Jerry Thompson and Sons Painting, Inc.

CODE OF SAFE PRACTICES

SAFETY FIRST

Acetone Safety

Policy

Acetone is a very common chemical that acts as a solvent for plastics and some synthetic fibers. It can be used for thinning polyester resin, cleaning tools, and dissolving two-part epoxies before they harden. Unfortunately, it is also very volatile and can be dangerous when handled improperly so employees who handle it must understand the risks and take great care to follow all of the safe work practices.

Safe Work Practices

Before working with acetone, employees must know where the nearest fire extinguisher, eye wash, and shower station are located. Employees should be authorized and trained in the following safety guidelines:

- There is no smoking permitted when working with acetone.
- All heat and ignition sources should be eliminated from areas where acetone is used or stored.
- Local exhaust ventilation should be used when handling acetone.
- If large amounts of acetone are being used at the facility, non-sparking ventilation systems, explosion-proof equipment and safe electrical systems must be used.
- Store in an area that is cool, well-ventilated, and out of direct sunlight.
- Storage containers must be electrically bonded and grounded.

Aerial Climbing Safety

Policy

Aerial climbing is a huge part of many jobs. Electricians, construction workers, people in the telecommunications industry, arborists, and more will often find themselves at great heights during their day to day activities. Climbing is always a dangerous activity, but there are safety procedures to follow and principles to remember to avoid the accidents and fatalities.

Safe Work Practices

One of the most important safety features required in aerial climbing is your common sense. Remember:

- Know and follow your employer's pre-climb procedures and emergency procedures
- Do not show off or play around
- Do not lose your focus
- Do not cut safety corners to save time or money; your life and safety is worth more than either of them
- Do not climb in bad weather (unless there is a life threatening emergency)
- Do not do anything you have not been trained to do
- It is ultimately up to you to decide whether or not to risk an aerial climb; if you feel like you can't safely climb that day, don't climb.

Aerial Lift Equipment

Policy

Aerial lifts have recently replaced ladders and scaffolds because of their flexibility and mobility capabilities. They can be made from metal, fiberglass-reinforced plastic, or other materials and are powered or manually operated. Guidelines have been instituted with the intent to maintain a safe work environment for all employees.

Safe Work Practices

Safe work practices are used to prevent accidents that could lead to health hazards for employees. These practices should be followed by all personnel working in or around any aerial lift equipment.

- The aerial lift and any equipment involved should always be inspected before each use.
- The brake systems should be in working order.
- Hydraulic systems should have automatic apertures installed.
- Platform and lower controls should be guarded.
- Visual daily inspections are recommended.
- The basket should be in the low position before moving the equipment.
- Never rest the basket on a fixed object.
- Maintain a safe distance from high voltage lines.
- Always stand firmly on the floor of the basket.
- Lift controls should be tested each day prior to use.
- A body belt should be worn and a lanyard attached to the boom or basket when working from an aerial lift.
- The insulated portion of an aerial lift should not be altered in any manner that might reduce its insulating value.
- The aerial lift and any equipment involved should always be inspected before each use.

Air Compressors

Policy

Compressed air is one of the most popular sources of energy in today's work environments. It powers a wide variety of tools and equipment as well as large machines and process lines. Benefits of compressed air include low maintenance costs, a low weight to power ratio and the ability to operate for long periods without overheating. The dangers of using compressed air are compared to the use of electricity. Just like electricity, compressed air can be deadly if not treated with respect and used properly.

Safe Work Practices

- Before using compressed air equipment, always inspect it and make sure everything is in good working order.
- Hoses should be checked carefully for any sign of damage. Air hoses with cracks or other damage should be removed from service.
- Air fittings and couplings should also be inspected. They should fit tightly into the hose and be clamped securely with an approved machine clamp. If couplings require locking pins, make sure they are in place before use.
- NEVER use homemade air nozzles.
- Keep tools that are used with the compressed air in good working condition.
- If a tool is dropped, inspect it for dents & bends.
- Do not carry tools by the hose.
- Test the valve on the compressor regularly.
- NEVER remove the guarding around the belt and shaft of the compressor motor.

Air Hose Safety

Policy

Compressed air can cause serious injuries so it is always important to make sure you are using the proper equipment and using it correctly.

Safe Work Practices

- Do not yank the air hose if it gets caught around an object or a corner. Instead, walk over to the point where it is caught and untangle it.
    - Wear your PPE.
    - Safety goggles or a face shield to protect your eyes from the compressed air or flying debris
- Ear plugs or ear muffs to protect your hearing; air hoses are often with tools that have noise levels about 85 decibels, which can lead to hearing loss.
- When you are finished using the air hose be sure the air supply is turned off and the hose is bled before you detach it.
- Keep the air hose off in a safe place to make sure people (yourself included) do not trip over it.
- Prevent sharp objects from rubbing against the hose.
- Keep the hose away from heat and oil, both of which can cause it to deteriorate.
- Coil the hose without kinks and hang it in a safe place when not in use. (Proper storage of air hoses can make them last for up to 5 years longer.)

Airborne Contaminants

Policy

Airborne contaminants can affect the health of any person working with or around equipment that could release high levels of contaminants exceeding the minimum exposure limits. Proper training on the equipment used, along with safe work practices, should reduce the risk of illness and/or injury.

Safe Work Practices

Airborne contaminants can be avoided through well-educated employees who participate in safe work practices and that are fully aware of the health hazards exposure can create.

- Use protective equipment or other protective measures to keep the exposure of employees to air contaminants within the limits prescribed.
- Protective equipment used will be first inspected and approved for each particular use by an authorized technically qualified person.
- Tests should be conducted on all internal combustion equipment exhausts in enclosed spaces to avoid high concentration exposure to employees.
- Avoid any exposure to asbestos or formaldehyde.

Allyl Propyl Disulfide

Policy

Allyl Propyl Disulfide (APD), also known as onion oil, is a yellow colored liquid with a strong, pungent, irritating odor. It is used as a food additive and flavor, and can also be found in garlic and onions. APD can cause irritation to the human body, so it is important to know how to safely handle it.

Safe Work Practices

- Keep away from open flame and heat
- Keep away from oxidizers
- When handling APD, wear:
    - safety goggles or other eye protection
    - gloves
    - respirators
- Immediately clean up all spills
    - Remove all sources of ignition
    - Consider wind direction if evacuation is needed to avoid inhaling the vapors
- Do not eat, drink or smoke during work

Anticipating Accidents

Policy

Accidents occur for many reasons. Understanding why an accident happens is the first step in prevention.

Safe Work Practices

- Having confidence is a good thing but being over confident can be dangerous.
- Failing to observe safety procedures can endanger all workers.
- As we try to be more efficient, we tend to take shortcuts that can lead to unsafe conditions and increased chances for injuries.
- An employee should not be intimidated about asking for better instructions and should never try to do a task without knowing exactly how to do things correctly.
- A well maintained work area sets a standard for all.
- Doing a task safely requires mental attention.
- Thinking through a process to complete a task can take away hazards.

Backs and Lifting

Policy

Back injuries are one of the most common types of injuries in the workplace. By following the guidelines presented in this lesson, employees can help minimize their chances of a back injury from occurring while lifting or lowering objects. Employees should remember to use team lifts or mechanical methods of lifting whenever possible over manual methods.

Safe Work Practices

To aid in the protection of the back, employees should do the following when performing lifting tasks:

- Avoid lifting and bending whenever possible.
- Place objects where they are easy to access.
- Avoid placing objects on the floor when possible.
- When possible, use a dolly or forklift to lift objects instead of manual methods.
- If a manual lift must be performed, keep objects between your shoulder and waist.
- When possible, push an object rather than pull. Pulling puts more strain on the back muscles than pushing.
- Don't lift heavy loads. If you're straining under the weight of an object, then it is too heavy for you to lift alone.
- Make sure that you have enough room to lift safely before picking up an object.
- Know the destination of your load before picking it up.
- Avoid walking on slippery and uneven surfaces while carry objects.

- Plan your move
    - Ensure that the path you are going to take is clear of wet surfaces, obstacles and obstructions, and that there are no slopes.
- Size up the load
    - Look at the location of the object. If the object is overhead or on the ground, think about how you can safely reach it or how to get into a comfortable position to reach it.
    - Test the weight of the object that you will pick up.
    - Test the object for shifting contents. Shifting contents can affect how the object will behave when lifted.
- Get help as needed
    - Perform a team lift if the size or weight of the object is too much for you handle. Lifting awkwardly-shaped or sized objects can be just as dangerous as lifting heavy objects when you do it alone.
- If you have the option, use a dolly or other piece of material handling equipment over manual lifting methods.

When a manual lift must be performed, employees should use the following technique to minimize or eliminate the strain on the back:

- Get as close to the object as possible.
- Use a wide, balanced stance with one foot slightly ahead of the other with your heels on the floor.
- Bend your knees when lifting or lowering objects. This will help you keep the natural curve of your spine.
- Use your palms, not just your fingers, to grasp the load. It is recommended that you place your palms on opposite corners of the object.
- Keep your head up while lifting.
- Lift with a smooth, steady motion. Keep the object between your shoulders and waist area.
- Pivot to turn in the direction that you want to go. Do NOT twist.
- Slowly lower the load. Slow lowering will help maintain the curve of your lower back.
- When you have to get an object from above shoulder height, employees should lower the front portion so that it is below the shoulder.

Bleach Safety

Policy

Bleach is a corrosive and can be very dangerous if handled improperly. Employees who clean or whiten with bleach at work must wear the appropriate personal protective equipment and follow all necessary safe work practices to avoid injury or accident.

Safe Work Practices

- Employees should know where the nearest shower and eyewash stations are.
- Use caution to avoid contact with eyes, skin, and clothing.
- Areas where bleach is used must be well-ventilated.
- Never eat, drink, or smoke when using bleach.
- Wash face, hands and any exposed skin thoroughly after handling bleach.
- Bleach reacts with other household chemicals such as toilet bowl cleaners, rust removers, acids, or products containing ammonia, so these items must be stored separately from bleach.
- Store bleach upright in a cool, dry area, away from direct sunlight and heat.
- Dispose of contents in accordance with all applicable federal, state, and local regulations.

Bloodborne Pathogen Safety: Medical

Policy

Bloodborne pathogens transmit devastating diseases that last a lifetime, but this can be prevented if the appropriate safety steps are taken. Always wear the required personal protective equipment and follow all safety practices given to you by your employer and outlined by OSHA to keep yourself safe.

Safe Work Practices

Knowing the most common routes of exposure, we can take steps to avoid dangerous situations. Employees must practice the following safety rules in order to protect their safety:

- Personal protective equipment such as a gown, gloves, face shields, eye protection, respirators, mouthpieces and resuscitation devices (during resuscitation) must be worn or used to provide a barrier between potential contaminants and susceptible parts of the body.
- Always use needles with sheaths or caps if you have access to them, and cap needles after use.
- Use verbal cues when handing sharps to another employee.
- Replace the sheath or cap immediately following use.
- Properly dispose of sharps after use.
- Do not attempt to complete a task by yourself that you suspect you may need assistance for.
- Work surfaces must be decontaminated regularly.

Bloodborne Pathogens

Policy

Although exposure to bloodborne pathogens is minimal in some work environments, it is necessary to take precautions to avoid exposure. Following the proper procedures can keep you safe.

Safe Work Practices

- Use “Universal Precautions” – a concept that says that all human blood and certain human fluids are treated as if known to be infectious for HIV, Hepatitis B and other bloodborne pathogens.
- Whenever you do a job or task that may expose you to bloodborne pathogens, you must wear protective equipment:
    - A full-face shield to protect your mouth, eyes and nose.
    - Protective gloves for your hands. If you have cuts or any broken skin, use appropriate cover or protection. (If you have a barrier cream, it is important to protect your hands under the protective gloves.)
- Avoid all actions and tools that may cause a personal injury.
- Avoid sharp or jagged objects.
- Wash your hands and face after completing the assigned task with soap. (Hands should be washed after gloves are removed.)
- If any exposure is suspected, you are to wash your hands and any other skin area with soap and water or flush mucous membranes with water immediately.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

Boom Lift Safety

Policy

Boom lifts are useful machines that make working on jobs with heights much easier. However, just like with all machines that create convenience, the boom lift presents hazards. As long as you use common sense, follow the operator's manual, and remember the following tips, you can remain safe while operating the boom lift.

Safe Work Practices

- Inspect the machine before use- check for rust, cracks, chips, and make sure the warning stickers are all legible.
- Inspect the area you will be working in and be aware of any hazards present. Have a plan for what to do should you encounter any of those hazards.
- Keep unnecessary personnel away from the operations of the boom lift.
- Always read and understand the operator's manual before using the boom lift.
- Know the maximum intended load and load carrying capacity and respect it.
- Do not use the guardrails as a ladder.
- Never disable the safety devices and do not modify the machine.

Bullying in the Workplace

Policy

If you suspect you are being bullied, it is imperative that you take appropriate action. Do not retaliate, keep adequate records of the bullying history, and report to the proper authority so that the issue can be resolved as quickly as possible.

Safe Work Practices

The worst response to somebody who you suspect is bullying you is retaliation. Attempting revenge will only make it easier for the tormenter to accuse YOU of being the bully. Appropriate actions to take are:

- Firmly tell the tormenter to stop the unacceptable behavior.
- Keep a record of all events that suggest psychological harassment in as much detail as possible.
    - Witness names, if any, are important and should be documented.
- Keep copies of any malicious letters, emails, or memos received.
- Report the incident to your supervisor, or proceed to the next level of management if you suspect that your supervisor is the bully.

Burns: Kinds and Treatments

Policy

Know where your first aid kit is located and make sure that items are replenished. Burns can be painful and cause irreparable damage in seconds. Always call for medical help in severe cases and be prepared to treat the victim for shock.

Safe Work Practices

- First aid for heat burns
  - For first-degree and second-degree burns with no open blisters, flush with lots of cool running water. Apply moist dressings and bandage loosely.
  - For second-degree burns with open blisters, call for medical help then apply dry dressings and bandage loosely.
  - For third-degree burns - call for medical help immediately. Remove clothing from the burn area unless it is stuck to the burned area. Never peel stuck clothing from a burn. You can submerge the burned area under cold running water, pat dry and apply loose, sterile bandage.
- First aid for chemical burns
  - Call for medical help.
  - Use lots of running water to flush chemicals from the skin for 15 to 30 minutes.
  - Remove any clothing and jewelry on which chemicals have spilled.
  - Cover burns with dry, loose dressings.
  - Care for possible shock.
- First aid for electrical burns
  - If the emergency is outside and you suspect downed power lines, call the power company first.
  - If the emergency is inside, turn off the electricity at the fuse box or circuit breaker.
  - NEVER touch a person injured by a downed power line. Get emergency help instead.
  - Cover all burns with dry, loose dressing and then bandage.
  - Care for shock.

Cadmium Exposure

Policy

Even though you can keep your exposure to cadmium at a minimum with regular air quality testing and use of personal protective equipment, it is a dangerous substance that must not be taken lightly. Be aware of tasks that may increase your chances of exposure and take every precaution to protect yourself.

Safe Work Practices

Elimination or substitution with less toxic alternatives is the best way to avoid exposure. If this is not possible, the following safe work methods are recommended:

- OSHA states that the permissible exposure limit (PEL) to cadmium is 5 micrograms per cubic meter of air and that exposure levels shall be determined for each work area every 8 hours.
- Employees working in areas where the PEL is exceeded must wear protective equipment such as:
  - Coveralls
  - Gloves
  - Head covering
  - Respiratory protection
  - Eye protection
- Make sure all work areas are well ventilated.
- If possible, work directly under a fume hood to contain fumes.
- Wash your hands before eating, and never eat or drink in work areas.
- Remove protective equipment before leaving work areas to keep exposure areas to a minimum.

California: Cell Phone Use While Driving

Policy

Today, the incidence of drivers using a cell phone while operating their car has increased. Cell phones can be a useful tool for calling road service or reporting accidents and other emergencies, but they can also put you in danger.

Safe Work Practices

If you absolutely must have access to your cell phone while on the road, the law requires that you do so "hands-free" which means that the phone is not in your hands at all, even if you are using the speaker-phone feature.
Some options for becoming hands-free are:

- Speaker phone
- Wired headset
- Bluetooth device
- Hands-free car kit

The safest way to handle outgoing calls is to:

- Wait until you have reached your destination to dial.
- Look for an exit that will lead you away from the hazards of traffic before making a call.
- Avoid stopping on the shoulder of a road where it is not safe.

The safest way to handle incoming calls is to:

- Let your passenger answer.
- Let the call go to voicemail and retrieve the message and return the call when you have reached your destination.
- Pull over and stop your vehicle in a safe location before answering calls.

Calling 9-1-1

Policy

Knowing the difference between calling 9-1-1 from a landline phone and calling 9-1-1 from a cell phone can make a difference in how long help will arrive. If you choose to call 9-1-1, you need to know what to expect and how to react.

Safe Work Practices

Calling 9-1-1 can be very stressful and it's easy to feel overwhelmed. 9-1-1 call-takers are trained to guide callers through the experience, but knowing what to expect can help make the 9-1-1 call go smoothly and get emergency help where and when it's needed.

- Stay calm. Take a deep breath and do not get excited. The dispatcher or call-taker knows that you have an emergency and he/she will try to move things along quickly, but under control.
- Know the location of the emergency and the number you are calling from. This may be asked and answered a couple of times, but don't get frustrated. Even though many 9-1-1 centers have enhanced capabilities – meaning they are able to see your location on the computer screen – they are still required to confirm the information. If for some reason you are disconnected, at least emergency crews will know where to go and how to call you back.
- Wait for the call-taker to ask questions and then answer clearly and calmly. If you are in danger of assault, the dispatcher or call-taker will still need you to answer quietly, mostly "yes" and "no" questions.
- If you reach a recording, listen to what it says. If the recording says your call cannot be completed, hang up and try again. If the recording says all call-takers are busy, wait! When the next call-taker or dispatcher is available to take the call, it will transfer you.
- Let the call-taker guide the conversation. He or she is typing the information into a computer and may seem to be taking forever. There is a good chance that emergency services are already being sent while you are still on the line.
- Follow all directions. In some cases, the call-taker will give you directions. Listen carefully, follow each step exactly and ask for clarification if you don't understand.
- Keep your eyes open. You may be asked to describe victims, suspects, vehicles or other parts of the scene.
- Do not hang up the call until directed to do so by the call-taker.

Cannabis (Marijuana) in the Workplace

Policy

With certain states legalizing the medical or recreational use of cannabis, employees should remember that it has effects similar to alcohol or other drugs. Employees who arrive at work while under the effects of cannabis could potentially expose themselves or coworkers to injuries. Employees should become familiar with either their company's zero-tolerance or alcohol and drug policies.

