -- make sure it's the right size for the job -- and never stand on the top two rungs or steps. If you're using a metal ladder keep a sharp eye out for overhead power lines -- coming in contact with them can be deadly!

The bottom line is that your safety is a top priority, whether you're an old timer or new on the job. Think '**SAFETY FIRST**', wear protective gear as required, use common sense and good judgement, and check with your supervisor if you have any questions or concerns.

EVERY TOOL HAS A PLACE - RETURN IT WHEN YOU'RE THROUGH. IF IT'S DAMAGED, TAG IT AND TAKE IT OUT OF SERVICE.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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FLAG PERSONS

In construction, a flag person is best known as the worker or workers who manage traffic flow along a highway or street when road repair is underway. There are also flag persons who are responsible for signaling crane operators, truck drivers when dumping loads, for hoisting operations, etc.

In either case a flag person has a great deal of responsibility. For roadwork they must be easily visible to traffic and must be able to direct traffic around the work the crew is doing. When flagging traffic they should try to position themselves in such a way that there is some type of barrier between them and the traffic if at all possible. This will give them some protection should they need it. They must be sure their signals can be clearly seen by oncoming traffic. Stop and slow paddles work very well. The red or orange garment provided must be worn at all times and must be made of a reflectorized material if work continues into the evening hours.

OSHA Standard 1926.201 Signaling requires - (1) When operations are such that signs, signals, and barricades do not provide necessary protection on or adjacent to a highway or street, flag persons or other appropriate traffic controls shall be provided. (2) Signaling directions by flag person shall conform to American National Standards Institute D6.1-1971, Manual on Uniform Traffic Control Devices for Streets and Highways. (3) Hand signaling by flag persons shall be by use of red flags at least 18 inches square or sign paddles, and in periods of darkness, red lights. (4) All flag persons shall be provided with and shall wear a red or orange warning garment while flagging and at night shall be of a reflector type material

If you as a flag person have any questions about your flagging duties, check with your supervisor before beginning your shift. If you need a break, let your supervisor know so a replacement can take over your position.

REMEMBER, YOU ARE THE ONLY ONE BETWEEN THE TRAFFIC AND YOUR CREW!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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FLAMMABLE & COMBUSTIBLE

A 'Flammable Liquid' is defined as any liquid having a flash point below 140°F and having a vapor pressure not exceeding 40 psia at 100°F. A liquid with a flash point at or above 140°F (60°C) and below 200°F (93.4°C) is a 'Combustible Liquid'. You will find both of these liquids on most construction sites. Two of the most common liquids we use are gasoline and diesel fuel. Each has a flash point of less than 140°F and therefore is classified as a flammable liquid. For easy reference -- the flash point of a liquid is the temperature at which it gives off sufficient vapor to form an ignitable mixture with air, near the surface of the liquid or within a vessel.

Here are a few safety guidelines that you should remember when handling flammable or combustible liquids. Store and handle them in APPROVED containers. NEVER smoke around these liquids. Post 'NO SMOKING' signs on liquid petroleum tanks. While in storage, fuel gas cylinders and oxygen cylinders must be separated by a minimum distance of 20 feet, or with fire resistant barriers. Fuel storage tanks must be guarded to prevent damage from vehicular traffic. Fire extinguishers need to be properly distributed around the worksite and kept free from obstructions.

OSHA requirements state that "no more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet." Further, "no more than 60 gallons of flammable or 120 gallons of combustible liquids shall be stored in any one storage cabinet. Not more than three such cabinets may be located in a single storage area." Does storage of these liquids on your jobsite measure up?

In closing, flammable and combustible liquids can be used safely. If you follow the guidelines above no problems should arise -- if you don't, you may go up in smoke!

ONLY FOOLS SMOKE AROUND FLAMMABLES OR COMBUSTIBLES. PRIOR TO LIGHTING UP, CHECK YOUR AREA CAREFULLY.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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FLOOR OPENINGS

Floor openings come in many different sizes and locations. OSHA defines a floor opening as, "An opening measuring 12 inches or more in its least dimension in any floor, roof, or platform through which persons may fall." What type of hazards are associated with floor opening? The biggest danger is a fall from an elevation. Such a fall could cause injuries as minor as a sprain or strain to as serious as broken bones or even result in death! Another hazard is being struck by objects failing through the floor hole.

Several methods of protection for floor openings are acceptable. A standard guardrail with a toeboard provides a good physical barrier. If you use wood, both posts and top rail must be of at least 2"x4" stock and the midrail of 1"x6" stock. If you choose pipe railings, posts, top and intermediate railings must be of at 1 1/2" nominal diameter pipe. For structural steel railings, posts, top and mid rails shall be of 2"x 2" x 3/8" angle or equivalent. In all cases posts must be spaced not to exceed 8' on center, and toeboards shall be a minimum of 4" in vertical height and securely fastened. All standard guard rails must be able to withstand 200 pounds of force with a minimum of deflection in any direction.

Smaller openings may be protected with a floor hole cover, capable of supporting the maximum intended load and must be installed so as to prevent accidental displacement. Covers and their supports located in roadways and vehicle aisle ways for conduits, trenches and manholes must be signed to carry the rear axle load of two times the maximum intended load.

Many deaths occur each year because floor hole covers are removed and not replaced, or they were constructed of materials that could not support the weight of the person or load. Toeboards prevent materials from falling through the opening and striking a worker below. For new construction, identify floor holes as they are created; for existing structures survey the site prior to starting work and continue to check all areas as renovation, repair and alteration proceeds. Install guardrail or hole covers immediately, as needed.

Safety Recommendations: _____

Job Specific

Topics: _____

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FLOOR & WALL OPENINGS

These safety requirements pertain to construction activities and are not to be used as design criteria for permanent structures. They cover construction work area conditions where there is the danger of employees or materials falling through floor, roof or wall openings.

Floor openings into which persons can accidentally walk shall be guarded by either a standard railing with standard toeboard on all exposed sides, or a floor hole cover of standard strength and construction. The cover must also be secured to guard against accidental displacement. While the cover is not in place, the hole must be protected by a standard railing.

Wall openings from which there is a drop of more than 4 feet shall be guarded by a standard rail. In addition to the above, every open-sided floor or platform 6 feet or more above the adjacent floor or ground level shall be guarded by a standard railing or equivalent on all open sides, except where there is an entrance to a ramp, stairway or fixed ladder.

The definition of a standard railing is a railing consisting of a top rail , intermediate rail, toeboard and posts, with a vertical height of approximately 42 inches from the upper surface of the top rail to the floor, platform, runway, or ramp level. The top rail should be smooth surfaced throughout the length of the railing. The intermediate rail shall be halfway between top rail and the floor, platform, runway or ramp. The ends of the rails shall not overhang terminal posts except where such overhang does not constitute a projection hazard. Wood railings, pipe railings, and structural steel railings are all acceptable, but please note that you may not use re-bar f or railings because of its brittleness and unpredictable strength. One additional method is the use of 1/2" wire rope, provided it is installed properly with a minimum of deflection. Standard guardrails must be capable of withstanding a 200 pound load in any direction.

All railings and covers must be checked routinely and repaired as needed.

Safety Recommendations: _____

Job Specific

Topics: _____

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FOOTWEAR

Today we are going to talk about protective footwear. You may or may not have given this much thought. Dressing right for work is similar to dressing right for sports -- no professional football player would take the field wearing dress shoes. Wearing the right shoes will help you do a better job; and do it more safely. The first thing to think about is the type of foot protection you are going to need. Construction work requires you to walk, stand, bend, stoop and climb; therefore it is imperative that you wear sturdy, comfortable footwear. Leather shoes and boots provide the best protection. Tennis shoes, sandals and flip-flops are not acceptable footwear on a construction site. Remember, your feet and toes are made up of many small bones, and just one object dropped on your foot can cause a serious, painful injury.

Another potential jobsite injury can occur by stepping on a nail or other sharp object. A protruding nail can puncture the top, side or sole of your boot in a split second if you are not careful. Safety boots come equipped with steel toes, heavy duty leather uppers and steel shanks to help prevent puncture wounds. Your footwear should fit your feet snugly and give your ankles adequate support. Good support will help prevent you from turning or twisting an ankle while moving around the job site.

Take a look at your feet right now. Are you wearing the right footwear for the job you are doing today? If you are working around protruding nails or other sharp objects, you should be wearing leather work boots with good soles. Are you working in concrete? If so, you need to be wearing rubber boots. Wet concrete on your feet will cause concrete burns. Make sure you wash your feet and put on a pair of clean socks if your feet come in contact with wet concrete. In cold weather it is important to keep your feet warm. Wear a comfortable pair of warm socks and keep a second pair available in case your feet get wet during the day. Get the message? Your feet take a beating every day. Make their job a little easier by wearing the right footwear

SAFETY FOOTWEAR HELPS YOU AT WORK, DON'T FORGET TO PROTECT YOUR FEET OFF THE JOB AS WELL.

Safety Recommendations: _____

Job Specific

Topics: _____

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FORKLIFTS

Forklifts assist us with various tasks around a construction site. Most of us take them for granted without giving a great deal of thought to safety, whether we're operating them or working near them.

A forklift is designed to pick up heavy objects and move them from one place to another, or raise heavy or bulky loads to high levels. Lumber, brick, block, shingles, bags of concrete and tubs of mortar are just a few examples of material that can be moved by forklift on a construction site. Various other types of business use them to perform innumerable lifting tasks.

A forklift should only be operated by a trained, competent person. Never let someone operate a forklift who is not qualified to drive.

Inspect your forklift prior to use. Check the mast for any broken or cracked weld-points. Be sure the forks are spaced apart equally and free from cracks. Check the tires for proper inflation and the fuel and hydraulic fluid levels.

After completing your inspection get in the cab and buckle up the seat belt. With your foot on the brake, put the gear shift lever in the neutral position and turn the key. Be sure to check all gauges, controls and brakes before moving, and then watch out for all workers in your area of operation. Prior to making any lift be sure you know the capacity of the forklift. This information is located on the manufacturer's ID plate. You must also know the weight of what you are going to lift. If in doubt, or if you have any questions, check with your supervisor.

IF THE LOAD BLOCKS YOUR VISION IN THE FRONT, DRIVE IN REVERSE OR USE A SIGNAL PERSON. DON'T TAKE CHANCES!

Safety Recommendations: _____

Job Specific

Topics: _____

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THE FIRE TRIANGLE

Let's talk about what makes a fire and what we can do to prevent one. Fire can be compared to a triangle. Three sides are necessary to make a triangle and three ingredients are necessary to cause a fire. These are heat, air, and fuel. If any one of these three sides is missing, there can be no fire.

HEAT

Heat, the first side of the fire triangle, can come from many sources. It can be generated by sparks from welding operations, discarded cigarette butts, electrical shorts, frayed wiring, friction from power tools, and hot exhaust pipes.

FUEL

Fuel, the second side of the fire triangle, may be liquid, such as gasoline or solvents; a solid, such as paper or wood scraps; or a gas, such as propane.

AIR

Air, the third side of the fire triangle, contains oxygen which is necessary to sustain a fire. This is one side of the triangle we can't do much about. Air is usually present. Heat, fuel, and air must be in the proper proportion for fire to occur. It is possible to have these three ingredients without causing a fire. For example, there may not be enough heat or air to ignite the fuel and cause it to burn.

WHEN YOU KNOW THE ANGLES

When you know the angles, it's easier to prevent and control fires. Remember the fire triangle: heat, air, and fuel. When you find these three ingredients present, take heed. A fire could be in the making.

Safety Recommendations: _____

Job Specific

Topics: _____

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FORKLIFT SAFETY

When working around a forklift keep a sharp lookout -- **DON'T DEPEND** on the lift operator being able to see you, and **DON'T DEPEND** on hearing a horn or back-up alarm as surrounding noise may prevent this. When a forklift is traveling backwards, the operator usually cannot see you, **SO STAND CLEAR!**

As an operator of one of these mobile lifting machines be sure you are familiar with the manufacturer's operating instructions. Prior to starting the equipment give it a quick once over. Check the engine oil level, radiator water level and the fuel level. Look at the tires, check both the parking and service brakes. Check the hydraulic lines for leaks and test the horn. When traveling from point to point never speed. A 'jack rabbit' start or stop may cause an accident. When carrying a load always face the destination of travel and keep a sharp look out for low overhead obstructions. Never allow co-workers to ride on the forks. Never attempt to pick up more than the rated capacity of the machine. Wear the seat belt if one is provided. When picking up a load try to place the forks so the load is square, and make sure the material that you are carrying is -secure and won't fall off during travel. Unless the forklift is designed for off-road use, never take it off the road.

Only trained operators should operate the lift. An untrained operator is a danger to all those working in the area.

As with any other piece of equipment, never smoke during refueling. Avoid working around low electrical lines. Should you ever have a question about a forklift, ask your supervisor. A forklift is a piece of equipment especially designed to help you with your work -- don't let it be a source of an injury -- treat it with respect.

ALWAYS SHUT OFF ALL POWER CONTROLS WHEN LUBRICATING OR PERFORMING ANY MAINTENANCE.

Safety Recommendations: _____

Job Specific

Topics: _____

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FIRE PREVENTION

For each job site, a fire protection plan will be developed containing, at least, the following information:

1. Procedure for reporting fires.
 2. Locations of all fire fighting equipment, both in written description and pictorially on a map or site plan. For multi-level sites, each floor should be clearly described and depicted.
 3. Emergency escape procedures and routes.
 4. Procedure for accounting for personnel
 5. Rescue and medical duties, if applicable.
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1. Particular care should be taken when welding and cutting in locations where combustibles are exposed. When such welding or cutting is done, the surrounding area must be protected with fire resistive material and an adequate number of approved fire extinguishers must be immediately available.
 2. The operation and maintenance of temporary heating equipment shall create no fire hazards. The use of solid fuel salamanders shall be prohibited. Clothing must not be dried or placed on or near heaters. Only smokeless fuels shall be used for heating purposes.
 3. All flammable and combustible materials shall be stored, piled and handled with due regard to their fire characteristics. Flammable liquids must be stored in an approved manner and dispensed only in acceptable safety containers. Welding gases shall be stored in isolated areas and segregated by type of gas. Lumber should be stacked in small piles that are interspersed with side aisles. Lumber storage should be as far as possible from any structure.
 4. Temporary shacks or similar structures shall be constructed of fire resistant materials,
 5. Rubbish and debris shall not be allowed to accumulate adjacent to any electrical equipment, buildings or structures.
 6. Personnel shall be trained on the types of fire extinguishers and their use.

Safety Recommendations: _____

Job Specific

Topics: _____

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FLOOR & WALL OPENINGS & PERIMETER PROTECTION

Wall Openings

Wall openings from which there is a drop of more than 4 feet and where the bottom of the opening is less than 3 feet above the working surface, must be guarded with a top rail, midrail and toeboard.

Open-Sided Floors, Platforms And Runways

Every open-sided floor or platform 6 feet or more above an adjacent floor or ground level must be guarded with standard railings.

Floor Openings

a. Floor openings must be barricaded or covered, secured and labeled, "FLOOR OPENING -- DO NOT REMOVE" or protected by a standard guardrail.

b. When it is necessary to work inside a barricade around a floor opening, employees should tie-off to building structure or guardrail.

Railings And Covers

A standard railing shall consist of a top rail, intermediate (midrail) rail, toeboard and posts.

a. The top rail shall be approximately 42 inches from the upper surface of the rail to the floor, platform or ramp level. The top rail shall be smooth surfaced throughout its length and be made of at least 2 x 4 inch stock or its equivalent. Top rails must be able to withstand 200 pounds force in any direction.

b. The midrail shall be halfway between the top rail and the floor, runway, platform or ramp level. The ends of the rail shall not overhang the terminal posts except when it does not constitute a projection hazard. The midrail shall be made of at least 1 x 6 inch stock or its equivalent.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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Location _____ Competent Person _____ Date _____

GROUNDING & BONDING

The noncurrent-carrying metal parts of portable and/or plug-connected equipment shall be grounded. Portable tools and appliances protected by an approved system of double insulation or its equivalent need not be grounded. Where such an approved system is employed, the equipment shall be distinctively marked.

Exposed noncurrent-carrying metal parts of fixed electrical equipment, including motors, generators, frames and tracks of electrically operated cranes, electrically driven machinery, etc., shall be grounded.

Extension cords used with portable electric tools and appliances shall be of the approved three-wire type.

All temporary wiring shall be effectively grounded in accordance with the National Electrical Code.

Temporary lights shall be equipped with guards to prevent accidental contact with the bulb; however, guards are not required when the construction of the reflector is such that the bulb is deeply recessed. Temporary lights shall be equipped with heavy-duty electric cords with connections and insulation maintained in safe condition. Temporary lights shall not be suspended by their electric cords unless cords and lights are designed for this means of suspension. Splices shall have insulation equal to that of the cable. Cords shall be kept clear of working spaces and walkways or other locations in which they are readily exposed to damage. Portable electric lighting used in moist and/or other hazardous locations (For Example: drums, tanks, and vessels) shall be operated at a maximum of 12 volts.

Safety Recommendations: _____

Job Specific

Topics: _____

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GRINDERS

Secure both pedestal and bench style grinders securely to the floor or work bench to prevent movement during usage. Store grinding wheels carefully, and visually inspect them for warping, chips, cracks or other damage before installation. Discard used wheels once they are approximately 2/3 worn.

Proper guarding is one of the most important safety requirements. Missing or improperly adjusted guards are common and frequent safety violations. Check the following before using your grinder:

“ The wheel guard enclosure should cover most of the wheel, the spindle, and the wheel mounting hardware. Some of the wheel must be exposed to allow grinding access, but the space between the horizontal work rest and the top of the guard opening should be no more than 65 degrees of the wheel.

“ A transparent hinge-mounted face guard should be attached over the exposed wheel surface area to provide additional protection from particles thrown off the rapidly spinning disk.

“ Personal protective equipment includes safety glasses and a face shield--your face as well as your eyes need protection. Do not wear loose fitting clothing that could become caught in the wheel.

Do not stand directly in front of the grinder during start up, in case the wheel disintegrates as it reaches full speed. Allow the grinder to reach operating speed and then bring the item to be honed slowly and smoothly into contact with the wheel. Gradual application gives the wheel an opportunity to warm up and lessens the chance of breakage due to thermal stress.

Wheel disintegration can cause very serious injury due to the high speed of flying particles. Be sure your shop grinder is equipped with the proper safety features. One of next month's Safety Meeting Outlines will explain how to perform the critically important "Ring Test" for grinding wheels.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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GAS CYLINDERS - DO'S & DON'TS

Do's

1. You must always keep cylinders in a secure and upright position.
2. Keep the protective valve cap in place when a cylinder is not in use.
3. Mark the cylinder 'Empty' or 'MT' when the gas has been used.
4. Keep oil and grease away from oxygen cylinders (oil and oxygen can ignite spontaneously).
5. Open valves slowly, using the valve wheel or T-handle wrench provided by the supplier.
6. Store oxygen and fuel gas cylinders at least 20 feet apart or separated by a 5 foot high noncombustible barrier.
7. If the cylinder is too heavy to handle use a hand truck to move it, or ask a co-worker for help.

Don'ts

1. Don't permit sparks, flames, or molten metal to contact the cylinder.
2. Never use grease or oil on valves.
3. Don't lift cylinders without safety caps in place.
4. Never use oxygen to blow or dust off your work clothes.
5. Don't roll cylinders horizontally on the ground.
6. Never drop cylinders on the ground or other work surfaces.
7. Don't store oxygen cylinders with other fuel gas cylinders.
8. Never use a leaking gas cylinder. Take it out of service immediately.

Never mix or match acetylene gauges with oxygen gauges.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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GAS CYLINDERS - SLEEPING GIANTS

I am a sleeping giant. I weigh 175 pounds when full. I come in various colors, green, yellow, black, etc. I am pressurized at 2216 pounds per square inch (psi). I wear a protective cap when not in use. I wear valves, gauges, and hoses when at work. I transform stacks of material into buildings, process plants, and many other things when properly used. I am ruthless and deadly in the hands of the careless or uninformed.

I am too frequently left standing alone on my small base, my cap removed or lost by an unthinking worker. Now I am ready to be toppled over, and if my naked valve is snapped off -- all my power can be unleashed through an opening no larger than a lead pencil.

I have spectacular capabilities -- I have been known to jet away faster than a dragster. I can smash through brick walls with the greatest of ease. I can fly through the air and reach distances of half a mile. I spin, crash and slash all those in my path. I scoff at the puny efforts of human flesh, bone and muscle that try to change my erratic direction. I can, under certain conditions, rupture or explode -- you read of these exploits in the newspapers.

You can be my master -- but only under my terms -- full or empty, see to it that my cap is on, straight and snug. Never, repeat, NEVER leave me standing alone. Keep me secure in a rack, cart, or tie me so I cannot fall.

TREAT ME WITH RESPECT -- I AM A SLEEPING GIANT.

COMPRESSED GAS CYLINDERS SHALL BE SECURED IN AN UPRIGHT POSITION AT ALL TIMES, EXCEPT FOR SHORT PERIODS, WHEN CYLINDERS ARE ACTUALLY BEING HOISTED OR CARRIED

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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GASOLINE

- Gasoline doesn't burn. Do you believe that? Well, it's true. It's the gasoline vapors that burn. Gasoline evaporates at temperatures as low as 45oF below zero. The higher the temperature, the faster it evaporates, and the heavier the buildup of dangerous vapors.
- Gasoline vapors are heavier than air and will collect at the lowest point in an area, unless there's adequate air circulation. An open flame isn't necessary to ignite gasoline vapors. One spark is all it takes.
- Gasoline can irritate the skin and cause a rash that can become infected. If you get it on your skin, wash it off with water right away. If you get it on your clothing, take your clothing off immediately. You could become a human torch.

You should have surmised from the above facts that it's dangerous to use gasoline to clean tools or parts or to remove grease from your hands.

TRANSFERRING GASOLINE FROM ONE CONTAINER TO ANOTHER

Transfer gasoline from one container to another only in areas free from open flames, sparks, and where there is proper ventilation. Clean up any spills immediately. Static electricity can be generated while pouring gasoline from one container to another. One method to prevent this build-up of static electricity is to keep the two metal containers in contact with one another. Or better yet, connect the containers with a bonding wire until you have finished pouring.

DON'T BE SELFISH

Today you have seen that handling gasoline improperly can be as dangerous as playing Russian Roulette or sticking your head into a loaded cannon. Don't keep the tips you have learned about gasoline to yourself. Pass them on to your family, so they'll never misuse this dangerous substance found so of ten around the home.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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GOGGLES

There is nothing new about wearing goggles for eye protection. Every job is using them to a greater or lesser degree. But the question always arises as to who should not be asked to wear eye protection.

There is no job throughout construction that does not carry a potential eye hazard. In analyzing eye injury cases, it is found that the most common are caused from foreign bodies in the eye, flying objects, dust, and horseplay. The jobs include office workers, laborers, operators, warehousemen, millwrights, drivers, mechanics, carpenters, and so on down the line.

Actual reported cases describe accidents in which a laborer was cleaning out one thing or another when some of the contents of a chemical nature splashed in his eyes and resulted in the loss of his sight. Goggles were not worn, since they were not considered necessary for that type of work or worker. But follow this injury and others like it and you will find that most could have been prevented if the right eye protection had been used.

There's No Such Thing As Being Too Safe!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By:

_____	_____	_____
_____	_____	_____
_____	_____	_____

BMC Toolbox Talks

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GLOVES

Your hands are your wage-earners.

Hands are hurt more often than any other part of the body.

Hand injuries don't have to occur. As talented as your hands are, they can't think, they're your servants, and it is up to you to think and keep them out of trouble.

Be sure you wear the right kind of gloves for the particular kind of work you are doing.

When you wear gloves, you aren't trusting to luck and you're not taking unnecessary chances.

Wear gloves when you are doing a job that needs them, but, not around moving machinery.

Time spent in preparing your hands for the job will not only save trouble for you but will probably save time in doing the job.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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GUARDRAILS

MISSING OR WEAKENED GUARDRAILS

Sometimes sections of guardrails must be taken down so that materials or equipment can be brought in. These sections often aren't replaced or if they are, they're hastily thrown back up. Weakened guardrails are sometimes more dangerous than no guardrails at all, because they give a false sense of security.

FOLLOW THESE RULES

We can help avoid guardrail accidents if we follow a few simple rules:

1. As you go about your job, get into the habit of checking guardrails. If you discover a weakened or a missing rail or section, correct the situation if you can, or report it so that the hazard can be eliminated.
2. If you bump a rail with material or equipment, check it at once if you suspect you may have weakened it. If you discover you've broken a rail, upright, or toe board, repair it if you can. Otherwise, report it so that it can be repaired.
3. When repairing or replacing guardrails, remember you're exposed to the very danger that you are providing protection against. Perhaps you should be using a safety belt and lanyard.

KEEP YOUR GUARD (RAILS) UP

Different types of construction may require different types of guardrails. But the points we've covered today apply to all. If you have suggestions, make them known so that we can continue to keep our guardrails up and our accidents down.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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GASOLINE

When was the first time that you remember using gasoline? Was it asking Mom or Dad to let you hold the nozzle to fill the gas tank at your local station? Or maybe it was when you took the family lawn mower out to make some spending money. Of course the mower ran out of gas and you had to fill the gas tank. Were you warned to be very careful when using or transporting gas? As an adult, do you now handle this flammable liquid with the proper respect?

So much of what we have to do on a construction site involves the use of gasoline. it's used in portable generators, tampers, water pumps, cut off saws, pickup trucks, etc.

The key to using gasoline is to remember that it has a flash point of -45' Fahrenheit and is extremely flammable. DO NOT SMOKE around it! ALWAYS let a gasoline engine cool down before attempting to refuel. ALWAYS shut off the engine and wipe up any spills right away. Fueling should be done in a well ventilated area. Be sure you store gasoline in an approved container. NEVER store it in glass or plastic bottles or jars! NEVER use gasoline as a cleaning agent!

Many times large quantities of gasoline must be stored at the work site. Local authorities must be consulted about tank placement and diking requirements. The contents of the tank must clearly labeled and the tank properly grounded. A fire extinguisher must be posted nearby.

If you have any other questions about gasoline ask your supervisor to review the Material Safety Data Sheet on gasoline. If we all take the time to handle gasoline safely, accidents with this flammable liquid can be greatly reduced or eliminated.

NEVER SMOKE WHEN USING GASOLINE OR ANY OTHER FLAMMABLE LIQUID! JUST ONE LITTLE SPARK AND YOU COULD GO UP IN SMOKE!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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GUARDRAILS, HANDRAILS & COVERS

No matter what type of construction work you're in you see guardrails, handrails and covers on a regular basis. All three are used to prevent us from falling into a hole, off the edge of a floor or down a stairway. Falls are a leading cause of injuries and deaths in the construction industry. Guardrails, handrails and covers are designed to reduce those statistics, and if it's your life that's involved, that's important, right?

A guardrail is used to protect a floor opening or open sided floor. They can be found around elevator shafts, pits, duct chases, platforms, etc. Guardrails must be capable of withstanding, without failure, a force of at least 200 pounds applied in any outward or downward direction. A typical guardrail consists of a smooth surfaced top rail, made of 2"x4" stock, approximately 42" above the walking or working level, with a 1"x6" mid-rail, and a toeboard of any substantial material that is a minimum of 4" high. 2"x4" posts must be located no more than 8' apart. Metal and/or pipe may also be used for guardrails as long as minimum standards are met. [See 1926.5001]

Covers are another method used to protect us from falling into openings in floors, roofs, etc. They must be capable of supporting, without failure, the maximum intended load and be secured to prevent accidental displacement. Color code the cover or mark it with 'hole' or 'cover' to provide a warning of the hazard. A cover located in a roadway or vehicular aisle must be capable of supporting at least twice the maximum axle load of the largest vehicle expected to cross over it.

As with any safety device, take the time to inspect it before depending on it. Never lean on a guardrail unless you're sure it's strong enough to hold you. Avoid floor hole covers; walk around them; the person who installed it may not have secured it properly. When removing a hole cover, don't step forward or backward into the hole! A number of construction workers have been injured and some even killed walking into a hole they just uncovered!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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GOOD HYGIENE CAN KEEP YOU HEALTHY

Most of us learned the basics of good personal hygiene from our mothers when we were children. She started us on good hygiene with the simple rule of washing our hands before we ate. As we have grown older, some of us may have drifted away from our mother's wise advice. In today's chemical laden workplaces, being even more conscientious about hygiene is the smart thing to do. Even though washing our hands is a simple and logical task, it's still commonly overlooked.