Safe Work Practices

When a person has used cannabis by either smoking, vaping, or ingesting (edibles) for a short period of time, they could potentially experience some of the following short-term effects:

- Increased heart rate
- Low blood pressure or orthostatic (positional) hypotension (a decrease of blood pressure within 3 minutes of standing)
- Relaxed muscles
- Slowed digestion
- Dizziness
- Distorted perception (sights, sounds, time, touch)
- Difficulty in thinking, memory, and problem-solving skills
- Loss of coordination and motor skills
- Increased appetite
- Dry mouth
- Dry eyes
- Coughing

Note: Scientists have noted that there is an increased chance of people have feelings of agitation, anxiety, confusion, panic, or paranoia in people who have psychiatric disorders or in people who are using for the first time.
Note: THC, a component of cannabis, that contributes to many of the effects of the plant can show up in urine a month after the effects of cannabis have worn off.
Note: Due to cannabis being illegal under federal law and classified as a Schedule 1 drug, there is limited research on the long-term effects of cannabis. The long-term effects that are listed below are the currently known effects that have been studied by scientists.
If a person has been using cannabis for an extended period of time (months or years), they could potentially experience some of the following long-term effects:

- Worsening of psychiatric disorders such as depression

- Reduction in short- and long-term memory
- Worsening of respiratory conditions
- The development of chronic cough or certain respiratory conditions (if smoking or vaping)

While arriving at work while under the effects of cannabis could result in consequences such as suspension or termination, employees should become familiar with their employer's zero-tolerance policy.
If an employer does not have a zero-tolerance policy, employees should become familiar with any drug and alcohol policies that the company has.

Carbon Dioxide Fire Extinguisher

Policy

The proper use, storage and handling of a carbon dioxide fire extinguisher is a vital element in a fire related emergency. Proper knowledge in the safe operation, and following these safe work practices will help to ensure employees safety.

Safe Work Practices

USING FIRE EXTINGUISHERS
Certain safety related criteria should be met before using a fire extinguisher. This criteria includes, but is not limited to:

- Fire alarm is pulled and the building is evacuated.
- The fire department (911) has been called.
- The fire is small, contained and not spreading beyond its starting point.
- The exit is clear, no imminent danger present, you can fight a fire with your back to the exit.
- It is possible to stay low and avoid smoke.
- The proper extinguisher for the type of fire is immediately available.
- Employee has read instructions and knows how to use the extinguisher.
- When possible use the buddy system.
- Employees should not fight a fire if their personal safety is in doubt.
- Stand several feet from the fire and remember the following:
    - Sweep back and forth at the base of the fire until the fire is completely out.
    - The metal parts of these particular extinguishers can get dangerously cold.
    - Do not walk into an “extinguished area”, the fire could reignite without warning.

PROPER CARE AND MAINTENANCE
It is recommended to inspect the extinguisher at least once a month, while inspecting it should be ensured that:

- The extinguisher is centrally located and not blocked by any objects.
- The pressure is at the recommended level.
- The nozzle and other parts are not obstructed.
- The pin and tamper seal (if applicable) are intact.
- Extinguisher should be free of rust, dents, leaks and signs of wear and tear.
- Fire extinguishers should be pressure tested regularly, when in doubt consult the owner’s manual.
- If the extinguisher needs to be recharged or has been damaged, it should be replaced immediately.

Cardiopulmonary Resuscitation

Policy

It is important that if you ever find somebody whose breathing or heartbeat has stopped, that you perform CPR right away. Even if you are not trained in CPR, performing chest compressions can restore circulation and help save the victim's life.

Safe Work Practices

- The victim must be placed on his or her back on a firm surface.
- The person performing compressions will kneel next to the victim's shoulders.
- Place the heel of your hand over the victim's sternum, or between the nipples, and place your other hand on top of the first hand.
- Using your whole upper body weight, and while keeping your elbows straight, push straight down on the chest until it is compressed by at least 2 inches. You know you are doing this correctly if a bystander can get a pulse on the victim's wrist that matches your compressions.
- Continue to push at a rate of 100 compressions a minute (or to the tune of "Staying Alive" by the Bee Gees).
- If you are not CPR certified, continue chest compressions until there are signs of movement or medical personnel take over. For those that are trained in CPR, continue to the next steps.

Cart Safety

Policy

While carts have some similarities to motor vehicles, this lesson has pointed out some glaring differences. Some of the hazards definitely relate to both but carts have a higher propensity to rollover than cars do. Carts can be operated safely and hazards avoided if these safe work practices are followed, and employees are aware of their surroundings.

Safe Work Practices

- Use the appropriate cart that will help you to complete the jobs safely.
- Keep hands and feet inside the cart at all times.
- Avoid sudden stops as they could result in a loss of control.
- The use of cell phones and other devices is strictly prohibited while driving a cart.
- Any and all accidents should be reported to the supervisor immediately.
- Drive slowly while turning and driving up and down slopes.
- The vehicle should not move until all occupants are seated.
- All employees must comply with the manufacturer's operating recommendations.
- Be careful not to overload the cart.
- Do not ride in cargo bed (if applicable)
- A pre-trip inspection should be performed daily before operating the cart, the inspection should include the following:
    - Visual check
    - Check brakes
    - Check tires
    - Adjust mirrors
    - Check lights and signals

Cell Phones: Distraction Hazard

Policy

Cell phones have made both managing personal and business matters easier; however, there is a time and place for cell phone use. Cell phones should only be used when they are permitted and stored out of sight when they are not. Using a cell phone in work areas can be dangerous and employees can be injured if their cell phone distracts them from the task that they are doing. Employees should read and understand their company's cell phone policy to ensure their safety while on the job.

Safe Work Practices

Cell phone use will depend on the company that an employee is working for and what the company's phone policy states. Below are listed general behaviors that employees should follow.

- Inform family and friends about your company's cell phone policy. If your company does not permit cell phone use during working hours, provide your friends and family with a number that they can call in case of emergencies.
- Talk to your supervisor about times in which you might need to keep your cell phone with you.
- Save cell phone use for breaks and lunch.
- Respond to text message before work and after work.
- Keep cell phones off of working surfaces. Depending on the company, employees may be required to store cell phones in their desks, purses, or provided locker.
- Leave the work area to take a phone call (when permitted). If you are operating a machine, the machine should be shut off and you should not leave until it has come to a complete stop.
- Keep phone conversations short. Do NOT take too long on a cell phone call.
- Mute or set your phone to vibrate.
- Keep personal cell phones and business phones separate (if applicable).
- Answer the phone or respond to texts during working hours when it is not permitted.
- Talk or text while operating a forklift or other type of vehicle.
- Talk or text while operating a machine.
- Talk or text while attending a meeting.
- Walk while texting.
    - If you need to respond because it is business related, stop walking and respond.
- Send personal messages on a business cell phone.
- Use offensive language while talking on the phone.
- Take too long on the phone.
- Take photos with your cell phone cameras.

- Check or update social media.
- Play games on your cell phone.

Chemical Handling Safety

Policy

With proper handling, even highly toxic chemicals can be used safely. Remember to know what hazards the chemicals you are working with present and how to avoid them, and you will be able to prevent accidents and injuries from working with chemicals.

Safe Work Practices

- All chemicals must be appropriately labeled.
- Use Personal Protective Equipment when handling chemicals.
    - If you are unsure what PPE to use, ALWAYS ask your supervisor and/or consult your SDS.
    - Chemicals can enter your body through inhalation, absorption, ingestion, or injection.
- Use the buddy system or a way to constantly communicate with others if you are dealing with toxic substances.
- If your clothing is contaminated by the chemical, wash the clothing.
    - Be careful to not let your skin touch the contaminated clothing as you remove it.
    - Do not expose your family to the chemical by taking the contaminated clothing home to wash.
- If your skin is splashed by the chemical, wash immediately.
    - Follow the SDS for decontamination procedures.
- If your eyes are splashed with the chemical, go to the eyewash station and flush your eyes for 15 minutes.
    - Seek medical attention when you are finished flushing.

Chemical Storage Safety

Policy

There are many dangerous chemicals used in workplaces around the country. The danger can be reduced by using proper storage procedures and by following these safe work practices.

Safe Work Practices

- All containers should be properly labeled with proper identity and hazard warnings.
- Chemicals should never be stored alphabetically unless they are compatible.
- Chemicals should be stored and dated upon receipt.
- Chemicals should not be stored:
    - Higher than “eye level”.
    - On the top shelf of a storage unit.
    - On overcrowded shelves.
    - On shelves without an anti-roll lip.
    - On the floor.
- All chemicals should be stored away from direct sunlight.
- Be wary of conditions in chemical storage areas, such as:
    - Spilled chemicals
    - Trash accumulation
    - Improper storage
    - Temperature extremes

Close Calls

Policy

Accidents may be preceded by close calls that warn us of a safety problem. When safe outcomes do occur, there is nothing to capture anyone's attention: safety is invisible. Close calls can provide information that poses the greatest safety risk.

Safe Work Practices

- Identification: Understand what a close call is so when it happens you can report it.
- Disclosure: Report the close call as soon as possible.
    - Who the accident would have potentially impacted
    - Where the close call happened
    - The type of safety concern (i.e. unsafe act, unsafe condition, unsafe equipment, etc.)
- Prioritization: Decide if the event needs immediate attention and analysis.
- Distribution: Give the information in the report to whoever is in charge of analyzing it.
- Identification of Causes: Find out why the event happened.
- Solution Identification: Find out what to do to make sure the event does not happen again
- Dissemination: Give the information to everyone who is affected by it: the person who reported the event, the people who work in the area or with the machine, and the person who will be in charge of making the solution a reality.
- Follow up: Make sure the changes actually happen and the workplace is made safer.

Confined Space

Policy

All employees who work in and around confined spaces must be trained in order to acquire the understanding, knowledge, and skills necessary to safely perform their assigned duties. Knowing the hazards involved, rescue procedures, lock-out/tag-out and the use of protective equipment will provide a safer work environment.

Safe Work Practices

SAFETY PRECAUTIONS

- Make sure any employee entering into a confined space has been trained and certified in the type of confined space they will be entering.
- Before entering a confined space, all mechanical equipment must be locked-out, blocked-out and tagged-out.
- Test the air before entering and periodically as you work.
- If there are any hazards in the confined space, then it is a “Permit-Required” confined space and entry is allowed by following your company’s confined space permit program.
- Have the proper ventilation for the confined space. Portable self-contained breathing devices and forced air ventilation (FAV) are examples of proper ventilation.
- Wear the proper protective clothing for the type of confined space you are entering.

ROBOTS (IF APPLICABLE)

- When possible, a robot or drone should be sent inside the confined space instead of a person.
- Inspect the robot or drone for malfunctions or broken parts. Report any malfunctions or damage to your supervisor. Do NOT use a damaged robot or drone.
- Only a person who has been trained should operate the robot. Ensure that you are complying with all the manufacturer’s instructions when operating a robot or drone.

Confined Space: Air Testing

Policy

If you have a confined space in your workplace, you should be aware that you are required to test the air quality periodically. Employees who are designated to test the air quality must do so at specified intervals and in the correct manner to protect the health of those who may enter.

Safe Work Practices

- Air quality must be tested before entry, re-entry, and throughout entry as needed - ESPECIALLY when:
  - Work begins on a different portion of the site.
  - Different contaminants are being handled.
  - A different task is started (e.g., barrel opening as opposed to exploratory well drilling).
  - Workers are handling leaking drums or working in areas with obvious liquid contamination (e.g., a spill or lagoon).
- The following are the acceptable atmospheric levels:
  - Oxygen – between 19.5 and 22.0 percent.
  - Flammable gasses or vapors - below 10 percent of the lower explosive limit.
  - Toxic gasses or vapors – below the permissible exposure limit for each toxin.

Confined Space: Monitor

Policy

Confined space attendants have an important role in a confined space team. They monitor both the entrant and conditions (both inside and outside) of the confined space, so that the entrant may perform their job in a safe manner. One thing that all members of a confined space team should remember is that self-rescue is the best rescue. If the attendant uses the safe work practices provided, then they can help ensure the entrant's safety while on the job.

Safe Work Practices

- Inspect all lowering equipment for any damage. Report any damaged equipment to your supervisor or competent person. Do NOT use damaged equipment.
- Know the results of any prior air monitoring test. Depending on the confined space, continuous air monitoring might be needed. During such situations, the attendant should know how to operate any air monitoring equipment that they have been given and how to record the data.
- All natural and mechanical ventilation should be on before, during, and after the operation.
    - Exception: all ventilation should be turned off when air monitoring testing (a.k.a. a sniff test) is being performed. This is to ensure the accuracy of all testing results.
- Be familiar with all the potential hazards of the confined space. This includes any behavioral changes that may occur due to the entrant being exposed to the hazards.
- Only allow authorized entrants into the confined space area. If it is a permit required area, you should check and record anyone who enters the area. Inform both the supervisor and entrant of any unauthorized personnel who are in the area.
- Do NOT allow unauthorized personnel to stay in the area. If you need to, have another employee escort them out of the permit area or have the supervisor escort them out.
- Ensure that the entrant is wearing all required PPE. This includes the entrant wearing his or her harness and lifeline (if applicable) before they enter or exit the confined space.
- Do NOT enter the confined space for any reason. You should remain outside the confined space at all times.
- Do NOT leave your assigned area until the job is either finished or you are replaced by another qualified attendant. Inform your replacement of any changes that you noticed. Inform the entrant that you are being replaced.
- Do NOT hand tools or equipment to the entrant unless it is an emergency.
- You should monitor conditions both inside and outside of the confined space.
- Keep in constant communications with the entrant. If the entrant stops responding, pull on the lifeline or harness and call for both rescue and medical assistance.
- You should keep a form of mobile communication (cell phone, walkie talkie, etc.) on you at all times during your shift.
- If you feel that something might be endangering the entrant, order him or her out of the confined space. The entrant must follow any evacuation order that you give them.

- Call for the rescue team and medical assistance immediately when you can not pull the entrant out or the entrant cannot exit on their own.

Confined Space: Non Permit Required

Policy

A confined space is any space that has limited openings for entry and exit and is not designed for continuous worker occupancy. There are two main types of confined spaces and employees should know what type of confined space they will be entering before they enter it, and what kind of safe work practices are required to keep themselves safe in the confined space.

Safe Work Practices

BEFORE ENTERING
Before entering a non-permit required confined space, a contractor must verify that:

- The space poses no actual or potential hazardous atmospheres.
- All hazards within the space can be eliminated without entry into the space, such as locking and tagging equipment so it cannot be operated while employees are inside.
- Forced-air ventilation is not required to control atmospheric hazards.
- Once these things are verified, there must be a certificate made available to employees with the date, location of the space and name of the person certifying the space.

SAFETY PRECAUTIONS
Once a confined space is determined to be a non-permit required space, employees who enter must know and follow the appropriate safe work practices, such as:

- Never enter the confined space unless there is a minimum of two people in the entry team. This should consist of an attendant and the entrant.
    - Attendants and entrants must both be trained on confined space entry.
- Atmospheric testing should be done before entry and periodically thereafter with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order.
- The entrant should move slowly and carefully through the confined space.
- Entrants and attendants should have a means of communication throughout the entry.
- Employees must wear the proper clothing for the type of confined space you are entering.
- Leave the space immediately if an unexpected hazard is encountered.
    - In the event of an unexpected hazard, a contractor must determine if the space needs to be reclassified as a permit-required confined space.
    - Entry can continue if the hazard(s) are eliminated.

Conflict: Remaining Calm During Confrontation

Policy

No matter what industry you work in, it can be safely said that at some point you will be confronted. This is especially true of those who work in public places and interact with strangers. It will be beneficial in these instances if you have properly prepared and know techniques that can be used to diffuse a situation.

Safe Work Practices

PREPARE
In order to participate in constructive confrontation of this nature, you must first prepare yourself.

- Know your position.
- Mentally prepare information to be able to effectively communicate later. Make key points of your argument.
- Sometimes when the confrontation is work related, you must also be familiar with any state or federal laws, company policies, or other guidelines of behavior as they relate to the subject.

REMAIN CALM

- Breathe slowly and deeply. This will lower your heartbeat and blood pressure, and decrease the amount of adrenaline running through your body.
- Do not take anything the other person says personally.
- Avoid becoming emotional, defensive, or irrational.

COMMUNICATE EFFECTIVELY

- Share facts instead of emotions to prevent making the conversation emotionally charged.
- Be concise.
- Speak slowly and calmly.
- Use statements that force the other person to analyze their behavior. A calmly asked question such as “Are you threatening me?” may help the other person to notice that they are acting aggressively.

Construction Barricades and Warning Devices

Policy

Barricades, signs and lights are important to the safety of the traveling public. Never move a barricade, sign, cone, drum, etc. unless necessary and remember to replace it when finished with your work. If you see a broken or misplaced barricade, light or sign, fix it or report it to your supervisor.

Safe Work Practices

- Give the public plenty of warning by use of signs.
- Make sure warning devices can be seen and are effective.
- Use flagmen on narrow passages or when construction vehicles will be interacting with the public traffic flow.
- Maintain all barricades and signs.
- Give the site a buffer area.
- Clearly mark the beginning and end of the construction area.
- Illuminate all barricades and obstructions from sunset to sunrise.

Construction Site Operations

Policy

Safety on a construction site is everybody's responsibility. Following the established guidelines set forth by the company, as well as these safe work practices will help to ensure the safety of every employee.

Safe Work Practices

- Only properly grounded electrical tools should be used, if insulation is frayed or deteriorated, discontinue use.
- Tools should be in good working order, faulty or worn tools should not be used.
- Only trained and authorized employees should operate machinery or equipment.
- Employees should be familiar with the location of all exits, alarms, fire extinguishers, first aid kits, and telephones.
- Hand carts or other handling equipment should be used to move heavy loads.
- Employees should assist each other, especially new employees in safely performing their work.
- Warning signs should be obeyed at ALL times.
- Safety devices should not be modified.
- Get help lifting when the load is too heavy to handle alone.

Construction: Working in an Active Hospital

Policy

Active hospitals present construction workers with a unique challenge. Part of that challenge is factoring in patient, visitor, and staff safety while completing the project in a timely manner. It takes a team effort to finish a construction project while operating in an active hospital.

Safe Work Practices

To help protect patients, visitors, and staff, employees should do the following:

- Have deliveries go to a designated place on campus. Do NOT have deliveries impede the normal flow of hospital traffic.
- Keep walkways and hallways clear. Remember that you have to share the hallways and walkways with patients, visitors, and hospital staff.
- Ensure that all housekeeping procedures are being followed at all times.
- Monitor air quality as much as possible. Some rooms in the hospital, such as surgery rooms, ICU, NICU, and other areas are required to meet strict air quality standards to protect patients.
- Minimize dust whenever possible. Use HVAC systems, water, plastic barriers, etc. to ensure against dust entering the nonwork areas of the hospital.
- Follow cough etiquette. Cover your mouth and nose when coughing or sneezing. Wash hands after you have coughed or sneezed into them. If coughing persists, wear a mask.
- Wash your hands or use provided sanitizer after using the restroom, before eating, entering patient care areas, and leaving the work area.
    - Remember that hand washing and sanitizing is the single most important thing that you can do to prevent the spreading of infection.
- Notify the project manager anytime you need to bring chemicals into the hospital. The procedure for bringing outside chemicals onto the hospital campus will differ from hospital to hospital, so ask your supervisor or project manager if you are unclear about anything in regards to bringing or moving chemicals while on the hospital grounds.
- Ensure that all chemicals are labeled properly.
- Know where the Safety Data Sheets (SDS) are stored while working in the hospital.
- Ensure that hazardous waste is disposed of properly. Hazardous waste should be disposed of in accordance with hospital policy, along with all local and federal laws.
- Notify the hospital anytime you need to disarm fire alarms, detectors, or sprinkler systems. Disarming these systems without notice could endanger the lives of everyone in the hospital.
- Inform hospital staff of changes in the fire escape routes.
- Minimize noise and vibrations from machinery and tools. Give patients, visitors, and hospital staff plenty of notice before performing work that requires a noisy tool or machine. Stop using the tool or machine when asked to do so.

- Follow the hospital's procedures when using electronic communication devices. Some electronic communications can interfere with medical equipment.
- Do NOT touch or turn off a utility line unless it has been approved by both the hospital and project manager.

Cuts, Lacerations and Punctures

Policy

Cuts, lacerations and punctures are wounds that are unfortunately very common in many workplaces. All of them are open wounds that not only are dangerous when first received, but also create a greater vulnerability to infection of the human body. Twenty-nine percent of the cut, laceration, and puncture wounds reported involve work equipment. Therefore, to avoid receiving any of these wounds, remember the following instructions.

Safe Work Practices

- When cutting thick material, use several passes of the blade and apply more downward pressure with each pass
- Be sure you are properly trained before using.
- Use the proper PPE such as gloves and boots when working with processes that could cause cuts, lacerations, and punctures
- Practice good housekeeping by getting rid of clutter and debris
- Never use a tool for a purpose other than what it was meant to be used
    - For example, do not use a screwdriver as a chisel or a knife as a pry bar
- Do not use tools in poor condition, such as a broken handle or a dull blade
- Do not place sharp objects in your pockets, belt, or pants
- Inspect machinery on a regular basis to be sure the machine guards are working and in place
- Do not take shortcuts
    - Always focus on your work

Defensive Driving Practices

Policy

Driving is always going to be a hazardous task. Employees can help protect themselves and others from accidents by practicing defensive driving. Defensive driving is not difficult to learn, and it has long-term benefits. The defensive driving practices provided in this lesson can help protect employees both at home and on the job.

Safe Work Practices

LOOK AHEAD

- Glancing at your intended lane of travel continuously while driving.
- Looking at the spot where your vehicle will be in 15 seconds or longer. In inclement weather, drivers should add more seconds on to their initial 15-20 seconds depending on road conditions.
- Watching the vehicle not only in front of you, but the vehicles that are driving in front of that vehicle. The vehicles that are further ahead will impact how the drivers behind them will act.
- Looking at traffic that are in the other lanes that are ahead of you.

BE AWARE OF YOUR SURROUNDINGS

- Locating motorcycles or bicycles that may be to the side, in front of, or behind your vehicle. Locating these riders is important because they have an easier time moving around traffic than other vehicles. Ensuring that you give all motorcycles and bicycles sufficient space to avoid accidental collision.
- Identifying the location of pedestrians. Watching pedestrians is important because they may have not seen your vehicle when crossing a street or jogging on the side of the road.
- Noting and preparing for changes in the speed limit.
- Accounting for the stopping time and loads of other drivers. Put some extra distance between your vehicle and those vehicles that have trailers or other items, such as boats, attached to the rear. These items may come loose and detach during travel.

SCANNING THE AREA AROUND YOUR VEHICLE

- Continuously looking to the front, rear, and sides of your vehicle.
- Checking your mirrors every few seconds. Your mirrors play an important part of informing you of where other vehicles and pedestrians are located.
- Keeping distractions like cell phones, laptops, tablets, etc. stored during travel. Your eyes are meant to be scanning the area around your vehicle for hazards. They can’t do that if you are looking at a screen.

PREPARE FOR “WHAT IFS” AND EMERGENICES

- Leaving a sufficient amount of space between you and other vehicles. The more amount of space between you and another vehicle, the better.
- Leaving one lane to the side of your vehicle open for swerving or exiting.
- Watching and predicting the behaviors of other drivers.
- Avoiding “herds” of vehicles.

ALERT OTHER DRIVERS TO YOUR PRESENCE

- Staying out of other driver’s blind spots.
- Making eye contact with other drivers.
- Using your signals when changing lanes and making turns.
- Using your headlights when conditions are dark or in inclement weather.
- Ensuring that your brake lights are in working order. Other drivers cannot brake for you if they do not know that you are braking.
- Use your horn to warn others that you are backing up or to get their attention. Do NOT use your horn to express anger.

Developing Good Work Habits

Policy

Developing good work habits is essential to proving your worth in any company. Good principles are what make the foundation for a good employee, and you will be valued by your employer if you understand the importance of making a contribution. Three aspects of having good work habits are attendance organization, and productivity.

Safe Work Practices

- Clean up and get organized.
- Manage your time and work load efficiently.
- Plan your activities and emphasize important tasks.
- Concentrate on one key task at a time.
- Work at a steady pace.
- Recognize and apply quality standards.
- Handle responsibility in a dependable manner.
- Carry out instructions promptly.

Dispensing Chemicals

Policy

When dispensing chemicals, be sure to follow safety procedures and know what to do if something goes wrong so you can avoid hazards to yourself and others in the workplace.

Safe Work Practices

In order to avoid hazards while dispensing chemicals, follow these procedures:

- Inspect the secondary container to make sure there are no cracks or other damage that will cause leaks or spills.
- Check the labels on the primary containers (the containers that are dispensing the chemicals) and be sure you follow all of the instructions.
    - This could include what kind of PPE you should be wearing while dispensing and handling the chemicals.
- Mark the secondary containers (the containers that are receiving the chemicals you are dispensing) with the name of the chemical and any hazard warnings.
- Bond and ground metal containers to prevent sparks and static electricity from igniting the chemicals.
    - When liquids move in contact with other materials, such as containers, during pouring, they can generate static electricity.
    - Safety cans, which have self-closing airtight lids, may still conduct electricity and therefore need to be grounded during dispensing operations.
- If possible, dispense the chemicals within a hood or in a well-ventilated area.
- Dispense the chemicals as closely as you can to where you will be using them.
- Be sure that you close both containers tightly so no liquids or fumes can escape.
- Do not overfill buckets.
- Consider having closed containers for transferring the buckets, or using carts that will keep the containers steady while they are moved.
- Always follow your workplace procedures while dispensing and moving chemicals.

Driving Company Vehicles: Breaking Down

Policy

If you are in an accident or your vehicle breaks down while driving a company car, there is a certain protocol to follow. Employees' safety is the first priority in a situation like this, and all safety steps are required to be followed so the problem can be solved as quickly and safely as possible.

Safe Work Practices

BREAKING DOWN

- Do not pull into the left-hand shoulder unless there is no other option.
- Turn your hazard lights on as soon as you are stopped to warn other drivers to be cautious.
- Turn your wheel away from the road and put the emergency brake on.
- Do not get out of the vehicle unless you have checked that it is completely safe to do so.
    - Get out through the passenger-side door if you are parked next to a busy road or highway.
    - Stay near your vehicle unless your engine is smoking or you see flames.
- Call 911 if you are hurt or unable to pull to the side of the road.
- If you have flares or triangles available, set them up. One should be placed about ten feet behind your vehicle and the other should be placed about 200 feet behind the vehicle.
- Pop your hood to reduce confusion, because this is the universal sign of a breakdown.
- Do not attempt to fix the problem by yourself if you are not sure what the problem is.

ACCIDENTS

- Check yourself, passengers, and the other affected party for injuries, and call 911 if necessary.
- Pull over to a safe location, turn your hazards on, and set your emergency brake.
- Set up traffic flares, cones, or triangles as previously described.
- Call the police even for a minor accident.
- Exchange insurance information with the other driver.
- Do not admit fault and limit your discussion of the accident to facts.
- Take pictures of the damage, if possible.

Driving Safety

Policy

Automobile accidents are a leading cause of injury to employees, as well as lost time and equipment to employees. Drivers should be prepared to drive safely every time they are behind the wheel of a vehicle.

Safe Work Practices

- Seat belts should be worn by the driver and passenger(s) any time the vehicle is moving. If there are no passenger seats, there should be no riders.
- Avoid using cell phones, programming GPS or reading maps while driving. Pull off of the road to do any of these activities.
- Only those with an active driver's license should operate a vehicle.
- All traffic laws and speed limits should be obeyed under all circumstances
- Do not drive while under the influence of alcohol or drugs. (Prescription medications which can impair judgment are included.)
- When the vehicle is parked, brakes should be set.
- Do NOT text while driving.
- Do NOT use a cell phone without a hands-free device.

Driving while Tired

Policy

If you are tired while driving, you should always pull over and take a nap. If you do not feel tired yet, you can keep your energy levels up by eating healthy snacks, drinking plenty of fluids, and taking frequent breaks. Trying to power through exhaustion while driving can have devastating effects that are not worth it!

Safe Work Practices

- STOP FREQUENTLY: During your breaks, try taking a few deep breaths to help get more oxygen to your brain. This will increase your mental energy, and studies show that deep breathing may also help:
  - Release tension in your body
  - Strengthen the lungs
  - Lower your blood pressure
- EAT A SNACK: The best energizing snacks contain a combination of carbohydrates and proteins, such as:
  - Banana slices with some peanut butter
  - Whole grain crackers dipped into hummus
  - Dried fruits and nuts
  - Yogurt and granola
  - Along with eating healthy snacks, you should be drinking plenty of water to avoid dehydration. Many people are unaware that one of the first symptoms of dehydration is fatigue.
- OTHER TIPS:
  - If there is a passenger in the vehicle, discussing an engaging topic may help keep your mind alert.
  - If there is no passenger and you are still sleepy after applying the above mentioned tips: pull over and take a nap! Even a short nap can refresh you and prepare you for another long drive.

Driving: Accident Reporting

Policy

When an employee is a professional driver, there is a chance that the employee may experience an accident during the course of their career. Accidents can be shocking and traumatic experiences depending on the severity of the accident. Employees may also panic during an accident if they do not know how to handle and report it. Presented in this lesson are some general guidelines that employees can follow if they are in an accident. The order in which these guidelines are implemented will depend on the severity of the accident and injuries.

Safe Work Practices

Once an accident has occurred, employees should do the following to prevent additional damage to their, and the other party's, vehicle or persons:

- Get your vehicle far off the road as possible unless doing so will increase the danger, cause additional damage or inflict injury to you or the other party.
- Ensure that the vehicle is in park before turning off the engine. Once the engine has been turned off, employees should activate their four-way emergency flashers.
- Secure the area by turning on your flashers and set out warning devices (if available). Warning devices may include:
    - 3 bidirectional triangles
    - 6 fuses
    - 3 flares

Note: Depending on the cargo, employees may only be allowed to use the 3 bidirectional triangles.

- When setting out bidirectional triangles, employees should walk towards oncoming traffic holding an assembled triangle in front of them to ensure maximum visibility.
- It is recommended that employees wear a reflective vest or jacket when securing the area to ensure that they are visible to other drivers.

After an employee has secured the scene, they should do the following when checking for injuries and notifying authorities:

- Take a moment and check yourself for injuries. If you have no immediate injuries, take a calming breath and check the other parties for injuries.
- Give reasonable assistance to any injured person. Reasonable assistance means calling for emergency services, if they are not on scene, and keeping any injured person warm and dry.
- Do NOT move an injured person unless they are in immediate danger or there is a chance of additional injury.
- When contacting law enforcement, employees should provide the following information:

    - The exact location of the accident using mile markers or landmarks if necessary.
    - The number of injured people and how severe their injuries are.
    - The extent of vehicle and property damage.
    - Your contact information in the event that they need to contact you for additional details.
- Do NOT leave the scene to contact law enforcement. Leaving the scene is against the law.
- After notifying the proper authorities, employees should call their company and notify them of the accident. Employees should follow their company's accident procedures.

NOTE: Some states require that employees not leave the scene until all required paperwork has been completed.
When documenting an accident, employees should do the following:

- Use provided forms and complete as much information as possible. Information may include the following:
    - Witness information
    - Investigating officer information
    - Vehicle information (for all parties involved)
    - Injuries (both yours and the other party's)
    - Contact information for all involved persons
    - Sketches or drawings of the scene
- Only write down the facts of the accident. Do NOT place blame or write down your emotions.
- Take pictures of the scene with either a digital, film, or work-only cell phone camera. When taking pictures, employees should include different angles of the road, landmarks, and license plates (including those of witness vehicles).
- Take pictures of your injuries (if applicable).
- Collect witness statements.
- Turn in all required reports as soon as possible to all required departments and authorities.

Driving: Avoiding Accidents

Policy

Driving has and will always be a risky task. While professional drivers cannot control the actions of others on the road, they can control their own actions. Every driver should do their part to help minimize the chances of an accident. By following the guidelines presented in this lesson, professional drivers can limit the number of an accidents that occur on the road.

Safe Work Practices

Professional drivers should get plenty of rest before driving; this includes drivers of passenger vehicles. Driving while fatigued is nearly as bad as driving while under the influence of drugs or alcohol. To help avoid driving while tired, professional drivers should do the following:

- Get between 7-8 hours of sleep.
- If you are a making a long trip and start to feel tired, pull off the road at a safe area and take a nap or stop for the evening.
- Do NOT exceed your permitted driving hours.

Professional drivers should plan their routes. Whether you are driving a commercial or passenger vehicle, it is important to know where you are going and how to get there. When planning your trip, employees should do the following:

- Call your dispatcher or the customer for directions.
    - Your dispatcher will be the best help, but truckers may talk to someone in the shipping or receiving department as they are more familiar with the docking area.
- Get a road map and ensure that you use it. A Global Positioning System (GPS) can be great a tool, but it can fail or give wrong directions if it hasn't been updated with the latest information.
- Ensure that your GPS is updated.
- Input the address before you leave.
- Preplan your stops to help you with your driving and break times.
- If possible, check the traffic conditions of your destination prior to leaving. Try to plan your arrival for low traffic periods.

Due to how fast weather can change, professional drivers should be prepared for any weather condition on the road. To help plan and adjust for changes in the weather, employees should do the following:

- Inspect and change out windshield wipers before leaving.
- Check the weather forecast.
- Ensure that you have snow chains if you are going to an area known for snow.
- Slow down in wet or icy conditions.
- Pull over if conditions are too severe for driving.

Professional drivers should minimize how many lane changes that they do. To help minimize lane changes, professional drivers should do the following:

- Pick a lane and stay in it for as long as possible.
- When driving on a road with more than two lanes, avoid merging vehicles by staying in the 2nd lane from the right. This leaves the far right lane open for vehicles to enter the freeway.
- Watch vehicles that are merging onto the freeway.
- If you do need to change lanes, check your mirrors and be aware of your blind spots.
- Only change lanes when it safe to do so.

Speed is one of the biggest contributors to accidents. Professional drivers should do the following when driving:

- Do NOT exceed posted speed limits.
- Adjust your speed to the length and weight of your vehicle.
- Slow down in wet or icy conditions.
- Slow down in construction zones.

The risk of driving has increased with the multiple distractions that drivers experience these days. Distractions are a big contributor to accidents. To help minimize distractions, employees should do the following:

- Do NOT text, talk, watch videos, or check email on a cell phone, laptop, etc. All portable electric devices should be put in a safe place before leaving. A text or phone call can wait until you are in a safe place and not driving.
- Set up your radio before leaving.
- Do NOT eat or drink while driving.
- Do NOT apply cosmetics while driving.
- Keep radio talks short and to the point. Radios should be kept as close as possible to minimize reaching.
- Do NOT reach for items while driving.

Driving: Car Accident

Policy

Getting into a car accident is a scary experience, this is can be even worse while driving a company vehicle. The first step is not to panic, take a deep breath and follow the instructions below if you are able to do so.

Safe Work Practices

If you are involved in a car accident, the following steps should be taken:

- STOP! Not stopping could result in a hit and run charge.
- DO NOT admit fault, regardless if at fault or not.
- Take pictures of any damage.
- Remove vehicle from traffic if possible.
- Notify your employer or supervisor of the accident.
- Notify law enforcement immediately.
- Fill out the appropriate paperwork required by your state, insurance, and company.
- If you injure or kill an animal the following steps should be taken:
    - Pull over to the side of the road.
    - Try and find the owner, if you can't find them call the humane society or law enforcement.
    - Do not try to remove injured animal.
    - Never leave an injured animal to die.
- If you hit a parked vehicle or damage property, the following steps should be taken:
    - Try and find the owner of car or damaged property.
    - If you can't find the owner leave your name and address (company name and address too) in or on the vehicle.
    - Report the accident to law enforcement immediately.

Driving: Distracted Driving

Policy

Distracted driving is dangerous to both employees and the public. Drivers have enough to focus on when driving that distractions such as cell phones, paperwork, and eating can wait until the driver is in a safe place to take care of those obligations. Employees should adhere to their company's driving policies when operating a commercial vehicle or company-owned passenger vehicle. Employees are responsible for adhering to all local and federal motor laws.

Safe Work Practices

NOTE: Employees should adhere to their company's cell phone and other portable communication device policies when driving commercial vehicles or company-owned passenger vehicles. Employees should adhere to all local and federal laws regarding cell phone use.
To help avoid distractions while driving, employees should do the following:

- Take care of any adjustments (mirrors, air conditioning, seats, radios, etc.) before leaving the parking area or at roadside stops.
    - Employees with communication radios should ensure that their radio is in a place that is easy to reach. Radio talk should be kept as short as possible.
- Ensure that addresses and destinations have been put into GPS systems prior to driving.
- Read and fill out all paperwork before driving. Paperwork can wait until you are off the road.
- Create a voice message on cell phones that states that you are currently driving and will call back when it is safe to do so.
- Do NOT text, talk, check social media, watch videos, or check email on your cell phone while driving. Cell phones should be put in a safe place before getting on the road. Text, calls, and emails can wait until you are off the road.
- When possible, do NOT eat or drink while driving. If you are hungry, pull off the road and go inside to eat or eat in your vehicle while parked in a parking area. If you have no other option other than to eat or drink while driving, only drink fluids that come with a lid from which you can drink (coffee, soup, etc.) and avoid messy foods (tacos, hamburgers, chili, etc.).

Drywall: Taping and Sanding

Policy

Taping, sanding, and handling drywall incorrectly can not only lead to inhalation or overuse injuries, but possible fall injuries as well. Working safely and taking measures to protect yourself is not only recommended, but required.

Safe Work Practices

- Employees should gently stretch the wrist and arm before and after working.
- Only grip and use hand tools as they were intended to be used
- Regular housekeeping must be done to avoid buildup of dust.
- You must wear the appropriate protective equipment to avoid skin, lung, or eye irritation when sanding.
- Do not use a tool unless you know how to use it properly.
- Never carry a power tool by its cord or store tools on top of ladders.
- Keep three points of contact on ladders when climbing.
- When wearing drywall stilts, employees should take small and deliberate steps, avoid overreaching, and do not bend over to pick up items.

Earthquakes

Policy

To survive an earthquake and reduce its health impact requires preparedness, planning and practices. Having emergency supplies, knowing what to do during and after an earthquake may save lives.

Safe Work Practices

BEFORE AN EARTHQUAKE

- Know where the first aid kits are and make sure they have all of the needed supplies.
- Know where the fire extinguishers are located and that they are operating properly.
- Know where to shut off utilities if you are designated to do so.
- Know your company's Emergency Escape Plan and know where it is posted.
- If you work in an area that has hazardous materials or other dangers, you need to leave that area during an earthquake.
- Know the location of your Emergency Staging Area and have regular earthquake drills.
- Make sure shelving, heavy objects on walls, signs, etc. are secured using earthquake approved methods.

DURING AN EARTHQUAKE

- Drop, Cover and Hold – If you are not in a hazardous area, find a table, desk or other piece of equipment, cover your head and hold onto a table, desk or equipment leg.
- Move into a hallway or get against an inside wall, staying clear of windows, heavy objects that may fall over and any other furniture pieces that are free standing.
- If you are in a hazardous materials area, leave the area. If you need to leave the building, watch for falling debris.
- If you are outside, get into an open area away from buildings, power lines and anything else that may fall.