What is on your hands gets ingested. How many times have you seen fellow workers smoke a cigarette while their hands were covered with paint or grease? How about the workers who eat their lunch without washing their hands? Not one of us would intentionally eat paint, or dip our cigarette into the paint bucket. Even so, that is basically what is happening when you eat your sandwich or smoke a cigarette without washing your hands. In addition to tobacco, smokers may be inhaling toxic substances that have been placed on the cigarette from their hands. Remember, when paints, solvents or most any chemical is heated or burned, its chemical makeup is changed.

Cleaning your skin with solvents is never a good practice. Mechanics who use a solvent to clean their hands are setting themselves up for a case of dermatitis or possibly becoming sensitized to the chemical or solvent. Before using the solvent to clean with, think "what is the purpose of a solvent?" A solvent's purpose is to cut grease. When it is used without protection such as gloves or barrier creams, it is degreasing the protective oils from your skin.

Clean clothing is a part of good hygiene. Maintaining good personal hygiene includes the clothes worn to work. A worker wearing oily, greasy clothing, or clothes that have toxic chemicals spilled on them, is likely to experience irritating rashes, boils or other skin problems. Work clothing should be changed daily. A daily shower and clean clothing reduces the chances of skin problems. Remember, dirty clothes and skin carry chemicals to your home and family.

Safety Recommendations: _____

Job Specific

Topics: _____

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HAZARD AWARENESS--THE LITTLE THINGS COUNT

Most of us have probably heard the old saying, "It's the little things that count."

Accidents frequently stem from a variety of "little things" that had been ignored until an injury occurred. For example, serious falls have been caused by:

* A puddle of oil on the floor from a leaking forklift. No one had poured absorbent on the spill because it was "too small to worry about." It wasn't too small, however, to make a passing employee slip and fall when he didn't notice it. (Furthermore, the leaking forklift needs to be repaired so this accident won't happen again.)

* A box of supplies that had been left on the floor in front of a shelf, instead of properly stored. It had been walked around dozens of times before someone finally tripped over it.

* A ladder that was placed in front of an outward-opening door "just for a minute" to change a light bulb. It was knocked over by another worker coming through the door, and both he and the worker on the ladder were injured.

All these "accidents waiting to happen" had been ignored because they didn't really seem that dangerous to the workers involved. Employees all knew about, and carefully avoided, the major hazards found when repairing energized electrical equipment or bypassing machine guards.

Minor injuries left untreated are also "little things" that can cause big trouble if ignored. "Just a scratch" can become infected; a speck of dust in the eye can scratch the cornea and cause severe eye damage if not attended to. So, be sure to report even seemingly minor injuries and get appropriate first aid treatment.

Little things do count and if we take a few minutes to pay attention to all the potential hazards around us we can prevent serious injuries from happening to ourselves and other employees.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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HAZARD AWARENESS

An accident is defined as an unfortunate event often the result of carelessness or ignorance. An unforeseen and unplanned event or circumstance usually resulting in an unfavorable outcome.

There are some key words in these definitions: Unplanned; Unforeseen; Unfortunate; Unfavorable and most importantly POTENTIAL!

For an unplanned or unforeseen event to take place, there has to be potential!. Complacency and taking things for granted are causes of a tremendous number of injuries each year. Recognizing hazards and doing something about them is everyone's responsibility!

So as you begin work, ask yourself:

- * Do I have the right tools/equipment for the job?**
- * Have I inspected my tools/equipment to make sure they are in good repair or am I trying to get by?**
- * Is the work laid out to provide safe completion of the job?**
- * Are the materials I am using safe, and do I need additional personal protective equipment such as: safety glasses, gloves, hard hat, respirator, etc.?**
- * Is there a safer way to accomplish the task?**
- * Are all necessary equipment guards in place?**
- * Are written procedures such as lockout/tagout being followed?**

Safety Recommendations: _____

Job Specific

Topics: _____

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HEARING PROTECTION

Slight initial discomfort may be expected when a good seal between the surface of the skin and the surface of the ear protector is made. The amount of protection you obtain depends on obtaining a good seal and even a small leak can substantially reduce the effectiveness of the protector. Remember to check the seal several times each day. Protectors - especially ear plugs - have a tendency to work loose as a result of talking or chewing, and must be resealed occasionally.

Properly designed, fitted, and clean ear protectors will cause no more discomfort to most workers than wearing a pair of safety glasses. Earplugs are made of soft material such a neoprene to prevent injury to the ear canal. Skin irritations, injured eardrums, or other adverse reactions from using ear plugs are very rare if they are kept reasonably clean.

There are many different styles, types, and brands of ear protectors available, but when correctly fitted, they all provide similar levels of protection. The best hearing protector for you is one that fits correctly so that you can wear it properly.

Some signs that you should be wearing hearing protection include:

- 1. If it is necessary for you to speak in a very loud voice, or shout directly into the ear of a person to be understood, it is likely that the noise level is high enough to require hearing protection.**
- 2. If you have roaring or ringing noises in your ears at the end of the workday, you are probably being exposed to too much noise.**
- 3. If speech or music sounds muffled to you after you leave work, but it sounds fairly clear in the morning when you return to work, you are being exposed to noise levels that are causing a temporary hearing loss. In time, this can become permanent if you do not take care.**

Safety Recommendations: _____

Job Specific

Topics: _____

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HOW LOUD IS LOUD?

Most of us take our sense of hearing for granted-we assume that we hear what everyone else hears. Loss of hearing may not be realized until a friend or spouse screams in frustration, "Why don't you ever listen to me!!" This is because hearing loss is usually gradual. Normally, it doesn't hurt, so we don't know it's happening. It doesn't annoy us like losing our eyesight. In fact, it is sometimes a blessing to tune out all the clatter and noise of the city and workplace.

Do you realize that noise exposure off the job can also damage your hearing? The critical sound level when hearing protection should be worn is 85 decibels (dBA), established for an 8-hour time weighted average. The louder and longer your exposure, whether at work, at home, or during recreation, the more likely your hearing will be damaged. If you want to have a sense of "how loud is loud," the following examples, along with their decibel rating, will give you an idea:

- 20 a faint whisper
- 30-40 quiet pleasant sounds, a bird chirping
- 40-50 quiet to normal office sounds
- 50-60 normal conversation
- 70-90 heavy machinery, electric motors, garbage disposal, city traffic
- 100-120 jack hammer, power saw, motorcycle, lawn mower, rock music
- 140+ nearly jet engine, gun shot (this level causes pain)

Many disposable or reusable plugs are available and most of these reduce noise by about 20-30 decibels. The noise reduction rating (NRR) is usually marked on the package, or on the box if they come in bulk. However, since the NRR is established in a laboratory with perfectly fitted plugs, experts recommend that the true rating is generally about 7 decibels less than indicated. Hearing protectors of the ear muff type are usually closer to the actual NRR.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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HAMMERS

- 1. USE THE RIGHT TYPE AND SIZE HAMMER FOR THE JOB.** Use a carpenter's hammer, for example, for driving or pulling nails. Not for striking star drills or cold chisels. Don't use a lightweight hammer for a heavy job. You'll work harder and increase the chances of hurting yourself or damaging the tool.
- 2. STRIKE THE SURFACE SQUARELY,** always using the head of the hammer and never the side. A glancing blow increases your chances of striking a finger or chipping the hammer head. Don't strike one hammer with another. Hammerheads are made of hardened steel, and pieces may chip off and fly.
- 3. CONTROL THE HAMMER** by holding it toward the end of the handle. Beginners have a tendency to choke up on the handle, reducing the force of the blow and making it difficult to hit the target squarely.
- 4. WEAR SAFETY GLASSES** to protect your eyes against flying chips when striking objects such as chisels, punches, and drills.
- 5. BE SURE THE TARGET IS STATIONARY AND FIRM.** When driving stakes or hitting a large cold chisel, be sure the person holding the work uses tongs. This will protect him from being hit a glancing blow.
- 6. KEEP HAMMERS CLEAN AND IN GOOD CONDITION.** You can get into trouble by using a hammer with a loose or worn head, or one that has a cracked or broken handle.

In baseball it's three strikes and you're out. But it takes only one strike when you're using a worn hammer, the wrong hammer –or even when you're using the right hammer incorrectly.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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HAND TOOLS - CHOOSE THE RIGHT TOOL FOR THE JOB

Would you use an axe to drive nails? Obviously not. You'd use a claw hammer. It's the less obvious misuse of tools that gives us the most trouble, like using a screwdriver or a file as pry bar. A common mistake is using a wrench that's the wrong size for the nut, or one with a handle that's too short. This can result in scraped knuckles or a broken wrench. How many times have you seen a person slip a cheater pipe over a wrench handle for more leverage on a tight nut? In many cases, the cheate pipe slips off the handle and the worker loses his balance and falls. And often it's off a ladder. Don't take chances. Get the right tool, even if it takes you a few minutes longer. You'll probably save yourself lost time and pay.

USE ONLY TOOLS IN GOOD CONDITION

Sometimes the hammer whose head comes off is less dangerous than the one whose head just wiggles a little. In the first case, we know the hammer is dangerous and fix it. In the second case, we never know when the head will twist enough to glance off the work, or just fly off. Tools in proper condition have handles and heads that are sound and securely fitted; cutting edges that are sharp and true. It's usually the dull tool that hurts you. Tools should be kept free of dirt and grease. If a tool doesn't meet these qualifications, don't use it. Otherwise, you're asking for trouble.

CARRY AND STORE TOOLS SAFELY

If you carry tools in your hands, keep sharp or cutting edges covered and hold them away from you. Use a tool box or belt when you carry a lot of tools. Don't stuff them in your pockets. Keep the tool box orderly so you can easily find the tool you need without getting cut or gouged. If your buddy wants to borrow one of your tools, hand it to him; don't toss it. Hand tool safety depends on the right tool for the job - in proper condition - used correctly -and carried and stored safely.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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HANDLING GAS CYLINDERS

BEFORE MOVING CYLINDERS

Check the protective valve cover. The cap should be in place and secure. Never use this cover to lift the cylinder. Be sure the valve is closed. (Also, be sure the valves are closed when work is finished or cylinders are empty.) Never move cylinders when regulators are attached unless the cylinders are secured in a cylinder truck. Otherwise, remove the regulator and put on a protective valve cap. Regulators have a nasty habit of breaking off if they are bumped hard. If cylinders are frozen together during cold weather, the safest way to thaw them loose without damaging them is to use warm (not boiling) water. Never use pry bars for this job.

WHEN MOVING CYLINDERS

Move cylinders by slightly tilting them, then rolling them on the bottom edges. Take care not to let them drop or strike other cylinders or objects. Never use choker slings or magnets to hoist cylinders, since the chance of the cylinder failing is great. Hoist cylinders by using a cradle or pallet, making sure the cylinders are secure before the hoist. The workman we mentioned earlier probably didn't have a firm grip on the cylinder when it slipped. Perhaps his hands or gloves were greasy or oily. This mistake cost him his life. Don't you make the same mistake. Keep a firm grip on cylinders all of the time.

PROTECTING CYLINDERS

If cylinders are close to welding or cutting operations, place a fire resistant shield between the cylinders and these operations. In that way sparks, hot slag or flames won't be able to reach them. To keep standing cylinders from being knocked over, chain or tie them to a column or to something else that's secure. This goes for both full and empty cylinders. Even an empty cylinder can cause a lot of damage if it falls on you. Take the same precautions when handling empty cylinders that you would with full ones. The reason? A cylinder you may think is empty could be full. And the excuse "I didn't know it was loaded" is a poor one. When using different types of gas, segregate the cylinders.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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Location _____ Competent Person _____ Date _____

HARDHATS & FALL PROTECTION

Do you think that the use of personal protective equipment is over-rated? Here are two actual stories.

Large, heavy plates of steel were being welded to form a section of deck in a shipyard. As can be expected, some warpage occurred which required correction. Hydraulic jacks accomplished this through the application of pressure. Off to one side an individual was sighting down the plates to judge the corrections. Suddenly a temporary weld broke causing the plates to jump apart. One of these struck the man on the side of his hard hat with enough force to puncture the shell. In case you do not know, this is not easy to do and attests to the force of the blow. This person did suffer injury. However, so far, he has been able to continue working. Imagine what would have happened if he had not been wearing the hard hat. There is a good possibility he would have suffered a very serious and permanent head injury. In other words, his life, and that of his family, could have taken a tragic turn for the worse.

You may not know that hard hats are not designed to provide the maximum level of protection from blows to the side. Was this an isolated episode? I do not think so. There are plenty of people around who have fallen, and struck their head on something as they have gone down. But they were wearing a hard hat and are still functioning today because of the protection it provided.

Need another story to believe that personal protective equipment works? This incident occurred inside a 60 foot deep tank at a waste water treatment plant. After some scaffold planking slipped, a worker fell only 6 to 8 feet before being stopped by his safety harness. This harness prevented him from plunging an additional 40 to the bottom of the tank. He was rescued by firefighters and lifeguards, examined at a hospital, and released. Do you think he would have walked away if he had not been wearing the harness?

Personal protective equipment works, but only if you wear it.

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Job Specific

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HARDHATS

The average safety hard hat weighs about 14 ounces. The average man's head weighs 14 pounds. So there's an ounce of safety for every pound of head — provided the head protection is properly worn and maintained.

SOME COMMON COMPLAINTS AND THE REAL TRUTH

We sometimes hear the following complaints about hard hats. But is there any real basis for them?

"It's too heavy." Hard hats are only a few ounces heavier than a cloth cap, but the extra protection you get is worth the extra weight.

"It's too hot." Measurements taken in hot weather show that the temperature under a hard hat is often cooler than it is outside.

"It gives me a headache." A thump on the head from something which has fallen two floors will give you a worse one. There is, however, no medical reason why a properly adjusted hard hat should cause a headache. Don't alter the suspension system or the hard hat, because you won't get the designed protection.

"It won't stay on." You're right, it won't in a high wind. A chin strap will solve this problem. Otherwise, you will find that a hard hat stays put no matter how much stooping or bending you have to do—if it's fitted properly.

"It's noisy." That's your imagination. In fact, tests show that properly worn hard hats will shield your ears from noise to some extent.

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Job Specific

Topics: _____

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HAZARD CONTROL FOR LASERS

The type of laser which has found the greatest use in the construction industry has been the heliumneon (He-Ne) gas laser. Its beam has been used to project a reference line for construction equipment in such operations as dredging, tunneling, pipe laying, bridge building and marine construction.

Hazard Controls

1. Lasers should not be left unattended during operation. Beam shutter or caps should be utilized or the laser turned off when laser transmission is not actually required.
2. Personnel who work with laser units should become aware of the potential eye hazards and the importance of limiting unnecessary exposure.
3. A warning sign should be attached to laser equipment in a conspicuous location indicating the potential eye hazard associated with the laser and warned against looking into the primary beam.
4. The use of corner cube retro-reflectors should be avoided at close ranges if the reflected beam is to be observed.
5. The use of binoculars or aiming telescopes should be not be used to view the direct beam unless the beam intensities are greatly below safe levels.
6. During the alignment and set-up procedures, care should be taken to avoid aiming the laser into potentially occupied areas.
7. Stable mounts for the laser are important so that it can be readily controlled.

These guidelines should only be applied to the small HE-NE lasers and are not by any means complete. In utilizing a laser, please check manufacturer's precautions and guidelines for that particular unit.

Safety Recommendations: _____

Job Specific

Topics: _____

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HOSE WHIPPING

Flexible pressurized hoses are found on most construction and repair operations. Usually these hoses are pressurized with air but they may also contain paint, hydraulic fluids, or welding gases. Injuries have occurred when these hoses have broken. The injury can be caused by the whipping hose itself, blowing debris, or the release of the potentially dangerous gas or liquid carried by the hose. The sudden noise can be startling, which in turn can cause injury from a second source. For example, the startled person may jump back and fall. Let's look at ways to control the hazards of broken hoses.

- The leading cause of hose failure is probably abuse. This can be accidental or intentional. Before use, inspect the hose, looking for indications of past abuse that may weaken the hose. A torn outer jacket, damaged inner reinforcing, or soft spots would warrant removing the hose from service.**
- Avoid sharp bends. These can cut the hose and/or damage the reinforcement. If a hose gets caught on something, a good hard pull is not the answer. Go back and find out what it is caught on and release it there.**
- When a hose is pressurized, it moves. This can cause twist type fittings to separate. An easy way to prevent this is to pin the two sides of the fitting together using the lugs provided. Fittings may also separate because they were not fully secured. If the hose diameter is greater than 1/2" it should have a safety device at the air supply, designed to reduce the pressure in the event of a hose failure. If such a device is not used, the two ends of the hose need to be lashed together to restrict whipping.**
- A whipping hose is very dangerous. Whipping can be limited by securing the hose to fixed objects at short intervals. This can be done with sandbags, clamps, rope, or sturdy tape.**

Safety Recommendations: _____

Job Specific

Topics: _____

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HEAT EXHAUSTION

When working during hot weather, we may suffer heat exhaustion or sunstroke. Heat exhaustion is caused by the loss of body salt, and sunstroke occurs when the body mechanism is not able to keep the system cool. Following are the symptoms of these ailments and the steps we should take to aid the victim.

Symptoms: The first signs of heat exhaustion are dizziness, weakness, headache, blurred vision, nausea and staggering. The face becomes pale, there is profuse sweating, the pulse is weak, and breathing is shallow. The person may become unconscious.

Treatment: When someone shows symptoms of heat exhaustion, immediately remove that person to a place where the air is circulating freely. Make the person lie down and keep him or her warm. If the victim is conscious, add a teaspoon of salt to a pint of cool water and give this to the victim in small sips at frequent intervals. If the heat exhaustion symptoms persist, call the doctor.

How to Avoid:

Keep in good physical condition and stop to rest when you begin to feel faint. Increase dietary salt and fluids when working in extremely hot weather.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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HEAT STRESS PREVENTION

As spring turns into summer and brings up "hot weather," we should all be aware of some tips to prevent heat stress. Remember physical activity at high temperatures can directly affect health and indirectly be the cause of accidents.

What Is Heat Stress?

It's a signal that says the body is having difficulty maintaining it's narrow temperature range. The heart pumps faster, blood is diverted from internal organs to the skin, breathing rate increases, sweating increases, all in an attempt to transfer more heat to the outside air and cool the skin by evaporation of sweat. If the body can't keep up then the person suffers effects ranging from heat cramps to heat exhaustion, and finally to heat stroke.

Dry Clothes and Skin doesn't mean You're not Sweating! In dry climates you might not feel wet or sticky, but you are still sweating. On a very warm day you can lose as much as two liters of fluid.

Beat the heat. Help prevent the ill effects of heat stress by:

- **Drinking water about every 15-30 minutes—about a glassfull. Due to the fact that most of us already consume excessive salt in our diets; salt tablets are NOT recommended for use.**
- **Resting frequently, and doing more strenuous jobs during the cooler morning hours.**
- **Eating lightly.**
- **Utilizing the ventilation or fans in enclosed areas.**
- **Remembering that it takes about 1-2 weeks for the body to adjust to the heat; this adaptation to heat is quickly lost—so your body will need time to adjust after a vacation too.**
- **Avoiding alcohol. Many cases of heat stroke have occurred the day after a "night on the town."**
- **Wearing light colored, cotton clothes and keeping your shirt on—desert nomads don't wear all those clothes for nothing.**

Safety Recommendations: _____

Job Specific

Topics: _____

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HORSEPLAY

PRACTICAL JOKERS AREN'T WELCOME ON THIS JOB

Nor is anyone who encourages them. It's not that we don't have a sense of humor. But we also have a sense of responsibility toward keeping our employees safe.

MOST PRACTICAL JOKES AREN'T FUNNY

Take the guy who thought it would be hilarious to sneak up on a friend, give him a quick blast on the neck with an air hose, and watch his reaction. The reaction was quicker than expected. When the air hit the man, he jerked around instantly. The blast entered his ear, broke the drum and ruined his hearing.

NOT INNOCENT FUN

Some states criminally prosecute the practical joker who causes injury or death. They have ruled that the consequences are not the result of an accident, but of a deliberate act. Most practical jokes are not as innocent nor as much fun, as some persons would like to pretend.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By:

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_____	_____	_____
_____	_____	_____

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HOUSEKEEPING

First: Keep trash and loose objects picked up and dispose of them.

Second: Pile all materials and park all tools and equipment in the places where they belong.

Some jobs have walkways, aisles, stairs, and ladders by which you get from one place to another. It's particularly important that these lines of travel be kept safe and clear of loose objects. Workers often carry loads on these routes. They can't always pick their steps or look around to be sure that nothing is going to trip them or fall on them.

Brick, tile, pipe, steel rods and similar materials scattered about the job or insecurely piled on scaffolds or platforms can cause accidents. All material should be piled in the place set aside for it. Each kind of material has its own characteristic. But some rules for piling apply to all kinds:

Other points to think about are:

1. The strength of the support if you're piling material on a floor, platform or scaffold.
2. The stability of the ground if you're piling a heavy load.
3. The height of the pile so it won't topple.
4. The need for building racks if it's pipe or rods you have to stack.
5. The wisdom of waiting for the proper equipment to handle structural steel and other heavy material.

Safety Recommendations: _____

Job Specific

Topics: _____

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HAND TOOLS

Keep all hand tools in good condition. Check to be sure that safety devices are in place and in proper working order. Lubricate your tools on a regular schedule. Keep them sharp and they will help you perform your job safely.

Typical hand tools include hammers, wrenches, screwdrivers, hand saws, axes, hacksaws, shovels rakes, come-a-longs, picks, sledge hammers, wheelbarrows, levels, knives, punches, chisels, pliers, etc. You have probably used most of these at one time or another.

Each hand tool has a particular job to do and it's your responsibility to use the tool as the manufacturer designed it. Short cuts using the wrong tool will often cause an accident. A perfect example of this is using a screwdriver to pry with when the right tool is a pry bar. Or think about the time you may have used a crescent wrench as a hammer because you didn't have a hammer handy. A very poor safety practice and not too good for the misused tool either.

When using hand tools remember to wear the proper personal protective equipment. If there is any potential for an eye injury, safety glasses are a must. Protect your hands by wearing gloves. Watch out for sharp pointed tools as well as sharp edges on saws -- both will cause a nasty cut if handled improperly. If you have any question about what to wear ask your supervisor.

After you're done with a hand tool return it to the place it belongs. This may be your own tool box or belt, or it may be back in the tool trailer or gang box. When you return it, place it properly so that the next person can pick it up without the possibility of injury. Should a tool get damaged take it out of service for repairs, and if it can't be repaired, dispose of it. Defective tools are dangerous and should not be used. Taking a chance with one last use of a defective tool could be your last chance, period.

Safety Recommendations: _____

Job Specific

Topics: _____

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HAND TOOLS

Hand tools are used on every construction job. They help us to do our jobs with a bit more ease. They are used to pound nails, cut wood, put mortar on bricks, weld pipe, move dirt and even help us during clean up. When used properly they are safe, but if used improperly they can be dangerous. Use the following tips for HAND TOOL SAFETY.

Inspect your tool for damage prior to each use.

Keep cutting edges sharp - dull edges do not get the job done.

Replace broken or cracked handles - if not repaired, breaks or splinters cause injuries. Know the purpose of each tool and use each tool for its intended purpose only.

Always use the right tool for the job - if in doubt check with your supervisor.

Impact type tools such as drift pins, wedges and chisels should be kept free of mushroomed heads.

If you are working on a scaffold or ladder, make sure the tools are secure.

Never carry sharp tools sticking out of your pockets - one slip could mean a trip to the emergency room.

Use the right personal protective equipment - gloves, eye protection, etc.

Hand held power tools such as drills, sanders, saber saws or similar tools must have a momentary contact 'on-off' control.

Electric hand tools must either be of the approved double insulated type or be properly grounded - and extension cords must be checked for damage or fraying.

Do not remove or by-pass any guards - they are attached to the tool for your protection.

ALWAYS OBSERVE HAND TOOL SAFETY RULES WHETHER YOU ARE USING THEM ON OR OFF THE JOB.

Safety Recommendations: _____

Job Specific

Topics: _____

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HAND TOOLS

Short cuts and using the wrong tool for the job will more than likely cause an accident. One of the most frequent abuses of a hand tool is the misuse of the screw driver. This hand tool is often used as a mini pry bar, a wood chisel, etc. - tasks for which it simply was not designed to be used. A puncture wound can easily occur when misusing any pointed hand tool. Always use the right tool for the job at hand.

Keep tools in good condition. Injuries occur when a tool slips or breaks, often because the tool is dull. A sharp, well- maintained tool will help you perform your job more effectively and in a shorter time. Keep all tools sharp, chisel points dressed, etc. Replace broken tools and broken or cracked handles immediately. As the worker who uses the hand tool, you should think of safety first. Check to be sure that the tool is in good shape before you use it. If you have any question about the condition of the tool, or how to use it properly, check with your supervisor.

Personal protective equipment is required if there's any danger of flying objects. Wear your safety goggles. If there is the potential of a hand injury, be sure to wear gloves. Injuries also can occur when you're carrying the tool. Never run, with any tool in your hands. Carry tools with pointed or sharp edges so that those edges are away from your body. An intelligent and safe way to transport hand tools is to wear a tool belt or carry them in a toolbox. If you need to carry tools up a ladder, place them in a bucket and haul them up - and use the same method when going down the ladder.

Construction workers are often thought to be hand tool experts, yet we continue to have accidents on the job. Concentrate on safety - work to improve your skills daily - share your knowledge with co-workers - and remember, a good sharp tool in the hands of a good sharp worker will do an outstanding job!

CHOOSE THE RIGHT TOOL FOR THE RIGHT JOB AND THEN BE SURE YOU KNOW HOW TO USE IT CORRECTLY.

Safety Recommendations: _____

Job Specific

Topics: _____

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HARD HATS

The average hard hat weighs about 14 ounces. That's less than one pound. The average man's head weight is 14 pounds, so there's an ounce of protection for every pound of head -- provided that the head protection is worn. The brain is the control center of the body. The slightest damage to any part of the brain will cause malfunction of some area of the body. The skull, under normal circumstances, protects the brain, but when there is a possibility of injury from falling or flying objects, additional protection is needed -- that's why you have a hard hat! It provides an additional layer of protection for your brain, which could mean the difference between life and death or serious injury.

As an object falls it picks up speed and force. It may be hard to believe but even an object as small as a washer or bolt can kill you or inflict massive damage to your brain if it strikes your unprotected head. Your hard hat is designed to deflect falling or flying objects and to absorb impact. Additional shock is absorbed by the suspension system, which distributes the force over a larger area of the head and neck.

Some workers complain about the weight of their hard hats and that they are uncomfortable to wear, especially in warm weather. These complaints are unacceptable. The average, modern hard weighs about 2 pounds less than the helmets worn in World War II, the Korean War & Vietnam. Regarding so-called discomfort from heat -- hard hats provide the head with a cover of shade, and air is able to circulate around the head between the suspension and the outer shell. Hard hats are a very important part of your protective equipment.

If you're working where there is the potential for electrical shock, make sure your hard hat is a die electric type. Metal hard hats make great electrical conductors and don't belong on the construction site.

STATISTICS OFFER PROOF POSITIVE THAT HARD HATS PREVENT OR LESSEN HEAD INJURIES. BE SMART. WEAR YOUR HARD HAT!

Safety Recommendations: _____

Job Specific

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HARD HATS

The first hard hat was invented by a California manufacturer of safety equipment in 1 919. E. D. Bullard still makes hard hats today.

Why require a hard hat? It protects you from the danger of head injury caused by the impact from falling or flying objects and from electrical shock. All hard hats must meet requirements for impact resistance and/or electrical resistance as set by the American National Standards Institute. Hard hats are tested to withstand the impact of an eight-pound weight dropped five feet. That's about the same as a two-pound wrench or hammer falling twenty feet and landing on your head. There are three classes of hard hats: 'Class A' hard hats are made from insulating material to protect you from falling objects and electric shock up to 2,200 volts. 'Class B' hard hats meet the same requirements as Class A hard hats but they are rated for shock protection up to 20,000 volts. 'Class C' hard hats are designed to protect you from falling objects, but are not rated for electrical shock protection. Make sure that your hard hat is the right one for your job, and WEAR IT!