AFTER AN EARTHQUAKE

- If you are inside a building, exit the building, being careful of falling debris and debris on the ground.
- Go to the Emergency Staging Area. STAY THERE! You need to wait for your supervisor or emergency personnel to tell you that it is safe to leave.
- A head count or roll call needs to be taken to make sure no one is missing.
- Do not tie up telephone lines. Use the telephone for emergencies only.
- Utilities should be shut off by qualified employees only.
- If there are injuries, only trained personnel should attempt first aid and rescue.
- Wait for a member of your company who is in charge to tell you when you can either go home or go back into the building.

Eating and Drinking in the Workplace

Policy

Eating and drinking in the workplace can be hazardous to your health. Taking the time to note what is going on around the area where you eat and drink could be essential to your health.

Safe Work Practices

- Food and beverages should not be stored or consumed in a toilet room or in an area where it may be contaminated by any toxic material.
- Sprays such as cleaners, paints, pesticides or other types of chemicals can and will contaminate your food or drink.
- Eating and drinking is prohibited in areas that are used to store or use any material that is toxic.
- OSHA prohibits the consumption of food and drink in areas in which work involving exposure or potential exposure to blood or other potentially infectious material exists, or where the potential for contamination of work surfaces exists.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is a reasonable likelihood for occupational exposure. (Exposure means that the hazardous material will contaminate these items.)
- Food and drink should not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench-tops where blood or other potentially infectious materials are present.
- Desk tops can be unhygienic places. Papers that have been handled by many hands, inks, dust and other types of debris can contaminate your food.

Electric Reach Lift

Policy

Operators of electric reach lifts are required to follow all of the safe work practices associated with these machines and not operate them unless they have been properly trained and authorized. Electric reach lifts are very safe and useful machines when handled correctly.

Safe Work Practices

- Do not allow coworkers to ride on electric reach lifts unless it was specifically manufactured to carry a passenger.
- Proper foot protection is required along with all other required personal protective equipment required for your specific task.
- If the electric reach lift requires the employee to operate in a standing position, shoes are not to be wet or greasy.
- If the electric reach lift required the employee to operate from a sitting position, operators must sit squarely on the intended seat and wear a seat belt, if provided.
- Electric reach lifts must always be operated at reasonable, controllable speeds.
- Employees should not operate unless they know the maximum weight capacity.
- All loads must be properly balanced and secured in order to ensure stability.
- The electric reach lift must be parked in a designated location where it is not an obstruction.
- Reduce driving speed when rounding corners in order to prevent loads from shifting.
- Reduce speed and use extra caution when going up and down ramps or over wet surfaces.
- Always drive straight up or down inclines instead of an angle.

Electrical: Preventing Accidents

Policy

Human error, poor maintenance, improper equipment design and lack of training add up to disaster when it comes to electricity. To protect workers against the hazards of electricity, they need to know the basic facts about the causes of shock and death.

Safe Work Practices

- Wear rubber gloves and boots when working near water.
- Use rubber mats to stand on.
- Use insulated tools.
- Use rubber sheets which can be used to cover exposed metal.
- Treat every electric wire as if it were a live wire.
- Inspect equipment and extension cords before each use.
- Faulty electrical equipment should be taken out of service for repair.
- Do not use tools or electrical cords that have bent or missing prongs.
- Make sure your tool is grounded if there isn't three prongs on the plug or if the receptacle doesn't have three openings.
- Turn off the power and report the smell of hot or burning plastic, smoke, sparks or flickering.
- Stop using a tool or appliance if a slight shock or tingling is felt.
- Never disconnect an electrical plug by pulling on the cord.
- Make sure the circuit is turned off and locked out at the circuit breaker or fuse box when working on an electric circuit. Only trained personnel should work on circuits.
- Those who regularly work on or around energized electrical equipment should be trained in emergency response and CPR.

Electricity Safety: Low Voltage

Policy

Low voltage electrical work does not equal low danger. Employees who work with low voltage systems must to all they can to prevent accidents from happening.

Safe Work Practices

- Wear all the required personal protective equipment for electrical jobs.
- Only work on de-energized systems, if possible.
- Make sure all equipment is grounded.
- Only use tools for their intended purpose.
- Do not do electrical work in wet conditions.

Electricity: A Basic Understanding

Policy

Electricity can burn, shock or even kill you, depending on the strength of the shock. If you or a coworker is shocked, muscles can contract violently, causing broken bones, serious falls or other accidents and injuries.

Safe Work Practices

- Know your equipment. Read the manufacturer's literature BEFORE you try it out.
- Unplug machinery and appliances before cleaning, inspecting, repairing or removing anything from them.
- Keep electrical equipment and work areas clean. Oil, dust, waste and water can be fire hazards around electricity.
- Keep access to panels and junction boxes clear. Do not block an electrical panel.
- Move flammable materials away from electric heat sources and lights.
- Know the location of fuses and circuit breakers.
- If you are not trained to work in high voltage areas, do not enter them, even in an emergency.
- Make sure all electrical equipment is properly grounded. Check all extensions cords to make sure that the cord is a three (3)-prong cord.
- Plug power tools into grounded outlets installed with ground fault interrupters (GFI).
- Check with your local utility companies before you dig or work near suspended power lines. A "live" line is very dangerous.
- Always treat every electrical plug or box as being "live". Be wrong on the safe side.
- Use "C" rated extinguishers for electrical fires. NEVER use water.
- Use a tool or a piece of equipment only for its intended purpose.
- Never overload the capacity of the equipment.

Electricity: Working Near High Voltage Power Lines

Policy

Doing any kind of work near high voltage power lines has several hazards that come with it. To avoid these hazards, inspect your worksite first and remember to practice the following safety tips.

Safe Work Practices

- Electrical Hazards: Working at heights increases possible contact with electrical lines.
- If you must work near electrical lines, try to get the lines shut off for the period of time you need to work in the area
- Overturning: If the bucket or platform is loaded beyond capacity or if the lift is parked on an incline that is too steep, then the boom lift could fall over.
- Always follow the load capacity warnings from the warning stickers or the operators manual.
- Remember to take into account the weight of the people, tools, and other equipment when you use a boom lift
- Falling: Work at heights always brings with it the dangers of falling
- Always wear the proper fall protection
- Pinch Points: There are many pinch points in a boom lift, including the hinges as the boom extends or retracts
- Be aware of your surroundings
- Avoid working too near pinch points
- Be sure all safety guards and devices are in place before you use the boom lift
- Falling Objects: There is always the risk of tools or other objects being accidently dropped from the boom lift.
- Always wear a hard hat
- Do not walk under the bucket or platform
- Set up barriers or warning tape to keep bystanders at a safe distance

Electricity: Working Safely

Policy

Electricity is essential to the workplace and everyday living. When used improperly, electricity can injure or kill. Taking proper precautions can save lives and lessen injuries.

Safe Work Practices

Your actions can protect yourself and your coworkers by:

- Reading and following instructions before handling anything electrical.
- Inserting plugs only in receptacle outlets with the same slot or blade pattern. Don’t force or alter a plug by bending, twisting or removing blades to make it fit into a receptacle outlet.
- Never touch electrical equipment or light switches with wet hands.
- Firmly gripping the plug, not the cord, when disconnecting equipment. Pulling on the cord can damage the cord, plug or receptacle outlet and result in a shock or fire.
- Unplugging equipment or appliances when not in use as electrical current is still present even when in the “off” position.
- Recognizing signs of overloaded circuits. Flickering or dimming lights, blown fuses, warm wall plates or extension cords and tripped circuit breakers are signs of overloaded circuits.

Electrostatic Discharge (ESD)

Policy

Static electricity — more properly called electrostatic charge — results when an electric charge (voltage) builds up in the absence of a circuit that allows current to flow. Your own body is frequently the carrier of static charge, which can be created by a variety of causes. ESD – Electrostatic Discharge - refers to momentary unwanted currents that may cause damage to components and equipment.

Safe Work Practices

- Removing or preventing a buildup of static charge can be as simple as opening a window or using a humidifier to increase the moisture content of the air, making the atmosphere more conductive. Air ionizers can perform the same task.
- Many semiconductor devices used in electronics are particularly sensitive to static discharge. Conductive antistatic bags are commonly used to protect such components. People who work on circuits that contain these devices often ground themselves with a conductive antistatic strap.
- Items that are particularly sensitive to static discharge may be treated with the application of an anti-static agent, which adds a conducting surface layer that ensures any excess charge is evenly distributed. Fabric softeners and dryer sheets used in washing machines and clothes dryers are an example of an antistatic agent used to prevent and remove static cling.
- In industrial settings such as paint or flour plants as well as in hospitals, antistatic safety boots are sometimes used to prevent a buildup of static charge due to contact with the floor. These shoes have soles with good conductivity. Anti-static shoes should not be confused with insulating shoes, which provide exactly the opposite benefit — some protection against serious electric shocks from the mains voltage.
- In some industries there are ESD workstations where there are different grounding agents in the workstation.

Emergency Action Plan

Policy

Emergencies and disasters can strike at anytime. You are responsible for your own safety. The best way to protect yourself is to become familiar with your workplace emergency action plan and to be prepared for any emergency before it takes place.

Safe Work Practices

- Know your escape route.
- Know your emergency assignment, if you have been given one.
- Know your meeting place, and who to report to for check-in.
- Know how to report emergencies.
- Know the name of the employee or supervisor you can contact for further explanation of the plan if you have any questions.

Employee Safety Responsibilities

Policy

Employers have many responsibilities under the law that requires them to keep their employees safe and healthy on the job. There are written safety programs, as well as safe equipment and training that each em¬ployer must provide. In general, the employer must provide their employees with a safe and healthy workplace. But safety is not just the employer's responsibility, it is also the job of every employee.

Safe Work Practices

As an employee, it is your responsibility to:

- Keep your work area free from debris, equipment, trip hazards and spills.
- To properly dispose of hazardous substances.
- To read any Safety Data Sheets (SDS) when working with chemicals.
- Keep guards on all tools and machinery that you use.
- Report injuries and/or illnesses that occur while on the job.
- Know how to evacuate your building in case of an emergency.

Etiquette in the Workplace

Policy

Practicing office etiquette is essential to developing and maintaining a healthy workplace. If you take the time to exercise common courtesy among all those with whom you associate with, your experience in the office or workplace is sure to be a pleasant one.

Safe Work Practices

- Being punctual – Tardiness implies that your job is low on your priority list whether you are a new employee or have been with the company for a long period of time.
- Looking professional – Regardless if your company has a standard dress code or not, dressing appropriately is a must. In addition to keeping yourself looking professional, it is equally important to keep your work area uncluttered and sanitary.
- Staying well-groomed – Personal hygiene plays an important role when it comes to the way you present yourself. Neglecting to shower, shave, or stay well-groomed in general will lead your coworkers to believe that you are careless or lazy.
- Be true to your word – Your word is a personal guarantee that you should never give unless you intend to follow through. Sometimes you only get one chance to prove that you are a trustworthy employee.
- Own your mistakes – Everybody falls short at times, and the best way to handle this is to be upfront and apologetic instead of making excuses.
- Stay away from gossip – Gossiping about others is extremely unprofessional and reflects poorly on you. Limit your comments about other coworkers to positive ones only.

Be polite – People will notice if you consistently treat them with respect and kindness. Saying “please” and “thank you” as well as avoiding interrupting others during conversations will go a long way.

- Ask before borrowing – A colleague’s desk is their personal space. Even if you are on good terms with your coworker, they will not appreciate it when they start to notice that things are missing from their desk without their consent.
- Avoid being offensive – Perhaps most importantly, use common sense in your interactions and refrain from saying anything that may be taken offensively. Even if swearing and inappropriate language is used freely in your personal life, you never know who you might be making uncomfortable by bringing it into the workplace. If you want to be viewed as a professional who values his or her job, stay away from the following at all costs:
    - Swearing or inappropriate language
    - Inappropriate jokes
    - Racial remarks
    - Sexual comments
    - Comments on religion

Extension Cord Safety

Policy

Extension cords help temporarily make electricity more accessible, which also means the dangers of electricity are more accessible. It is estimated that 4,000 people at the emergency room are there because of some mishap involving electricity. Therefore, keep in mind these rules and tips.

Safe Work Practices

There are other things to remember when using extension cords:

- Just because there are enough outlets in an extension cord doesn't mean you can fill them up
- Be sure you do not exceed the current required
- Make sure cords do not dangle
- They can be tripped over and ripped out of the wall
- Don't plug one extension cord into another
- You could overload the cords or circuits and start fires or other damage
- Don't plug a three-prong into two-hole extension cord
- You could overload the cord
- If you are done using an extension cord, put it away
- This prevents tripping and keeps the extension cord in good condition
- Do not store extension cords outside
- This prevents the casing from cracking and prevents damage to the prongs
- Do not use indoor extension cords outside
- The casing for indoor extension cords are not meant for conditions outside and will wear away quicker and cause hazards
- Make sure your extension cords have enough slack
- Otherwise it will be too easy for cords to be pulled out while they are transmitting electricity, which can damage the cords, circuits or equipment
- Do not coil the cords too tightly
- This will cause the wire to bend and become weak, which will damage the extension cord
- Do not pull on the cord to disconnect it; instead, grasp the plug firmly and pull it out
- This will damage the prongs and damage the wire where it connects to the prongs
- Use extension cords for temporary situations
- Extension cords wear out quickly, and electricity is too dangerous to be harnessed with damaged equipment

Eye Wash Stations

Policy

The first 10 seconds of getting something in your eye are the most critical, so it is important to have an eye wash station close enough you can get to it in that time period. Be sure to inspect and know how to use the eye station, so if an emergency occurs you can prevent serious eye damage.

Safe Work Practices

The first few seconds after exposure to a hazardous chemical (especially a corrosive chemical) are critical. Delaying treatment, even for a few seconds, may result in irreparable eye damage.

- Do not panic.
- Do not rub your eyes.
- Rubbing the eye will just make it worse.
- Remove any contact lenses immediately.
- The contact lens can hold the hazardous substance in your eye.
- Shout out for help to allow coworkers to assist you.
- Get the eye wash station and turn the eye wash on.
- Rinse both eyes with water for at least 15 minutes.
- The eyewash station is required to have at least 15 minutes of continuous flow.
- Even if the substance is only in one eye, always flush both eyes.
- Keep your eyelids open by using your hands to ensure adequate flushing of the eyes.
- An injured person may need help holding the eyelids open.
- Roll your eyes as much as possible to be sure you flush everything out.

Fall Protection: General Industry

Policy

Fall protection is necessary to help protect employees from injuries that may result from a fall. The only way fall protection works is if everyone plays their part in ensuring that the protection works as intended. Like construction, general industry employees may find themselves working at heights or other areas which may require the use of fall protection. By following the safe work practices provided in this lesson, employees can help minimize their chances of a fall by properly using fall protection.

Safe Work Practices

Employees should do the following when working with fall protection:

- Inspect any wearable fall protection for damage (personal fall protection systems, arrest systems, travel restraint systems, etc.).
- Report any damaged fall protection immediately to your supervisor (faded floor markings, loose guardrails, fall protection harnesses with tears, etc.).
- Store any wearable fall protection in accordance with the manufacturer's instructions.
- Do NOT bypass or modify any provided fall protection.
    - Modified fall protection should be reported to your supervisor.
- All worn fall protection equipment should be worn in accordance with the manufacturer's instructions.
    - Employees should also wear provided PPE along with the fall protection.

Fall Protection: Harness Safety

Policy

A full body harness is just one tool of fall protection. It can save an employee's life should a fall occur at, or above, six feet. However, a full body harness requires proper training, storage and maintenance to ensure an employee's safety. By following the safe work practices provided in this lesson, an employee can take an active role in preventing injuries or fatal accidents from a fall.

Safe Work Practices

Note: Only those who have been trained in fall protection should be working in areas that require fall protection.
A full body harness should be stored and maintained properly to ensure the safety of all employees: Storage and maintenance should include:

- Inspecting the harness for damage. Damage could include:
  - Fraying, cuts, or chemical damage to the belts or webbing
  - Loose rivets
  - Distorted, cracked, or broken rings
  - Snaps or latches that won't attach or "mate" together
  - Burn holes or tears in the shock-absorbing packs
  - Safety labels that are not intact
- Ensuring that all harnesses have not passed their expiration date.
- Checking to see if the harness has been modified. Any modified harness should be taken out of service.
- Ensuring that the harness can limit the free fall to a maximum of six feet.
- Checking lanyards to ensure that they will be the proper length for the job and that the deceleration device can limit the max arrest force to 1,800 pounds.
- Recording inspection dates either on a designated form or on designated areas of the harness (check the user's manual for details about writing requirements).
  - A full body harness should be visually inspected before every shift, but it is required to have an in-depth inspection at least 2 times a year.
- Ensuring the harness is stored in compliance with the manufacturer's instructions.

Once the harness has passed inspection, the next step is putting the harness on and ensuring that it is set to the proper length to ensure that the system will not only stop the employee from falling, but that they won't hit an object or the ground during their fall. This includes:

- Making sure that the D-ring is in the middle of the shoulder blades.
- Ensuring that the chest straps are in the proper position on the upper chest.

- That straps are tight against the body. They should not impede movement or be too tight as to cause pain.
- Checking straps to ensure they are properly connected or “mated”.

Should a fall occur, do NOT panic. Once you have stopped falling, pull out a suspension trauma strap (if applicable) and secure it to your harness. A suspension trauma strap is used to help slow or prevent the occurrence of suspension trauma.
If a harness has stopped a fall, it should be taken out of service as the shock-absorbing pack, webbing, and other parts have been exposed to gravitational forces and have been damaged.

Fire Extinguishers

Policy

Employees who work in any area with potential fire hazards must be trained and aware of the possible risks, and what to do in case of an actual fire. Employees must not use fire extinguishers unless they have been properly trained on how to do so correctly.

Safe Work Practices

- Employees should know where all nearby fire extinguishers are located.
- Fire extinguishers must always be mounted in readily accessible locations.
- Employees should be trained on how to properly operate the fire extinguishers.
- Only the correct type of extinguisher should be used for the particular fire:
    - Class A: For ordinary combustible materials, such as wood and paper.
    - Class B: For flammable liquids and gases.
    - Class C: For energized electrical equipment.
    - Class D: For combustible metals, such as magnesium.
    - Class K: For cooking oils, grease, or animal fat.
- Halon: For sensitive electrical equipment or aircraft parts.
- Fire extinguishers should be inspected monthly by a competent employee.
- Fire extinguishers must be serviced and recharged annually.

Fire Hazards in the Workplace

Policy

Be sure to educate yourself about the different types of fire hazards in your workplace, such as heat sources and electricity, and learn and practice safe procedures when dealing with them. If you are aware of the fire hazards around your workplace and know what to do to eliminate them or keep them safe, you can prevent workplace fires.

Safe Work Practices

- Keep an appropriate fire extinguisher nearby
- Turn off all nonessential electrical equipment at the end of the day
- Do not overload circuits or extension cords
- Do not use extension cords for heavy duty electrical equipment
- Keep the dust buildup to a minimum
    - Take special care with hard to reach areas where dust buildup often goes unchecked
- Take out the trash regularly
- Keep doors, hallways, stairs, and other exit routes free of obstructions
    - Be sure you are familiar with different escape routes
- For flammable and combustible materials, remember LIES:
    - Limit the amount of flammable liquids in storage
    - Isolate and store materials in approved containers stored in enclosed cabinets
    - Eliminate products you don't need by safely disposing of them
    - Separate incompatible materials (ie don't store flammables near corrosives)

Fire Hazards in the Workplace: Fuels

Policy

85% of workplace fires are caused by human error, which means that 85% of workplace fires are preventable. If you identify and properly handle and store fuels, you can help avoid workplace fires.

Safe Work Practices

Once you have identified the fuels in your workplace, record them and evaluate what you need to do for each specific one in order to prevent them from starting a fire.

- Always consult your SDS to make sure you are properly handling and storing the fuels
- Minimize the storage of combustible materials
    - Be sure they are present only in quantities needed for the operation
- Dispose of combustible waste in covered, airtight, metal containers
- Report all gas leaks immediately
- Clean up spills and leaks immediately
- Practice good housekeeping:
    - Keep work areas free of dust, lint, sawdust, scraps, and similar material
    - Keep storage and working areas free of trash
    - Do not use gasoline or other flammable solvents to finish or clean floors
    - Keep passageways free of obstacles
    - Put items away when not in use
    - Put oily rags in a covered metal container and regularly and properly dispose of them
    - Leave time for cleanup at the end of you shift
- Store fuels away from sources that can produce sparks
    - Some fuels, such as liquids and gas, will travel on surfaces and in the air, so it may not be enough to store the fuel sources at a distance; you may need to put them in completely separate rooms
- Do not transfer fuels from one container to another by applying air pressure to the original container
    - Transferring them in this way may cause the containers to rupture and cause a serious spill
- Do not refuel gasoline-powered equipment while it is hot

Fire Safety and Prevention

Policy

Fires don't usually occur with frequency or regularity in the workplace and therefore workers are not particularly concerned about them. However, fires have many causes and can happen anytime. Therefore, it is important to try to prevent fires and be ready to correctly respond to them if they do happen.

Safe Work Practices

USING A FIRE EXTINGUISHER
When using a fire extinguisher, remember PASS:

- P: Pull the locking pin
- A: Aim the fire extinguisher at the base of the fire, not the flames or smoke
- S: Squeeze the lever of the fire extinguisher to operate
- S: Sweep the fire extinguisher back and forth at the base of the fire

RESPONDING TO FIRES

- Remain calm
- Call the fire department when there is a fire
    - Do NOT wait to investigate the situation
- Use the stairs to evacuate, not the elevators
- If you get stuck in an office high off the ground, hang a sweater or shirt out of a window to alert the firemen to find your position
    - Stay as close to the floor as you can; smoke rises to the ceiling, leaving the cleaner air towards the floor
    - Use a sweater, shirt, or towel to help reduce smoke inhalation

YOUR RESPONSIBILITIES

- Be aware of potential fire hazards in the workplace, such as frayed electrical wire, and report hazardous situations to the supervisor
- Know your company's safety procedures and participate in fire drills
- Know where the emergency exits, fire alarms, and fire extinguishers are
- Know your location, address, and the nearest cross street so you can give that information to the 911 operator

Fire Safety: Stop, Drop and Roll

Policy

Fire in the workplace are usually caused by human error and can be prevented in most cases. Being aware of your surroundings and of all potential fire hazards is the responsibility of every employee. Time is of the essence when an employee catches on fire. Remembering to stop, drop and roll is essential in helping prevent or minimize fire-related injuries or death.

Safe Work Practices

- If you catch on fire, remember to:
  - STOP where you are.
  - DROP to the floor.
  - ROLL around to smother the flames (as long as floor is not on fire).
- If a co-worker catches on fire, smother the flames by wrapping a blanket or rug around them. This could save them from serious burns or even death.
- Implement good housekeeping practices.
- Keep work areas free of clutter and dust.
- Keep ignition sources away from combustible materials, flammable liquids/gases.
- Change clothes if they come in contact with any flammable material.
- Loose fitting clothing should not be worn while working around potential fire hazards.
- Fire resistant clothing should be worn when possible.
- Long hair should be kept in a hairnet or hat.
- Knowledge of location and how to use fire extinguishers is essential.

Fire Sprinkler Systems

Policy

Fire sprinklers can be very useful, and employees who work in buildings with fire sprinkler systems should understand how they work in relation to the emergency action plan.

Safe Work Practices

- Employees should understand that smoke alone will not trigger a fire sprinkler system.
- When a fire sprinkler system goes off, only the required amount of sprinklers will discharge.
- It is important to know what type of fire sprinkler system the building is equipped with:
    - Wet pipe system – the pipes are full of water ready for activation at any moment.
    - Dry pipe system – the pipes are full of compressed air and upon activation, the sprinkler heads must release the air to allow the system to be filled with water.
    - Pre-action system – upon first detection of fire, the pipes fill with water. Then this turns into a wet pipe system in which the individual sprinkler heads must be activated to spray.
    - Deluge system – triggered by a smoke detector or heat detector, but instead of requiring an additional sensor, every sprinkler head is always open and each one goes off without delay.

First Aid Kit: Where and What

Policy

First-aid is emergency care given before regular medical aid can be obtained. If and when an accident occurs, a first-aid program that meets OSHA standards and is tailored to the type and size of the workplace can make a difference between life and death.

Safe Work Practices

WORKPLACE REQUIREMENTS
Workplaces should have the following:

- At least one person with first-aid or medical training readily available in case an emergency should be in the workplace.
- First-aid equipment and supplies
- Up to date first-aid manual
- Posted phone numbers for the Police Dept., Fire Dept., Ambulance or EMS, nearest hospital and Poison Control.

KNOW WHERE THEY ARE

- Know where the first-aid kit(s) is located. First-aid kits should be easily accessible.
- Have emergency phones numbers posted for quick responses.
- Know where all fire extinguishers are located.
- Know where nearest exits are located for easy access out of the building.
- Know where the AED – Automated External Defibrillator – is located and how to use it. (Not required by OSHA to have, but highly recommended.)

First Aid: Basics

Policy

At work, injuries and illnesses kill more than 2 million people in the world each year. That is one death every fifteen seconds or 6,000 people a day. Safe practices can prevent many injuries, illnesses and deaths. However, once injury or sudden illness has occurred, providing effective first-aid can make the difference between life and death; rapid versus prolonged recovery and temporary versus permanent disability.

Safe Work Practices

NEVER attempt first-aid skills that exceed your training.

- Assess the Scene
- If it is not safe or at any time becomes unsafe, GET OUT!
- Observe Universal Precautions by using personal protective equipment. (Universal precautions means to wear goggles, gloves or a face mask to protect from a patient's body fluids.)
- If victim is awake and talking, identify yourself and ask if it is okay to help.
- If victim appears weak, seriously ill or injured or is unresponsive, call 9-1-1.

First Aid: Shock - What It Is & How to Treat It

Policy

If someone loses too much blood, they will go into a condition known as “shock”. Our bodies can cope with a small amount of blood loss, normally around a pint, which is perfectly safe. However, if you lose too much blood, your body’s cells and tissues are deprived of oxygen, which we call shock.

Safe Work Practices

The most important step in treating shock is to control bleeding. However, if the victim is already showing signs of shock, it’s important to take the necessary steps to stabilize the victim until help arrives. If you are needed to treat a victim for shock, you should:

- Call 9-1-1 (Remember that 9-1-1 works differently on a wireless phone than it does from a landline.)
- Use universal precautions and wear personal protective equipment if you have it.
- Lie the person down & elevate their legs. If you suspect neck or back injuries, do not move the victim.
- Turn the victim’s head to the side if neck injury is not suspected.
- Loosen any tight clothing.
- Make sure the victim is breathing. If not, begin rescue breathing.
- Keep the victim warm and comfortable.
- Do NOT give the person anything to eat or drink as this may cause them to be sick.

First Aid: What Is It

Policy

First-aid is the emergency treatment and care of the wounded or sick before professional medical services are acquired. On job sites or workplaces, first-aid is the care given by a trained person as soon as possible after an accident. The particulars of a workplace medical and first-aid program are dependent on the circumstances of each workplace and employer.

Safe Work Practices

- The key to providing the best assistance in an emergency situation is making sure that all employees understand the protocol.
- Having a workplace first aid program in writing and readily available to all employees ensures that there will be a resource to reference if necessary in an emergency situation.
- Having emergency phone numbers – such as the local police station and fire department, the nearest hospital or clinic, and poison control among others – in your first aid program is also valuable.

Flagger Safety

Policy

Flaggers have a very important job. Not only are they the first contact people will have with the group of workers, and therefore responsible for the first impression, but they are also responsible for protecting themselves, coworkers, and anyone else that passes by. Therefore, when you are a flagger, remember to follow these safety tips.

Safe Work Practices

- Flaggers should be in place before work starts and should be the last to leave
- Flaggers will be provided with the proper hand-signaling devices
- Flaggers will be provided training per their respective duties
- Be visible
    - Do not lean or sit on a vehicle
    - Do not let your coworkers gather around you and block you from view
- Stay focused on traffic
    - Do not wear head phones or ear buds
- Look for at least one method of escape should things go wrong (such as a car not stopping)
    - Protect yourself first, then alert your coworkers
- Alert your supervisors if you need someone to take over for you
- Know what to do in emergency situations, such as car accidents
- Pedestrians will have the right of way
- Remember the following if you come across a hostile driver:
    - Do not argue with them or raise your voice
    - Be professional and civil
    - Do not lean on their car
    - If they threaten your safety or fail to follow instructions, discreetly take down their license plate number and vehicle description and report it to your supervisor

Flammable Liquid Storage

Policy

Flammable cabinets are a necessary piece of equipment in many industries. The main cause of industrial fires is improper storage and handling of flammable liquids, so the best defense against these fires is the proper use of approved safety cans and flammable storage cabinets.

Safe Work Practices

If your facility stores less than 25 gallons of flammable liquids at any given time, they can be stored in safety cans outside of a flammable liquids storage room or storage cabinet. However, if you have more than 25 gallons of flammable liquids, you are required to store them inside flammable storage cabinets that comply with the requirements as listed under OSHA code, which includes:

- No more than 120 gallons of flammable liquids should be stored in a single storage cabinet.
- No more than 60 gallons combined of either Class I or Class II flammables should be stored in the same cabinet at any given time.
- Bottom, top, and sides of the cabinet shall be constructed with at least No. 18 gage sheet

- The flammable cabinet must be doubled walled with 1 ½ inches of airspace.
- Joints shall be riveted, welded or made tight by some equally effective means.
- Door shall have a three-point latch and be raised at least 2" above the cabinet bottom to retain spilled liquid within the cabinet.
- Cabinet shall have "FLAMMABLE—KEEP FIRE AWAY" markings or signage.

Flammable Liquids: Safe Handling

Policy

Chemicals and fuels have widespread usage in industries for a multitude of important needs, but because of their hazardous nature, special care and handling is paramount. The proper use and storage of flammable liquids must be understood, and it clearly is a critically important subject for employee training. The range of flammable liquids goes from cleaning fluids to paints and gasoline to other volatile and dangerous liquids. Knowing the rules for handling and storing flammable liquids can help prevent injury to yourself and your coworkers and can prevent your jobsite from going up in flames.

Safe Work Practices

- Carefully read the manufacturer's label on the container of any flammable liquid before storing or using it.
- Practice good housekeeping in flammable liquid storage areas.
- Clean up spills immediately and then place the cleanup rags in a closed, bottom ventilated, metal container.
- Only use approved metal safety containers or the original manufacturer's container to store flammable liquids.
- Keep the containers closed when not in use; stored away from exits or passageways.
- Once the flammable liquid is in place in an adequately constructed storage room, it should be connected by a grounding wire to the room's grounding system.
- Grounding allows static electricity charges to drain off before they can build up to a spark-producing potential.
- Use flammable liquids only where there is plenty of ventilation.
- Not all dangerous liquids give off vapors you can smell. Some vapors are poisonous as well as flammable.
- Wear the proper PPE when working with any flammable liquid.
- Be careful not to get a flammable liquid on you or your clothing.
- It could cause painful skin irritation or ignite your clothing and envelop you in flames. If you get it on you, wash it off or change your clothes as soon as you can.

Flammable Storage Cabinets

Policy

One of the leading causes of industrial fires is the improper storage and handling of flammable liquids. It is important to identify and inventory all chemicals in your workplace and know the correct way to store them.

Safe Work Practices

- There may only be 60 gallons of the following liquids per cabinet:
  - Acetone
  - Ethanol
  - Diethyl ether
  - Gasoline
  - Jet fuel
  - Methanol
- There may only be 120 gallons of the following liquids per cabinet:
  - Biodiesel
  - Diesel
  - Kerosene
  - Vegetable oil
- What should not be stored in the cabinet
  - Food or drinks
  - Hazardous material that would badly react with the vapors from the flammable liquids

Forklift Safety

Policy

A forklift, jitney, hi-lo or lift truck, is an industrial truck. It is designed to maneuver within industrial areas, with a variety of functions and purposes, such as lifting heavy machinery, crates and boxes, and removing stock off of racks and shelves. A forklift may be powered in several ways such as propane, electricity, gas and diesel.

Safe Work Practices

- When you pick up the load:
  - Move squarely into position in front of the load.
  - Position the forks wide apart to keep the load balanced.
  - Drive the forks fully under the load.
  - Tilt the mast backward slightly to stabilize the load and lift.
- Check the destination before you place the load.
  - Is the destination flat and stable — or, will the load rock, tilt or lean?
  - Never place heavy loads on top of light loads.
  - Observe maximum stacking quantities and orientation if printed on cartons.
  - Know the load bearing capacity of your rack or storage loft destination.
  - Check rack legs or support members to make sure they are not bent or disconnected.
  - Are racks arranged back to back with a stock behind where you will place the load? (Someone may need to be in the next aisle to control access while you place the load.)
  - Are wooden stringers or decking laid between front and rear rack beams in good condition?
  - If you are stacking, are other pallets in the stack in good condition and capable of supporting the load in addition to what they are already supporting?
- When you place the load at its destination:
  - Move squarely into position in front of the rack or stack where the load will be placed.
  - When ready to place the load, tilt the mast to level. Only tilt forward when the load is over the spot where it will be placed.
  - Lower the forks and back away.
  - Visually verify that the load is stable.

Gasoline Safety

Policy

Remember the proper use and storage of gasoline to prevent accidents, and remember what to do in case accidents actually do happen. In doing so, you can prevent injury, property damage, and death.

Safe Work Practices

- Only use gasoline as a fuel
- Do not use it as an accelerant, solvent, cleaning solution, or a weed or insect killer
- Keep gasoline a safe distance from any of the igniters listed above
- Have an ABC fire extinguisher nearby
- Follow the proper procedures for flammable and combustible liquids when using gasoline:
- Keep gasoline in closed containers when not actually in use
- Promptly and safely dispose of leaks or spills
- Do not store gasoline near exits

Generator Safety

Policy

Portable generators are commonly used and provide necessary power to many jobsites. They are safe to use for the most part, but can be dangerous if used incorrectly. Following company policy and these safe work practices should help to ensure employee safety, while using a portable generator.

Safe Work Practices

- The generator should not be ran in an enclosed space.
- Frayed or defective extension should not be used.
- The generator should not be used in the rain or snow, use an overhang or in portable shelter if possible.
- Gasoline should not be added to a running generator and be sure, to:
    - Shut down the generator and let it cool before adding fuel or performing maintenance.
    - Store and transport fuel in approved containers.
- Appliances and tools should be plugged in directly to the generator, unless:
    - An outdoor rated extension cord with ample watts or amps in used.
- If the generator is going to sit for long periods of time it is good to periodically start it up and let it run for a few minutes.

Good Housekeeping

Policy

Good housekeeping will not only prevent accidents and injuries, but it will save space, time and materials. Keeping a clean workplace that is orderly and free of obstructions will help to get work done safely and properly.

Safe Work Practices

Good housekeeping should be a habit and should become natural to all employees. Some things that can be done to make sure things are kept clean and safe are:

- Put items such as tools, away as soon as you are done using them.
- Clean up spills, broken glass, etc. as soon as they happen and place signage, cones etc. if needed.
- Clean up your work space as you work instead of leaving it all until the end of the day.
- Clean tools as soon as you're finished using them.
- Empty trash receptacles often.
- Keep aisles clear at all times.
- Keep clutter out of the workplace.
- Close cabinet doors and drawers.
- Report any unsafe item or area to a supervisor if you are not able to fix the problem.

Good Hygiene Practices

Policy

Employees can reduce distracting odors, contamination, pest control problems, and safety hazards by applying good hygiene practices in their personal lives and at work.

Safe Work Practices

- Never eat, drink, or apply cosmetics in any work areas where possible chemical or bacterial contamination may occur.
- Wash your hands before eating lunch or going home.
- Wear all personal protective equipment required to shield your clothing from possible splashes of workplace substances.
    - Remove personal protective equipment in a way that will not contaminate your clothing.
- At home, do not wash workplace clothing in the same load as your home laundry if you handle chemicals or dangerous substances at work.

Green Waste Recycling: Construction Waste

Policy

Recycling construction and demolition waste can help minimize the total waste that is sent to a landfill. Due to the pieces of debris, machines, and equipment used in recycling, employees could potentially be exposed to safety hazards if safety practices and procedures are not followed. By following the safe work practices presented in this lesson, employees can help minimize their chances of an injury occurring while sorting construction and demolition waste for recycling.

Safe Work Practices

Before sorting construction or demolition waste for recycling, employees should do the following:

- Inspect all provided PPE for damage. Report damaged PPE to your supervisor. Do NOT wear damaged PPE.
- Replace respirator filters as needed (if applicable).
- Ensure that you are wearing clothing appropriate for the weather if you are working in an area that is open to the weather (if applicable).
- Inspect the conveyor belt and other machines for damage. Report damaged machines to your supervisor. Do NOT operate damaged machines.
- Ensure that all guards are in place and secure. Report missing guards to your supervisor. Do NOT operate a machine that has missing guards.
- Ensure that the area around the conveyor belt is free of debris or obstructions. Remove debris and obstructions as necessary.

When sorting construction or demolition waste for recycling, employees should do the following:

- Do NOT wear loose clothing. Loose clothing could get caught in the conveyor belt or on a piece of debris.
- Watch the placement of your hands. Sharp objects (broken glass, nails, pieces of broken metal) could be hidden under other pieces of debris.
- Keep hands away from moving parts of machines.
- Do NOT overreach.
- Practice good ergonomics.
- Take all scheduled breaks.
- If you are working in an area open to the weather, drink plenty of fluids to stay hydrated.
- Ensure that you are visible to equipment operators and other employees when walking or working near moving equipment.
- Be aware of falling objects.
- Report all injuries immediately to your supervisor.

Grinders: Portable Grinder Safety

Policy

Bench grinders are extremely handy because they can shape, sharpen, and clean tools in a workshop. However, bench grinders will quickly become a danger if the proper safety procedures are not followed.

Safe Work Practices

- Allow the grinder to get up to speed before applying it to the workplace
- Do not use heavy pressure on the workpiece
- Prevent kickback by getting the wheel to pull away from you and not letting it touch anything but the workpiece
- Hold the portable disc grinder with both hands while grinding
- Do not artificially hold down the trigger with tape or other objects; make sure the trigger is a dead man's switch that automatically stops the machine in case you drop it
- Do not set the grinder down until it has completely stopped spinning
- Do not use the grinder to cut things; there are other tools for that
- Do not carry the grinder by its cord
- Keep the cord away from the spinning grinder

Halon Fire Extinguisher

Policy

In areas where typical fire extinguishing agents would cause more damage than an actual fire, Halon fire extinguishers are a great option. As long as you use them according to OSHA regulations they will be safe as well as highly effective when fighting fires.