Never drill holes in your hard hat and check your hat daily for cracks, dents or deep scratches. This kind of change or , damage could severely reduce its ability to protect you. The suspension system should not be removed except for cleaning. Don't wear your hard hat backwards (except while welding). Bump caps are not appropriate for construction projects; they are not built to provide the protection that a hard hat does.

Don't take chances - wear your hard hat at all times, it protects your head which in turn protects your brain. Keep your hat clean and replace it immediately if it is damaged. If a head injury should occur, report it to your supervisor.

Make sure your hard hat fits properly. It is the symbol of a construction worker. 'Wear it proudly!

Safety Recommendations: _____

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HAZ COM

Haz Com is the short term for the HAZARD COMMUNICATION STANDARD. This standard was developed to ensure that the hazards of all chemicals produced or imported are evaluated, and that the information gathered about their hazards is transmitted to employers and employees. Neither workers nor employers are exempt from this standard.

You may think that there are no hazardous chemicals on your job. What about gasoline, diesel fuel, oxygen, acetylene, curing compound, and even WD40? Any chemical container brought on site that has warning labels on it like hazardous, caution, danger, flammable, or corrosive is covered by the Standard. Think about the chemicals you use during your daily activities. Look in the tool trailer. Check your tool box. Check what's carried in the back of your job pick-up.

Requirements in the Standard cover five separate areas: identifying hazardous chemicals, product warning labels, material safety data sheets (MSDS), a written program, and employee training.

Each chemical used in your work area should have a MSDS. They come in many different forms; anywhere from one to many pages in length. Each will give the common name, address, and phone number of the manufacturer, first aid information, what to do in case of fire and other special handling requirements.

Each employer must have a comprehensive WRITTEN PROGRAM including a list of chemicals in the work place, where MSDS's are kept, how employees will get information on unlabeled containers, etc.

EMPLOYEE TRAINING. Each employer is required to train all their employees to use hazardous chemicals safely. Remember - this is a Standard that we can live with!

Safety Recommendations: _____

Job Specific

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HAZARD COMMUNICATION

It is hard to believe that the hazard communication standard has been around for years and yet violations of this standard in our industry are in the 'top ten list' of citations issued by OSHA. As an employee you need to know what types of chemicals you are using and what hazards are associated with them. The purpose of the standard is to ensure that all chemicals are evaluated, and that all information concerning their hazards is transmitted to your employer and to you. This transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which include labeling and other forms of warning, employee training, and material safety data sheets (MSDS).

Employers must be sure that labels on incoming containers of hazardous chemicals are not removed or defaced. They are also required to maintain copies of all MSDS received with these incoming shipments, and they must obtain MSDS for all hazardous materials for which sheets are not provided. These MSDS's must be kept readily assessable during each work shift for your review. Furthermore, employers must provide training on the requirements of the standard and the location of the written hazard communication program. They must record any operation on the jobsite where hazardous chemicals are present, including their physical and health hazards along with protective measures.

Your best information concerning hazardous chemicals in the workplace is the Material Safety Data Sheet. It gives you the trade name, plus the manufacturer's name, address, and emergency telephone number. It also includes the hazardous ingredients and components, the chemical ID, the OSHA PEL (Personal Exposure Limit) and TLV (Threshold Limit Value). You will also find chemical and physical characteristics like boiling point, vapor pressure, flash point, and information on flammability, reactivity, and explosion hazards. Finally the MSDS provides health hazard information, emergency and first aid treatments, and specific precautions for safe handling and use.

Safety Recommendations: _____

Job Specific

Topics: _____

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HAND TRUCKS

What's the best way to move something? Ask someone else to do it for you! What's the next best way? Be sure you know the proper way to move materials yourself.

Although hand trucks appear to be fairly simple devices, users must remember a few basic safety procedures:

- * Use a hand truck that is appropriate for the job and the load to be carried.**
- * When stacking items on the truck, keep the heaviest load on the bottom to lower the center of gravity.**
- * Balance the load forward on the axle of the hand truck, so the weight will not be carried by the handle.**
- * Never stack items so high that you can't see where you're going.**
- * When carrying multiple boxes side by side, attempt to stagger them to "lock in" the boxes.**
- * Be sure the items to be transported on the hand truck are sturdy enough to be moved in this manner.**

Secure any bulky, awkward or delicate objects to the truck.

- * Plan your route. Be aware of potential hazards to be encountered during the path of travel.**
- * As a rule, avoid walking backwards with a hand truck. Remember the back care rule: It is safer to push than to pull.**

*** Hand truck injuries typically occur by getting your hand pinched between the handles and a nearby stationary object, so take care when working your way through tight spaces. The use of gloves can provide extra protection.**

- * Always maintain a safe speed and keep the hand truck under control.**
- * Always park the trucks in a designated area, never in aisles or other places where they may cause a trip hazard or traffic obstruction. Two wheeled trucks should be stored on the chisel with handles leaning against a wall.**

*** When you use a hand truck properly, it does the job and reduces the chance you'll strain a muscle or be injured. Let the truck do the work for you!**

Safety Recommendations: _____

Job Specific

Topics: _____

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HEARING PROTECTION

Imagine what it would be like to live without being able to hear! Hearing enables you to carry on a conversation, to enjoy your favorite music on your CD player at home or on your truck or car radio. On the job you can hear the back-up alarms on bi-directional earthmoving equipment, or the warning sound of a crane horn letting you know that the crane is about to swing around or move a load overhead. Think about it -- if you lost the ability to hear, you most certainly would also lose your job.

Many areas around the work site have high noise levels and each of us needs to take the proper steps in preventing injury to our hearing. Subpart E of the OSHA Standard addresses hearing protection and it states that where feasible, engineering and administrative controls shall be utilized to protect workers from sound levels in excess of Table D-2 Permissible Noise Exposure. This table tells us that we can work in an area 8 hours a day with a decibel level of 90. We can also work in an area of 100 decibels, but only for 2.hours. Finally, at the high end of the table we can only work 15 minutes in an area of 115 decibels.

When engineering and administrative controls fail to reduce sound levels, ear protective devices (ear plugs, ear muffs) shall be provided by your employer and they must be used! Plain cotton is not an acceptable protective device.

Our employer is responsible for requiring the wearing of hearing protection in all operations where there is exposure to high noise levels. As an employee, obey warning signs & if the noise is loud, use protection.

Both loud and impulse noise can slowly destroy your hearing. Wearing protection is your best bet against hearing loss. Wear ear muffs or plugs -- they can make the difference.

WHEN OPERATING EQUIPMENT NEAR POWER LINES, YOU MUST USE EXTREME CAUTION. IF THE LINE IS LESS THAN 50 kv, THE MINIMUM SAFE DISTANCE IS 10 FEET.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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HEARING PROTECTION

Do you enjoy hearing your kids call your name? Do you like listening to your car or "truck radio, your CD or tape deck, or that great noise a crowd makes at a ball game? If so, you need to listen up. Today we are going to discuss hearing protection. Your hearing is one of the senses given to you at birth. If you abuse it, you can begin to lose it, and in the long run you could go completely deaf!

Our ears enable us to receive sounds and pass them alone to our brain. We can hear sounds that are very quiet, we can hear our friends laughter, and we can hear the loud noises equipment makes. It's that loud noise that can cause hearing loss if you don't protect against it.

Today, in excess of twenty million Americans suffer some measurable hearing loss and sixteen million workers are exposed to noise on the job that could damage their hearing. OSHA regulations require employers to take measures to reduce exposure to noise levels at or above 90 decibels. The intensity of a sound is measured in decibels (DB). A whisper measures about 20 dB, our average speaking voice is 60 dB, a shop saw is 100 dB and a jet plane is 140 dB.

There are a few things we can do to reduce our exposure to noise and Protect our hearing. First we can try to engineer the noise away by putting up sound barriers or enclosing certain processes. Second, the company can schedule workers so they spend less time around high noise operations. Depending on the circumstances, these two options may not be possible to implement but the third thing we can do anywhere, anytime -- wear hearing protection. Different shapes sizes are available -- ear plugs will give you some protection, ear muffs provide you with better protection. To achieve maximum protection use both. Like any other form of personal protection they are only good when you wear them. They won't help you if you keep them in your pocket or lunch pail.

Let's summarize -- loud noise causes hearing damage -- resolve to wear protection when needed.

Safety Recommendations: _____

Job Specific

Topics: _____

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HEART ATTACKS

The American Heart Association lists the following as possible signs and symptoms of a heart attack: Pressure, fullness, squeezing or pain in the center of the chest lasting two minutes or longer. The pain may come and go. The pain may spread to either shoulder, the neck, lower jaw or either arm. Any or all of the following: weakness, dizziness, sweating, nausea, or shortness of breath.

A heart attack means the heart has stopped pumping blood to the vital organs. It is one of the leading causes of death. Many people will deny that they are having a heart attack, so even if a person only has a few of the symptoms, it is critical to seek help immediately. A heart attack can happen anytime, anywhere, so you need to be prepared.

First, get help, call for an ambulance or dial 911 and tell the operator that you have a medical emergency. If the person that is having the attack is conscious, help them sit down. Keep the victim warm and comfortable. Loosen clothing around the neck and waist. Ask the victim if they are taking any kind of medication. If they are unconscious check for some type of medical ID card or medical alert bracelet, and check the ABC's (A for airway - check for obstructions, B for breathing, C for circulation - check for a pulse) and then start CPR if you are trained do so.

Heart attack prevention starts by watching what you do. Exercise regularly, stop smoking, avoid fatty foods, and reduce stress. Check with your doctor if you have any concerns. Heart attacks come unannounced so be prepared. Have a plan and use it when the need arises. Sometime, somewhere, someone is going to need your help! Are you ready to help a loved one or a co-worker? Keep current on your first aid and CPR training. It could mean saving a life!

EMERGENCY PHONE NUMBERS SHOULD BE POSTED NEXT TO EVERY TELEPHONE AT WORK AS WELL AS AT HOME.

Safety Recommendations: _____

Job Specific

Topics: _____

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HEAT STROKE, HEAT EXHAUSTION & HEAT CRAMPS

Heat cramps are muscle cramps. Usually these cramps occur in the arms or legs but may be in the abdominal or chest muscles as well. These cramps are caused by excessive body fluid loss through sweating. First aid includes moving the victim to a cool place, and giving the person cool water.

Heat exhaustion signs include heavy sweating, weakness, fast pulse, normal body temperature, headache and dizziness, nausea and vomiting. First aid for heat exhaustion requires the worker to be moved to a cool place. Keep them lying down with their legs straight and elevated 8 to 12 inches. Apply cold packs, wet towels, or just wet their clothing to cool them. Give the victim cold water only if he or she is conscious. If the victim loses consciousness or if no improvement is noted within 30 minutes, seek professional medical attention.

Heat stroke is a true emergency! Signs and symptoms include high body temperature, unconsciousness, hot skin, rapid pulse and breathing, weakness, dizziness or headache. Immediate first aid is required. Move the victim to a cool place and immediately cool the worker by any available means (use ice and water from a jobsite cooler for example). Keep the head and shoulders slightly elevated. Monitor the airway, check to be sure the victim is breathing. Call for professional help or rush the heat stroke victim to a hospital immediately.

Prevention of heat illness is very important. Gradual adaptation to working in hot weather is a start. As the weather heats up, take a few short breaks during the day; and, if possible, schedule heavy work so that it does not have to be accomplished during the hottest part of the day. Dress sensibly and drink plenty of water. Keep a sharp eye out for potential heat injuries in co-workers. Try to practice prevention - it's the name of the game - and it will keep you from becoming a victim of a heat related illness.

Heat stroke is a serious medical emergency. Call for professional help immediately!

Safety Recommendations: _____

Job Specific

Topics: _____

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HEAVY EQUIPMENT

Heavy equipment is just what it says it is - 'HEAVY'. These large and powerful machines can be dangerous to those that work around them as well as those who operate them. The first thing that we need to recognize is that the operator has a limited sight range and blind spots as well. NEVER assume that the operator can see you!

All bi-directional earth moving equipment that has the rear view obstructed must have a backup alarm. This alarm is an audible device that emits a warning sound to let you know that the piece of equipment is backing up. ALWAYS observe this warning -- look up from what you are doing and make sure you are out of the way. It is often difficult to hear the backup alarm on noisy construction sites, so if you're working nearby, be cautious and extra alert for the sound of the alarm. Other types of heavy equipment are equipped with a horn similar to the one that you have in your car. The operator may sound the horn to warn you or to get your attention to let you know that he is about to swing something around or over you.

Keep a keen eye out for the movement of equipment, especially around pinch points. These areas should be barricaded off to limit access so no one gets crushed when a crane swings around.

If you are the operator of heavy equipment, ALWAYS check the brakes, steering, backup alarm, headlights and other controls before starting. Don't forget to wear your personal protective equipment. Eye protection, safety boots, hard hat or hearing protection may be required by your employer. If it's required be sure to wear it.

Another area of concern is those who try to hitch a ride on a piece of equipment. This is absolutely forbidden! To do so will cause an accident should the rider fall off. A good rule to follow is 'NO PASSENGERS ALLOWED' under ANY circumstances.

Safety Recommendations: _____

Job Specific

Topics: _____

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HEAVY EQUIPMENT BACKING

Operations involving heavy equipment should always be planned to avoid backing the equipment as much as possible. In many operations, to avoid the awkward backing movement of the equipment is not always economically or environmentally possible. hen the backward movement cannot be eliminated the machine or equipment must be adapted for backing movements.

Many pieces of heavy construction equipment that are wheeled vehicles such as dump trucks, front end loaders, cement trucks, etc. are equipped with special mirrors to help eliminate blind spots. Even with these seeing aids, there are still blind spots from the operator's control position. Blind spot diagrams for each type of construction equipment are available from the manufacturer, showing what an operator can see toward the rear of the machine. Some types of heavy construct ion equipment have no view to the rear at all, and therefore require a guide or spotter to assist the operator in backward movement.

Back-up alarms are installed on most construction equipment. The advantage of the reverse alarm is that any person close to the rear of the equipment is alerted to the forthcoming rearward motion of the machine. This device alone has helped reduce the number of workers being struck by backing equipment.

The real key to preventing equipment backing accidents is the people on the job. That's you and me. Avoid parking vehicles or placing material or equipment in areas where heavy equipment is operating to eliminate obstacles to the machines movement, and STAY ALERT when working nearby.

Operators of heavy equipment, including trucks, should check for obstacles before they begin moving. Be aware of blind areas and never back up unless you are certain the area is clear. Have someone act as a guide in congested areas. Equipment operators, with the cooperation of contractors, workers and the public, can eliminate most, if not all, equipment backing accidents by following the procedures mentioned here and keeping SAFETY foremost in their thoughts.

Safety Recommendations: _____

Job Specific

Topics: _____

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HIGH VOLTAGE ACCIDENTS

High voltage accidents occur when workers don't plan properly. In construction there are plenty of opportunities to make contact with a high voltage source. Landscapers planting trees and shrubs, antenna installations, roofers installing roofing materials, crane operations, scaffold building, underground utility work, dump trucks unloading are just a few that can cause problem

One of the biggest killers in the industry is power lines. Frequently they are strung overhead and attached to power poles providing primary and secondary service to homes, businesses and construction sites. Always provide for safe clearances when working near electric lines. Keep the line in your sight or have a worker designated as the spotter. Consider all lines 'hot' even though they look safe. NEVER, NEVER touch a rig in motion near electric lines and keep co-workers and bystanders away.

Another area of concern is underground electric lines. More and more of them are being install around the country. These lines can be severed or damaged and electrical injury is a real danger. To prevent this type of accident, the local utility locator service should be contacted. On average they require 72 hours notice to come out and locate the buried cables. Play it safe, contact them early and follow their locator stakes.

OSHA has specific regulations covering minimum distances from electric lines. - They can be found in Subpart K - Electrical and Subpart N - Cranes. As a rule of thumb, for lines rated 50kV. or below, the minimum clearance between the lines and any part of the crane or load shall be 10 feet.

By following the rules, we can prevent high voltage accidents.

BE ALERT AND ALWAYS PREPARED FOR HAZARDS!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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HOLIDAY SAFETY

More than 20,000 people die in home accidents every year and about a third of all injuries occur there. Holiday time can be a real killer if you don't follow safe practices -- so -- before you start to 'Deck the Hails' this year:

Check insulation on electric cords and inspect for any other damage before using them. Make sure your tree lights are approved -- look for the Underwriters Laboratory tag. Never place electrical cords under rugs and don't overload circuits, match the plug to the outlet. Use a fireplace screen and NEVER burn a Christmas tree in the fireplace. Keep candies away from the tree.

Use electric cords approved for outdoor use for your outdoor display. Ladder safety is as important at home as it is at work.

Designate a non drinking driver before you go to that holiday party. Don't allow a guest who has had 'too much' to drive. If you drive, be extra alert for drunk drivers on the road.

The following tips apply to the holidays and every day:

Check your heating unit and hot water heater for defects. Remember the silent killer -- carbon monoxide. Remove any combustibles from the furnace area. Have you checked your smoke detectors lately? Do they have fresh batteries? Check them today. Store flammable liquids away from heat and electricity and out of the reach of children. On the subject of fire -- NEVER smoke in bed -- and most importantly, teach children that if their clothes ever catch on fire to STOP, DROP and ROLL!

PLAY IT SAFE AND KEEP YOUR HOLIDAYS HAPPY! WE WISH EACH OF YOU ALL THE JOYS OF THE SEASON

Safety Recommendations: _____

Job Specific

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HORSE PLAY

Horse play does not have a place on the construction site! All of us like to have fun, but when horse play gets started on the job it usually ends up with someone getting injured, and none of us really wants that to happen.

Practical jokes and those who initiate them are not wanted. For example, take the foreman who knew that one of his employees was extremely sensitive to loud noise. One day he sneaked up on the employee and set off a pack of fire crackers, and the sudden loud noise surprised and shocked the employee. The end result of this 'joke' was not funny; a workers compensation claim was filed and the employee was out of work for some time before recovering.

Sometimes horse play goes even further. A worker decides to play a trick on another worker by taking off or changing the position of a safety device on a power tool. Something like this is not only stupid but extremely dangerous and could cause an accident with serious injuries.

Practical jokers should be banned from all construction sites. If you see any kind of horse play taking place stop it at once. Let the other person know that you don't like it, and if it continues you will notify your supervisor to put a stop to it. You should also remind the jokester that if the prank results in an injury or death, they are subject to prosecution possible imprisonment.

Remember, if a prank backfires and someone is injured, it's no joke!

NEVER PARTICIPATE IN HORSE PLAY ON THE JOB. AT HOME, CAUTION YOUR CHILDREN - PREVENT THEIR INJURY.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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HOUSEKEEPING

Good housekeeping is the first law of accident prevention and should be a primary concern of all supervisors, foremen and the entire workforce. Poor housekeeping often results in unsafe conditions and also implies that the project is poorly managed and the work being done lacks professionalism. Many accidents and injuries charged to other causes are actually caused by unsafe conditions due to poor housekeeping.

A safe worker knows he can do his best work easier and more quickly if good housekeeping is maintained. Learning the habit of good housekeeping takes practice. The familiar expression 'a place for everything and everything in its place', will assist you in your efforts.

Materials left on the job should be stored in a central location and if at all possible stacked out of the way. When cleaning up be sure that all combustible materials are disposed of proper so as to curtail the possibility of fires. Tripping accident's can be reduced significantly by frequent clean-ups. Make it a habit to remove or bend over all nails protruding from scrap lumber to protect against puncture wounds. Sharp-edged and pointed tools should be stored in such a way as to prevent injuries.

Each member of the crew has a responsibility to insure good housekeeping in all phases of their work. It's a lot easier to pick up as you work instead of waiting for the end of the shift. The importance of the relationship between an orderly job and a safe ob cannot be overstressed.

Remember, good housekeeping promotes safety in the workplace, improves performance, protects you and the public, and just makes good sense.

A SIMPLE DEFINITION OF SAFETY IS: PROTECTING YOURSELF, OTHER PEOPLE & EQUIPMENT FROM HAZARDS.

Safety Recommendations: _____

Job Specific

Topics: _____

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HOUSEKEEPING

'A clean job is a safe job' is an old saying that has been around for many years. You may or may not agree completely with the saying, but if you have ever worked at a construction project that was cluttered with scrap material, you do know that good housekeeping plays a big part in maintaining a safe worksite.

OSHA Regulation 29 CFR 1926.25 Housekeeping requires that 'During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris, shall be kept cleared from work areas, passageways, and stairs in and around buildings or other structures. Combustible scrap and debris shall be removed at regular intervals during the course of construction. Safe means shall be provided to facilitate such removal. Containers shall be provided for the collection and separation of waste, trash, oily and used rags, and other refuse. Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. shall be equipped with covers. Garbage and other waste shall be disposed of at frequent and regular intervals.'

Housekeeping starts at the beginning of the shift and needs to continue throughout the entire workday. Don't let scrap materials build up; dispose of them daily. Another common housekeeping problem arises with the use of welding leads, air compressor hoses, and extension cords. If placed improperly they become tripping hazards. Keep walkways free for passage. When stripping forms remember to pull the nails out or bend them over. A protruding nail can cause a nasty puncture wound.

Scrap cardboard and packing materials left lying around provide excellent fuel for fires. Pop cans, lunch bags and food scraps or wrappers will attract rodents. Avoid potential fire and health hazards by disposing of these items properly.

No doubt about it - if everyone does their share, good housekeeping will make Your Job a Safer Job!

Safety Recommendations: _____

Job Specific

Topics: _____

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HOUSEKEEPING & TRIPPING HAZARDS

As each of us works throughout the jobsite, our daily needs require extension cords, air compressor hoses, cutting torch hoses and welding leads. Each of these cords or hoses acts as an umbilical cord providing us with the necessary electricity, compressed air, acetylene, oxygen, grounds for welding, and power for the welding stinger. The danger here is that any of these leads can become tangled and create tripping hazards if they are not placed properly before you start work.

We must take the time to run them underneath walkways, overhead if needed, away from access doors and ramps, and away from pinch points. Leads and hoses are subject to cuts, abrasions, puncture and plain old normal wear and tear. Remember to run leads, cords and hoses out of the way, cover them properly and most of all, do not let them become tripping hazards.

There are many other objects around the work area that are just as dangerous. Have you ever stepped on a screwdriver or a short piece of pipe and felt your feet about to slip out from under you? Did you ever trip over a shovel carelessly left on the ground? Have you ever thought of how well a wire snare works in catching small or large animals? How about your foot! We must take time to pick up long pieces of tie wire, if not, you may be the next one that is snared.

All of the above can be solved if we do a little housekeeping while we work. Cleaning up at the end of the job is fine, in fact it is essential, but job cleanup is not a one shot proposition, it is a continuous operation. It is an important factor in construction efficiency and in the prevention of work injuries. Remember these tips -- store material and tools neatly cleanup scrap as work progresses, keep walkways clear at all times, and take care of your tools Do not leave them where they will cause you or others to fall.

GOOD JOBSITE HOUSEKEEPING PROMOTES EFFICIENCY AND MORALE, AND HELPS TO REDUCE ACCIDENTS. 'THE INJURY YOU PREVENT MAY BE YOUR OWN!'

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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HURRICANES, TORNADOES & THUNDERSTORMS

The severe weather season is upon us. Hurricanes, tornadoes, severe thunderstorms -- all spell danger. They can leave death and horrendous property damage in their wake.

Hurricane season runs from June through November. Hurricane watches mean that a hurricane may threaten an area within 24 hours; warnings means a hurricane is expected to strike within 24 hours. Tornadoes are more frequent during the spring and summer months, but they can occur at any time throughout the United States, especially during or near the end of a thunderstorms. Tornado watches and warnings involve a much shorter length of time -- so pay attention. Tornadoes can be the worst killers.

Radio and TV advisories from the National Weather Service will help save your life, but you must follow some safety rules during these types of weather conditions. Be prepared. Check needed supplies and equipment regularly. When you hear the first storm advisory, be alert for future messages. If your area receives a warning, remain calm. Spread the word to the entire crew quickly; secure all outdoor objects and construction materials; lower mobile crane booms; check the security of the job trailer underpinnings; etc. You may want to turn off utilities such as. natural gas, water and electricity.

Continue monitoring the storm's position and be prepared to take cover. if you are indoors go to the lowest level in the building to an interior room. Lie flat and shield your head with arms. Do not go near windows, doors or exterior walls. If you are outdoors, look for a sturdy building and get inside. If you can't do that then go to the nearest ditch or gully and lie flat. Again, be sure to cover your head with your arms to protect it from flying objects.

Thunderstorms create large amounts of lightning, strong winds and heavy rains. Never stand next to power poles, crane booms or any metal object that can act as a lightning rod. Avoid any loose or dangling wires after the storm and report them to the utility company. Drive carefully along debris filled streets.

Safety Recommendations: _____

Job Specific

Topics: _____

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ILLUMINATION

Good illumination is important to maximize production and maintain quality control. Poor lighting on the job-site will lead to personal injury accidents -- tripping, falling and injuries from tools and equipment.

OSHA requires that all construction areas, including stairs, ramps, corridors, storage areas, shops, offices, etc. be lighted by natural or artificial illumination. Table D-3 in OSHA Standard 1926.56 indicates the intensities required for specific areas. For general construction areas illumination must be equal to 5 foot candles; a foot candle being a standard unit for measuring intensity of illumination. Generally speaking, if you are able to read drawings and follow layout marks without difficulty and use cutting tools effectively and with ease, there is sufficient lighting on the site. Plant and shop areas, first aid stations and offices require higher intensities of illumination.

All temporary wiring and lighting on the site must comply with the same codes as permanent wiring. Undersized wiring or overloaded circuits lead to work stoppages, electrical shocks and even fires. Be sure wiring is protected from damage in high traffic areas.

Flexible cords used for temporary or portable lights must be designed for hard or extra-hard .usage, all lamps for general illumination must be protected from accidental contact or breakage; metal case sockets must be grounded, and temporary lights must not be suspended by their cords unless specifically designed for this means of suspension.

TEMPORARY WIRING MUST BE REMOVED IMMEDIATELY UPON COMPLETION OF CONSTRUCTION. FOR MORE INFORMATION ON WIRING AND ILLUMINATION SEE OSHA STANDARD 1926.405.

Safety Recommendations: _____

Job Specific

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IDENTIFYING CONSTRUCTION HAZARDS

EXTENSION CORDS - Make sure cord sets have a grounding plug in place before using. If insulation on cords is damaged, take the cords out of service. Elevate extension cords to prevent tripping hazards.

ELECTRICAL PANELS - All panels and boxes must have a cover in place to prevent electrical shock. Ground Fault Circuit Interrupters (GFCI) should be required on all circuits that will be used for portable power tools.

SCAFFOLDING - Elevated working surfaces must be fully planked with toe boards, hand rails and mid rails installed. Scaffolds must be erected with vertical members resting on a solid base with the scaffold level. Never climb the outside of a scaffold; ladders are required. Never climb a ladder while carrying tools or materials. Instead, use a hoist line.

LADDERS - Step ladders are a major source for construction accidents. Make sure they are used properly and maintained in good repair. Remove broken or damaged ladders from service immediately. Never lean step ladders against a wall or work surface. Never separate extension ladders. Always make sure extension ladders are tied off.

SLIPPERY SURFACES - Make sure sand or some other slip resistant material is applied to icy walking surfaces. Clean up oil and water spills immediately. Another serious cause of slips are "rolly pollys." These are small round objects that can cause a slip when stepped on. Typical ones include: Welding rod ends, stubs from conduit and small diameter pipe.

LIGHTING - Most construction areas require a minimum of 5 foot candles. If you are having a hard time seeing your work, then you need to let someone know and get something done about it. Stairways are a common problem area and require good lighting.

Safety Recommendations: _____

Job Specific

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IT'S YOUR DECISION

There is no doubt about it, the safe way is not always the shortest or quickest way. The safe way usually takes some extra effort while the unsafe way often appears to be more efficient at the time. When we are faced with these situations, each one of us will make a decision about what actions we will take next.

Sometimes we talk ourselves into taking an unsafe shortcut by flawed reasoning. We convince ourselves that it is worth taking the risk because we're in a hurry and can probably get away with it this time without being injured. After all, we have done it before and were not injured then.

Take the electrician I saw the other day who was working on a ladder. He was almost finished with the job except for a little work that he could do only by reaching a little farther than he knew was safe. He knows he will be taking a chance, so he has to make a decision whether to get down and move the ladder or to take a shortcut.

Suppose he takes the shortcut. He may get away without having an accident, or he may fall and suffer an injury that will change his whole life - or even end it. Whatever the result, his decision to take a chance is not a good one. Whether he wins or loses this time; risking his neck to save a few minutes' time is rolling the dice - a gamble that he will, eventually, lose.

Or maybe it's like the guy I saw the other day swinging around like a monkey on the side of some forms, holding on with one hand while trying to strip forms with the other, all because it's too much trouble to go get a safety belt and tie off like he knows he should. Or how about another guy that was chipping concrete without safety goggles because it was too much trouble to go hunt up a pair.

Remember, you always have a choice, but only you can decide to do it the safe way. The safe way is usually not the shortest or quickest way, but it's your decision.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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JOB TRAILERS

Job trailers, tool trailers and office trailers are common to most construction sites. Most likely you take them for granted but be aware that they can be hazardous if installed incorrectly or are poorly maintained.

One of the biggest problems with a trailer on site is providing a safe means of access. How do you get in and out of it? Is it safe for all employees? Many times a stack of cinder blocks or a wooden pallet turned on its side is used as a makeshift entry. This will cause accidents. Every effort should be made to have a set of steps built to provide safe and easy access. In most areas of the country trailers are required to be tied down to prevent being overturned during storms or high wind conditions. Local authorities should be checked for requirements.

Each trailer should have a fire extinguisher mounted and available for quick use. This applies to all trailers on site. All telephones should have emergency phone numbers posted. Electrical panels should be marked, and if portable hand tools are to be plugged in outside, receptacles must be protected by a GFCI or a current Assured Equipment Grounding Conductor Program.

Tool trailers are used to store tools and construction materials. THINK before you place items in them. Keep heavy objects low along the walls. Keep the center walkway free from tripping hazards. Place sharp pointed objects down and away to prevent injury. Smoking should not be allowed inside a tool trailer that stores flammables. Watch for pinch points and sharp edges. If at all possible, hand tools, shovels, chokers, extension cords and the like should be hung out of the way. Good housekeeping in the tool trailer saves time and prevents injuries.

Many trailers have fans to keep them cool in the warmer months. Be sure the fan blade, belt and pulley are properly guarded to prevent injuries to fingers.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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JOB-BUILT LADDER SAFETY

Don't Skimp on Material Quality. All the lumber used must be finished on four sides (s4s), and free of sharp edges or splinters. All nails must be driven full length and flush. Depending on your location, various selections of wood species and associated grades can be used. As a rule-of-thumb, the lumber must be equal to, or better than, #1 Hem-Fir. Don't skimp on the ladder's quality. Your work is hazardous enough. There's no need to add a poorly built ladder to the list of hazards.

Side Rail Construction. The ladder's side rails must extend 36" to 42" above the landing. Side rails can be constructed with either 2x4 or 2x6-inch lumber. Any ladder that rises less than 12 feet to the working level may be built from 2x4 material. Beyond this length, restrictions depend upon the height and pitch of the ladder, in accordance with ANSI standard A14.4 - 1979. Side rails can be spliced once, but the splice should be in the upper portion of the rail, and the rail must be as strong as if it were unspliced. Spliced rail ladders cannot exceed a pitch of 1-in-8.

Cleat Construction. Cleats can be made from either 1x4 or 2x4-inch lumber. The cleat cannot be spliced and must extend the full outside measurement of the single or double-width ladder. If using 1x4-inch cleats, install them with three 10d common nails at each rail. For 2x4-inch cleats, use three 12d common nails. Cleats must be parallel and evenly spaced from the ladder's base to the top point of bearing. Spacing must measure 12-inches (1/2"), between the top edges of each cleat. There should be no cleats on side rails that extend above the landing surface.

With a single-cleat ladder, the clear distance between side rails can be 16 to 20 inches. Double-cleat ladders may have a clearance of 18 to 22 inches between each rail, and a filler block must be installed between each cleat. Use 1x2-inch fillers with 1x4 cleats, and 2x2-inch fillers with 2x4 cleats. Filler blocks must fit snugly between cleats.

Safety Recommendations: _____

Job Specific

Topics: _____

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JOBSITE HEATING DEVICES

Before using any space heater or other temporary heating device, make certain it is approved for the environment in which you plan to use it. Ask these questions – Is the unit approved for direct contact with wooden floors? Does it consume oxygen? Does it radiate heat or force heated air across the room? The manufacturer’s specifications will explain how and where the heater may be safely used.

Make certain there is adequate ventilation in the room in which the heater will be placed. When the natural supply of fresh air is inadequate, mechanical ventilation must be provided.

These Things Get Hot! Some Things to Keep in Mind:

- * Be aware that the outside of the heater may not look hot, but if you touch it, you could be burned.**
- * Heaters not intended by their manufacturer for use on wood floors must not be set on wood or other similar materials. This type of heater must be set on suitable heat-insulating material such as 1" concrete or masonry block. The insulating material must extend beyond the heater 2 ft. or more in all directions.**
- * Temporary heaters must be placed at least 10 ft. from combustible tarpaulins or similar coverings. Tarps must be securely fastened to prevent wind from blowing where they could upset the heater or be set on fire.**
- * Most temporary heating devices are intended to be used in the horizontal position – do not attempt to use them otherwise, unless permitted by the manufacturer.**
- * Each temporary heating unit must have a fire extinguisher with a rating of at least 20-ABC positioned to be immediately available in the event of a fire.**

Be sure to get authorization to use any temporary heating device. Always use them in accordance with the manufacturer’s specifications. Also consider the job site’s conditions and requirements before selecting temporary heaters. Make certain all workers are aware of their presence and instructed in their safe use.

Safety Recommendations: _____
Job Specific
Topics: _____

Attended By: _____

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JOB TRAINING

All too often new employees are hired, given their assignment, and are then expected to perform efficiently and safely without adequate job instruction. Even new employees with previous experience often need retraining and reorientation if job efficiency is to be maintained, for all skills and work habits the worker must possess must be taught to him or her. Training begins when the employee is hired if our efforts are to be most effective.

Who, then, should be responsible for training the new employee? We believe, and it is generally agreed, the logical person to impart the required knowledge and technique required for the job is the safety supervisor or the worker's immediate supervisor. They are in the best position to give actual on-the-job instruction and, in addition, they are persons to whom the employee will be directly responsible. This accomplishes two things: First, it makes for job efficiency and Second, it manifests interest in the employee's welfare.

What should we teach and what procedures should the supervisor follow? Quite logically, the supervisor's task is to instruct the worker on the job to be done so he or she can produce it in as short a time as possible. Yet, safety precautions should be taught by the safety supervisor prior to beginning the job. Specific job hazards should be pointed out in connection with each phase of the job, and instruction should be given on specific safe work practices that will help him avoid these hazards. Poor instruction or none at all results in injuries and production inefficiencies due to the supervisors not organizing all the important parts of the job clearly before actually giving instruction. Many organizations have found from experience that effective job training is a must if an efficient operation is to be maintained. Proper job training means efficiency with safety. Efficiency and safety get the desired results—quality and production.

Safety Recommendations: _____
Job Specific
Topics: _____

Attended By: _____

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KIDS AND CONSTRUCTION DON'T MIX

All of us want to be liked. There's no doubt about that. But it's sometimes difficult to be a good guy when it comes to protecting kids from the hazards of a construction site.

DRAWS KIDS LIKE A MAGNET

A construction site draws kids like a magnet. Most of them have played with toy trucks or dozers. And, suddenly, there in front of them is the real thing. Many kids are mechanically inclined. I heard of one case where a mechanic tried for hours to get a piece of heavy equipment started, with no success. Then that night a bunch of kids visited the site. They not only got the equipment started, but smashed it into another piece. Fortunately, no one was hurt.

VANDALISM

Another danger of kids hanging around is that some of them engage in vandalism. And often as they size up our operation, they're scheming about what they can do when no one's around. Like smashing windshields or pouring sand into gas tanks.

BE FIRM BUT DIPLOMATIC

So, when it comes to kids and construction sites, we sometimes may have to appear like the bad guy. Not only for our own protection, but for that of the kids as well. When dealing with kids, remember: if you give them an inch, they'll take a mile. So forget about saying: "Maybe" or "OK ,but be careful." Let your "no" mean "no." But don't go over- board. Don't be so rough with the kids that they'll come back and get even. No, construction sites aren't playgrounds. And the day may come when you'll have to point this out to local youngsters. Do it diplomatically, but firmly.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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KNIFE SAFETY

Frequently we have a need to use knives and other cutting tools in our jobs, as well as at home. We cut bindings off boxes of paper. We cut seafood, meat or poultry. We open containers of all sorts. We cut ropes, cloth and various materials and adapt them to our use. But we don't always do this safely.

Watch someone use a knife sometime and notice how often they risk being injured by cutting toward their body parts. You might see individuals hold a loaf of bread near their chest and cut toward themselves when slicing off a chunk. Sometimes when cutting a rope, we bend the rope into a loop and insert the knife into the loop facing upward. When the knife is drawn up through the rope, the force of the cutting action can bring it to the face or other body parts. This is not a good idea!

An unwise but common use of box knives is to reach across the box and draw the knife toward you. This is foolish. As the old man said, "Always Cut Away From You and You'll Never Cut Yourself!"

A Sharp Knife is a Safer Knife! It takes less force to cut through an object with a sharp knife. This gives you greater control of the blade. When heavy force is applied, the blade often cuts deeper than intended--sometimes into your flesh. Hand and arm protection is also available for occupations that require the use of knives. Specialty gloves protect hands and arms from cuts and punctures. Smart workers wear this protection consistently.

The bottom line is to practice good Knife Safety.

- * Sharpen it or get rid of it!
- * Use the right knife for the job.
- * Wear cut-resistant gloves when appropriate.
- * Always cut away from you, and you'll never cut yourself!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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L P GAS SALAMANDER HEATERS

Some good helpful tips for salamanders and other portable heaters are:

1. Always maintain a minimum distance of at least 3 feet from any combustible materials and observe an overhead clearance of at least 6 feet to prevent fires.
2. Tarpaulins, canvas, and plastic coverings have been the major fuel source in many fires started with salamanders, so keep these combustibles at least 10 feet away from any open flame heater.
3. Always be alert for hot surfaces on and around the heater. Don't touch metal parts that could become heated. Even though they don't look hot, they can cause serious burns.
4. Salamanders are designed to be used in a horizontal position. Don't attempt to use them in other positions unless permitted by the manufacturers' instructions.
5. Always follow the instructions when lighting the heater or shutting it down. Don't attempt shortcuts.
6. After lighting the salamander, check to be sure that it is functioning properly. If you feel that it's not working properly, shut it off and tell your supervisor
7. It's a good idea to periodically check a salamander after it is lighted just to be sure that it continues to burn properly. A quick inspection takes very little time and you may prevent an accident.
8. Be very careful when you place a salamander in a confined place. Some of these heaters use up oxygen quickly and generate carbon monoxide vapors. There should always be a source of fresh air when fuel-air heaters are used.
9. When fueling or changing L P tanks follow the manufacturers instructions and be sure the unit is cool to the touch. It's a good idea to check for leaks in fuel lines, hoses or connections.
10. Remember that L P gas is heavier than air. Leaks in cylinders tend to seek the lower level of a room and could move to other areas easily. Be sure that leaks are reported. L P gas cylinders not in use should be properly stored and secured outside, away from the building.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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LADDER TIPS

- 1. Be sure straight ladders are long enough so that the side rails extend above the top support point by 36" at least.**
- 2. Don't set up ladders in areas such as doorways or walkways where they may be run into by others, unless they are protected by barriers. Keep the area around the top and base of the ladder clear. Don't run hoses, extension cords, or ropes on a ladder and create an obstruction.**
- 3. Don't try to increase the height of a ladder by standing it on boxes, barrels, or other materials. Don't try to splice two ladders together either!**
- 4. Set the ladder on solid footing against a solid support. Don't use a step ladder as a straight ladder.**
- 5. Place the base of straight ladders out away from the wall or edge of the upper level about one foot for every four feet of vertical height. Don't use ladders as a platform, runway, or scaffold.**
- 6. Tie in, block, or otherwise secure the top of straight ladders to prevent them from being displaced.**
- 7. To avoid slipping on a ladder, check your shoes for oil, grease, or mud and wipe it off before climbing.**
- 8. Always face the ladder and hold on with both hands when climbing. Don't carry tools or materials.**
- 9. Don't lean out to the side when you're on a ladder, get down and move the ladder over.**
- 10. Most ladders are designed to hold only one person at a time. Two may cause the ladder to fail or throw it off balance.**

Safety Recommendations: _____

Job Specific

Topics: _____

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LIFTING

PREPARING TO LIFT

Give the load the once-over. If it looks too heavy, don't be afraid to ask for help. Be sure you're wearing safety shoes. There is always the chance of dropping something on your toes. If the object has rough or sharp edges, wear a good, tough pair of work gloves. They'll give you a good grip and protect your hands.

MAKING THE LIFT

Crouch down with the load between your legs and get a good grip on the object. As you rise, lift with your legs, keeping your back vertical and the load as close to you body as possible. If you have to place the load to your left or to your right, don't twist your body. Move your feet instead. When you have to lower a load, simply reverse the knees bent, back vertical procedure.

LET'S REVIEW

- 1. Don't lift more than you can handle. Ask for help with heavy loads.**
- 2. Wear safety shoes.**
- 3. If the object is rough or sharp, wear gloves.**
- 4. Lift with your legs and not your back.**
- 5. Keep the load close to your body.**
- 6. Don't twist your body when placing a load to one side or the other. Move your feet instead.**

When it comes to lifting, don't break your back. Instead, lift right and give your back a break.

Safety Recommendations: _____

Job Specific

Topics: _____

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LOOK BEFORE YOU LEAP

All too often accidents on construction jobs are caused by workers who fail to "look." One of the most important and basic principles of accident prevention on a construction job is to look where you walk, stand, sit or climb. You may have heard of the bricklayer who stepped back to admire his work, only to fall off the scaffolding! It is very important to look before stepping in any direction. You might step into a pile of scrap lumber, into an open trench, in the path of a moving piece of equipment or a swinging load.

Working in the field of construction does not permit us to sit around much. When you can sit down, look where you sit. How often have you heard the injured worker say, "I didn't notice it." This excuse just doesn't cut it. We all have to be aware of our surroundings or risk being severely hurt or killed.

If you are involved in cleaning or housekeeping duties on the job, sometimes scrap is thrown into a pile or from an elevated location. Material should not be thrown at anytime. It should be lowered carefully or removed with material handling equipment. Workers should look before they walk in areas where clean-up work is under way. Most importantly, never walk under suspended loads. Be alert and look up. Falling material will cause serious injuries.

Some of you may have heard of people being injured because they failed to watch where they were stepping. Test a platform before you step onto it; be sure your ladder is secure before climbing it. If work areas are poorly lighted, be especially cautious.

Stay alert, look about you constantly and don't rush or take chances, because those few minutes you save may cost you your lifestyle--or your life!

Remember, someone who rushes in headlong, often comes out feet first!

Safety Recommendations: _____

Job Specific

Topics: _____

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LOWERING FROM OVERHEAD

We talk a great deal about the proper way to lift things up. But we don't say enough about lifting them down -that is, lowering them from overhead. This can be dangerous. Recently a worker was tearing down a machine. He had to remove a flywheel from a shoulder-high shaft. The wheel didn't look heavy to him, but when it came free, it was more than he could handle. He fell to the floor with the flywheel on top of him and was seriously injured.

A COMMON OCCURRENCE

Getting into trouble when lowering heavy items is a common occurrence. You may have experienced trouble yourself. Perhaps you had to get a box of hard ware from a high shelf. You had the box over your head and suddenly realized you couldn't handle it. It was coming down on top of you. You were afraid to hang onto it, afraid to let go. The box hit you as it slid from your grasp. The contents scattered all over the floor.

HOW TO APPROACH OVERHEAD LOADS

SIZE UP THE LOAD - If it looks too heavy for you to have lifted it to where it is, it's probably too heavy for you to take down. Give yourself the benefit of the doubt. Once you get it loose, it's all yours. And if you can't handle it, it's too late.

ASK YOURSELF: HOW DID IT GET UP THERE? - Was it put there by lift truck? By two men? By a real big guy; Atlas maybe? The way it got up there is probably the best way to get it down.

HOW TO LOWER A LOAD YOU CAN HANDLE

When you're lowering something you can handle, set it down the same way you would lift it up. Keep knees bent and back straight. If you have to place it to one side or the other, don't twist your body. Move your feet instead.

If you're lifting something up, you can always stop if you find it's too heavy. But when lowering a load from overhead, you've already passed the point of no return the moment it breaks free.

Safety Recommendations: _____

Job Specific

Topics: _____

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LADDERS

Ladders are used in most construction work. They provide us with a means of reaching locations too high to reach otherwise. They allow us to go down into trenches and excavations easily, and ladders help us gain access to the upper floors- and roofs of buildings.

Are you familiar with the various types of ladders? There are Fixed Ladders, Extension Ladders, and Step Ladders. These ladders can be made of aluminum, wood, metal, plastic or fiberglass. Fixed Ladders are attached to a structure and not adjustable in length. An Extension Ladder is a non-self supporting, portable ladder that is adjustable in length. Then there are Step Ladders which are self supporting portable ladders that are not adjustable in length. When selecting a ladder you should consider the capacity of the ladder, its height and footing requirements, and whether it will be used inside or outside.

Check the rungs on fixed ladders for damage and be sure they are Securely attached before you climb.

When you need an extension ladder, inspect it for defects before using it, and be sure to look for overhead hazards that may interfere with the set-up. Electrical Wires and ladders don't mix! Extend the ladder to the required height and engage the extension hooks. Remember the 1 to 4 rule - the base of the ladder should be 1' away from the wall or support for every 4' of vertical extension (an angle of approximately 75 degrees). When using the ladder to access an upper level, be sure the ladder extends 36' above the landing. Secure the ladder by tying it off to prevent shifting.

When using a step ladder inspect the ladder for defects, broken rails, and split steps, and ensure that the spreader lock works property. Place the ladder on solid ground and secure the spreader lock. Never stand on the top two steps; if you need to reach higher, get a larger ladder.

Never paint wooden ladders. Paint hides defects and hinders inspection.

Safety Recommendations: _____

Job Specific

Topics: _____

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LADDERS

Typically there are four types of ladders -- the straight ladder, the fixed ladder, the extension and stepladders.

Ladders are safe only when used correctly. Before starting any job that requires the use of a ladder make sure you select the right length. Ladders that are too short or too long can cause an accident. Some of the causes of ladder accidents include failure to inspect a ladder prior to use -- check for broken rungs make sure the side rails aren't damaged -- and look for any other obvious defect. Once you have determined the ladder is safe, set it up -- be sure that the ladder extends three feet above the landing. and then tie it off to prevent it from tipping over. Check for any overhead power lines in the area -- you don't want to become an electrical conductor. Remember the 1 to 4 rule -- the base of the ladder should be one foot away from the vertical support for every four feet in height. If you're in a traffic area, barricade the base area of the ladder. Also be sure the base of the ladder is on a level footing never on brick or concrete blocks -- uneven surfaces can lead to a fall.

When climbing a ladder always use both hands, face forward and have a good grip. Don't try to one hand it or climb facing away, and take only one step at a time. Always hoist tools with hand line. A few additional safety tips: never reach too far, keep your belt buckle between the rails -- never stand on the top two rungs or steps -- keep ladders free from slippery materials -- and remove defective ladders from service immediately.

If you follow these guidelines, your ladder work should be a safe operation. Don't let ladders make you fall down on the job.

REPLACE WORN OR DAMAGED ROPES. LUBRICATE PULLEYS AND LADDER LOCKS, AND ONLY ONE PERSON ON A LADDER AT A TIME.

Safety Recommendations: _____

Job Specific

Topics: _____

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LASER SAFETY

The type of laser which has found the greatest use in the construction industry has been the helium-neon (He-Ne) gas laser. Its beam has been used to project a reference line for construction equipment in such operations as dredging, tunneling, pipe laying, fine grading, ceiling tile grid installation, marine construction, etc. A few hazard controls to observe when using lasers:

1. Personnel who work with laser units should be aware of the potential eye hazards and importance of limiting unnecessary exposure.
2. A warning sign should be attached to the laser equipment in a conspicuous location indicating the potential eye hazards associated with the laser and warning against looking into the primary beam.
3. The binoculars of aiming telescopes should not be used to view the direct beam unless the beam intensities are greatly below safe levels.
4. The use of corner cube retro-reflectors should be avoided if the reflected beam is to be observed.
5. During the alignment and set up procedures, care should be taken to avoid aiming the laser into potentially occupied areas.
6. Stable mounts for the laser are important so that it can be readily controlled.
7. Lasers should never be left unattended during operation. Beam shutter or caps should be utilized, or the laser turned off when laser transmission is not actually required.

Despite the potential hazards, the laser beam can be used safely if the proper procedures and all necessary precautions are followed. No employees other than highly trained persons should be permitted to work in an area where they could come in direct contact with the laser beam.

The guidelines here should be applied only to the small He-Ne lasers and are not by any means complete. Always check the manufacturer's instructions, precautions, and guidelines for each particular unit. When in doubt, ask your supervisor.

Safety Recommendations: _____

Job Specific

Topics: _____

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LEAD

The scope of this standard includes any repair or renovation activities which disturb lead-containing material. It does not apply however, to routine cleaning and repainting of lead-containing coatings and paints provided that no significant damage, wear, or corrosion exists. It also covers the removal of lead-based paint, and dust and soil which is contaminated with lead. It applies to the removal or replacement of fixtures and surfaces which are painted with lead-based paint, and the permanent containment or encapsulation of lead-based paint. All activities associated with these activities, such as preparation, cleanup, disposal, and post-abatement testing are covered by this standard as well. OSHA's current rule reduces the Permissible Exposure Limit (PEL) from 200 micrograms of lead per cubic meter of air (ug/m3) to 50 ug/m3.

The standard requires employers to provide respiratory protection, protective clothing, hand washing facilities, biological monitoring, and changing areas during the performance of specific lead-related tasks. These measures must be taken until the exposure assessment shows that the exposure levels are below the PEL. Additional requirements include a written compliance plan. This plan must be specific for the conditions at the site, must be available on the site, and must identify the 'competent person' responsible for lead-related issues for the site. Protective clothing must be appropriate and supplied at least weekly, and daily if exposures exceed 200 ug/m3. Soiled clothing must be stored in closed containers and laundered or disposed of by the employer. You may not take lead-contaminated clothing home.

This Lead Standard is for everyone's safety. Prevent lead poisoning by doing your part and following the rules

Personal Protective Equipment is your first line of protection. Make sure that you wear it properly. If you have any questions, ask your supervisor.

Safety Recommendations: _____

Job Specific

Topics: _____

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LOCKOUT/TAGOUT PROCEDURES

Before any maintenance, construction, demolition, tie-in, inspection or servicing of equipment (electrical, mechanical, steam or other) that requires entrance into or close contact with machinery, equipment, power sources or line breaking, the power shall be disconnected and locked out.

Electrical

Electrical sources will have the main power switch locked out, and if possible, the fuses removed. Locks with dissimilar keys will be provided to each person working on the affected job. Only the person attaching the lock shall remove it. Multiple locking devices shall be provided. Tags will be attached to each lock indicating the name of the person attaching the lock, the location where he/she is working and the person's foreman or supervisor. Hot work will be avoided, if possible.

Moving Equipment

The main power source, or sources, shall be locked out; drive gear disengaged and locked out; and appropriate tags applied.

Piping/ Other Energy Sources

Piping shall be blanked or valves shall be closed, chained and locked. Where possible, at least two valves before and after the affected section should be chained, locked and tagged. Piping shall be de-pressurized, drained and purged, if necessary. Other power sources shall be rendered inoperative as directed by a qualified supervisor or manager

Locks And Tags

Locks and tags will be attached and removed only by the individual employee directly involved in the operation. The last person removing his/her lock shall ensure that there are no persons exposed should the power be turned on.

Safety Recommendations: _____

Job Specific

Topics: _____

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MEDICAL FACILITIES

Facilities for medical and first aid treatment are to be provided for each job. On large projects, the client or General Contractor may provide medical or first aid facilities on site. The following guidelines are provided to assist job site supervision in establishing procedures for handling injuries requiring first aid or medical treatment.

a. Secure names and locations of qualifying physicians in the area before the start of the job. The local insurance carrier's claim office can provide a list of local doctors.

b. Visit doctors selected.

1. Explain the nature of work, hazards and types of possible injuries.
2. Identify insurance carrier and explain how services are to be billed.
3. Give the job telephone number, job location and the best route to the job.
4. Get recommendations on hospitals and ambulance services.
5. Explain need to maintain close follow-up with doctors on injury cases regarding seriousness, progress and when the employee will be able to return to work.

c. Contact hospitals and ambulance services.

1. Make arrangements for services.
2. Describe the job location, best route and provide any special instructions.
3. Post telephone numbers and locations of doctors, hospitals and ambulance services at each job location. (Give printed information to supervision when work will be at a considerable distance from job phones.)

4. Secure professional assistance in setting up job medical facilities or dispensaries when required by owner or necessitated by the remoteness of the job.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By:

BMC Toolbox Talks

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Location _____ Competent Person _____ Date _____

MACHINE SAFETY

Be alert to these areas when working around or operating machinery:

The point of operation: That is where the work of the machine takes place. It's where the pressing, cutting, punching and boring takes place. It's a place where no part of the body should be. If any part of the body is in the way at the point of operation, the force of the machine can cause a serious injury. The point of operation may also produce sparks or fragments that can fly toward the operator. Safety glasses are important for this type of work.

The power train: That is where energy is transferred through moving parts like gears, shafts, belts, cables, hydraulic or pneumatic cylinders. No body parts should be in these areas either. When working on this type of machinery, always follow the lockout/tagout procedures and replace all guards when repairs are complete. Employees should report any missing guards to their supervisor before operating this equipment.

Workers must control machines carefully. In addition to avoiding the power train and point of operation, employees should always:

- * **Make sure machines are anchored securely to prevent "walking," tipping, excessive vibration or other movement that could be hazardous.**
- * **Never reach blindly into areas that may contain energized parts.**
- * **Be sure there is enough lighting to clearly see all points of operation.**
- * **Keep conductive items -- watches, rings, steel wool, belt buckles -- away from exposed electrical parts.**
- * **Never plug or unplug electrical equipment with wet hands.**
- * **Follow all lockout/tagout procedures.**
- * **Always wear the proper protective equipment for each job.**

Safety Recommendations: _____

Job Specific

Topics: _____

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MENTALLY PREPARED FOR EMERGENCIES

Would you know what to do if an emergency occurred while you were on the job? Do you know what actions to take if a co-worker was seriously injured, a fire ignited, or a structure collapsed? Are you prepared to react?

Emergencies and disasters are a reality of everyday life. Local and international news programs document such occurrences every day throughout the world. Too many lives are lost and property is damaged because no one was prepared to properly react when immediate decisions and actions counted.

Your company should have an emergency action plan. Review it periodically, and be aware of what steps to follow when calling for emergency help. Know the course of action to take in likely emergencies at your facility. This will improve your safety awareness in everything you do.

Safety awareness may be gained through the company's regular safety meetings, safety training or your own personal interest in safety & health. This awareness will increase your ability to respond if, some day in the future, you are a bystander in an emergency. This is particularly important if you work in a hazardous industry. You should be able to answer the following:

- Ö How and who do you notify in an emergency?**
- Ö Are you prepared to react responsibly?**
- Ö Should you stay with the injured person or run for help?**
- Ö If you are not First Aid certified, do you know who in your crew or the company is?**
- Ö Does the emergency scene need to be secured?**
- Ö Do you know the chain of command? Who's in charge during an emergency?**

When an emergency does occur, it is your responsibility to be mentally ready.

Safety Recommendations: _____

Job Specific

Topics: _____

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MOTOR VEHICLES

Ensure safe driving by including an inspection of any motor vehicle you drive, on or off the job. Check all lights, brake lights and turn signals; be sure that windshield wipers, the horn, and if applicable, the back-up warning device are in working order. Check the brakes, both the foot pedal as well as the hand brake. Check the status of the inspection sticker. Check the oil and make sure you have enough fuel. Report any defective or broken parts on company vehicles to your supervisor.