Safe Work Practices

- Employers must assure that the extinguishing concentration is reached within 10 seconds of discharge.
- Concentrations of Halon 1301 may not exceed 7 percent in areas where exit cannot be accomplished within one minute.
- Concentrations of Halon 1301 may not exceed 10 percent in areas where exit can be accomplished between 30 and 60 seconds.
- Concentrations of Halon 1301 may not exceed 10 percent in any area normally occupied by employees.
- Halon 1211 extinguishers must be hydrostatically tested at the factory test pressure not to exceed two times the service pressure.

Hand Protection

Policy

Hand safety is a very important element to overall workplace safety. These guidelines have been established to ensure the safety of employees. Following these guidelines and safe work practices will help to ensure a safe work environment.

Safe Work Practices

- Work areas should be kept clean and maintained in an orderly fashion.
- Sharp instruments should be put away properly when not in use
- Hands should be thoroughly washed with soap and warm water to eliminate bacteria.
- Be careful where you put your hands, especially when putting stuff in trash cans.
- Rings, watches, and bracelets should not be worn when working around machinery.
- Double check to make sure that all guards are in place and secure before operating machinery.
- Don’t try to force the machine to work outside of its normal function.
- Guards are in place for your protection, do not reach through the guards for any reason.

Hand Tool Safety

Policy

Not following the appropriate safe work practices may lead to various injuries depending on what tool is misused. Possible injuries include abrasions, lacerations, puncture wounds, contusions, burns, or muscles sprains. Even common, non-powered hand tools must be handled and treated with caution at all times.

Safe Work Practices

- Know how to safely operate any tool before using it.
- Keep all tools in good condition by using them for their intended purpose.
- Wear personal protective equipment as required.
- Inspect your tool for cracked or bent pieces, loose or missing parts, and rust or corrosion.
- Make sure that handles are not loose, cracked, or splintered.
- Tools that you strike must be intact and ground down to reduce chipping.
- Store tools in a safe place – elevated work areas and ladders are not appropriate storage areas.
- All applicable guards should be in place.
- Use spark proof hand tools when working near flammable materials.
- Do not try to fix a tool that is in disrepair unless you are specifically trained.
- Use insulated hand tools when working near electrically energized equipment.
- Make sure the area that you are working in is properly lit.
- Keep the floor neat and clean – tripping with a tool in your hand can be very dangerous!
- Do not try to get your coworker's attention while they are using a tool.
- If somebody tries to get your attention while you are working with a tool, stop what you are doing to talk to them.
- Use a wrist lanyard to help keep tools from falling when working at elevated locations.
- Do not modify tools in any way.
- In some situations, clamping down materials will help to keep it from shifting.

Hazard Communication and GHS

Policy

Effective Hazard Communication promotes safe use and handling of chemical substances in the workplace. It is vital that employees are active participates in company hazard communication procedures and use safe work practices to assure a safe work environment.

Safe Work Practices

- Be aware of all chemicals hazards in your work area.
- Always know where to access hazard communication material.
- DO NOT handle chemicals until the SDS has been reviewed and employee is properly trained.
- Make sure there is an SDS for every chemical substance.
- Comply with SDS safe use, handling, and storage requirements.
- Inform supervisor if there is no SDS for a chemical substance or if the SDS is not up-to-date.
- DO NOT handle chemicals or containers if there is no label.
- DO NOT handle containers if you do not understand how to read labels.
- Make sure every chemical substance container is labeled.
- Make sure labels are up to date and are presented in the GHS format, which includes:
    - Signal word(s).
    - Pictogram(s).
    - Manufacturer information
    - Precautionary statements/ first aid.
    - Hazard Statement(s)
    - The product identifier or name.
- Abide by label statements and use the appropriate precautionary actions, such as use of PPE.
- Do not remove, alter, or deface labels.
- Inform supervisor if there is no label for a chemical substance or if the label is defective.

Hazard Communication: GHS Labels

Policy

It is important that workers understand and identify various chemicals throughout the workplace and know how to work with them safely. Not only does this eliminate accidents, but also gives workers a greater sense of confidence and peace of mind while working.

Safe Work Practices

- DO NOT handle chemicals or containers if there is no label.
- DO NOT handle containers if you do not understand how to read labels.
- Make sure every chemical substance container is labeled.
- Make sure labels are up to date and are presented in the GHS format, which includes:
    - Signal word(s).
    - Pictogram(s).
    - Manufacturer information
    - Precautionary statements/ first aid.
    - Hazard Statement(s)
    - The product identifier or name.
- Abide by label statements and use the appropriate precautionary actions, such as use of PPE.
- Do not remove, alter, or deface labels.
- Inform supervisor if there is no label for a chemical substance or if the label is defective.

Hazard Communication: Safety Data Sheets (SDS)

Policy

It is important that workers understand and identify various chemicals throughout the workplace and know how to work with them safely. Not only does this eliminate accidents, but also gives workers a greater sense of confidence and peace of mind while working.

Safe Work Practices

- DO NOT handle chemicals until the SDS has been reviewed.
- Make sure there is an SDS for every chemical substance.
- Make sure SDSs are up to date and are presented in the 16-section GHS format.
- Comply with SDS safe use, handling, and storage requirements.
- Inform supervisor if there is no SDS for a chemical substance or if the SDS is not up-to-date.

Hazardous Waste: Accumulation

Policy

When accumulating hazardous waste, employees and generators should remember to properly label and store tanks in accordance with all local and federal laws. By storing and labeling containers and tanks correctly, employees can protect themselves, their fellow employees, and the public from accidental spills or contamination of soil, rivers, and the air.

Safe Work Practices

NOTE: Labels should be legible and visible.
All accumulated waste containers should be properly labeled. Labels should include the following information:

- The words “Hazardous Waste”
- Generator’s (business) name and address
- Contents (Composition)
- Physical state
- Hazardous properties
- Accumulation start date
    - Satellite containers should have two dates: start date of accumulation and the date at which the container became full.

All accumulated tanks should be labeled with the following information:

- The words “Hazardous Waste”
- Accumulation start date
- Date picked up (when the tank has been emptied)

Note: Containers and tanks that are used to store used oil should be labeled with all applicable hazardous waste labeling requirements and be marked with the words “Used Oil”.
When storing hazardous waste for disposal, employees should do the following:

- Store reactive or ignitable waste 50 feet from the property line. (Applicable for large quantity generators (LQG)).
- Only store hazardous waste in areas where aisle space allows for unimpeded access to containers.
- Store waste away from drains or catch basins.
- Store in a secure area with posted warning signs that read “Danger Hazardous Waste Accumulation Area-Unauthorized Personnel Keep Out”.
- Keep containers of hazardous waste closed except when adding or removing waste.

- Only use containers in good condition. Do NOT use a container that has signs of rust, damage or leaking.
- Only use containers that are compatible with the hazardous waste that is going to be stored.
- Do NOT store incompatible hazardous wastes in the same container.
- Ensure that all spill procedures are followed in the event of a spill.
- Practice good housekeeping.

Heart Attack

Policy

The most important thing to remember when someone experiences a heart attack is that time is muscle. The moment someone starts to show symptoms of a heart attack, medical services should be contacted immediately. Paramedics can start to administer early treatment on site which can save more of the person's heart muscle, which can lead to a person having a full recovery.

Safe Work Practices

NOTE: If you are not trained or do not feel comfortable about giving aid, immediately call 911 and follow the directions given by the dispatcher until the paramedics arrive.
Whether a person is at work or doing leisure activities, they can experience a heart attack. When someone has a heart attack, it is vital to get that person help. The more time that it takes for help to arrive, the less likely it is for the heart to recover from damaged muscle tissue. A delayed response could lead to death if help does not arrive in time.
When a person sees someone showing symptoms of a heart attack, they should:

- Have someone call 911. The person who calls should provide as much information as possible to the dispatcher.
    - If the person is unsure about the symptoms, paramedics can rule out a heart attack when they arrive on scene.
- Have the person sit or lie down. Their head should be kept elevated.
- Keep the person calm.
    - Don't lie or downplay the situation. Reassure the person that help is coming and that you will stay until help arrives.
- Have the person loosen any tight clothing.
    - If they can't do it themselves, help them by loosening buttons.
- Note the time of when symptoms appeared. Give this information to the paramedics upon arrival.
- If the person has fallen unconscious and their heart has stopped, someone who is trained in CPR should start to perform CPR as quickly as possible. In some cases, CPR has helped paramedics bring a person back from cardiac arrest when the person has experienced a heart attack.

In some situations, a person may insist on driving themselves to a hospital. Do NOT allow the person to drive. If a person drives, they could cause a motor accident, leading to more people needing medical assistance. It is always quicker for paramedics to transport a person experiencing a heart attack than the person attempting to drive or have someone else drive them.

Heat Illness Prevention

Policy

A healthy body temperature is maintained by the nervous system. As the body temperature increases, the body tries to maintain its normal temperature by transferring heat. Through sweating and blood flow to the skin, our bodies cool down. A heat-related illness occurs when our bodies can no longer transfer enough heat to keep us cool.

Safe Work Practices

Most heat related health problems can be prevented or risk reduced by following a few basic procedures.

- Good ventilation of an indoor facility
- Fans, evaporative cooling or mechanical refrigeration
- Acclimatization using short exposures followed by longer periods of work in the hot environment.
- Drink plenty of water
- Take frequent shade breaks
- Stay away from caffeinated drinks when working in hot environments
- Learn to recognize the symptoms of heat-related illnesses
- Use protective equipment (Hats, cool fabrics, etc.)

Heat Illness Prevention: Acclimatization

Policy

Acclimatization may not be rushed, because the body needs time to adjust. The majority of heat-related injuries and illnesses are due to improper or absence of heat acclimation procedures, so it is important that this step is not skipped or seen as optional!

Safe Work Practices

During acclimatization:

- Employees should do the heaviest work of the day during cooler hours, if possible.
- At least two hours in the heat are required each day.

Gradually increase your intensity level a little bit each day – don't push yourself too hard too early.

- Make sure you are drinking enough water – before becoming acclimated to the heat, your thirst reflex will not be very strong so you will have to remind yourself to drink even before you are thirsty (about one quart of water per hour).
- Employees who are not acclimated to the heat are required to take more frequent shade breaks than acclimated employees.

Heat Illness Prevention: High Heat

Policy

Working in the heat could be hazardous, and is especially so in weather of 95 degrees or hotter. Be sure to drink enough water, take shade breaks, and keep in communication with your supervisor or a partner so you can avoid heat illness and death for you or your coworkers.

Safe Work Practices

- Drink about four 8-oz cups per hour during hot weather
    - That's how much your body loses when you sweat
    - Know where the water is located
    - Do NOT drink too much water: "too much" is usually about 48 cups in a 24 hour period
- If possible, start work earlier in the day when it's coolest
- Try to do the heaviest jobs during the cooler hours of the morning or late afternoon when the sun is down
- Wear light colors and loose clothing to allow the body to breathe
- Get help if you are experiencing the symptoms of heat illnesses
- Rest in the shade when you need it
- If you are new, be sure someone is supervising you for the first 14 days until you are acclimatized (used to) the high heat

Heat Illness Prevention: Hydration

Policy

Water makes up about 80% of the brain and is an essential element in neurological transmissions. Poor hydration adversely affects our mental performance and learning ability.

Safe Work Practices

How much should we drink?

- The standard recommendation is at least 6-8 glasses a day.
- Drink regularly throughout the day, ensuring that plenty of additional fluid is taken in during warm weather.
- Replace electrolytes by drinking fluids that replace the electrolytes.

How does hydration work?

- The skin is the key to the body's ability to regulate its temperature (thermoregulation). Once the brain senses that there is an increase in temperature, it initiates thermoregulatory mechanisms.
- The skin is the main cooling organ. It maximizes heat loss by using radiation, convection, conduction and evaporation.
    - Radiation – heat is directly lost to the atmosphere.
    - Convection – heat loss is facilitated by moving air or water vapor.
    - Conduction – heat loss by direct contact with a cooler body.
    - Evaporation – heat is lost by turning liquid (sweat) into vapor (the skin's major heat loss mechanism).

Heat Illness Prevention: Indoor Workplace

Policy

Employees who work in high-heat areas are at risk for heat illness whether they work inside or outside. Even during the winter, employees should know the steps to prevent heat illness.

Safe Work Practices

- Identify work areas where heat illness may be a concern.
- Employees must be acclimated to high temperatures before working in the heat.
    - Increase workloads gradually and allow frequent breaks during the first few weeks.
- Whenever possible, distribute the workload evenly between warm and cool areas.
    - If you can, plan to rotate with another employee for efficiency.
- Schedule heavier work tasks during the cooler parts of the day, if possible.
- Drink one quart of water per hour.
- Employees should know the symptoms of heat illness, and procedures to follow if these symptoms are spotted in themselves or another coworker.

Hepatitis A

Policy

Although hepatitis A is a highly contagious virus, employee risk of infection can be minimized by following safe work practices, proper personal hygiene and reporting any hazards to their supervisor.

Safe Work Practices

- Wash your hands after bathroom use and before handling food.
- Don’t eat or drink anything that you think may have been prepared in unclean conditions.
- Avoid contamination by taking rest and meal breaks away from work and/or contaminated areas.
- Always drink safe drinking water.
- Use appropriate PPE if working in unsanitary working environments.
- Properly wash and cook food thoroughly before consumption.
- If infected, do not prepare meals for others.
- Notify supervisor of unclean or hazardous work areas.
- Dispose of all contaminated waste safely.
- Notify supervisor if you are experiencing any symptoms.

Hepatitis B

Policy

These guidelines have been established to promote workplace safety, and to help ensure that bloodborne pathogens are not spread. Hepatitis b is a serious illness and potentially deadly illness. It can be prevented by using safe work practices and proper personal protective equipment.

Safe Work Practices

- A safe and effective series of 3-4 shots spread out over a 6- month period.
- The vaccine stimulates a person's natural immune system.
- Antibodies are created which help to fight off the infection if exposed to hepatitis b.
- There is greater than 90% protection, after all 3 doses are received.

Horseplay in the Workplace

Policy

You are responsible for your own safety. Perform your job correctly, and follow the safety rules and procedures that have been designed to protect you. Failure to follow safety rules is dangerous, not only to yourself but to those around you. Do not encourage horseplay by participating in it or applauding it, for it can quickly turn from entertaining to threatening and become a safety rule violation that results in serious injury on the job.

Safe Work Practices

- Employees must never initiate or participate in horseplay of any kind.
- All regulations, guidelines and safety rules set by your employer must be followed to guarantee the protection of all personnel in the workplace.
- Report all unsafe or unprofessional behavior to a supervisor.
- Inappropriate behavior such as hazing, initiations, or other demoralizing activities that adversely affect safety are considered inappropriate.
- Any employees found participating in prohibited activities such as horseplay will be subject to disciplinary action.

Industrial Injuries

Policy

Industrial injuries are something that nobody wants to happen. However, when they do, it is important to remember what to do so the incident does not become worse. This includes administering the proper first aid and making sure serious injuries or illnesses are properly reported, and knowing how to investigate the accident so it does not happen again in the future.

Safe Work Practices

- Know where the first aid kit is located
- Know where eye wash stations, fire extinguishers, and other safety features around the workplace are located
- Know how to properly administer first aid
    - Be sure that the person administering first aid knows what they are doing so they don't make the injury worse.
- Once the emergency of the injury, illness, or death has been dealt with, you will want to make sure the accident never happens again. An accident investigation should stay neutral and not be used to blame employers or employees.
- Serious Injuries or Illnesses are required to be reported to OSHA
- You need to report a serious injury, illness, or death of an employee immediately. "Immediately" means:
    - As soon as practically possible and
    - No longer than 8 hours after you found out about it
- You need to report the serious injury, illness, or death of an employee by telephone to the nearest District Office of the Division of Occupational Safety and Health.
- Be sure to know which office that is and have their number on hand.

Infection Control

Policy

Infections that can be caught in medical environments are preventable. It takes a team of patients, visitors, and staff to help in the prevention and control of infections. Employees should follow all facility-specific infection prevention and control procedures when treating a patient. Employees can help the prevention of infection by educating both visitors and patients about what steps they can take to help stop the spread of infection.

Safe Work Practices

To help prevent and control the spread of secondary infections, employees should do the following:

- Wash your hands or use approved sanitizers before touching equipment or patients.
- Wear the appropriate personal protective equipment (PPE) for the task. Examples of PPE include:
  - Gloves
  - Gowns
  - Eye protection
  - Masks (surgical or N-95)
  - Head coverings
  - Shoe coverings
- All PPE should either be disposed of or properly decontaminated after use.
- Read and refer to guidance documentation provided by the World Health Organization (WHO), the Centers for Disease Control (CDC), etc.
- Follow all cough etiquette principles.
- Disinfect and protect all surfaces with which a patient could make contact.
- Handle all sharps with care.
- Discard sharps in designated sharp containers. Do NOT reach into a sharps container.
- If an employee experiences a needlestick, they should immediately clean the area with soap and water and inform their supervisor. Employees should follow their facilities needlestick procedures.
- Ensure that all appropriate patient placement procedures are followed.
- Properly handle, clean, and disinfect all equipment, instruments, and devices that will be used to treat the patient.
- Properly label, handle, and dispose of bio-hazardous materials.
- Carefully handle all laundry that comes into contact with patients. Soiled and contaminated laundry should be put in the designated receptacle. It is recommended that employees wash or sanitize their hands after touching soiled or contaminated laundry.
- Educate patients about what they can do to help prevent infection.

Kneeling and Squatting Techniques

Policy

Improper kneeling and squatting at work can put unnecessary strain on your body and lead to injury. Since back and knee injuries are incredibly slow-healing, it is best to avoid them altogether by practicing safe techniques when kneeling or squatting at work.

Safe Work Practices

Proper form during squatting includes:

- Keeping your spine straight, or in neutral position.
- Feet should be hip distance apart.
- Bend at the waist and use your leg muscles to lower yourself down.
- Keep your abs, glutes, and leg muscles activated so your back muscles are not strained.
- Avoid letting your knees go past your toes.

Proper form while kneeling includes:

- Keep your back straight, or in neutral position, as often as possible while kneeling.
- Stay in a “high kneeling” position with your body elevated and knees at a 90 degree angle.
- If you will be staying in one spot, kneel on a pad or cushion to protect your knees.
- Do not sit back, because your body weight will put too much pressure on your ankles.
- Try to change the kneeling position from time to time, this may include “half kneeling” on your left or right sides, or in a half lunge position with one leg propping up your body.

Additional Safety Steps:

- If possible, move your work from the floor to waist height to decrease the amount of kneeling.
- If available, switch to tools with extension handles that allow you to stand up while working.
- Do NOT twist while bending your back, particularly when using force to lift or push objects.
- Take breaks in between long periods of kneeling or squatting to stretch your muscles.

Ladder Selection

Policy

Selecting the right ladder for a job is the first step in preventing ladder-related accidents and injuries. There are a few factors that employees need to consider while selecting the right ladder; such as ladder type, height, duty rating, and material. Proper ladder selection and following safe work practices can reduce the risk of accidents and injuries.