As the driver or operator you are responsible to make sure that all bins are closed, the load is secure, and the area is CLEAR before moving the vehicle. Extreme caution must be used when backing vehicles. Turn around instead of backing up whenever possible. If you must back-up and you have someone riding with you, have your passenger get out and direct you so you can back-up safely. When backing a vehicle in the vicinity of other workers or in a congested area, a signal person should always be used.

The operator must observe posted speed limits. Many accidents are caused by driving too slowly as well as too fast. Use turn signals when turning and when pulling out onto the road or highway. It is the responsibility of every employee who drives a company motor vehicle to be licensed, and to know and obey all state and local regulations pertaining to its operation.

Always carry your driver's license with you. Many states also require that the vehicle registration be carried in your car, van or truck. Every person who operates a motor vehicle has an obligation to themselves, their family, their employer, other drivers and pedestrians to operate their vehicle in a safe and courteous manner. Be a defensive driver! Make allowances for mistakes, lack of skill and lack of knowledge on the part of the other driver. Control your temper and be alert at all times, looking far enough ahead to recognize and avoid impending situations.

SEAT BELTS SAVE LIVES! BUCKLE UP - THE LIFE YOU SAVE MAY BE YOUR OWN!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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MOTOR VEHICLES

The National Safety Council recommends that all passengers be secured before you ever leave your driveway, and many states now require that the operator and any front seat passengers wear seat belts. Children are required to be secured in approved child restraint systems. Protect yourself and your loved ones - buckle up! Another major safety habit to cultivate whenever you hit the road is to drive defensively! Be alert; watch for turning vehicles, lane changes and oncoming traffic. Observe and obey posted signs along the roadway. Maintain a safe distance between yourself and the car ahead of you. Be a safe, courteous driver. And, driving too fast for conditions greatly increases the likelihood of collisions.

Don't tailgate! Rear end collisions are the most frequent type of highway accident. If it's raining, turn on your headlights when you turn on your wipers. Prior to leaving on a trip make sure you have adequate fuel, clean the windshield (inside and outside), and check your tire pressure. Be sure you have a jack, tire iron and spare tire. You never know when you may get a flat tire. It never hurts to have a small first aid kit and a flashlight in your vehicle - 'just in case.'

A rather recent safety concern is the increased use of cellular phones by the motorists. There are presently in excess of 11 million cellular customers nationwide and the number increases daily. Use your cellular phone in the safest manner possible. Many phones have a hands-free feature that enables you to speak to your party and still keep both hands on the wheel, an excellent safety feature. In the event of an emergency, dial 911 or the operator for help!

Concentrate on safety whenever you get behind the wheel. Be a responsible, defensive driver, wear your seat belt and be sure that all your passengers buckle up as well. Safe driving habits are important on and off the job. The life you save may be your own!

Appoint a designated driver before the party starts. "Friends don't let friends drive drunk!"

Safety Recommendations: _____

Job Specific

Topics: _____

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Location _____ Competent Person _____ Date _____

MSDS

A Material Safety Data Sheet (MSDS) is a short technical report that provides you with the known hazards of a specific material. They are written by chemical manufacturers for chemicals they produce or import. The purpose of a MSDS is to provide written information for the safe use and handling of a particular chemical. They may look different, but all have the following basic information:

- * **Identification (chemical and physical)**
- * **Hazardous Ingredients**
- * **Physical and Chemical Characteristics**
- * **Emergency Procedures**
- * **First Aid or Medical Procedures**
- * **Manufacturer's Name, Address and Phone Number**
- * **Health Hazards**
- * **Physical Hazards (fire and explosion data)**
- * **Reactivity Data**
- * **Personal Protection Data**
- * **Spill and Leak Procedures**
- * **Waste Disposal Methods**

A Hazardous Material is any substance which is potentially toxic, incompatible with other substances, corrosive, explosive, flammable or combustible, or poses unusual physical hazards under normal use conditions or emergencies. Look at the label on chemical containers. If you see words like FLAMMABLE, DANGER, COMBUSTIBLE, HAZARDOUS, POISON, CAUTION or WARNING, then you know a MSDS is required. The MSDS will help you work safely with chemicals, but only if you read it.

CHEMICALS + MISUSE = DANGER CHEMICALS + PRECAUTIONS = SAFETY

Safety Recommendations: _____

Job Specific

Topics: _____

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MEANS OF COMPLYING WITH FALL PROTECTION STANDARD

the major changes in the OSHA Fall Protection Standard for Construction may have been discussed, such as the Body Belts, the Six Foot Rule, Non-Locking Snap Hooks, etc.. But what are the options which will provide us Fall Protection and help us to comply with the Standard?

OSHA has listed 15 general areas where some form of fall protection will be needed if the potential for a fall over 6 feet exists. The list of fifteen types of work and the means allowed for providing fall protection is provided on the attached chart.

Remember these changes to the Federal OSHA Construction Standards are there to protect you and are minimum requirements. Those of you with STATE Standards should consult your state regulations. Many of the State OSHA Programs have adopted the Federal OSHA Standard as written.

FALL PROTECTION information for some specific areas, that you might want to know about, is covered in many different Subparts of your Federal or State Standards. Some of these that you may want to refer to are: Subpart L -- Scaffolds, Subpart N -- Cranes and Derricks, Subpart R -- Steel Erection, Subpart S -- Underground Construction, Caissons, Cofferdams, and Compressed Air, Subpart V -- Power Transmission and Distribution, Subpart X -- Stairways and Ladders.

Knowing the tools that are available to protect you is smart. Using them is even smarter. If there is a potential for falling - you need protection.

BE SAFE OUT THERE!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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MINOR INJURIES

When we talk of someone being injured, we usually think of serious injuries, such as those involving broken bones or where a lot of blood is lost. We don't think much about the little incidents, such as scratches, splinters, dust in the eye, and blisters. These things don't give us much pain nor lay us up. And if properly treated, minor injuries shouldn't give us serious concern.

TWO KINDS OF INJURIES OFTEN NEGLECTED

A hard blow on the head. This can make you dizzy or unconscious for a few seconds. It's easy to overlook this injury because after-wards you may feel OK, except for a headache. What many of us don't realize is that a blow on the head can cause a slight concussion or fracture, which can't be detected except by a doctor. As a result we later may go to sleep and not wake up. So if you have a head injury see a doctor for a checkup.

A blow to the stomach. This can occur when you run into something or are struck by something. The blow may knock you down and take the wind out of you, but a few minutes later you may feel OK. Just because there may be no visible injury, however, is no reason for not reporting to first aid. It doesn't take much of a blow to rupture an intestine or start internal bleeding. And these unseen injuries can kill you.

REPORT ALL INJURIES

The important thing to remember is to report all injuries, even though they are minor and no physical damage is apparent. Get proper first aid and see a doctor if necessary.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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MISTAKEN SIGNALS, SIGNALS CROSSED -A LIFE LOST

SIGNALMAN MUST BE QUALIFIED

The signalman must be a fully qualified, responsible individual with no other duties. This individual must be the only one the operator of equipment looks to for signals. The signals used must be understood by them both. The signalman and the operator must be alert every minute, so that no signal will be badly timed, incorrectly given, or misunderstood.

NO ONE ELSE SHOULD SIGNAL - EXCEPT IN EMERGENCY

Others nearby should not wave their hands or arms in an attempt to signal the operator. There's just one exception to this rule: "Any-one can give a signal in an emergency". The operator must stop immediately upon receiving such a signal, no matter who gives it. If for any reason the operator can't see the signalman clearly, the operator must dog the hoist so that we can correct the situation.

STANDARD SIGNALS USED

So there won't be any misunderstanding, we use standard hand signals for all hoisting equipment moves. These signals have been agreed upon by hundreds of construction and industrial companies, and adopted by the American National Standards Institute (ANSI).

DEMONSTRATE THE STANDARD SIGNALS, OR CALL ON A MEMBER OF YOUR GROUP TO DO SO.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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METALWORKING FLUIDS

Metalworking fluids are liquids used in the machining process for cutting, boring or grinding. Their purpose is to reduce friction and carry away the heat. These fluids, and the additives they contain, are very useful but may cause a variety of health problems.

Skin exposure is the most common type of health problem associated with metalworking fluids, and may affect the skin following prolonged or frequent contact. Some of the fluid or additives may be absorbed by the skin, enter the blood stream, and cause adverse affects elsewhere in the body. In some cases a condition called "oil folliculitis," also known as oil acne, is produced so that the pores of the skin become plugged and the dermal glands cannot drain. These blocked glands often look like pimples. They may fill with pus, become red and cause itching and pain. The additives used in the fluids may also cause an allergic contact dermatitis. This is a reaction which produces redness and itching when even a small amount of the substance comes into contact with the skin.

Metalworking fluids may also form a mist of small droplets that are suspended in the air and can be inhaled. When these fluids are formed into a mist during the machining process, they can be very irritating to the eyes, nose and throat. This may create a burning sensation, sneezing, coughing or itching eyes. The larger droplets are trapped in the nose and windpipe, but smaller droplets can be deposited deep inside the lungs. The droplets which stay in the nose and windpipe can be swallowed, along with any metalworking fluid that may have contaminated food or beverages consumed at work.

Water soluble cutting oil is an option that many companies are using as a substitute, in an attempt to mitigate hazardous exposures to workers and the environment. Water soluble cutting oil has minimal requirements for protecting humans and the environment from harmful exposures. Information is always contained in the product's Material Safety Data Sheets and you should have these on file and available at all times. If you cannot locate an MSDS for metalworking fluids, ask your supervisor.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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MOVING EQUIPMENT

RIDING ON OR IN VEHICLES

Don't ride on any vehicles except those intended to transport you on or between jobs. This goes for the running board or drawbar of a unit, loaded trucks, or the bucket of a bucket loader. Riding on the top of a load is especially dangerous. You may fall off if the load shifts or be crushed when going under low clearances. When riding in transport vehicles, keep your arms and legs inside where they belong.

WALKING BESIDE VEHICLES

Don't walk alongside moving equipment. You can be killed or injured if the vehicle slides or turns, or if the load shifts, or if you slip. Don't walk under loads on cranes or hoists. Be especially careful not to touch the frame of a crane when there are power lines in the area. If the crane touches one of them, you'll be electrocuted. Remember, too, that electricity can jump several feet, depending on voltage and weather conditions. So, in addition to not touching the crane, stay well clear.

OTHER EQUIPMENT

Not only vehicles, but moving equipment of any kind is dangerous. If, for example, you're working on portable staging, scaffolding, or work platforms, stay off while it's being moved unless it is designated for you to be on it.

STAY ALERT

Stay ahead by not getting behind (or along- side of) moving equipment. The more you're alert, the less chance you'll have of getting hurt.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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Location _____ Competent Person _____ Date _____

THE MSDS

MSDS are written by chemical manufacturers for the chemicals they produce or import. The purpose of the MSDS is to communicate information on the recommended safe use and handling procedures for that chemical. MSDS may look different, yet the Occupational Safety and Health Administration (OSHA) requires that all MSDS must provide certain categories of information about the chemical substance or mixture: Your employer is being required to assemble and provide unhindered access to a MSDS collection for all of the chemicals found in your work area. Know where this MSDS collection is located. Read and follow the MSDS recommendations.

Identification - What product/chemical is this MSDS for?

Hazardous ingredients - How much of this material can I safely be exposed to? How will I know if I am overexposed to this chemical?

Emergency and first aid procedures - What first aid steps should I follow? What will happen to me if this chemical ...is swallowed? gets onto my skin? is breathed in? gets into my eyes?

Recommended control measures - What type of control measures should I use to protect myself? What should I do if there is a spill or leak?

Physical hazards - What are the physical hazards posed by this chemical? If it catches fire, what should I use to put it out? Are there conditions or materials that this chemical should not come into contact with?

Health hazards = What are the health hazards posed by this chemical?

Safe handling precautions - What is the proper way to safely handle this chemical?

Safety Recommendations: _____

Job Specific

Topics: _____

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NEW EMPLOYEE -- NEW JOB

So you're the new employee on the job -- or maybe you're an old timer starting a new job. Both of you have a responsibility to learn how to do your new job safely. Your supervisor should take the time necessary to explain the safety requirements for the work you will be doing. Here are several topics to think about.

First Aid & Emergency: Where is the first aid station located? Where are the first aid supplies? Who is certified to provide first aid? Where are emergency phone numbers posted?

Housekeeping & Sanitation: Where is the waste disposal area? Are there any materials which must be disposed of in a special manner? What are the procedures for daily cleanup? Where is drinking water located?

Personal Protective Equipment: Are hard hats required at this work site? Are soft soled shoes prohibited? Check eye and ear protection requirements! What other kinds of Personal Protective Equipment are needed?

Hand & Power Tools: Are you qualified to use the tools you will be using on this job? Are all the required guards in place? Are your tools properly grounded?

Ladders: Is the ladder the right one for the job? Is it in good condition? Be sure the ladder is properly set up and secured. Always check a ladder prior to using it.

Hazcom: Are you going to have to work with chemicals? Do you understand all of the precautions which must be taken? Find out where Material Safety Data Sheets are kept, as well as where the main chemical inventory list is located.

As a new -- or seasoned -- employee there are many safety topics that you need to think about. Some other subjects which may be of particular importance on your job are: working around cranes and heavy equipment, excavations and trenching, motor vehicles, scaffolds, fall protection, and electricity.

As the new guy on the block there is a lot of information that you need to comprehend. If you have a question -- ask. As a supervisor you need to be able to answer any questions a new employee may have.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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NAIL GUN SAFETY

A nail gun is not designed for rapid fire. Trying to alter the rate of fire by removing the safety spring or keeping the trigger depressed will eventually end up in a jammed gun, or worse yet, accidents like those described above.

General Safety Rules for Nail Gun Use:

- 1. Never use a nail gun with the nose guard safety spring missing.**
- 2. Be sure that when you carry a nail gun out of the work area, you do not carry it connected to the electrical or air power source.**
- 3. When you are moving about the work area - keep your finger off the trigger until you are ready to fire. Make sure you have only placed the nose guard against the material you are going to nail together.**
- 4. Never rest the gun against any part of your body, or try to climb a ladder with the gun cradled against your body.**
- 5. Remember that a nail gun is a labor and time saving tool -- but it cannot save the time lost to an accident. Use it safely!!!**

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By:

_____	_____	_____
_____	_____	_____
_____	_____	_____

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NEAR MISS

One study shows that for every 330 incidents of the same type, 300 produce no injuries, 29 produce minor injuries and one produces a major injury. (Of course, these statistics vary with the job being done.) The problem is we never know which time the major injury will occur. Near misses are warnings. If we heed these warnings and look for causes, we may be able to prevent injury or damage.

HERE'S AN EXAMPLE

You're going up a walkway into a building. Your foot slips. Being agile and empty handed, you regain your balance with no harm done. Another person comes along. He slips, but his reactions are a little slower than yours. To keep from falling, he jumps off the board. Again no harm done. Then comes a third person carrying a load. He has the same experience, but falls off the board with the load on top of him. He breaks his ankle. Two warnings were ignored. Finally, someone was hurt. Now the loose cleat, sand, or mud on the board is discovered and the condition corrected. We've locked the barn after the horse has been stolen. Two of us saw the thief lurking around, but failed to take action.

WHENEVER YOU SEE A NEAR MISS, ASK "WHY?"

Suppose you're walking toward a suspended mason's scaffold. You see a brick fall, but hear no warning shout. Ask yourself: "Why did it fall? Was it kicked loose? Is a toe board missing?" Then correct this condition if possible. If not, report it to someone who can.

KEEP THE RIGHT ATTITUDE

Never take the attitude that amiss is as good as a mile. The next time, it may be the last mile for you or a fellow worker.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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OFF-THE-JOB SAFETY

We do all we can to protect you on the job: post safety signs, erect guards and barricades, issue protective equipment, and make work areas as safe as possible. But off-the- job safety is up to you.

YOUR SAFETY OFF THE JOB, HOWEVER, IS IMPORTANT TO US

It's not easy to replace good employees - even temporarily. So, when you get hurt, we suffer, too. And beside that, we hate to see anyone injured on the job or off.

DRIVING SAFELY IS ONE OF THE BEST WAYS TO KEEP FROM GETTING HURT

I know you've heard all the rules and regulations before. And I won't repeat them. The easiest way to keep from getting hurt is to drive defensively at all times. If another driver tries to cut you off, don't argue. Learn to protect your life instead of your ego.

TAKE YOUR SAFETY PRACTICES HOME WITH YOU

You wouldn't think of working without eye protection where it's required on the job. So why go without it in your workshop? You wouldn't use damaged or worn tools at work. So why use a mushroomed headed chisel or a taped up hammer at home?

DON'T OVERLOOK SAFETY DURING RECREATION EITHER

Did you ever notice how many injuries happen when people are skiing, playing tennis or relaxing with a little backyard baseball? Don't overdo it when it comes to recreation. Don't try to keep up with the kids when you're no longer one yourself. And, that goes for anyone over 20.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By:

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OFFICE INJURIES

Office work can lead to injuries if appropriate safe work practices are not followed. Learn to avoid these common hazards:

1. Musculoskeletal strains and sprains associated with material handling: If you must walk and carry an object, make sure the object is carried in a way that avoids blocking your vision. Never lift objects that are too heavy to handle comfortably. Get help, or use a hand truck when moving heavy or large objects. Lift objects from the floor correctly by using proper lifting mechanics--hold the load close to your body. Use a stool or step ladder when placing or removing items from high shelves.

2. Stress and strain associated with sitting and VDT use: Arrange your desk or work station so that your arms, wrists, legs, back and neck can be maintained in a comfortable "neutral" position, with proper back support. (Eagle can provide ergonomic checklists for evaluating your work area.) Those who spend long hours at a computer should consider mastering keyboard moves, instead of relying principally on the mouse. This helps reduce strain on your elbow and shoulder. And don't forget to take rest breaks!

3. Injuries that result from slips, trips, and falls: Never run in the office. If liquids are spilled on tile or linoleum floors, clean them up immediately. If a rolling chair pad is cracked or if any part of the pad edge is curled upward, replace it and eliminate the tripping hazard. Do not lay electrical cords or phone cords where they could create a tripping hazard. Keep aisles clear of stored items.

Although offices are not considered to be "high hazard" work environments, injuries happen when risks are not controlled or when people get careless. Practice safe work habits at all times. Know where the office first aid kit is kept, and who has been trained to administer first aid. Lastly, make sure you understand the emergency procedures for dealing with fires, earthquakes, tsunamis, and power failures.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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OXYACETYLENE HAZARDS

1. Oxygen is commonly stored at pressures near 2,000 psi. Whenever any compressed gas cylinder is not in use, remove its regulator, and replace the valve cap. This is the best way to protect the cylinder valve from damage. It is also important to always secure every cylinder in the upright position. This helps prevent a cylinder from being accidentally knocked over and damaged. If a cylinder's valve stem were to be sheared off in a fall, there is enough stored energy to turn the cylinder into an unguided missile which could shoot across the shop or yard, destroying anything in its path.

2. Acetylene is an extremely unstable gas. It has a very wide explosive range and it can be dangerously explosive at pressures above 15 psi. It is for these two reasons that acetylene must never be used at hose pressures greater than 15 psi.

3. Oxygen placed under high pressure can erupt in flame or explode if it comes into contact with oil or grease. Never use oil or grease on any gas welding apparatus, including cylinder caps. Keep the torch clean and free of grease. Don't change cylinders or regulator valves unless you have clean hands. Just a little on your hands could cause an unfortunate explosion.

4. Always close down cylinder valves when you are through working. This includes when you take a break and go to lunch. Even a pin hole leak in the hose could allow gas to accumulate in the workplace creating the potential for fire or explosion.

5. When opening regulator valves, turn them slowly and stand to one side. If oxygen and acetylene were to mix inside the regulator under pressure, an explosion could result. The explosion could be a minor "pop" or it could destroy the regulator and injure the operator.

6. Regularly inspect the gauges to make sure they are in proper working order to prevent possible malfunctions, and ensure accurate gauge settings. Any damaged or inoperable gauges should be repaired or replaced before use.

7. DO NOT use oxygen to ventilate a confined or enclosed space. An oxygen enriched confined environment creates a serious fire and explosion hazard.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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OVERHEAD LOADS

IF IT'S IN THE AIR, IT'S DANGEROUS

This reminds me of a slogan I once saw: "if it's in the air, it's dangerous." This is something to remember even if the mechanical equipment seems to be in good condition.

LET'S REVIEW

A load that can be carried close to the ground can be stabilized by a person at each end. These individuals must stay in the clear at all times, and the ground surface must be unobstructed and reasonably level. Taglines should always be used where needed. And definitely where the load is to be carried more than five feet above the ground. In some cases, ten-foot taglines should be used to guide loads being raised and lowered, rather than using extremely long lines that drag around the job and can snag on some- thing.

On all jobs, only one person, generally the lead person, should give signals to the crane operator. If you are assigned the job of directing the crane, follow these basic rules:

- 1. Always use standard hand signals to direct the crane operator.**
- 2. Stand in the clear and place yourself where the operator can plainly see you and you can see the operator.**
- 3. If you can't see the load and another person is signaling to you, be sure every-one is in the clear before you give the signal to the operator. Remember, it takes time to relay signals.**
- 4. Never permit a load to be lowered, raised, or swung over a worker's head. If the operator can see the load, it's the operator's responsibility -without exception -to see that this rule is followed.**

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

The following short safety meeting discussion is to be held onsite by a Competent Person. All attendees shall sign below. Any questions or comments you may have may be discussed with the Responsible Safety Officer, Greg Bott or designated representative.

Location _____ Competent Person _____ Date _____

OSHA TOP 25 VIOLATIONS

1. Guard rails not provided for open-sided floors or platforms. 1926.500(d)(i)
2. Head protection from impact, falling objects & electrical burns not observed. 1926.100(a)
3. Ground fault protection not provided. 1926.404(b)(1)(i)
4. Electrical path to ground missing or discontinuous. 1926.404(f)(6)
5. Lack of protective systems for trenching/excavations. 1926.652(a)(1)
6. Guard rail specifications for tubular, welded frame scaffolds not met. 1926.451(d)(10)
7. Appropriate personal protective equipment not available for specific operations. 1926.28(a)
8. Stair rails required at 30" change of elevation or 4 risers not observed. 1 926.1 052 (c) (1)
9. Approved containers for storing or handling flammable or combustible liquids. 1926.152(a)(1)
- 10 General housekeeping unacceptable. 1926-25(a)
11. Daily inspection of physical components of trench & protection system not done. 1926.65i(k)
12. Lack of safe access for all types of scaffolds. 1926.451(a)(13)
13. Ground fault circuit interrupters (GFCI's) not in use. 1926.404(b)(1)(ii)
14. No guarding of protruding steel rebars. 1926.701(b)
15. General requirements for guarding scaffolds lacking. 1926.451(a)(4)
16. No spoil pile protection. 1926.651(j)(2)
17. Improper securing of compressed gas cylinders. 16,26-350(a)(9)
18. Additional rules for welding/cutting as per ANSI Z49.1-1967 not observed. 1926-350(i)
19. Lack of eye/face protection for operations which create exposure. 1926.102(a)(1)
20. Guarding of floor openings missing or not to specifications. 1926-500(b)(1)
21. Ladder extended less than 3' above landing as required. 1926.1053(b)(1)
22. No strain relief provided for flexible cords and cables. 1926.405(g)(2)(iv)
23. Egress from trench/excavation does not meet minimum requirements. 1926.651(c)(2)
24. Listed, labeled or certified equipment used in other than manner prescribed. 1926.403(b)(2)
25. No flexible cords designated for hard or extra hard usage. 1926.405(a)(2)(ii)(j)

Safety Recommendations: _____

Job Specific

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PERMITS

Permits are needed in construction because certain work conditions present hazards during particular activities. These activities must be evaluated and determined to be safe prior to any work taking place. There are various types of permits. A typical group that may be found in construction include -- excavation permits, hot work permits, confined space permits, personnel basket permits, lockout-tag out permits, electrical hot work permits, line break permits, crane permits, heavy/critical lift permits, and there may be others required on you r worksite.

There are some general rules to abide by when using permits. First, always inspect the area you are about to work in. Identify fire watches and fire extinguisher locations. Insist that all required signatures are obtained prior to starting work. Look for obvious hazards. Review emergency procedures with all crew members. Make sure all workers are wearing the required personal protective equipment. Inspect your hand tools and check other equipment you may need to use. Follow all visual signs and instructions. Be prepared for the unexpected. Don't take any chances. Your life and others that work in the area will depend on each member of the crew doing the job correctly. If your permit requires testing, be sure to have the testing done prior to entry.

Lock, tag, and try procedures are a must when preparing for a plant shutdown, equipment shutdown, equipment isolation, or release and control of stored energy. Watch for pinch points when you are blocking lines and closing valves. A permit is usually issued for a specific amount of time, typically one shift. At the end of the shift the permit becomes void or invalid and must be reissued. See your supervisor about who to contact to get a permit reissued. A permit is a document allowing you to do something that involves a hazard of some kind. Follow it to the letter. Permits enable us to have safer working environments. Misuse may cause an accident and possibly a death. No one wants that!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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POWER TOOLS

- a. Only authorized personnel shall be permitted to operate or repair power tools**
- b. Maintenance of power tools should be systematic. All worn or damaged tools should be promptly repaired or replaced. All tools should be cleaned, tested and inspected regularly.**
- c. Power tools shall not be used if safety devices, such as shields, tool rests, hoods and guards have been removed or otherwise rendered inoperative.**
- d. Employees using tools under conditions that expose them to the hazards of flying objects or harmful dusts shall be provided with the required personal protective equipment.**
- e. All electrically powered tools shall be properly grounded, or of double insulated construction. Outlets used for 110 volt tools shall be protected by ground fault circuit interruption devices, or as per the Assured Equipment Grounding Conductor Program.**
- f. Gasoline powered tools shall not be used in unventilated areas. Gasoline shall be dispensed only in UL approved safety cans.**
- g. Portable grinders should be provided with hood type guards with side enclosures that cover the spindle and at least 50% of the wheel. All wheels should be inspected regularly for signs of fracture.**
- h. Bench grinders shall be equipped with deflector shields and side cover guards. Tool rests shall have a maximum clearance of 1/8-inch from the wheel and tongue guards adjusted to a maximum clearance of 1/4-inch.**

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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Location _____ Competent Person _____ Date _____

POWDER-ACTUATED TOOLS

The number one safety rule to remember is - only property trained and qualified operators should ever use powder-actuated tools. Users should possess 'Qualified Operations Cards' which, after thorough training, are issued by a particular manufacturer's authorized dealer or distributor or other competent source.

When using the tool it must be held firmly against and perpendicular to the surface into which the fastening device is being driven. Never shoot into a blind surface. Take the necessary time to check the other side. Many innocent construction workers have been injured, and some even killed, from being struck by a wayward fastening device which ricocheted off or went completely through the target.

Personal protective equipment must be worn by the operator, and the face should be protected if there is any danger of spalling materials. Check with your supervisor on the type of safety goggles required. [See 1926.102 Table E-1 I

All powder-actuated tools must be tested daily - before use - and all defects discovered before or during use must be corrected. Tools must not be loaded until immediately before use. Loaded tools must not be left unattended. Keep hands clear of the muzzle end. Powder-actuated tools should never be stored or used in explosive atmospheres.

When you are through using a powder-actuated tool, unload it and dispose of firing rounds properly; never leave them laying around. For proper training check with your powder-actuated vendor, who will often come to the work site and conduct a safety class. Finally, if you are not qualified to use the tool, don't!

Powder-actuated tools should never be pointed at anyone whether the tool is loaded or not!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By:

BMC Toolbox Talks

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PALLET SAFETY

Webster defines a pallet as a "support for freight." As a support, it has the potential to take a lot of abuse. A lot of old pallets are never discarded when they should be. They are stacked in a corner and not used except as a last resort when there are no good ones left. Too many times we hear that a pallet has broken and the freight has fallen to the floor. This not only causes freight damage but can also result in equipment damage--or worse yet, in employee injury or death. Please take a moment to review the following safety tips for working around palletized loads:

* Develop a pallet inspection program. Before you use a pallet, inspect it for cracks, weaknesses and other damage. If you find damage, mark it unsafe for use until it is either fixed or thrown away. This can prevent a lot of potential problems.