Safe Work Practices

- Do not use a ladder until properly trained.
- Consider environmental and job operation factors before selecting ladder.
- Select the ladder that is the proper length for the job, consider:
    - Height to be reached.
    - Overlap requirement.
    - Permitted standing level.
- Inspect ladder prior to selection and use.
    - If ladder appears to be in poor condition, tag/label damaged and do not use.
- Read and follow all labels and markings on the ladder.
- Do not remove safety decals from ladders.
- Do not exceed the maximum load rating of a ladder.
- Do not use metal ladders near electrical exposure.
- Only use ladders for the purpose for which they were designed for.
    - Includes ladder accessories, such as levelers, jacks or hooks.

Ladder Storage

Policy

Even if you use a ladder correctly, you can still be injured around ladders if the correct storage guidelines are not followed. If you take the necessary precautions to prevent damage, the ladder will be able to do the job that it was intended to do.

Safe Work Practices

General Ladder Storage

- Ladders and all of their accessories must be maintained in good condition.
- Ladders should be stored in a dry and safe place.
- Never use ladders in any way which they are not intended to be used. For example: sitting on a ladder while it is in storage can be dangerous.
- Do not stack or store materials on ladders.
- All ladders must be properly secured during transport.
- Ladders should be stored on ladder racks specifically made for that purpose.
    - Ladder racks should be spaced out at intervals of 6 feet for proper support.
- Do not store ladders in the middle of walkways.
- Always return ladders to their storage areas after use.
- Ladders should be kept clean and free of contaminants that may deteriorate them or cause them to become slippery.

Wooden Ladders

- Wooden ladders that are to be used outside should be treated with a preservative to prevent damage from the elements, as well as an oil treatment to help keep the metal parts free of rust.
- Paint is not a suitable weather sealer, because it can fill or hide any dangerous cracks.
- Keep wooden ladders stored in well-ventilated areas where they will not be exposed to excessive heat or moisture.
- After removing a wooden ladder from storage and before using it, you should inspect the rungs and nails, and check for cracks, splinters, or any loose parts.

Metal Ladders

- Never store metal ladders where they may be exposed to fire or chemicals.
- Do not store metal ladders in areas with excessive moisture.
- After removing a metal ladder from storage and before using it, you should inspect it for loose rungs or other metal parts, dented rungs or rails, sharp edges or burrs, or corrosion damage.

Fiberglass Ladders

- Do not store fiberglass ladders where they can be exposed to fire, strong chemicals, sunlight or other ultraviolet light.
- After removing a fiberglass ladder from storage and before using it, you should inspect it for cracks, chips, or splinters, deformed rails or rungs, and any bends or breaks.

Ladders

Policy

Employees who exercise safe ladder use and safe work practices minimize their risk from falling, which can lead to serious injury and even death.

Safe Work Practices

- Select the proper ladder for the job, consider load capacity, height, and type of ladder.
- Avoid electrical hazards - do not use a metal ladder around exposed energized electrical equipment.
- Thoroughly inspect ladder before use.
    - Check joints between steps and side rails.
    - Make sure ladder rung is free from oil or grease.
    - Check for splints, loose bolts, or any defective or damaged parts.
- Remove defected ladders from service for repair or replacement.
- Use ladder only as designed, do not alter from manufacturer's specifications.
- Use proper erecting and positioning procedures, to ensure:
    - Footing support.
    - Top support.
    - Ladder security.
    - Safe angle of inclination.
- Wear appropriate attire and PPE.
- Do not erect ladders in front of unlocked or unblocked doors.
- Ascend and descend facing the ladder, while maintaining 3 points of contact.
- Do not lean out or overreach while on ladder.
- Ask for a helper to support the base of ladder for added ladder stability.

Lead Safety

Policy

Exposure to lead occurs in at least 120 different occupations, and lead becomes toxic if absorbed by the human body. No matter the time of exposure, lead can cause health problems including hearing and vision impairment, reproductive problems, and high blood pressure. It can even cause a condition which can lead to seizures, coma, and death. However, these problems can be avoided if the proper procedures are followed when dealing with lead.

Safe Work Practices

- Working safely with lead
  - Wear protective clothes such as gloves, hats, coveralls, and shoes or shoe coverlets
  - Clean the protective clothing weekly
  - Wear a respirator. Make sure your respirator fits properly and works properly
  - Do not eat, smoke, or apply make-up in areas with lead
- What to do after working with lead
  - Remove work clothes in a special changing area before going anywhere else, such as lunchrooms or home
  - DON'T shake the dust off the work clothes
  - Wash your hands and face
  - Follow housekeeping procedures as set by your employer to keep surfaces and air as free as possible from lead dust
  - Wear your respirator when cleaning up
  - Use vacuums- not compressed air- to clean up
  - Use dry or wet sweeping, the wet method (hosing down the work area), shoveling, or brushing ONLY if vacuuming has been tried and doesn't work
  - Try to keep material wet or at least damp when possible to keep the air free from lead dust
  - Talk to your doctor if you are worried about your level of lead absorption

Lifting

Policy

Back injuries are considered one of the most painful and costly problems plaguing the workplace today. Back Injuries are second only to the common cold for lost time on the job.

Safe Work Practices

- Test every load before you lift by pushing the object lightly with your hands or feet to see how easily it moves. This tells you about how heavy it is.
- Remember, a small size does not always mean a light load.
- Make sure the weight is balanced and packed so it won't move around.
- Loose pieces inside a box can cause accidents if the box becomes unbalanced. Be sure you have a tight grip on the object before you lift it.
- Handles applied to the object may help you lift it safely.
- To avoid hurting your back, use a ladder when you're lifting something over your head.
- Get as close as you can to the load. Slide the load towards you if you can.
- Don't arch your back--avoid reaching out for an object.
- Do the work with your legs and your arms--not your back.
- How to Avoid a Back Injury
    - Plan ahead before lifting: Knowing what you're doing and where you're going will prevent you from making awkward movements while holding something heavy. Clear a path, and if lifting something with another person, make sure both of you agree on the plan.
    - Lift close to your body: You will be a stronger and more stable lifter if the object is held close to your body rather than at the end of your reach. Make sure you have a firm hold on the object you are lifting, and keep it balanced close to your body. Keep the load close to your body. Having to reach out to lift and carry an object may hurt your back.
    - Feet shoulder width apart: A solid base of support is important while lifting. Holding your feet too close together will be unstable, too far apart will hinder movement. Keep the feet about shoulder width apart and take short steps.
    - Bend your knees and keep your back straight: Practice the lifting motion before you lift the object, and think about your motion before you lift. Focus on keeping you spine straight--raise and lower to the ground by bending your knees.
    - Tighten your stomach muscles: Tightening your abdominal muscles will hold your back in a good lifting position and will help prevent excessive force on the spine.
    - Lift with your legs: Your legs are many times stronger than your back muscles--let your strength work in your favor. Again, lower to the ground by bending your knees, not your back. Keeping your eyes focused upwards helps to keep your back straight.
    - If you're straining, get help: If an object is too heavy, or awkward in shape, make sure you have someone around who can help you lift.

- Wear a belt or back support: If you are lifting in your job or often at home a back belt can help you maintain a better lifting posture. A back belt or support will not prevent you from straining or hurting your back.

Lockout/Tagout (LOTO): Affected Employees

Policy

Lockout/tagout procedures may seem to be nothing but a hassle; however, these procedures help protect all employees who work with machines or equipment. Everyone may play a different role when it comes to carrying out the procedures, but everyone is a team when it comes to ensuring safety. The time taken away for maintenance and repair may seem unnecessary at times; however, when machines are properly repaired and maintained, employees will find that their work is more productive and safer.

Safe Work Practices

When a lockout/tagout is needed, affected employees should do the following to ensure everyone's safety during the process:

- Listen to all authorized employees when they notify you of a lockout/tagout. The information that they give you will be important as lockout/tagout could affect the lighting, air conditioning, or other factors of the work environment.
- Do NOT attempt to remove any locks or tags. These items are meant to be seen as a warning to other employees. Removing a lock or tag is illegal and could result in an authorized employee being injured or worse.
    - If a lock and tag needs to be removed, only your supervisor is allowed to do it and only after it has been established that the authorized employee is not at work and only when it is safe to do so.
- Do NOT attempt to turn on any machine or piece of equipment that has a lock and tag. Depending on the machine, attempting to turn it on could release any stored energy that didn't get removed from the machine, which could result in an injury or worse for the authorized employee.
- If a shift change is going to occur, ask who the authorized employee is in case you or other affected employees need to get in contact with them.
    - Tags should have the name of the authorized employee written on them.
- Remove yourself from the area or stay a safe distance away when authorized personnel are working on a machine or piece of equipment. This includes the time when authorized personnel are removing the locks and tags from machines.
- Do NOT work on a machine until you have been notified that the lockout/tagout is over.

Lockout/Tagout (LOTO): Authorized Employees

Policy

Lockout/tagout is an essential part of protecting employees while they perform certain tasks on a machine or piece of equipment. It takes everyone to make these procedures work; however, employees need to remember that they are responsible for their own safety. Lockout/tagout doesn't take too much time and it helps protect everyone.

Safe Work Practices

In addition to following the procedures of a lockout/tagout, employees should do the following to ensure their safety while performing maintenance or repair work:

- Assume responsibility for own safety while looking out for the safety of others.
- Communicate as much as possible with coworkers, especially during shift changes. Always provide as much information as possible to the person who will be taking over and do not leave until they have put their lock on and you have removed yours.
- Remember that each machine may have a different lockout/tagout procedure.
- Do NOT remove guards or other safety features while the machine is turned on or has power running to it.
- Only use your lock. Do NOT lend or trade locks with other authorized employees.
- Do NOT rush. It is better to take a few minutes and make sure everything has been properly performed than having an accident occur.

Loose Clothing, Long Hair, and Jewelry Safety

Policy

All employees want to be comfortable at work; however, loose clothing, loose long hair, and jewelry can potentially expose employees to harm when working with machines or certain types of tools. By following the safe work practices presented in this lesson, employees can help minimize their chances of an injury occurring by wearing the appropriate clothing, restraining long hair, and removing jewelry.

Safe Work Practices

Clothing
When wearing clothing in an industrial environment, employees should do the following:

- Follow all company-specific clothing policies.
- Wear close-fitting clothing or company-provided uniform.
- Avoid wearing clothing with tears or other damage.
- Tuck in shirts.
- Wear closed-toed or steel-toed shoes.
- Ensure that all shoelaces are tied prior to beginning work.
- Retie shoelaces if they come undone during the work day.
- If necessary, employees should roll up long sleeves.

Long hair
Employees who have long hair should do the following:

- Follow all company-specific hair policies.
- Tie back long hair.
    - Buns or other pinning methods are recommended.
- When appropriate, use hair nets or hats to keep hair up and out of the way.
- When appropriate, beard covering should be worn. The covering should hold the beard flush against the body.
- When appropriate, tie or bind the beard into a single strand and tuck it into the shirtfront.
- Shave facial hair when necessary.

Jewelry
Employees should remove jewelry prior to beginning their work. Jewelry can get caught in machines and tools, sometimes resulting in employees getting pulled into machines which could result in injury or death.

Material Handling: Lifting

Policy

There are many back injuries that occur every year due to improper lifting. Using proper lifting techniques, following company policies and procedures, and these safe work practices should help to prevent such injuries from occurring.

Safe Work Practices

- Before lifting, always test the load for stability and weight.
- For loads that are unstable or extremely heavy, follow management guidelines for:
  - Equipment use
  - Reducing the weight of the load
  - Repacking containers to increase stability
- Wear appropriate slip resistant shoes.
- Only wear gloves (if necessary) that fit and allow you to maintain a proper grip.
- Know your limitations, lift only as much as you can handle by yourself.
  - Seek assistance or use mechanical means if it is too heavy.
- Keep the lift in your “power zone”. The power zone includes the following:
  - Above the knees
  - Below the shoulders
  - Close to the body
- Preventative maintenance is important, whenever possible you should:
  - Reduce reaching and bending.
  - Reduce the stress on your back and shoulders.
  - Reduce the effort and force needed to perform the task at hand.

Material Handling: Safe Operations

Policy

Think how your actions will affect others. What will be the result of your action or lack of action? When you see a condition or circumstance that is not as you think it should be, tell someone, do something.

Safe Work Practices

- Size Up the Load
  - Determine if you can carry a load comfortably. Don't carry a big load alone.
  - Get help if the load is too big or bulky for one person.
  - Check for nails, splinters, rough strapping, and rough edges.
- Look for Special Hazards
  - Aisles and passageways must be kept clear of obstruction.
  - Watch for pedestrians.
  - Materials spilled in walkways must be cleaned up immediately.
  - When present, markings on aisles and walkways must be obeyed.
  - Materials or equipment must be stored so that sharp projections will not interfere with walkways.
  - Materials must be stored so adequate headroom is provided for the entire length of any aisle or walkway.
  - Watch for trip hazards.
  - Safe clearance must be allowed for walking in aisles where motorized or mechanical handling equipment is operating.
  - Bridges over conveyors and similar hazards must be kept in place.
- Wear Appropriate Protective Equipment
  - Never perform a task for which PPE is required but not available
  - Always wear and use required PPE correctly
  - Never use PPE that is defective or damaged
- Use the Right Equipment the Right Way
  - Keep clothing, fingers, hair, and other parts of the body away from the conveyor
  - Don't climb, step, sit or ride on conveyor at any time
  - Don't load conveyor outside of the design limits
  - Don't remove or alter conveyor guards or safety divides
  - Know location and function of all stop/start controls
  - Keep all stopping/starting control devices free from obstructions
  - All personnel must be clear of conveyor before starting
  - Report all unsafe practices to your supervisor
- Hand Trucks, Carts and Dollies

- Use the two-wheel hand truck only when handling light loads. Always use the four-wheel hand truck for heavy loads.
- Always make sure the weight is evenly distributed on all wheels of a hand truck, cart or dolly, especially with four-wheeled hand trucks with side railings.
- Never pull a cart, dolly, or hand truck. Always push it when moving loads.
- Secure loads with heavy-duty nylon belts.

Methyl Ethyl Ketone

Policy

Methyl ethyl ketone can be very dangerous if the appropriate safety steps are not taken. Employees are required to wear personal protective equipment and take every measure against accidents when working with this chemical.

Safe Work Practices

- Employees may not work with MEK unless authorized to do so, and only while wearing the required personal protective equipment.
- There should be no heat or ignition sources in areas where MEK is used, handled, or stored.
- Local exhaust ventilation should be used where MEK is used.
- Several short-term interval samples (up to 30 minutes each) should be taken from the worker's breathing zone each shift to determine the level of MEK in the air.
- Clothing that is contaminated with MEK must be removed immediately and placed in closed containers for storage until it can be discarded or cleaned.
- Employees must wash their faces, hands, and forearms thoroughly with soap and water before eating, drinking, smoking, or using the restroom.

Methylene Chloride

Policy

While methylene chloride can be considered dangerous, there are proper methods of handling that can help employees remain safe. Proper observance of company safety rules and following the rules of this lesson should help to ensure employee safety.

Safe Work Practices

- When working around methylene chloride the following personal protective equipment (PPE) should be used:
  - Eye/Face Protection
  - Skin Protection
  - Respiratory Protection should be provided if the following occurs: exposure exceeds the permissible exposure limit (PEL) of 25 ppm or short term exposure limit (STEL) of 125 ppm; engineering controls are not feasible; or emergencies
- Any and all leaks should be cleaned up by properly trained employees, who are wearing proper personal protective equipment. In areas where spills may occur:
  - Provisions for containment should be in place.
  - Leaks should be repaired and cleaned up promptly.
  - Contaminated material should be disposed of properly.

Methylene Chloride: Respiratory Protection

Policy

Proper respiratory protection is a vital element in ensuring employee safety when working with Methylene Chloride in any capacity. The proper equipment and the training on how to use the equipment is extremely important to prevent injury or death.

Safe Work Practices

Respiratory protection when using Methylene Chloride is required under the following conditions:

- When an employee is exposed to levels of methylene chloride levels that exceed the permissible exposure limits (PEL).
- When engineering and work practice controls are proven to be ineffective. Such as maintenance operations and repair activities.
- Engineering controls and work practices do not sufficiently reduce exposures to or below the PEL.
- During emergencies
- Canister respirators should only be used in the event of an emergency escape. The canister should be replaced immediately afterwards.

Night Shift Safety

Policy

Working night shift can make ordinary tasks more dangerous than they might be during the day, but you can stay safe by following all of the appropriate safety guidelines.

Safe Work Practices

- Employees transitioning from days to nights must be conditioned slowly into working night shift.
    - Starting a night shift schedule without letting your body adjust will make injuries and stress more likely.
- Try to stick with a night shift schedule or just a day shift schedule instead of switching back and forth. Each time you switch, your body will attempt to adjust your circadian rhythm which will cause physical and mental fatigue.
- Employees must understand their job duties and corresponding safety responsibilities.
- Make sure that adequate lighting is used to avoid working in the dark.
- Take frequent, short breaks - especially during the early morning hours when employees are more likely to have lower energy levels than any other time.
- There should always be an emergency plan in place regarding emergencies such as natural disasters or even attacks or robberies. Night shift workers must be aware of the procedures and be prepared to follow protocol if needed.
- Never working alone in confined spaces.
- Do not operate dangerous equipment or tools unless you have been properly trained and authorized to work on that specific piece of equipment by yourself.
- When working alone, always make sure somebody knows where you are.
- Keep your cell phone charged and have important numbers stored in case of an emergency.
- Before starting your tasks, and throughout the task, pay attention to your surroundings to assess any potential hazards.
- If you will be driving, have a clear travel plan and make sure others are aware of this plan.
- Be extremely careful and aware of your surroundings when walking to your car in the dark, especially if you are alone.

Noise Induced Hearing Loss

Policy

NIHL is a condition that employees can develop over time if they do not wear the appropriate hearing protection while working in loud environments or with loud pieces of equipment. However, this condition is preventable. Employees need to remember that are responsible for their safety, including their hearing.

Safe Work Practices

When an employee works in an environment or with equipment that exceeds 90 decibels, they should wear the appropriate hearing protection. When choosing and using hearing protection, employees should do the following:

- Inspect all hearing protection for damage and a comfortable fit. Do NOT wear damaged or improperly fitting hearing protection. Report all damaged hearing protection to your supervisor.
- Ensure that the hearing protection chosen fits with the work that you will be doing.
- Wear all hearing protection in accordance with the manufacturer's instructions.
- Do NOT remove hearing protection until you have either turned off the piece of equipment being used or you have left the area.
- Do NOT use headphones that are meant for music or other entertainment in place of proper hearing protection.
- Store all hearing protection in accordance with the manufacturer's instructions.

Overhydration Hazards

Policy

Water plays an important role in nearly every bodily function, and without it humans could not survive more than three days. It is vital that we get enough water to drink, but in very rare cases drinking too much water can have negative effects on the body.

Safe Work Practices

- Drinking water throughout the day instead of all at once.
- Making sure you get enough sodium in your diet, or drink sports drinks to replace electrolytes if you sweat at work.
- Staying alert for signs of overhydration.
- Seeking medical attention if you suspect you may be overhydrated.
- Understanding that overhydration is far less common than dehydration as long as you have no existing medical conditions.
    - Simply drinking when you are thirsty, or about one quart of water an hour, is a safe amount to make sure you do not become overhydrated OR dehydrated.

Painter Safety

Policy

Painting involves several different areas of safety, from being aware of the chemicals you are using to being sure you are following the proper procedures for working at heights. Although it seems like a lot, if you remember the following tips you can avoid negative consequences of painting.