* When loading a pallet, make sure the load is centered and not out of balance.

* If the pallet is holding several loose items, make sure the entire load is secured with shrink wrap or banding.

* Exercise caution when stacking several pallets high. Make sure the stack is not leaning, because of weak or broken segments, which may cause the whole pile to fall over.

* Always know the load limit of the pallet jack or forklift you are using. Neither the pallets nor mechanical lifting devices should ever be overloaded.

* Load limits should also established and marked on warehouse floors--balconies, mezzanines, etc. Always comply with these.

* Make sure your forklift has an overhead cage or screen to protect the driver from falling objects when merchandise is being stacked overhead.

Remember--thinking ahead can save a lot of trouble. It is a waste of production time and effort to reload a pallet that has fallen. But, more importantly, an effective pallet/warehouse safety plan can prevent injuries and save lives!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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POWDER ACTUATED TOOLS

Powder actuated tools make our work a lot easier and they increase productivity if used safely. Quite often this question comes up -- is this a tool or a gun? Technology has made these tools a combination of both. Each tool uses a special small explosive charge to operate the fastener and nail drivers. Reliable manufacturers provide training programs on how to use their tools safely. This is a must since OSHA Standards state that all operators must be trained prior to operating any powder actuated tool. Your tool supplier has the information you need to obtain instruction and certification.

As with any operation, safety equipment must be used. Safety glasses or goggles, hearing protection and your hard hat will provide you with protection. All tools should be tested before use to assure they are working properly and that all safety devices are functioning. Horseplay with these tools will cause an accident. NEVER point a powder actuated tool at anyone! Should it accidentally discharge, a co-worker can be injured. Special care should also be taken when shooting into a floor, wall, ceiling, etc. to make sure there is no one on the other side. Each year construction workers are killed or maimed from stray fasteners or metal fragments.

Should a tool jam, always follow the manufacturer's recommendations on how to clear such a jam. Treat all powder actuated tools as if they are loaded. NEVER leave a loaded tool unattended! Don't take chances -- use caution -- keep the tool clean and oiled properly -- and handle it like you would any other firearm. NEVER shoot a powder actuated tool in a flammable or combustible atmosphere.

These special charges are available in several calibers and they come in different colors to indicate to the operator which ones are low velocity and which are high velocity. Always check with your supervisor before using a high velocity charge.

POWDER ACTUATED TOOLS ARE VERY NOISY. WARN THOSE NEARBY!

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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POWER SAWS

Know your power saw -- read the owner's manual carefully -- learn the applications and limitations, as well as the specific potential hazards peculiar to the tool. Ground all tools, unless they are double insulated. If the tool is equipped with a three-prong plug, it should be plug, into a three-hole receptacle. Never remove the third prong.

Keep guards in place and in working order. Avoid dangerous environments and don't use the saw in wet locations. Make sure you have adequate light to work-in. Safety and efficiency go hand in hand. A power saw in good condition, with a sharp blade, is not only safer but does a fast, and better job. Choose the right saw for the work you're doing -- if in doubt, check with you supervisor.

If you're using a table saw, make sure the saw and motor frame are properly grounded. Keep your body out of line with the lumber being sawed. Use a pusher stick when feeding lumber near the blade. Use a brush to remove scrap from the table -- not your hands. Shut off the power while adjusting the saw hood or gauge. Lock power controls in the off position (and where possible, unplug the electric cord) before changing saw blades. Be sure there is no play in the arbor.

As with any other operation, get help when sawing long material. Always keep the area around the saw free of loose material that can cause tripping. Wear proper apparel -- no loose clothing or jewelry to get caught in moving parts. Wear suitable eye protection when using power saws. Safety glasses are a must -- a stray splinter or wood chip can cause injury or even the loss an eye.

Finally, never force a power saw -- always use the right size tool for the job. Don't abuse the cord -- never carry the saw by the cord or yank it to disconnect from the receptacle. Avoid accidental starting -- don't carry a plugged in power saw with your finger on the switch.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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POWER TOOLS

- *Know the tool you are using, its application, limitations and potential hazards.**
- *Select the proper tool for the job.**
- *Don't tackle a big job with an undersized tool - make-shift tools can cause accidents.**
- *Ground all tools unless double insulated. A double insulated tool usually has a plastic or non-conductive outside housing and 'double insulated' embossed into the case or stamped on the manufacturer's label.**
- *If the tool is equipped with a three-prong plug, it should be plugged into a three-hole receptacle or extension cord. Never break off the ground prong, it's there for your protection.**

- *Always remove adjusting keys and wrenches before turning on the tool. It's a good practice to make adjustments only when the tool is unplugged.**
- *Keep your work area free of clutter and debris. These can become tripping hazards.**
- *Tool guards are designed to make tools safer. Never remove or wedge a guard out of the way.**
- *Construction sites change constantly. Be alert to potential hazards in your work area.**
- *Avoid accidental start-up. Make sure the switch is OFF before plugging in the cord or when the power has been interrupted.**

- *Make sure saw blades, drill bits, router cutters, etc., are sharp, clean and regularly maintained. Use only recommended accessories and follow the manufacturer's instructions.**
- *Do not force the tool. Each tool can do a better job at its designed speed. Do not over-reach. Keep proper footing and balance at all times.**
- *Dress properly. Avoid loose clothing that could catch in moving parts.**
- *Secure your work. Use clamps or a vise to hold your work whenever practical.**
- *Never use a tool with a frayed or damaged cord.**
- *Do not attempt any field repairs. Return broken tools for proper repair.**
- *After use return the tool to its original carrying case and store in a dry, secure location.**

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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Location _____ Competent Person _____ Date _____

PPE

PPE stands for personal protective equipment which we use in our daily work activities. OSHA gives employers responsibility for ensuring that employees wear appropriate PPE to reduce exposure to hazardous conditions such as falling objects, noise exposure, toxic atmospheres, etc. Personal protection is the main objective and each of us must follow our employer's safety requirements.

The first form of PPE is a hard hat. This safety device provides us with an impact resistant covering that protects the head. We know that all of our body functions are controlled by 'that gray matter' inside our head, so don't take chances -- protect your brain -- wear your hard hat at all times!

Many other forms of PPE are available to you. Hearing protection in the form of ear plugs or muffs reduces the amount of noise reaching your ear drums, thereby preserving your hearing. Respirators provide protection against toxic substances that might enter our bodies through our respiratory systems. Safety belts with lanyards and full body harnesses are types of personal fall protection, but they are effective only if we use them.

The eyes and face are another area that needs to be protected. There are many types and sizes of spectacles and goggles to protect the eyes and each has a special application. Be sure you read the manufacturer's instructions before wearing them and choose the right type. Face shields should be worn if potential danger exists from physical, chemical or radiation agents.

Evaluate your work operations and define the hazards. Check with your supervisor for necessary PPE requirements and resolve to wear them. An ounce of protection is worth a pound or cure.

KEEP YOUR PPE CLEAN AND IN GOOD WORKING ORDER. REPLACE ANY DEFECTIVE GEAR IMMEDIATELY.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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PLYWOOD COVERS ON FLOOR OPENINGS

Several past jobsite accidents illustrate the point. A carpenter on a floor above calls down to a laborer to hand him a sheet of plywood. The laborer walks over to a sheet lying on the floor, picks it up, takes a step or two forward in the act of standing the plywood up, and goes sailing right down through the hole in the floor, sustaining serious and disabling injuries. Why did it happen?

Although originally nailed down with concrete nails, a small piece of plywood over the hole wasn't large enough to overlap it adequately. Traffic over it, springing the plywood, loosened the nails.

The plywood over the hole wasn't marked in any way. There was no warning of any kind on it. The person mistook it for a piece of loose material laying on the floor.

The person wasn't told about it. The laborer was not made aware of the fact that the covering of floor openings was a job procedure calculated to prevent accidents. Nor was the laborer told that such danger spots must be maintained and reported.

Anything less than total safety is no safety at all. The total safety attitude must be kept in mind when floor openings are being covered.

When covering floor openings:

1. The hole should be covered securely, with a cover big enough and rigid enough to prevent failure.
2. It should be painted, labeled or marked with a danger or warning "DO NOT REMOVE".
3. Every employee on the job should be warned about it.

Safety Recommendations: _____

Job Specific

Topics: _____

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PORTABLE ABRASIVE WHEELS

Portable abrasive wheels have most of the hazards of the wheels mounted on fixed stands. The fact that they're portable makes them more hazardous in some ways. They have to take lots of punishment because they get banged around and dropped. Unless the wheel has already stopped before it's dropped, it's apt to jump around some and that's not so good.

If portable wheels are properly mounted and used right, you won't get hurt, but if you misuse them, you may get hurt. The biggest danger is that the wheel may explode. It's probably running at 2,000 dr 3,000 rpm's, and if you bang it into something or give it a good blow it's apt to let go. Don't forget that those chunks from an exploding wheel are plenty hard and have sharp corners.

Overspeed can explode a wheel, too, but you can hardly overspeed a motor-driven wheel unless you mount an oversized wheel on the grinder, for instance, put an 8-inch wheel on in place of a 4-inch one. You'd get twice the rim speed that way, and the wheel would probably let go. Of course, you'd have to take the guard off to put the 8-incher on, and that would be a fool thing to do. It's been done though.

You never should use a portable grinder on any ordinary grinding job without a guard. The guard should cover at least half the wheel. See that it's secure and set to give you the best possible protection if the wheel should let go. Always handle the grinder and yourself to keep the guard between your face and the wheel. That can mean the difference between getting a chunk of wheel in the face and merely hearing it zip past you. The guard will turn a lot of the dust and sparks away from you, too.

Suppose we run through the safe way to do a job with a portable grinder. First, check the tool over carefully. Is the cord in good condition? Is the guard on tight? Are the washers full size? Does the trigger work right? Does it cut off the power when you take your finger off? Does the wheel run smoothly and without vibration?

Safety Recommendations: _____

Job Specific

Topics: _____

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PORTABLE ELECTRIC TOOLS

METHODS OF PROTECTION

One method of protection against injury caused by an electrical fault is the use of an equipment grounding conductor commonly known as the 3rd, or green, wire. This equipment grounding conductor grounds the exposed, non current carrying metal parts of tools or equipment and carries off the leakage and fault currents, thus limiting the voltage on the tool frame by providing a low resistance path to ground. This provides protection to tool users. Fuses or circuit breakers, on the other hand, will trip; thus shutting off the flow of current at 15 to 20 amperes. These provide protection from a fire safety standpoint but won't protect you, the tool user.

Another method of protection is the utilization of a ground-fault circuit interrupter (GFCI). This device continually monitors the current and detects current leaking to ground via a path outside of the circuit conductors. If the leakage current to ground (either through the equipment grounding conductor or through a person) exceeds the trip level, the circuit is interrupted quickly enough to prevent electrocution.

Before you use any portable electrical power tool, inspect the plug, cord, on-off switch and housing. Look for cracked, broken or frayed insulation, exposed wires or connections, and for any evidence of damage in general. If you find any of these things, properly tag the tool and turn it in for repairs. Don't use it! After you've checked out the tool, you still have done only half the job. Now check out the extension cord or outlet you plan to plug into! Look for the same things you looked for when inspecting the tool - evidence of damage and exposed conductors.

One last thing before you plug in and start work: Check the outlet, extension cord, tool and work area to determine if they are clean and dry.

Safety Recommendations: _____

Job Specific

Topics: _____

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POWDER-ACTUATED TOOLS

AS DANGEROUS AS A FIREARM

Powder-actuated tools drive studs by power from an explosive charge. Their operation is similar to a firearm and they can be just as dangerous if used carelessly.

PROPER INSTRUCTION A MUST

Would you want to work around someone using one of these tools who doesn't know the first thing about it? You could be endangering your life if you did. In many states you must be formally trained and licensed to use powder-actuated tools. There are several makes of these tools and no two are just alike. Before using one, thoroughly study the manufacturer's instructions.

MANY HAZARDS INVOLVED

Many hazards are involved in using these tools. These include the following:

- 1. Flying particles of dirt or scale, or particles discharged from the work surface the stud enters.**
- 2. Using too heavy a charge for the material. This can result in the stud being shot through the work.**
- 3. Studs ricocheting if the tool is not held properly or is being used on too hard a material.**
- 4. Fire hazards from using the tool when flammable or explosive dust or fumes are present.**
- 5. Using the tool powder charges in fire arms or using firearm blanks in powder-actuated tools.**

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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POWER LINE CONTACTS IN CONSTRUCTION

Each year, fifty-five construction workers are killed by electrocution from contact with overhead power lines. Over 90 percent of the contacts involved overhead distribution lines. These are the same lines that run in the alleys behind our houses and through our job sites. There are distinct patterns to these fatalities. The most obvious is apathy. We all grew up around power lines. Since they are so common to us, they seem harmless. This serious mistake is fueled by two common misconceptions: the belief that some overhead lines don't carry enough power to kill, and the belief that power lines are well-insulated. Both are dead wrong.

Drilling rigs, aerial buckets, backhoes, concrete pumps, and other high-reaching equipment account for another 29 percent of power line contacts. Fatalities associated with high-reach aerial baskets usually occur when the basket makes direct contact with the power line. Accidents involving drilling rigs, however, usually affect the ground workers. With most equipment, the largest number of contacts happen during machinery movement, and not during the setup or take-down phase. The exception is concrete pumps, when incidents tend to occur during the take-down phase. Apparently, during setup and use of the pump operators are more careful. But when the work is completed, they use less caution retracting and storing the boom. The use of metal extension ladders around power lines is also a frequent cause of fatalities. One study on ladder electrocutions found that virtually all fatalities involved metal ladders. Ladder contacts usually occur during erection, lowering or relocation of the ladder.

Protect yourself from live power lines; look around your work area and identify the location of all power lines before you move or erect any equipment. Make certain that no part of any equipment can come within a minimum of 10 feet from the power line. And remember, this distance is greater for voltages above 50kV. Don't operate equipment around overhead lines unless you are authorized and trained to do so. Contrary to what many people think, overhead power lines do carry enough voltage to kill and most are not insulated.

Safety Recommendations: _____

Job Specific

Topics: _____

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POWER TOOLS

Portable power tools have the potential to amputate, break bones, electrocute, and kill.

PROBLEMS:

- **Inadequate instructions**
- **Use of improperly grounded, non-double insulated tools**
- **Protective guards were defective, or removed**
- **Dull, cutting edges of blades and bits**
- **Hang-up of power cord twist plugs on ladder rungs**
- **Non-secure operator position**

SOLUTIONS:

- **Proper training in power tool use**
- **Preventive maintenance on power tools**
- **Inspections and defective tool reports**
- **Shorten power cord to prevent hang-ups**
- **If you are performing elevated work, use safety belts**

Safety Recommendations: _____

Job Specific

Topics: _____

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PREVENTING ACCIDENTS

- 1. Make accident prevention a part of your daily routine: Plan safety in advance. Before beginning a job, be sure your tools are in good condition. Also, see that you have the required protective equipment.**
- 2. Report unsafe acts or conditions to your supervisor: If it's an unsafe condition, correct it if you can. Otherwise, report it to someone who has the authority or ability to do so. If you see someone committing an unsafe act, warn that person in a friendly way.**
- 3. Avoid horseplay: Aren't you always telling your kids to knock off fooling around before someone gets hurt? Well, horse- play is dangerous for kids of any age. On a construction job you can easily be injured if you're not strictly business all of the time.**
- 4. Follow instructions: You'd follow instructions if you were dismantling a time bomb - and very carefully at that. Well, take the same attitude on the job. When we give you instructions, it's only after we've considered the safest and best way to do it.**
- 5. Make suggestions: If you see a quicker or a better way to do something, let us know. We'll check it out and if it's practical, we'll use it. But first we'll make sure it's safe.**
- 6. Practice good housekeeping: Nobody likes a slob .its upsetting to see someone with a messy work area. And it goes even further than that. A sloppy work area is not only hard on the eyes, but a breeding ground for accidents. Trash and materials strewn around can result in trips, falls, and fires.**
- 7. Dress for the job: In addition to wearing protective equipment, dress so that you won't get hurt. Don't wear floppy clothing (such as loose sleeves or cuffs) or jewelry that can catch on something or become entangled in machinery.**

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By:

BMC Toolbox Talks

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Location _____ Competent Person _____ Date _____

REFUELING EQUIPMENT - "FILL'ER UP!"

When you hear this request at a service station, you can be pretty sure the job will be done safely. Service station operations and equipment are designed with safety in mind. But what happens when you fill up that front-end loader or portable generator on the job? Do you do it the safe way so you won't get hurt?

RULES TO REMEMBER

Never smoke during refueling operations. And don't refuel near an open flame. Keep a C02 (carbon dioxide), or an ABC Dry Chemical extinguisher handy, just in case.

If there's a chance of a vehicle rolling while being refueled, chock the wheels. Before filling the fuel tank, shut off the engine.

If the tank is near the engine or other hot areas, such as the manifold or muffler, let the engine cool before filling the tank.

When transferring fuel from a can, mobile tank or fuel truck, keep the spout or nozzle in contact with the fuel tank. Few people know this, but as fuel is poured, it can generate static electricity. If a spark ignites the vapors, it's all over for you.

Don't spill the fuel because it might ignite when it comes in contact with something hot. And don't make one of the most common mistakes - overfilling the tank. If the equipment is in the hot sun, the fuel will expand and eventually overflow. Leave enough space in the tank to compensate for expansion or tilting.

After refueling has been completed, be sure all fuel has been drained from the hose and that any spills are cleaned up immediately.

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RIGGING

GET YOUR SIGNALS STRAIGHT

Appoint one member of the crew to act as signalman, and instruct the crane operator not to accept signals from anyone else. The signalman must not order a move until getting an "all ready" from each crew member. Each worker in turn must be in the clear before giving an "all ready" to the signal-man. If you must hold on to the chain, sling, choker, or what ever to maintain tension, be sure your hands and feet are out of the way of pinch points before giving an "all ready."

PROTECT YOUR HANDS

If it isn't possible to release the chain, sling, or choker, be sure your hand is clear of pinch points. In fact, keep your hand far enough away so that a frayed wire or splinter on the chain can't catch your glove and jerk your hand into a pinch point.

WATCH OUT FOR ROCK AND ROLL

It's almost impossible to position the hook exactly over the load center. So, watch out for a swing or roll. Anticipate the direction of the swing or roll and work away from it. Never place yourself between material, equipment or other stationary objects and the load. Stay away from stacked material that may be knocked over by a swinging load.

SET IT DOWN CAREFULLY

When it's necessary to guide a load, use a tag line or hook. If you have to walk with a load, keep it as close to the ground as possible. Before hand, look over the spot where the load is to be landed. Remove unnecessary blocks or the objects that might fly up when struck by the load. When lowering or setting a load, keep your feet and all other parts of your body out from under. Set the load down easily and slowly. Then, if it rolls on the blocking, it will shift slowly and you'll be able to get away.

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ROLLING SCAFFOLDS

General

- a. Guardrails, midrails and toeboards must be installed on all open sides of scaffolds 10 feet or more in height (6 ft for narrow). This guardrail system should be constructed from components furnished by the manufacturer. If the work to be performed on the scaffold and/or adjacent hazard warrants, guardrails may be required at lesser heights.
- b. Where persons are required to work or pass under a scaffold, a screen of 18 gauge, 1/2-inch wire mesh or equivalent protection is required between the toeboard and the guardrail.
- c. No one is allowed to ride rolling scaffolds
- d. Rolling scaffolds shall only be used on level surfaces.
- e. The height of rolling scaffold must not exceed four times the minimum base dimension. Use outriggers if additional height is needed.
- f. The work platform must be planked tight for the full width of the scaffold. Cleat the underside of planks to prevent their movement.
- g. Caster brakes must be locked when the scaffold is not in motion.
- h. Get help when moving rolling scaffolds. Make certain that the route is clear. Watch for holes and overhead obstructions.
- i. Secure or remove all loose materials and equipment before moving scaffold.

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RESPIRATORS - LIMITATIONS OF CARTRIDGE-TYPE

Cartridge type respirators are approved only for low concentrations of contaminants in the air, the maximum permitted level of which depends on the "respiratory protection factor" (a measure of the degree of protection provided to the wearer). If a qualitative fit test is used (for example banana oil, or smoke tubes) a respiratory protection factor of 10 must be used. To determine the maximum concentration of airborne contaminants permitted in the air where the respirator will be used, the permissible time weighted average concentration (TWA or TLV) of the contaminant is multiplied by 10. For example, the TLV for lead fume is .15 mg/m³, so the maximum concentration permitted in the air when using this type of respirator is 1.5 mg/m³. (TLVs are published by the American Conference of Governmental Industrial Hygienists (ACGIH).

Other things you should be aware of when wearing a cartridge-type respirator:

* Never enter a confined space with a cartridge-type respirator unless you know for sure that the space has been tested for oxygen content and toxic air contaminants, and that entry with this type of respirator is allowable and that entry has been approved.

* Never work in toxic vapors for which the respirator cartridge was not intended. There are many different types and combinations of cartridges--each for a specific type of hazard that is described on the band surrounding the cartridge. Also be sure the cartridges are the type the manufacturer specifies for your respirator. In general, they are not interchangeable from one manufacture to another. Ask your supervisor if you have doubts about these factors.

* Be sure your respirator fits your face properly. Most manufacturers provide at least three sizes of face pieces and one of them should fit you better than others. Your supervisor will help you select the proper size so that you get a good respirator fit.

* Be sure to check the respirator seal by performing positive and negative pressure tests immediately prior to entering a contaminated area.

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REFUELING

Internal combustion engines all run on some type of fuel. Take a look around the construction site. What do you see? You will find portable generators, water pumps, air compressors, chain saws, and cut off saws. Motor vehicles may include pickup trucks, vans, dump trucks, flat bed trucks, motor graders, bulldozers, cranes, etc. The list could go on and on depending on the size of the job.

Always remember that when you are refueling you're dealing with flammable liquids which form vapors that can easily catch fire or explode. The golden rule is: Never Smoke Around Flammable Liquids Put all smoking materials out well in advance of any refueling and remind co-workers to do the same. The second rule to remember is to let that small engine cool off before you start the refueling. This is hard to do because the engine always seems to run out of fuel in the middle of what you are trying to get done, but a hot engine and flammables may cause a flash fire or explosion. A few minutes to let the engine cool down could prevent serious injury or even a fatality.

When dispensing flammable liquids make sure to use only approved storage containers. Use a safety can to store flammables. Never use glass bottles or plastic milk jugs - they are not approved. The container should have a self-closing lid and a label describing the contents. When dispensing from large storage tanks or at a fuel pump, the same safety rules apply. Shut the motor off prior to filling the fuel tank.

As a construction worker you have many pieces of equipment that require the use of flammable liquids. Practice fuel safety at all times (both on and off the job). Follow all your employers rules and report fuel spills to your supervisor immediately. Know where proper fire extinguishers are located (try to have one with you while refueling) and how to use the extinguisher correctly. Your life may depend on it!

Before dispensing any flammable liquid be sure the area is well ventilated.

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RESPIRATORS

A respirator is an important piece of personal protective equipment that may be worn for many different reasons. It is used when an employee must work in an atmosphere that does not have adequate oxygen. It may be required to protect yourself from other respiratory hazards such as dust, airborne contaminants, noxious fumes, etc.

Prior to use, one must determine which type of respirator should be worn. If you have any doubt ask your supervisor. All employees must be trained so that they know how to put on a respirator properly, the method of testing the face piece to assure the face seal is correct, the capabilities and limitations of the respirator, and the care of respirator protective equipment.

Respirators function by filtering or purifying contaminated air, or by supplying air from an outside source. You will frequently see a cartridge-type respirator in use, especially in many painting operations. This kind of respirator is designed for short term exposure. It is approved for low concentrations of contaminants. You must remember that this type does not generate oxygen. Should you have need for one or have any question about one ask your supervise

It is important that chemical cartridges and filters be replaced as necessary to provide complete protection. OSHA requires that employees who must use respiratory protective equipment approved for use in atmospheres immediately dangerous to life, shall be thoroughly trained in the use of the equipment. Employees required to use other types of respiratory protective equipment shall be instructed in the use and limitations of such equipment. Respirators and related equipment shall be inspected regularly, maintained in good condition, and cleaned and disinfected before being reissued. If the equipment is damaged in any way, don't use it.

Your good health and your life are dependent on the air you breathe. Use a respirator when needed.

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RIGGING

Inspection of wire rope slings is a priority responsibility for all employees. Supervisors, riggers, or any employee that handles wire rope should be keeping their eyes and ears open for unsafe or hazardous practices and equipment at any location on site. Spotting misuse or abuse of equipment can often save lives as well as money, and should be a regular part of your routine. Much of the rigging done is accomplished by craftsmen who may not have had as much training in the use of tools and equipment as they should have. Therefore they may overlook some of the specific hazards caused by improper rigging or use that causes damage to wire rope slings. Any time that you become aware of these hazards make sure you report them to the person in charge of the operation.

The following safety tips are for anyone involved in rigging and/or the inspection of wire rope. CAUTION - Slings shall be removed from service if any of these conditions are present:

- *10 randomly distributed broken wires in one lay, or 5 broken wires in one strand in one lay.**
- *Wear or scraping on one-third the original diameter of the outside individual wires.**
- *Kinking, crushing, bird caging, or any other damage to the wire rope structure.**
- *The evidence of heat damage to the wire rope.**
- *End attachments that are cracked, deformed or worn.**
- *Significant corrosion of the rope or end attachments.**
- *Hooks that have been opened more than fifteen percent of the normal throat opening measured at the narrowest point, or twisted more than ten degrees from the plane of the unbent hook.**

If you check your rigging on a regular basis and remove any defective wire rope, then we know that the rigging won't fail during use. Remember, wire rope is only as strong as the weakest part of the wire. Don't take chances with damaged rigging. The accident you prevent could save a life -- maybe yours!

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RIGGING- WORKING UNDER THE LOAD

When you think about it, the human body is totally out-matched when it tries to go against a load being lifted by a crane. Think of the dangers for a moment. First the load is being lifted by a mechanical device operated by a human being. We know that both are subject to limitations and failures. Something can go wrong despite our best intentions. Loads can be heavy, difficult to rig, and are subject to unexpected movement. There is only one sure way to avoid injury-stay clear of the load!

Be aware of what is happening around you and above you. Others may not be as conscientious as they should. An operator may not even think of the danger of moving a load over your head. If you see a load coming, get out of the way. Don't forget to look out for your buddy also.

Riggers and others may have to work near a suspended load in order to guide it into position. The use of tag lines can help keep you out of harm's way. The tag line will put distance between yourself and the load in the event the load shifts or moves unexpectedly. Tag lines can help keep a load under control but remember, your weight is no match against a load that has started to swing or spin and develop momentum. Let it settle down on it's own.

When tending tag lines, never loop the line around your hand, arm, or body. This could cause you to be dragged along with the load. Wear gloves. This helps you avoid rope burn.

Lastly, be sure if you are guiding a load with a tag line that your travel path is clear and safe before the load is suspended. You will be spending a lot of time watching the load, rather than where you are going. It would be a shame to take all of the precautions to avoid being caught by the load, only to be injured in a fall.

Safety Recommendations: _____

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SAFETY CHECKLIST

Always follow all safety rules and regulations.
Learn to recognize unsafe conditions and be sure to correct them.
Make safety your responsibility -- don't depend on others.
Handle hazardous materials properly -- check the MSDS for accurate information.
Develop good housekeeping habits.

Inspect electrical and hand tools before use.
When it's heavy get some help. Don't be a hurt hero.
Never smoke around flammables.
Read and heed signs and other warnings.
Don't take chances -- check it out first -- only fools rush in.

Watch out for pinch points and sharp edges. Keep your work area neat and clean.
Avoid horseplay -- someone always gets hurt. Report injuries to your supervisor promptly.
Near misses are warnings -- the next time could be much worse.
Wear personal protective gear properly and whenever required.
When in doubt -- lock it out.

Select the right tool for the job.
Wear your seat belt -- the life you save may be yours.
Check the label and read the manufacturer's instructions before use. Watch out for others on the job.
Follow proper trenching safety guidelines -- bench, shore, or sheet.
Call for help when there is an emergency.

Ask questions whenever you're in doubt.

*Safety Recommendations: _____

Job Specific

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SAFETY NET SYSTEMS

Safety Net Systems are one of the three types of fall arrest systems allowed in OSHA's Fall Protection (Subpart M). Safety nets must be installed as close as is practical under the level on which employees are working, but never more than 30 feet below that level. When nets are used on bridges, the space through which an employee could fall from the walking/working surface to the net must remain unobstructed.

Safety nets shall extend outward from the outermost projection of the work surface (refer to the new standard for the exact distance). The entire safety net system (the nets, all connectors, and the structures to which they are attached) must be capable of absorbing the impact of the drop test. The drop test consists of a 400 pound bag of sand dropped into the net from the highest point from which an employee could fall. The bag must be dropped from at least 42 inches above the net. The drop test must be performed when the system is installed, relocated, after major repairs, and at six-month intervals if it is left in one place.

Defective nets and components cannot be used and must be replaced immediately. Every safety net system has to be inspected at least once a week for wear, damage, and/or any other deterioration; they must also be inspected after any event that could effect the integrity of the system (examples include falls or snagging the net on a crane load).

Anything (materials, pieces of scrap, equipment, tools) which has fallen into the safety net has to be removed from the net as soon as possible and no later than before the next work shift. There are specific limits on the sizes of openings in the net mesh, and the spacing of connections between net panels - see the final rule for details.

Safety nets are one of the three types of fall protection. If you are using a net be sure to follow the guidelines listed above.

Safety Recommendations: _____

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SAWS

Band Saws - All portions of band saw blades shall be enclosed or guarded, except for the working portion of the blade between the bottom of the guide rolls and the table. Band saw wheels shall be fully encased.

Portable Circular Saws - Portable, power-driven circular saws shall be equipped with guards above and below the base plate or shoe. The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work, and shall automatically return to the covering position when the blade is removed from the work.

Radial Saws - Radial saws shall have an upper guard that completely encloses the upper half of the saw blade. The sides of the lower exposed portion of the blade shall be guarded by a device that will automatically adjust to the thickness of and remain in contact with the material being cut. Radial saws used for ripping shall have non kick back fingers or dogs. Radial saws shall be installed so that the cutting head will return to the starting position when released by the operator.

Saws - Circular table saws shall have a hood over the portion of the saw above the table, mounted so that the will automatically adjust itself to the thickness of and remain in contact with the material being cut. Circular table saws shall have a spreader aligned with the blade, spaced no more than 1/2 inch behind the largest blade mounted in the saw. This provision does not apply when grooving, dadoing, or rabbeting. Circular table saws used for ripping shall have non kick back fingers or dogs. Feeder attachments shall have the feed rolls or other moving parts covered or guarded so as to protect the operator from hazardous points.

A moving saw blade can sever a finger or hand in a split second! Never remove a guard or wedge one open.

Safety Recommendations: _____

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STRESS

Stress usually occurs when there are changes in our lives and we feel that we don't have enough resources to deal with those changes and demands. Which of the following do you think causes stress: getting married, winning the lottery, or having an argument? It is all of them. Stress can occur not only from negative life experiences, but also from positive ones. Stress may also make you more susceptible to illnesses, including the common cold, ulcers, and some cancers.

Everyone has to deal with life's problems. A key to dealing with the big and little everyday stressors is coping with stress in a positive way.

1. Acceptance- Many of us worry about things we have no control over. For example, a family illness, great deal of change at work, or finding out that your basketball team lost. One way to manage stress is to accept when things are beyond your control. It may be helpful to think positive thoughts such as, "Someday I'll laugh about this," or "It's a learning experience."

2. Attitude- Try to focus on the positive side of situations. Ask yourself, "What good can come out of this?" "What can I learn from this situation?" and "How can I handle this better when it comes up again?" Solutions come easier when you focus on the positive and your stress level will be reduced.

3. Perspective- We often worry about things that never happen. Keep things in perspective by asking yourself, "How important is this situation? Can I do anything about it?, In five years, will I even remember it happened?"

Think about the situations in your life that cause you stress. If they are controllable events, you can take action to change the situation; if they are uncontrollable, you can use your skills in acceptance, attitude and perspective to reduce the stress.

Safety Recommendations: _____

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SCAFFOLDING

Scaffolds are used every day- in construction, providing a place to work from, and used in con-junction with other scaffolds, they become support structures or platforms to store material.

***Be sure you inspect all equipment before use and daily thereafter. Check for cracks or bent parts, connectors, bracing, guard rails, access ladders , and especially footings. NEVER use any equipment that has been damaged. Be sure the scaffold is not overloaded.**

***NEVER ride a rolling scaffold and be sure to lock or block the wheels after moving it.**

*** The working platform height of a rolling scaffold must not exceed 4 times the minimum base dimension.**

***Keep platforms and the area around the scaffold free of debris and unnecessary material or other hazards that could cause you to trip or fall.**

***Be sure to plank all work areas and only use lumber that is graded as scaffold plank.**

***Never allow unsupported ends of planks to extend an unsafe distance beyond supports, and be sure all planks are secured so they cannot be dislodged.**

***Fasten all braces securely and do not mismatch side braces.**

***Provide overhead protection if there is a hazard above the work area.**

***Don't use scaffolds near power lines.**

Safety Recommendations: _____

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SAFE OPERATING RULES AND PRACTICES

General safe operating rules and practices apply to all employees, regardless of the nature of their duties. These rules are to be explained to each new hire during indoctrination and must be reemphasized at toolbox meetings and in day-to-day contacts. These are minimum requirements, and are to be rigidly enforced. Examples of general rules follow:

- Wear personal protective equipment as required.**
- Wear suitable shoes and work clothes in good repair**
- Lift correctly. Get help on the heavy loads.**
- Do not smoke in prohibited areas.**
- Avoid off-balanced positions when pulling, pushing, or prying, especially at heights**
- Report all injuries promptly, even though minor in nature,**
- Keep alert around moving equipment**
- Always inspect ladders prior to use and use ladders correctly.**
- Always follow the approved lock and tag procedures.**
- Operate equipment and vehicles only if authorized**
- Correct unsafe conditions as noted, or if you can't correct them, call them to the attention of your foreman immediately.**
- Keep tools and materials away from the edge of scaffolds or floor openings where they can be knocked off on employees working below.**
- Be considerate of the welfare of fellow employees. Do not distract their attention or engage in horseplay.**
- Replace all guards removed for servicing or other reasons,**
- Pressure cylinders should be used and stored in an upright position and secured against accidental tipping.**
- Keep all stairways, ladders, ramps, scaffold platforms, walkways and work areas free from loose materials and trash.**

Safety Recommendations: _____

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SCREWDRIVERS

Screwdrivers are usually made of well-tempered steel bar or rod, flattened or shaped at one end to fit into the slots in screw heads. The other end of the bar is fitted into a handle of wood, plastic, etc., which is often reinforced to prevent splitting.

Screwdrivers are found in various craft worker's tool boxes or pouches. Carpenters, millwrights, electricians, mechanics, painters and plumbers all use them in their daily work. As with all hand tools, it is up to the user to make certain that his or her screwdrivers are in good shape; therefore, you should inspect them before each use. Look for split or cracked handles and check the tips to make sure that they are not damaged. It just takes a few seconds to make a quick check, but those seconds could make the difference between an injury and just another turn of the screw.

When using a screwdriver use it as the manufacturer intended. It is designed to be held with a firm grip and used with a turning motion. A screwdriver is not intended to be used as a pry-bar; nor is it intended to be used as a chisel. Using a screwdriver instead of one of these tools could cause the tip or shaft to chip or snap resulting in an injury. Avoid hitting the top of the handle with a hammer or other tool as this may cause the handle to crack or break.

When carrying a screwdriver, keep it pointed away from your body with the sharp end pointing down. A lot of workers have the bad habit of putting screwdrivers in their back pockets with the pointed end sticking up; loss of balance, a backward fall, or even a quick turn could result in a serious puncture wound.

Treat all sharp pointed tools with respect. Prevent unnecessary accidents by carrying and using them with safety in mind.

Safety Recommendations: _____

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SEAT BELTS

According to the National Safety Council, motor vehicle accidents in 1988 were the leading cause of accidental death overall, and the leading cause of death from birth to age 78. In 1980 there were more than 52,000 deaths on our highways. By 1991 we had reduced that figure to 43,500. Obviously the campaigns to use seat belts and against drunk driving are helping, but we still have a long way to go.

It is estimated that 51 percent of the drivers of motor vehicles in the United States use their seat belts. What about the other 49 percent? They have chosen not to protect themselves from injury should they be involved in a vehicle accident. Which category are you in?

The National Highway Transportation Safety Administration has done studies showing that manual lap and shoulder belts are 45 percent effective in preventing fatalities and furthermore, that they are 50 percent effective in preventing critical injuries.

You can help eliminate vehicle accidents by driving defensively. But most of all we can limit our injuries by remembering to buckle up each time we get behind the wheel. Encourage each of your passengers to wear their seat belts as well. The split second decision to buckle up could mean the difference between life and death should you be involved in an accident. Here is a statistic that may convince you to buckle up -- the forward force of an individual weighing 200 pounds involved in an accident at a speed of 45 m.p.h. is 8550 pounds!

Seat belts go even further -- remember that most heavy equipment comes with a seat belt. Each employee who operates this equipment must understand the OSHA requirement that if you are seated and running the equipment, you must wear the seat belt that has been provided.

BUCKLE UP -- IT'S THE LAW. THE LIFE YOU SAVE MAY BE YOUR OWN

Safety Recommendations: _____

Job Specific

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SHORTCUTS ARE KILLERS

Most of us have the necessary skills and knowledge to do our jobs well, and most of us don't want to hurt ourselves or anyone else. Why then do we take 'shortcuts,' setting up ourselves and others for injury? The following is a list of things we often do, even though we know we shouldn't!

1. You can't fool safety devices - but we remove or wedge back safety guards so they won't protect us!
2. We shouldn't take a chance when operating heavy equipment - but we don't use the seat belt that is provided!
3. We know that flames or sparks are not permitted around flammable liquids - but some of us smoke around them!
4. A protruding nail in a guard rail can cause an injury - but we don't bother to remove it or bend it over.
5. Horseplay causes a lot of injuries on the job - but many of us continue to play practical jokes.
6. A circular saw can amputate a finger - but we insist on using the saw without a guard!
7. We know the safe way to climb a ladder - but we climb it with one hand full of tools!
8. We should wear our personal protective equipment - but we leave our goggles strapped up on our hard hats!
9. We know better than to use chemicals without reading the MSDS - but we use the chemical anyway!
10. We should wear a life jacket when working over water - but we go out over the water without one!
11. A bump or bruise to the head ran really hurt - but we continue to work without our hard hats.
12. It's dangerous to block fire fighting equipment - but we stack boxes of material in front of fire extinguishers!
13. We know not to work within 10 feet of a power line - but there's just one more load of steel to be unloaded and it won't happen to me!

Don't take Shortcuts! If you're injured, the minute you saved may cost you days, weeks, or months of recovery time.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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Location _____ Competent Person _____ Date _____

SIGNS

Signs, tags, and color codes are used on construction sites to warn employees of hazardous conditions and help them in case of an emergency. For signs to be effective they must be understood by the workforce they are trying to inform. Most signs are in English, however there are times when they should be in the language of the workforce that is present. If everyone speaks Spanish, then signs should be in that language. Pictograph signs may also be used.

RED -- is the basic color used to inform workers of an immediate hazard. Most DANGER signs are red and white with white lettering on the red portion and black letters in the white area. Examples are: DANGER - HIGH VOLTAGE, DANGER - KEEP OUT, DANGER - NO SMOKING. Red is also the color that identifies fire protection equipment and apparatus, safety cans, fire extinguishers and alarms. And of course there is the familiar red octagon with STOP in white letters.

YELLOW -- signs are messages of caution and warn you to take action to protect yourself. Caution signs are yellow with black lettering. Examples: CAUTION - WATCH YOUR STEP, CAUTION - LIVE POWER SUPPLY, CAUTION - EYE PROTECTION REQUIRED.

ORANGE -- is the color used to identify dangerous machine parts. These are locations that can cause major lacerations, crushing injuries or electrical shock. For example, gears, pulleys and rollers may be marked with this color.

Another sign is the SAFETY INSTRUCTION SIGN. These signs give you various kinds of safety information. The signs have a white background with a green panel that has white lettering.

SIGNS PROVIDE YOU WITH SOME TYPE OF INFORMATION TAKE TIME TO READ AND UNDERSTAND THE MESSAGE. THE SIGN IS THERE FOR YOUR PROTECTION.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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SUNSTROKE

Symptoms:

The victim develops a severe headache, the face is red the skin is hot and dry, there is no sweating, and the pulse is strong and very rapid. The person has a high fever (105o—106oF.)and may become unconscious. This is followed by convulsions, coma, and sometimes death.

Treatment: Get the victim to where there's professional medical treatment as soon as possible. In the meantime place the individual in the shade. Loosen the clothing and cool the victim with the best means available. If the individual's temperature starts to drop, cover with a light blanket, so that the sudden change in body temperature won't cause shivering or convulsions.

How to Avoid: Stay away from alcoholic beverages. Instead, drink water, lemonade, or citrus fruit juices. Wear clothing that is lightweight, well ventilated, and loose. Replace the body salts lost through perspiration by making sure your salt and fluid intake is adequate.

Know The Difference: Become familiar with the symptoms of sun- stroke and heat exhaustion. As we've discussed, the treatment for each of these ailments is different and knowing the difference could mean life or death.

Safety Recommendations: _____

Job Specific

Topics: _____

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STAIRWAYS

Building stairways, during the construction process, can be very hazardous. Lack of elevator availability or limited access to the elevator may lead to heavy foot traffic on stairways. If special attention is not given to safety considerations on stairways, accidents during usage are likely to occur. Here are a few general safety suggestions relevant to stairways during the building construction process:

- 1. All railings should be in place before the stairway is opened for use. Landings with open sides need standard guardrails for proper fall protection. The stairs need handrails for workers to hold when ascending or descending.**

- 3. Keep the stairway clean to reduce the likelihood of slips, trips, or falls. Do not store any tools or construction materials on the stairway. Do not through trash down on the stairway. Clean up any liquid spills or rain water immediately.**

- 4. As much as possible, try to avoid using the stairway as a means of access for transporting materials between floors. Carrying small materials and tools is fine as long as the materials do not block your vision. Trying to go up or down a stairway while carrying large items is physically demanding and increases your potential for a strain or sprain injury as well as a fall. Asking a co-worker to help you carry the load may reduce your exposure to a strain, but it may increase the exposure for both of you to be involved in a slip or fall accident. The best alternative is to use the building elevator or crane service.**

Do not overlook the potential hazards associated with stairway usage. Stairway safety should be part of your safety program on building construction sites.

Safety Recommendations: _____
Job Specific
Topics: _____

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STEEL ERECTION

Falls account for 19% of all construction fatalities and they are a major hazard during steel erection. Each constructor must have an effective fall prevention program to provide their workers with protection. Some potential fall areas to look out for include falls from the structure to the ground, falls from one level to another, falls from ladders, scaffolds, and falls from aerial lifts.

Falling objects present another hazard during steel erection. Safeguards include guardrails and toe boards, securing bolt cans, using catch platforms, barricading areas below work areas, securing ladders, and hanging nets, both personnel and debris types. Additional Safeguards include the strict use of proper personal protective equipment. Many employers are requiring the use of 100% fall protection and full body harnesses. This is a change from the way steel used to be erected, but it's a fact that tying off prevents many injuries and deaths.

Another area to watch out for during steel erection is material handling. Sharp edges cause cut and lacerations. Moving steel beams provides an opportunity for pinch points or being caught between two heavy objects. Check your surrounding area for overhead power lines; crane booms and load lines don't mix with electrical lines. The crane superstructure swing radius needs to be barricaded to prevent anyone from coming in contact with the counter weight, or being crushed between the cab and crane chassis.

Where skeleton steel erection is being done, a tightly planked and substantial floor shall be maintained within two stories or 25 feet, whichever is less, below and directly under that portion of each tier of beams on which any work is being performed, except when gathering and stacking temporary floor planks on a lower floor, in preparation for transferring such planks for use on an upper floor.

USE TAGLINES TO CONTROL LOADS DURING STEEL ERECTION

Safety Recommendations: _____

Job Specific

Topics: _____

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SUBSTANCE ABUSE

Some of the signals that may indicate abuse affecting safety at the work place include:

Attendance problems - including chronic absenteeism, tardiness, and excessive use of sick leave

Unsatisfactory performance or productivity- for example, poor quality work and increased errors.

Emotional and physical symptoms - such as withdrawal, depression, confusion, loss of concentration, hand tremors, or an unsteady gait.

Evidence of illegal substance use - possession, sale, or delivery, including paraphernalia such as needles, foil wrappers, pipes, etc.

Accidents, near misses, or equipment breakdowns - that may be the result of human error or violations of established operating procedures.

Fighting - involving physical contact, assaults, and erratic or violent behavior.

Drugs and the workplace just don't mix. Any of the above can cause an employee to take a chance and we all know what can happen then. Accidents and injuries take a toll on all of us. A drug free work place is a safer place. You have enough work related problems and activities to worry about without adding a concern for someone who does not have it all together.

Alcohol is a drug too, and even though it is not illegal in society, it has no place on the job. Lack of coordination and poor judgment will make you accident prone. Approximately 23,000 people are killed in alcohol related highway accidents each year. Don't drink on your way to or from the job.

Safety Recommendations: _____

Job Specific

Topics: _____

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SAFE SAWING PRACTICES

Always use a sharp blade! Sharp blades cut better and they require less force, which avoids putting body parts in harms way.

Avoid cutting wet wood whenever possible. Wet wood has a tendency to warp as you cut it. Pinching the blade can cause a kick back. If you have to rip wet wood with a skill saw, place a wedge in the kerf to prevent a binding situation. Use spreaders and kick back dogs when performing ripping operations with table saws, especially if the wood is damp.

Keep the guards in place!! Skill saws equipped with a proper guard during a kick back will still travel approximately a foot backwards before the guard is closed. Never place your hands or body parts behind a skill saw in use!! Not all guards for table saws are created equal. The types that are suspended over the table are much easier to work and least likely to interfere with operations.

Keep table saw tops clean and waxed. This helps to run your work through smoothly. Never use a miter gauge at the same time you are using a rip fence. The margin for error is too slim and any binding will cause a kick back.

When making a very narrow cut with a table saw, put the fence on the other side of the blade. This will avoid a binding situation and give you more room to work. If you must make multiple narrow cuts, make a jig that you can push through the saw blade and use feather edges to hold work.

Wedging guards on skill saws is a real bad idea. Using sharp blades, ensuring the guard is working properly, adjusting the depth of cut, and securing the work are much safer methods of operation.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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SAFE USE OF HAND TOOLS

- 1. Choose the right tool for the job. Never use a makeshift.**
- 2. Use only tools in good condition - no tools with cracked or broken handles, none without handles, none with mushroomed or broken heads.**
- 3. Keep keen-edged blades sharp; store them safely when not in use.**
- 4. Do not use a hammer with a hardened face on a highly tempered tool such as a drill, file, or die or jig. Chips may fly.**
- 5. Use wrenches of the right size for the job. Face the jaws on an adjustable wrench in the direction of the pull.**
- 6. Never apply a wrench to moving machinery; stop the machine, then remove all tools before starting it again.**
- 7. See that pipe wrench jaws are sharp and chains in good condition so they will not slip.**
- 8. Never use any tool in such a way that you will be injured by it if it slips. Preanalyze your movements and position your body accordingly.**
- 9. The construction industry calls for the use of many types of hand tools. Handle them with care; treat them carefully and use them exactly for the purpose for which they were made.**

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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SAFETY DURING CONCRETE AND MASONRY CONSTRUCTION

- o Construction Loads:** Construction loads must not be placed on a concrete structure unless it has been determined that the structure is capable of supporting the intended loads, based on information received from a person who is qualified in structural design.

- o Reinforcing Steel:** All protruding reinforcing steel, onto which an individual could fall, must be guarded to eliminate the hazard of impalement.

- o Post-Tensioning Operations:** No one (except those essential to post-tensioning operations) should be permitted behind the jack during tensioning operations. Signs and barriers must be erected to limit worker access to the post-tensioning area during tensioning operations.

- o Concrete Buckets:** Under no condition may employees ride concrete buckets.

- o Working Under Loads:** Never work under concrete buckets while the buckets are traveling, being elevated or lowered into position. Elevated concrete buckets must be routed so that no employee is exposed to the hazards associated with falling concrete buckets.

- o Masonry Construction:** Whenever a masonry wall is being constructed, a limited access zone must be established prior to the start of construction. The limited access zone must be as follows:
 - Equal to the height of the wall to be constructed, plus 4 feet, and running the entire length of the wall; On the side of the wall that will be unscaffolded; Restricted to entry only by employees actively engaged in constructing the wall; and kept in place until the wall is adequately supported to prevent overturning and collapse. If the height of the wall is more than 8 feet and unsupported, bracing must remain in place until permanent supporting elements of the structure are in place.

Safety Recommendations: _____

Job Specific

Topics: _____

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SAFETY ON A NEW JOB SITE

It's important for you to remember that most accidents are caused by carelessness or thoughtlessness, yours, or someone else on the job. When an accident occurs, it is because someone has failed to foresee that it could happen. If you think ahead of the possible hazards likely to confront you, you can plan how to avoid them. When starting work at a new job site, size up the situation and think of ways to prevent accidents and keep the job safe.

Take time to evaluate your share of the work as soon as you arrive on the site. Ask your supervisor to explain any phase of the job that you do not understand. If you are working with a new employee, be sure to explain the work to be done and be sure that he/she is qualified to do the work. This will allow you to work safely with this person and prevent accidents.

Always check that you have the necessary tools and equipment required to do the job. Use tools only for the purpose they were designed for. Repair and replace immediately any defective tools such as chisels with mushroomed heads, wrenches with sprung or spread jaws, hammers with split handles, etc. Inspect the wiring of all electrical hand tools to be sure they are equipped with a three-prong grounded plug. Power tools with frayed or broken insulation on wires should be taken out of service until repaired. When using ladders, make sure that they are in good shape with no broken or missing rungs. Never use aluminum ladders when working around electricity. Wear hard hats and other personal protective equipment when called for on the site. When using scaffolding, make sure that it is properly set up with scaffold grade planks and good, stable footing. Do not work on scaffolding that is shaky or missing components.

Remember, a job is only as safe as each person makes it. If each employee will take nothing for granted, check all tools and equipment for safe operation, keep the job neat and follow company rules, they will be contributing to the safety of themselves and their fellow workers.

Safety Recommendations: _____

Job Specific

Topics: _____

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SAVE YOUR HANDS

GLOVES- A PRIME MEANS OF PROTECTION

As long as your skin remains unbroken, it can keep germs out. Once it's opened by a scrape or cut, however, germs can get in and infection can result unless you get proper treatment. And, no matter how rugged you think your hands may be, they aren't tough enough to stop splinters, slivers, or to resist punctures. That's why gloves are important. They're like an extra layer of skin. The nail that rips your glove would have injured you if your hand had been bare. Wear gloves whenever you are handling rough or sharp material. Use rubber gloves when working with chemicals, solvents, or other material that can irritate your skin. Wear gloves that fit properly. Also, remember that gloves shouldn't be worn when there is a possibility they can get caught in moving machinery.

GUARDS ARE HAND SAVERS

Guards on power saws and other equipment sometimes seem like a nuisance, always getting in the way. But they're on the equipment to protect you against injury. By removing guards or otherwise making them ineffective, you increase your chances of getting hurt. Tie one hand behind your back for a day and you'll appreciate what the consequences of working without a guard can be.

OTHER DANGERS

Many hand injuries occur even when you are wearing gloves or using guards. Be alert to these dangers, too. Such injuries can result from the unexpected shifting of material, getting hands caught in pinch points, grabbing moving parts of the machinery, or holding work in the hands that should be held in a vise or securely clamped.

Safety Recommendations: _____

Job Specific

Topics: _____

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SHIFT WORK MADE SAFE

Special Challenges Associated With Shift Work:

- * **The type of work may be different. Some companies schedule inherently heavy or more hazardous work at night when fewer people are around. This reduces risk for the many, but not necessarily for those on a graveyard or swing shift.**
- * **It's more difficult to see in the dark. Artificial light can't illuminate every surface, which can result in more trips and falls. This also makes night driving more hazardous.**
- * **Shift work may result in psychological problems for shift workers who fail to eat, rest and sleep adequately. Research indicates that shift workers may suffer depression, increased alcohol use, and even symptoms of physical illness.**

Fatigue - The Number One Shift Work Safety Problem

Your normal "body clock" wants you to be awake, alert, and productive during daytime. It can be hard to adjust to a different schedule than what your body naturally wants. People "off schedule," can feel tired and less alert. They are less likely to notice a potentially dangerous condition, or to respond quickly in an emergency. For example, more than 50,000 motor vehicle accidents per year are believed to be caused by sleepy drivers.

Tips For Dealing With Fatigue:

- * **Keep a regular bedtime schedule. Your body can't adjust if you don't give it a chance.**
- * **Keep your bedroom dark and quiet - have family or roommates cooperate with noise control.**
- * **Avoid excessive use of alcohol, tobacco and caffeine--especially during the pre-sleep hours.**
- * **If possible, try not to rotate shifts, which makes it more difficult for your body to adjust.**
- * **Eat regular meals, but don't consume a heavy meal right before retiring--eat a light snack.**
- * **Maintain a regular exercise routine, which improves sleep and helps reduce overall stress.**
- * **Most important of all, get enough sleep for your own, personal body needs.**

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

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SCAFFOLDING

It's a terrible thing to realize that hardly a work day goes by without a construction worker falling off a scaffold to his death. And those who survive scaffold falls are often crippled for the remainder of their lives. These tragedies are sometimes caused by faulty design or poor construction. But in most cases the basic cause is poor maintenance or improper use — something that you can do something about.

Practical, foresighted people "keep both feet on the ground." And practical foresighted construction workers keep both feet on the scaffold. Here's how you can be sure to keep your feet there:

- **Inspect scaffolds daily before you trust your life to them. Check guardrails, connectors, fastenings, footings, tie-ins, and bracing.**
- **Check to see that platforms are closely boarded, fenced, and securely fastened.**
- **Don't stockpile materials on scaffolds. Remove all tools and left-over materials at the end of the day.**
- **Never overload scaffolds. Pile necessary materials over ledger and bearer points.**
- **Ground yourself during storms or high winds. In winter, clear platforms of all ice and snow before using. Sand wet planking for sure footing.**
- **Help protect scaffolds; don't bang into them with equipment or materials. When hoisting material from the ground, control it with a tagline.**
- **Keep platforms and area near scaffold clear of debris, unneeded equipment or material, and anything else that might cause you to slip or trip.**

Safety Recommendations: _____

Job Specific

Topics: _____

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SCREWDRIVERS

PROPER USE OF SCREWDRIVERS

- 1. Select the proper size screwdriver for the screw, so that the thickness of the blade makes a good fit in the slot. This not only prevents the screw slot and blade from being damaged, but reduces the force required to keep the tool in the screw head. Clean the slots out with a corner of the screwdriver if they are clogged with paint or other debris.**
- 2. Keep the screwdriver square with the screw head. You will avoid damaging the screw and lessen the possibility of the screwdriver slipping.**
- 3. Never use pliers on a screwdriver. Instead, use a square shank screwdriver that is designed for use with a wrench.**
- 4. Always use a vise or place small work on a firm, flat surface. If you hold the work in your hands, you can get a painful injury if the screwdriver slips.**
- 5. Never hammer with the screwdriver handle, nor use the screwdriver as a pry, punch, chisel or lever.**
- 6. Never use screwdrivers for electrical work if they have the blade or rivet extending through the handle. Use only insulated screwdrivers designed for that purpose.**
- 7. If you have a Phillips head screw, use a Phillips screwdriver. Don't use a small standard screwdriver or a large screw-driver held at an angle.**
- 8. Screwdrivers come in various lengths for different jobs. Select the right length so that your hands are working in the clear and not in danger of striking obstructions as you turn the screwdriver.**

Safety Recommendations: _____

Job Specific

Topics: _____

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IT'S THE SUDDEN STOP THAT HURTS

Each year, falls result in many serious injuries, and approximately 20% of all falls are fatal. This means that for every five persons involved in a falling accident, one dies. Let's spend the next few minutes talking about where falls occur and what we can do to prevent them.

LADDERS

Taking ladders for granted has caused many falls. Many workers believe that they can use any ladder for any job. To be safe, however, select a ladder that suits the purpose. Be sure it's in good condition and that you place it securely. Keep both hands free for climbing and always face the ladder.

SCAFFOLDS

A scaffold should be solidly constructed like a permanent structure, even if it will be used for only a short time. Be sure uprights are uniformly spaced, plumb, and set on a good foundation. Use mudsills. Use horizontal or diagonal bracing to give stability. Provide guardrails and toeboards to help prevent falls. Inspect planking before installation. It should be overlapped by a minimum of 12 inches or secured from movement. The planks should extend over the end supports by not less than 6 inches not more than 12 inches. Whenever you're on a single-point or a two-point suspended scaffold, wear your safety gear or equipment. Be sure it's tied to a secure independent life line.

FLOOR AND WALL OPENINGS

Depending on their size, cover floor openings or protect them with standard guard-rails and toeboards. Also, protect wall openings, except for doorways and stair-ways through which persons could fall. This protection should be substantial and secured to prevent displacement.

STAIRWAYS

Falls on stairways are caused by running, carrying objects that block your view failure to use handrails, or just not paying attention. Watch your step and concentrate on what you are doing.

Safety Recommendations: _____

Job Specific

Topics: _____

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SERIOUS INJURIES

HELPING A VICTIM MAY DO MORE HARM THAN GOOD

We all are inclined to lend a helping hand when we see a fellow worker injured and suffering. We want to ease the pain and do what ever else we can to aid in the emergency. And this is to our credit. But in some cases, we can do more harm than good. Often it's better to let an injured person alone until professional or trained help arrives.

TRAINED FIRST AIDERS OFTEN CLOSE AT HAND

Many persons have taken Red Cross first- aid training courses, and one of them is usually close at hand. If so, follow that person's directions. Maybe some of you have taken a first-aid course. If so, let me know, so that we can call on you for assistance in case of emergency.

REMEMBER THIS IMPORTANT RULE

For those of you who have had no training in first aid, remember this rule: "Do not move an injured person nor try to get that person to stand." I recall a case in which a laborer suffered a crushed hip. Fellow workers helped him to stand and tried to make him walk. This resulted in intestinal damage, which killed him. In another case, a simple fracture turned into a compound fracture because witnesses persuaded the injured man to get to his feet.

GET HELP

A good rule to follow when there's an injury is that unless you know what to do, get help. This applies in all cases of serious falls, collisions, crushing injuries, and severe blows by heavy objects or vehicles. Always consider the possibility of injury, even when there's no outward evidence. Curb your natural tendency to try to get injured persons on their feet. Make the victim as comfortable as you can with the least possible movement. Then let that person alone until trained help arrives. Persuade the victim to stay down and not get up.

Safety Recommendations: _____

Job Specific

Topics: _____

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SHORTCUTS

BREAK THE HABIT

If you have the habit of taking dangerous shortcuts, break it. In our work it can be deadly. An iron worker who tried to cross an opening by swinging on reinforcing rods slipped and fell 20' onto a concrete floor. If he had taken a few moments to walk around the opening, he'd still be tying rods.

AVOID DANGEROUS SITUATIONS

If you are told to go to a particular work area, the Company expects you to take the safe route, not the shorter, more hazardous one. The Company, however, can't be a guardian angel sitting on your shoulder. Avoiding dangerous shortcuts is up to you. And it's your responsibility to warn anyone else you see taking them.

WHAT IF THERE'S NO SAFE WAY TO GET THERE

Let me know. And I'll see that the necessary means of access is provided.

SHORTCUTS MORE DANGEROUS AT HEIGHTS

Even though the job may take but a few minutes, don't climb on false work or an improvised platform. Use the ladder or scaffold. And don't go from one elevation to another by climbing a column or sliding down a rope. Ladders, steps, and walkways are built to save your neck as well as for your convenience. Use them.

Safety Recommendations: _____

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SIGNS

When you fail to read and heed traffic and other safety signs, you are risking more than a smeared finger. You are endangering your life and the lives of your fellow citizens. Whether you work in an office, a shop, or outdoors, you'll find signs posted to keep you safe and sound. But remember that ALL IMPORTANT SIGNS ARE NOT ALWAYS WRITTEN, for example:

- **A hole in the floor gaps and yawns to be covered.**
- **A leaning pile of material beckons for someone to keep it from falling.**
- **Protruding nails are saying, "Pull me out or hammer me down."**
- **Machine guards lying on the floor or in the way are telling someone to put them back in place.**
- **Grinding, welding, flying material suggests it's the eyes that need the protection of goggles.**
- **Falling material points to cleanup of all loose objects.**
- **Defective tools shout to be replaced or repaired.**

Signs Without Words

Everyone who drives an automobile is acquainted with a traffic signal, the stop sign, the railroad crossing sign, but how many of us are acquainted with the warning signs on the job? Signs without words—the unprotected floor opening, the unmarked open trench, the mushroomed head of a chisel. If we do recognize them for what they are, signs of trouble pointing the way to an accident, we correct them. We should all observe the signs without words—the potential accident-makers, and correct them as we do not want anyone hurt on the job.

Don't leave the hazard for the next person—he or she may not see it—or the next person may be you on the way back. Watch for hazard signs—correct them. Each correction is an accident prevented—maybe your own.

"Presence of mind" means absence of accidents.

Safety Recommendations: _____

Job Specific

Topics: _____

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SLIPS& FALLS

Each year too many construction workers are injured by slips and falls.

Slipping on the floor is bad enough, but falling from a height can be disastrous.

How can falls be prevented? Keep your eyes open!

When working at heights, proper guard rails must be used and, where necessary, safety belts that are properly tied-off.

Scaffolding must rest on firm footing and should have all the bracing installed. When using multi-level staging, the scaffolding must also be anchored to the structure. First quality cleated planks, completely covering the working level, are a necessity.

Orderliness plays a big part in preventing slips and falls. Debris lying around on floors and working areas is an open invitation to accident. Weather increases hazards, particularly in winter when debris becomes snow covered and cannot be seen. Ice conditions create additional dangers. Sand and/or calcium should be applied to icy areas.

Wet weather causes muddy feet which contribute in turn to slips and falls. Wipe your feet before climbing steps or entering a work area.

When climbing a ladder, hold on with both hands. When walking down stairs use the guardrail. REMEMBER! Your eyes are your best defense against slips and falls. Watch your step and look where you are going.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

BMC Toolbox Talks

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Location _____ Competent Person _____ Date _____

SPOTTERS

I'm sure everyone here is aware of the dangers of blind backing. Not only is there the possibility of injuring someone, but of causing property damage. Today we're going to review safety measures necessary to avoid such accidents.

THE SPOTTER'S RESPONSIBILITIES

Let's talk about the spotter. This person has to watch out for others as well as for himself, and make sure the vehicle doesn't damage property. This may appear easy. It seems that all the spotter has to do is to direct a vehicle to back up when the path is clear of persons and objects. Sometimes when you're a spotter, you may have to pass behind a vehicle. If so, stop the vehicle first. As you're passing behind it, extend your hand at arm's length and place it against the back of the vehicle. Then if the vehicle starts to move because the driver's foot slips off the brake or clutch pedal, you'll be able to feel the movement and get out of the way.

When directing the driver, stand at the rear but well to the driver's side of the vehicle. This gives you an unobstructed view of the entire backing path. And the driver can see you clearly. It's important that the driver understands your signals. So get together with the driver before any backing and explain the signals you will use. In this way you can be reasonably sure there will be no misunderstanding. Always be sure to use the same signals for the same moves. Hand signals are much better than vocal signals. Because of noise, a shouted signal may not be heard or may be misunderstood.

BE SURE YOU'RE SEEN

Always be sure that you can be seen. In addition to standing well to the driver's side of the vehicle, wear a fluorescent vest. At night, don't blind the driver by shining your flashlight in the rearview mirror. And, day or night, when you walk backwards, be careful not to trip.

Safety Recommendations: _____

Job Specific

Topics: _____

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SPRAINS AND STRAINS IN THE CONSTRUCTION INDUSTRY

In the dynamic construction industry, controlling exposures to sprains and strains is difficult at best. With this in mind, anyone who spends a good part of their work day moving materials should learn to work smarter, rather than harder!

Manual material handling is common to many industries, especially construction. Many tasks that require handling sheet goods, require two people for installation. Experience working together as a team is the best way to assure you know what your partner is doing. When starting with a new partner, take time to discuss how you intend to lift, carry and secure your work. A single wrong move with a sheet can transfer the full load to one of the workers, force an awkward position, and cause a sprain or strain.

When loading or unloading materials or tools, avoid bending, twisting or carrying long distances. If it's possible, avoid placing materials at heights below knee level or above shoulder level. Never twist with a load!! If you combine bending and twisting, you are certain to injure yourself. Always allow space for at least two steps between a truck being off loaded and the final stacking site, which helps avoid twisting. Place a couple of pallets under a pallet you are stacking, which avoids bending below knee height.

Repetitive motion: Tasks that require repetitive hand or wrist motion should be examined closely. Steady use of a screw driver means constant twisting of the wrist. Battery operated screw guns are a good answer for this. Driving nails all day can cause pain in both your elbow and wrist. Wooden handles tend to transmit less vibration than steel and fiberglass hammer handles. Consider wearing a tennis elbow support, to limit the effect of vibration on tendons that attach to the elbow. When using vibrating tools, special gloves that "dampen" vibration can also be worn.

Problem-solve and plan with others: The first step to avoiding discomfort, pain or injury is to discuss awkward work tasks with your supervisor.

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STANDARD SIGNALS

On the job site, it is often difficult to hear the person next to us. You can imagine the difficulty in hearing verbal commands from a Guide Man directing crane operations. The noise, distance away from the crane operator, and visual barriers make verbal communication nearly useless. We may have to use field phones, two-way radios, or hand signals to communicate with the crane operator.

Here are some general safety practices to use with the operations of cranes, hoists, and any other type of material handling devices:

- 1. A set of signals should be agreed upon and adopted at each operation where hoisting equipment is used. A legible chart depicting and explaining the signals to be used should be available in the vicinity of the hoisting operation. In some jurisdictions, a chart of symbols is required to be in the cab of the crane.**
- 2. Only the agreed upon signals should be used by a designated person, except that in an emergency, anyone may give a "STOP" signal.**
- 3. All persons should be in the clear before a signal is given to move a load or equipment.**
- 4. Knowing beforehand which signals you will be using, helps avoid confusion!**

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SUSPENDED LOADS

USE YOUR HEAD

Use your head. Not to stop a failing object, but to make sure an object doesn't fall on you. Don't stand, walk, or work under crane booms, buckets, or suspended loads. And while using your head, keep it covered with a hard hat.

PLAN AHEAD

If you have anything to do with planning lifting operations, be sure the boom or bucket will not be swinging over workers. You may have to rope off or barricade the swing area, or schedule the lifting operations when the workers aren't in the vicinity.

CONCRETING OPERATIONS

Did you ever get hit in the head with a piece of semi-hardened concrete that dropped from a crane bucket? It hurt, didn't it; even though you were wearing your hard hat. How do I know you were wearing your hard hat? If you weren't, you wouldn't be here. Laborers have to be especially careful to keep clear of the crane when the operator is loading and hoisting the bucket.

BACKHOES

So many times we think only in terms of crane booms, but the same thoughts apply to backhoe operations. A pipe crew gets so used to setting pipe with a backhoe that they get in under the load in a ditch. What is going to happen if a cable breaks or a hydraulic line blows? Look at the mechanics of the boom. If a cable breaks, will the load shift horizontally as well as drop? Think!

AVOID OVERHEAD HAZARDS

Remember: To avoid danger from crane booms, keep out from under them at all times. And wear your hard hat, just in case.

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TABLE SAWS

NO SINGLE SATISFACTORY GUARD

No single satisfactory guard has been developed for the ordinary table saw. Why? Because so many different kinds of jobs are done on these saws. Each kind of sawing job can be well guarded. But no single guard can protect us on all operations. Be sure you know the safe way to perform each operation. And be sure to do it that way. Table saws probably cutoff more fingers than any other kind of machine.

EXAMINE THE SAFETY DEVICES

Is the guard the kind that rides on top of the work? It should be for all ordinary sawing, particularly ripping. See that it moves up and down freely without side play. Saws should have anti-kickback dogs and spreaders. See that the anti-kickback dogs move freely and are sharp enough to dig into the stock, if it starts to kick back. See that the spreader is close to the saw teeth, stiff, and well secured. Check the guide (fence) to make sure it lines up parallel with the saw blade. Then set it for the cut you want. All inspections should be performed with the saw un-plugged.

STAND IN THE RIGHT POSITION

If you have more than a piece or two to rip, place the stock on a hand truck or where you can easily reach it from the saw table. Avoid standing in line with the saw blade whenever possible. Stand far enough right or left of the line of the saw blade so that a kickback will miss you. But not so far that it's awkward to feed the wood through. Make sure no one else gets behind the saw while you are ripping. In some shops or on some jobs, an extension is added to the saw table, so that the operator can't stand directly in line with the saw blade. It also permits long stock to be controlled more easily.

Safety Recommendations: _____

Job Specific

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TABLES SAW (PART 2)

CHECK YOUR FOOTING

When you have a sawing job, check your footing. Be sure the floor isn't slippery and there isn't anything for you to stumble over. Place your feet securely and comfortably. See that there is nothing loose on the saw table to get in the way. Be sure there is enough light so you can see what you are doing.

AVOID KICKBACK

Unless you have seen a kickback, you don't realize how vicious one can be. Those saw teeth may be moving from 10,000 to nearly 20,000 feet per minute. The teeth at the top of the saw blade are running toward you. If they get caught in the wood, they'll shoot it right back the way it came. Saws don't kickback if they are treated right. If used correctly, a properly mounted saw blade, in good condition, will cut its way cleanly through the wood. But if you don't feed the wood in straight, it will get caught against those up-running teeth. The saw may grab it, lift it up, and throw it back. A good way to have an accident is to use the saw without a spreader, especially when cutting green or wet wood. The spreader is located right after the blade to keep the stock from binding. The anti-kickback dog should be used, since the wood might bind against the teeth before it reaches the spreader.

KEEP HANDS AWAY FROM BLADE

Always keep your hands a safe distance away from the saw blade, at least six inches and preferably twelve inches. You can do this by using a push stick or push block. If the stock or block is made to fit the lumber and has a good handle, you can do a better job with it at the finish of the cut than you can using your hand only., And if something should go wrong, you won't lose your hand.

Safety Recommendations: _____

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TEMPORARY STAIRS & GUARDRAILS

A standard guard rail must be 42" high from floor to top of rail, its posts must not exceed 8' centers, it must have a midrail, and a 4" high toeboard strong enough to stop tools, materials, etc, from sliding or rolling over the edge. If a 4" toeboard is not sufficient to restrain adjacent materials, then paneling or screening should be used. All guard rails must be capable of withstanding a 200 pound load in any direction.

The construction of stair railings should be similar to that of the guard rails mentioned above, except that the top surface of the railing should be a distance of 30 to 34 inches as measured from the top, forward edge of the trend, (in line with the face of the riser below it), upward in a vertical line, to the top of the railing. Landings and platforms require standard guard rails.

Wire rope has gained widespread application in the construction industry as a guard rail material. The failure of a wire rope while in use can result in serious injuries, fatalities or property damage.

Never use fewer than the number of clips recommended. Turn back the correct amount of rope for dead ending to permit proper spacing of the clips. Always use new clips; re-used clips will not develop the proper efficiency. It is equally important to always use a thimble to prevent the rope from wearing the eye and to provide a safer connection.

After the rope has been in operation for an hour or so, all nuts on the clip bolts will have to be retightened, and they should be checked for tightness at frequent intervals thereafter. This is necessary because the rope will stretch slightly, causing a reduction in diameter which will loosen the clips.

Never use any kind of clip to directly connect two straight lengths of rope. If this is necessary, use the clips to form an eye in each length and connect the eyes together.

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TRAFFIC CONTROL - TAKE CARE

Planning: All traffic control must be carefully planned and approved by governing authorities before work begins. The person responsible for this planning should drive through the traffic pattern before any work starts to insure that the public will understand how to control their vehicles appropriately. If there is any possibility of driver confusion in the pattern, change it.

Signage: The Manual on Uniform Traffic Control Devices and local or state regulations should be followed for proper signage and barricading. Place initial warning signs a minimum of 1,000 feet from traffic revisions. All signs and related equipment should be in good condition and highly visible. In some cases, independent traffic safety contractors handle warning signs and barricades.

Barricades: Devices which guide traffic such as cones, barrels, etc., should be highly visible and spaced relatively close together, so drivers will not deviate from an assigned traffic flow. All such barriers should be made of material that will cause little or no damage if a vehicle contacts it.

Safety Gear: All employees should wear hard hats and must wear high-visibility orange or day-glow vests. When working at night, the vest should have light-reflective strips.

Flaggers: Roadside construction sites must have at least one individual assigned to traffic control. A highly visible sign paddle should be used during daylight hours. It should be octagonal in shape, at least 18 inches across, and have letters at least six inches high that say STOP on one side and SLOW on the other. Flaggers should have two-way radios. When flaggers are present, a sign indicating this must be placed a minimum of 500 feet from the beginning of the detour.

Above all, keep your brain turned on and stay alert--don't get hurt!

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WEATHER

WATCH OUT FOR WIND

Don't let the wind catch you off guard. I'm not just thinking of tornadoes or hurricanes, but of everyday winds and unexpected gusts. Wind just loves to pick up anything it can and sail it away. So when it's windy, securely tie or weight down supplies and materials. It's amazing what a little wind can do. Some gusts can pick up a 4 x 8 sheet of plywood from the top of a high rise building and carry it several blocks. Or blow you off a scaffold.

LIGHTNING HURTS

We all like to keep things moving until we're rained out. But when lightning is around, it's safer to take shelter early. Very often an electrical storm occurs without rain. Or a lightning storm proceeds the rain. So if you're working with a crane, on top of steel frame-work, or around other projecting equipment or a building the safest thing to do is to seek shelter when you see lightning.

RAIN CAN RUIN A JOB

Rain may be good for the farmer but it can play havoc with a construction job. It can turn it into a gigantic mud pie. Water seems to get in everywhere. Rain can ruin building materials and supplies and generally make things down right messy. Steel gets slippery, equipment gets stuck, and we get wet.

DON'T SLIP ON ICE AND SNOW

When we work in colder climates, ice and snow make things slippery. Clean and sand any work surfaces, such as scaffolds and passageways, where there is ice and snow. Or turn the planks over. We need the best possible footing we can get. We don't want to end up like one fellow. He didn't sweep off the scaffold one afternoon after some light snow had fallen during the morning. He slipped and fell ten stories to his death.

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WELDING FIRES

THE WELDERS' RESPONSIBILITY

When a welding operation moves into a work area, it's primarily the welders' duty to guard against fire. This means making sure there's no flammable material within range of the flame. Wood, paper or other combustibles should be removed. The welders also are responsible to see that no sparks or slag fall on combustible materials. Keep extinguishing materials, such as water or sand, on hand if you must weld near combustibles. You may even find it necessary to assign a worker with a fire extinguisher to stand by and put out sparks.

COMBUSTIBLES

Where floors are combustible, welders must place fire resistant material beneath the work area, so that hot slag cannot contact the floor. Wood floors should be swept clean before welding over them, and should be covered with metal or some other material that won't burn. In some cases, it is advisable to wet the floor down. But remember that this adds a shock hazard, which must be guarded against if you are arc welding. Be sure there are no cracks into which sparks or slag may fall, and never allow this hot material to fall into concealed spaces between walls and floors.

You may have to protect openings, such as open doorways, with a non-combustible curtain. Be sure this curtain reaches to the floor, so that the hot slag can't roll under it. Ask yourself also if wind can carry sparks or slag over the side and down onto storage areas or adjacent property.

WELDING EQUIPMENT

Welders must keep cylinders a safe distance from where they are working, which means that hoses must be completely uncoiled. You should keep the tanks and hoses behind you, never in front where flame, heat, or slag will strike them. Hoses must be protected to keep trucks from running over them, and people from walking into them or dragging things across them. Cylinders must be properly secured when in use and the caps in place during transportation.

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WHEELBARROWS

- 1. Always place the load well forward, balanced and confined in size for safety. The load should clear safely through openings, aisles and roadways. The user should be able to see over and around the load to guide it safely. The load should be secured, or held steady, against shifting or falling.**
- 2. When picking up a wheelbarrow, spare your back by giving your legs their fair share of the lifting. Bend the legs for lifting instead of bending the back. Spare your back and the wheelbarrow by never overloading.**
- 3. Always push a loaded wheelbarrow forward. This is the way to avoid being run over. Warn others out of the way. A walking pace is safer than running.**
- 4. Cross over obstacles at the right angle, especially over rails or planks which may divert the wheel causing the load to spill or fall.**
- 5. The wheelbarrow wheel or wheels should be inspected and maintained regularly. Maintain proper lubrication according to directions. Inspect tires for damage. Keep tires inflated according to directions. Keep all bolts and fittings tight and secure.**
- 6. Wheelbarrow handles are for your hands. Replace handles which are split or splintered. Use handle guards to protect your knuckles from scrapes, cuts and fractures.**
- 7. A wheelbarrow by itself will not harm you or anyone else. You are responsible for how well a wheelbarrow is handled, operated, maintained and stored for safety.**

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WORK BOOTS

STEEL-TOED BOOTS FOR MOST WORK

Steel-toed boots should be worn for most work. They not only protect your feet, but keep them dry. Your boots should have good soles to resist punctures or cuts from pointed or sharp objects. Safety insoles can be worn as an extra precaution against nail punctures. Laces that are too long could trip you up. Either cut them off or tuck the excess length in the top of your boots.

NO USE UNLESS YOU WEAR THEM

Probably everyone who wears safety boots can tell you of more than once when their boots prevented a serious injury. One important thing to remember, though: Safety boots will only protect you when you wear them.

WORKING IN WATER

Hip, hip, hooray! That s how many persons who work in water over a foot deep feel about hip boots. They keep their feet dry. It's also the way many persons pouring concrete feel about overshoes. They not only keep the concrete out, but they're comfortable. Overshoes have buckles that hold them tight to the ankle for more support, and there's nothing flopping or hanging from the top. Of course, if you get into concrete over a foot deep, you'll have the unpleasant experience of feeling the concrete seep into the boots and between your toes. You also may experience skin irritation or infection, which concrete can cause.

A form of protection worn in muddy areas is the over-the-shoe boot. Called the engineer's boot by some, five-buckle by others, it isn't as snug as the overshoe and has a tendency to bend or flop as you walk along.

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WELDING AND CUTTING

Welding and burning operations provide the potential for fires and injuries. The precautions listed below must be observed:

Welding

- a. Before starting to weld or bum, inspect work area to assure that sparks or molten metal will not fall on flammable or combustible materials.**
- b. A suitable, approved fire extinguisher shall be ready for instant use in any location where welding is done. Screens, shields, or other safeguards should be provided for the protection of employees or materials, below or otherwise exposed to sparks, slag, falling objects, or the direct rays of the arc.**
- c. The welder shall wear approved eye and head protection. Employees assisting the welder shall also wear protective glasses.**
- d. Electrical welding equipment, including cable shall meet the requirements of the National Electrical Code. Welding practices shall comply with all applicable regulations.**
- e. When welding brass, bronze, galvanized iron or cadmium plated metals, adequate ventilation shall be provided to carry off vapors. A metal fume respirator should be used if the ventilation is not adequate.**
- f. For local exhaust suction devices to be effective, the exhaust hood entrance should be within nine (9") inches of the weld or cut.**
- g. Place all welding leads and gas hoses so they do not create a tripping hazard.**

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WORKING AROUND CRANES

STAY OUT FROM UNDER

It's a smart move on your part to stay out from under suspended hooks and loads. There's always a chance that during a lift, the load could shift and fall. It may be a slim chance because of the good rigging techniques we use. But once is all it takes to cause a serious injury or a fatality. Also stay clear of swinging loads. That big "I" beam can squash you like a bug if you get in the way.

YOU'RE NOT SAFE WHEN NOT SEEN

Remember, too, that the crane operator may not see you. He's concentrating on moving his crane into position or swinging his load. Think of the swing area of the crane as "no- man's land." And stay out. The crane will have no sympathy if you get in the way. And it won't come out second best. I'll guarantee that.

OTHER DANGERS

Have you ever heard of a P.L.P.? It stands for Public Leaning Post. And a lot of people think that's what the crane is. They're asking for a shocking experience if the load or boom touches a live wire. So don't lean on the crane. Stay clear. It's too bad the workman we talked about earlier didn't take this advice. He'd still be around today. Of course, with all the overhead work going on, we always should wear our hard hats. Concrete slopped out of a lifted bucket can crack an unprotected skull. I don't understand why some persons never use the stairs or personnel hoists. They insist on "riding the hook." And they're asking for trouble when they do. It's one of the most dangerous means of transportation around.

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WRENCHES

WHY WRENCHES CAUSE ACCIDENTS

The answer is that either the correct type of wrench isn't used or improper use of the wrench causes it to slip. The result can range from mashed knuckles to a serious fall. Slipping is caused mostly by using a wrench that is slightly oversized for the nut. If the wrench is properly sized, it applies equal pressure to the faces of the nut. But if the wrench is just a bit oversized, the pressure is applied to the corners of the nut where the jaws touch. And the wrench slips. Eventually the jaws of an improperly used wrench can become weakened or sprung. Then the wrench won't even fit the right size head. Some persons try to use shims to compensate for the wrong size wrench, but this isn't satisfactory either. Another reason why your wrench slips is that it isn't fully seated on the nut or bolt. This usually happens when the nut to be tightened is hard to reach. This situation calls for an offset or socket wrench. It may seem like a lot of trouble to get one, but it's worth it. Always pull on a wrench and adjust your stance to prevent a fall if something should suddenly slip.

FIXED JAW WRENCHES ARE PREFERABLE TO ADJUSTABLE WRENCHES

You should use a fixed jaw wrench that fits rather than an adjustable wrench. Box or socket wrenches are even less likely to slip. Pliers are no substitute for a wrench. Don't misunderstand, however. An adjustable wrench is a good tool when properly used. Always place this wrench so that the pull on the nut comes from the solid jaw and the push from the adjustable jaw.

CHEATERS

A common mistake is using a piece of pipe or "cheater" on the handle of a small wrench to increase the leverage. This can place more stress on the wrench than it is designed to take, causing it to break or the pipe itself to slip off. In either case, the person using it can have an accident. Imagine what would happen to you if you were standing on a ladder when the pipe gave way. Don't use a wrench as a hammer or a pry bar. It won't do you or the wrench any good.

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WELDING FLASHBACK

Oxy-acetylene torches have been used for many years for cutting, welding, brazing, and heating of metals. The equipment used today is safe, but every year, hundreds of employees are injured or die as a result of improper use. Knowledge and precautions can prevent fires and violent explosions.

Gas Pressure: One cause of fires and explosions is high acetylene pressure. When more than 15 pounds of pressure is used, acetylene becomes unstable and decomposes explosively. This is the major reason for using other fuel gases such as MAPP, propylene, propane, and natural gas which may be safely used at higher operating pressures.

Burnback: If your oxygen cylinder is low or empty, reverse flow of gas may occur. The fuel gas, being at a higher pressure, can travel up the oxygen line and mix with gas in the hose, regulator and cylinder. If you light your torch without purging the lines, a burnback may occur with explosions in the hose, regulator, or cylinder.

Backfire: The same thing can happen with high oxygen pressure and low fuel gas pressure if a backfire occurs, which is usually caused by holding the cutting torch too close to your work. This causes gas starvation of the cutting flame and results in the flame being sucked into the torch head. Usually you will hear a popping sound that turns to a whistle when this happens.

Flashback: When a backfire takes place in a mixing chamber, unless you shut off the oxygen valve, the flame burning in the torch head may ignite gases in the hoses and result in a flashback. A flashback is an explosion that progresses through the torch, hoses, regulators, and into the cylinders. Consequence can range from a burst hose to a violent explosion of the regulator and cylinders.

Safety Recommendations: _____

Job Specific

Topics: _____

Attended By: _____