Safe Work Practices

Paint Safety

- Always consult the Data Safety Sheet (SDS) or the instructions for the paint you are using
  - Be especially aware of what is and isn't safe to mix
- Close the lids tightly when you are finished with the paint
- Only buy as much paint as you need at a time
- If you do have paint leftover after you finish a project, do not store it near heat or ignition sources
- Wear the proper Personal Protective Equipment such as goggles and gloves, and even respirators if necessary

Working at Heights

- Stay away from power lines if you can
  - If you must work around power lines, do NOT use an aluminum ladder (use a fiberglass ladder instead)
- Be sure you set the ladder at a safe angle
- Keep the ladder free of paint, mud, or anything else that will cause it to be slippery
- Do not overreach while you are on the ladder
  - A good rule of thumb is to make sure your left shoulder doesn't pass the right side of the ladder, and vice versa
- Be sure you always have three points in contact with the ladder to avoid falling
  - "Three points" means at least two feet and a hand, or two hands and a foot

General Tips

- Keep unauthorized people and pets away from painting
- If you are working inside, be sure you have proper ventilation while painting
- Do not use flammable materials, such as gasoline, to clean your brushes
- Rotate tasks throughout the day so you do not overstrain yourself

Painting Near Residential Power Lines

Policy

Doing any kind of work in close proximity to power lines is very risky. The safety guidelines mentioned above will help decrease that risk, but not diminish it completely unless the lines have been de-energized. For this reason, only experienced and capable workers can be permitted to paint near power lines.

Safe Work Practices

- Examine the location of all power lines before starting the job.
- Never touch the power line with any part of your body or with any tool.
- You must assume that all power lines are energized until proven otherwise.
- Only grounded or insulated tools should be used around electricity.
- Metal ladders are prohibited, instead use a fiberglass or wood ladder to reach elevated locations.
- If using a boom lift, inspect the area for any overhead hazards before raising the lift.
- Make sure you are familiar with your company's Emergency Action Plan should an accident occur.
- If arc rated clothing is available, it is recommended when working near energized circuits.
- Additional measures may include appointing a spotter to ensure that the minimum clearance distance is maintained. Spotters must be located where the employee and lines are clearly visible.

Nominal voltage	Minimum Required Clearance (Feet)
600-50,000	6
Over 50,000- 345,000	10
Over 345,000-750,000	16
750,000-1,000,000	20

Painting: Airless Sprayers

Policy

Airless sprayers are convenient to use when spraying certain types of projects. These machines can be easy to use; however, they can potentially expose employees to harm if they are improperly used. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring when using an airless sprayer.

Safe Work Practices

Before using an airless sprayer, employees should do the following:

- Inspect all provided PPE for damage. Report damaged PPE to your supervisor. DO NOT wear damaged PPE.
- Inspect the sprayer for leaks or damage. Report leaking and damaged sprayers to your supervisor. Do NOT operate a sprayer that is leaking or damaged.
- Ensure that the sprayer has not been modified. Report modified sprayers to your supervisor. Do NOT operate a modified sprayer.
- Ensure that the area to be painted is free of debris, solvents, rags, and gasoline.

When using an airless sprayer, employees should do the following:

- Assemble and operate the sprayer in accordance with the manufacturer's instructions.
- Do NOT modify or alter the sprayer.
- Do NOT operate a sprayer when fatigued or when under the influence of drugs or alcohol.
- Only use fluids that have been specified by the manufacturer.
- Only operate in a well-ventilated area.
- Do NOT operate in explosive atmospheres.
- Do NOT spray in a confined area.
- Do NOT smoke in the spraying area.
- Do NOT aim the gun at coworkers or yourself.
- Ensure that the gun trigger is locked when the sprayer is not being used.
- Ensure that the guard tip is secure prior to spraying.
- Do NOT spray outdoors on windy days.
- Do NOT overreach.
- Be aware of your surroundings.
- Turn off the sprayer before attending to any clogs in the sprayer.
- Do NOT leave sprayers unattended.
- Clean and store sprayers in accordance with the manufacturer's instructions.
- Wash your hands before eating, drinking, smoking, or applying cosmetics (including lip balm).
    - It is recommended that employees also wash their face when possible.
- Report all injuries to your supervisor.

- It is recommended that painters keep an injection card with them while spraying. Employees can give these cards to attending medical physicians if they have sustained an injection injury. These cards provide treatment information. An injection card can be the size of a credit card or a card that folds out into a small poster. These cards can provide vital information for medical personal on the type of fluid, the amount of fluid, the pressure, how the fluid spreads, and elapse of the injury. The card may also provide notes for the attending physician on how to treat the injury.

Paints and Solvents

Policy

Some paints and solvents can be toxic, and most solvents are also very flammable. Employees who handle dangerous paints or solvents at work must first read the Safety Data Sheet (SDS) for the specific chemical they will be working with and agree to follow all of the necessary safety procedures.

Safe Work Practices

- Only work in areas with proper ventilation measures.
- Remove all ignition sources from areas where flammable materials are handled or stored.
- Make sure solvent containers are properly labeled and closed tightly when not in use.
- Never store solvents in areas that are not cool and well-ventilated.
- Paints, solvents and solvent-soaked rags must be disposed of appropriately. In some instances this may require a hazardous waste pickup service.

Personal Protective Equipment (PPE): Back Braces

Policy

OSHA and NIOSH neither recommend nor forbid use of the back brace for lifting heavy objects, instead reminding people to follow proper lifting techniques. Even though the usefulness of a back brace is debatable, proper lifting techniques are not, and you can avoid back injury as long as you follow those techniques.

Safe Work Practices

- Do not use your back to lift; instead lift with your knees
- Keep the load close to the body
- Do not twist your waist but keep your feet frozen while carrying something
- Keep the load between shoulder and knuckle height
- Ask for help if something is too heavy for you to carry by yourself
- Be sure your pathway is clear so you do not have to make any awkward movements

Personal Protective Equipment (PPE): Disposable Dust Masks and Respirators

Policy

Disposable dust masks and respirators are a safe and cost-effective option for some jobs. Do not use this type of respiratory protection unless you are sure it will be sufficient for your job and you understand all safety guidelines related to their use.

Safe Work Practices

- Do not use disposable respirators for lead, asbestos, cadmium, gases, vapors, fumes or smoke.
- Wearers of disposable respirators conduct a fit check each time they put on a respirator.
- Only choose respirators that display a label or statement of certification by NIOSH (National Institute for Occupational Safety and Health) on the packaging or respirator itself.
- Read all instructions provided by the manufacturer and adhere to the recommendations regarding the proper use, maintenance, cleaning, care, and warnings.
- Confirm that a good face seal is achieved by pinching the metal bar around your nose and making sure there are no gaps between the mask and your face.
- Never share disposable respirators with others.
- Keep respirators protected from moisture, dust or other contaminants at all times.
- Do not use a misshapen or bent disposable respirator.
- Prevent others from reusing a disposable respirator by breaking the straps when finished.
- Discard immediately if, at any time, the disposable respirator:
    - Becomes damaged or deformed;
    - No longer forms a seal;
    - Becomes visibly wet;
    - Becomes difficult to breathe through; or
    - Becomes contaminated in any way.

Personal Protective Equipment (PPE): Eye Protection and Preservation

Policy

Prevention is the key to protecting your eyes. Your ability to see is a very valuable asset. Don't take risks with your eyesight. Eye injuries are often permanent.

Safe Work Practices

- The primary prevention to eye injury is protection. Keeping the eyes shielded with the proper equipment is essential.
    - Safety Glasses: These are the most commonly used eye protection. They are made much stronger than street-wear lenses. They are impact resistant and come in prescription and non-prescription.
    - Goggles: These are very similar to the safety glasses, but they fit much closer to the eyes. These are necessary when working in situations which could result in chemicals splashes, fumes vapors and dust injuries.
    - Face Shields: Full-face shields are often required to guard against molten metal and chemicals splashes. These shields can be made to fit over a hard hat or to wear directly on the head.
    - Equipment Guards: Plant equipment and machinery is the source of many eye injuries. Be sure to use guards, screens and shields that are attached to any equipment. Make sure they are always in place and used along with additional eye protection.
- If an injury does occur, prompt attention is essential.
- Sudden Blow to the Eye
    - Apply a cold compress without pressure, or tape crushed ice in a plastic bag to the forehead and allow it to rest gently on the injured eye.
    - Seek immediate medical attention if pain continues, if vision is reduced, or if blood or discoloration appears in the eye.
- Penetration of the Eye
    - Do not wash out the eye.
    - Do not try to remove a foreign object stuck in the eye.
    - Seek immediate medical attention.
- Chemical Splashes
    - Check the label for specific first aid instructions and follow those instructions.
    - If washing of the eye is on the label for treatment, wash the eye out for at least fifteen minutes. Hold the eye open with your fingers and look into the running water.
- Foreign Particles
    - Flush the eye with water until the foreign object has come out.
    - If for some reason you cannot rinse the eye, loosely bandage it and get emergency medical treatment.
    - Never rub or try to remove objects embedded in the eye.

Personal Protective Equipment (PPE): Foot Safety

Policy

Proper footwear is important, not only for foot comfort but also for one's general well-being. Improper footwear can cause or aggravate existing foot problems. Workers may be exposed to various hazardous conditions on the job, including slippery surfaces, climbing hazards, handling or working around heavy equipment and machinery and working around electricity. These different working conditions may require different safety footwear to protect the foot, and the worker, from injury.

Safe Work Practices

- The OSHA regulations require foot protection when there is a danger of foot injuries. Depending on the specific hazards, employees may need to wear special foot protection such as:
    - Rubber or wooden-soled shoes for wet or slippery surfaces
    - Reinforced impact-resistant work shoes or boots to protect feet and toes from being bruised or crushed
    - Rubber or neoprene boots to protect against chemical hazards
    - Metal insoles or reinforced soles to protect against punctures
    - Non-conducting shoes, with no metal or nails, for working around electricity
- Even when special protective footwear isn't needed, work shoes or boots should:
    - Fit comfortably, without slipping or pinching the foot or toes.
    - Be solidly constructed of sturdy materials that can resist wear and tear.
    - Provide good foot support.
    - Have low heels and nonskid soles for good traction.
    - Be in good condition, with no rips or holes.
    - Fasten securely; laces shouldn't drag on the floor.

Personal Protective Equipment (PPE): Hand Protection

Policy

Protecting your hands is an extremely important part of your job. Gloves can help protect your hands from cuts, burns, frostbite, abrasions, punctures, chemical exposure and biohazards. Protecting your hands by wearing the appropriate gloves can help you to achieve the highest productivity in the safest manner possible.

Safe Work Practices

- Leather Gloves
  - Protects against abrasions
  - Good for working with wood to protect against splinters
- Cut-Resistant Gloves
  - This type of glove is form fitting and allows for a lot of dexterity.
  - Good for working with knives and for gripping.
- Heat-Resistant Gloves
  - Good choice for applications requiring moderate protection or handling rough, sharp metal parts and for high heat protection.
- Chemical-Resistant Gloves
  - Since no one coating can protect against every chemical, it is important to know what chemical or chemicals you are working with so that you choose the right type of glove with the right coating.
- Vibration-Resistant Gloves
  - Jobs involving repetitive impact and vibration can lead to carpal tunnel syndrome and other debilitating injuries.
  - Good for when you are using pneumatic tools, rivet guns or jack hammers.
- Welding Gloves
  - Depending on the heat protection, durability and dexterity you require, will depend on the type of welding glove you will need.
- Mechanic Gloves
  - Designed for dexterity as well as guarding against scrapes and nicks.
- Cold-Condition Gloves
  - Designed for warmth, grip and dryness.
  - Good for those who work in refrigerated areas as well as outdoors.
- Disposable Gloves
  - Disposable gloves are used in food, industrial, light chemical, dental and medical applications.
  - Disposable gloves are available in polyethylene, vinyl, latex, and nitrile. They are also available in varying thicknesses (measured in millimeters) from 3 mil to 15 mil.

Personal Protective Equipment (PPE): Hard Hats

Policy

Wearing a hard hat is the first line of defense against head injuries on the job. Prevention of head injuries is an important factor on any job site.

Safe Work Practices

- Maintenance of your hard hat will help it to last longer and keep you protected. Doing a shell degrading test would include the following:
  - Compress the shell inward from both sides about 1 inch.
  - Release without dropping the shell.
  - The shell should return to its original shape quickly.
  - If elasticity is not similar to a new shell, it should be replaced.
- The hard hat shell should be replaced if:
  - The brim or shell is nicked, cracked, perforated or deformed.
  - Chalking or fading of the surface.
  - Flaking of the surface.
  - The shell is stiff or brittle.
  - The helmet has been struck by a falling object.
  - The helmet has had an electrical contact.
- Check the suspension and if you see any of the following, replace the suspension:
  - Cracking
  - Tearing
  - Fraying
  - No longer holds the shell from 1 to 1-1/4 inches away from the head.
- Cleaning
  - Remove the head liner and inspect for defects. (If there are defects, replace the liner.)
  - Immerse the shell in hot water and detergent for one minute.
  - Scrub.
  - Rinsed in clear hot water.
  - Inspect for defects. (If there are defects, replace the shell.)

Personal Protective Equipment (PPE): Hearing Protection

Policy

Hearing protection is just one part of a complete hearing conservation program that should include engineering controls, administrative controls, and available hearing protection devices. Employees must obey all applicable guidelines in the hearing conservation program, including wearing hearing protection devices when necessary.

Safe Work Practices

The choice of hearing protective devices may depend on the noise level, comfort, and the suitability of the hearing protection device for both the worker and the environment. The three general types of hearing protection are:

- Ear plugs are pre-formed or moldable pieces of foam that are inserted to block the ear canal. These typically have a noise reduction rating between 20 and 30 which means that wearing them will reduce the existing noise by 20-30 decibels based on laboratory test data.
- Ear caps seal the opening to the ear without actually entering the ear canal. These typically have a NRR between 20 and 30 decibels.
- Ear muffs consist of a headband connecting two hard outer cups that fit around the ear and contains sound-reducing material with soft ear cushions inside. These typically have a NRR between 20 and 35 decibels.

Personal Protective Equipment (PPE): Knee Pads

Policy

The knee is the largest joint in the body, making it the most susceptible to injury. Unfortunately, the knees are also made up of the slowest healing tissues (cartilage and tendons), which means that injuries in this area heal very slowly. If your work exposes you to pressure or impact to the knees in any way – wearing knee pads is a necessity.

Safe Work Practices

- Types – Knee pads wrap around your knee joint, and provide needed support to that area. The amount of support you need should determine what kind of knee pads to wear.
    - Cloth Brace – these slide on like cuffs and protect the back of your knee as well as the knee cap in the front. They fit snugly to offer gentle support without being bulky.
    - Soft Cap – provides more cushion and support than a cloth brace, while still allowing free range of motion and flexibility.
    - Hard Cap – offers the most protection from long periods of kneeling. Includes a rigid outer shell that may be rubberized – ideal for flooring projects, as the rubber will not scuff new floors as they are put in.
- Jobs that put pressure or strain on your knees should always be done with knee pads
- Make sure you wear the right type of knee pad for the job
- The added support that knee pads provide during jobs that require frequent use of your knees should increase your performance and speed
- Immediately call your healthcare provider if you are experiencing sudden or increased pain to your knee joints

Personal Protective Equipment (PPE): Respiratory Protection

Policy

Respirators are a means of protecting you from harmful fumes, dust, vapors and gases that may cause cancer, lung impairment or other respiratory diseases. The improper use of respiratory equipment can cause death so proper use and maintenance are of extreme importance.

Safe Work Practices

- Respirator selection – use the right respirator for the job.
- Respirator should be stored in a clean and sanitary location.
- Respirators should be inspected before and after each use.
- Check for defects such as tears in the facepiece, missing straps and missing valves.
- Respirators should be replaced if damaged or not working properly.
- Tight-fitting respirators should not be worn by those with beards.
- Know when and where to use respiratory protection.
- Know what type of respirator protection to use.
- Maintain your equipment and replace when needed.
- Get re-evaluated every year.
- Employees should leave the area where respirators are required for any of the following reasons:
    - To replace filters or cartridges.
    - When they smell or taste a chemical inside the respirator.
    - When they notice a change in breathing resistance.
    - To adjust their respirator.
    - To wash their face or respirator.
    - If they become ill.
    - If they experience dizziness, nausea, weakness, breathing difficulty, coughing, sneezing, vomiting, fever or chills.

Personal Protective Equipment (PPE): Spill Cleanup

Policy

Whether you are working in a research laboratory or a chemical processing plant, spills can be hazardous to your health. Therefore, if you need to clean up spills, you must wear the proper Personal Protective Equipment (PPE).

Safe Work Practices

- Have the proper PPE on hand before there are any spills
  - Spills won't wait for you to find and buy the right PPE because they happen without warning
  - Gather information about all chemicals that could spill so you are prepared for the worse that can happen
  - Assess what you have on hand: you may already have the correct PPE to deal with spills if you are exposed to the chemical as part of regular work
- Keep your PPE in an easily accessible area
- Keep your PPE clean and regularly maintained
  - Dirty or fogged lenses could impair vision
  - Holes in gloves, suits, or shoes could allow hazardous substances to come into contact with the body
- Participate in training and drills
  - Get used to your PPE so when a real emergency happens, you aren't wasting time trying to navigate the awkward suits, gloves, masks, or boots

Power Tool Safety

Policy

Power tools are such a normal part of our lives we sometimes forget to take the proper precautions for our safety, resulting in injuries ranging from eye injuries to electrocution. The following are helpful tips for power tool safety.

Safe Work Practices

- You should always inspect every tool before you use it. Look for:
  - Missing parts (such as safety guards)
  - Loose or dull blades
  - Cuts in plug and cord insulation
  - Defects or cracks in the tool housing
  - Problems with guards and safety shut-off switches
  - If you do find something wrong with the tools, remove them from service and label them “Do Not Use” until repairs are made.
- Common protective gear includes:
  - Gloves
  - Ear plugs
  - Eye protection
- DO NOT wear loose or baggy clothing or jewelry- it may get caught in the tool and cause damage to you or the tool
- Be sure the work area is free of clutter and well lit
- Be especially mindful of flammable materials and rags- sparks from the tool could start a fire
- Try not to use the tools in wet and conductive locations, but if you do, be sure the tools are grounded
- Using the tool
  - Know where the emergency shutoff switch is
  - Do NOT use the tool for anything else other than what it was designed for
  - Keep all people not involved with the work at a safe distance from the work area
  - Do not hold fingers on the switch when carrying the tool
  - Keep good balance and posture while using the tool
  - Know where the cords are to avoid tripping or cutting the cord
- After use
  - Do NOT carry the tool by its cord
  - Store the tool in a safe place
  - Sharpen and clean the tools- follow the owner’s instructions
- When working with power tools, remember:
  - Don’t operate a tool unless you know how to use it
  - Inspect the tool before you use it

- Wear proper clothing and gear
- Prepare your work area
- Use the tool properly and be aware of your surroundings
- Safely store the tool until next time

Pressure Washers

Policy

Pressure washers operate at pressures from 1,000 to 5,000 psi, meaning that they are capable of causing serious property damage and personal injury. To avoid this, be sure to be smart and follow the proper procedures when using pressure washers.

Safe Work Practices

- Only use chemicals approved for use with that specific pressure washer
- Check the engine oil level every time you use the washer
- Check the parts of the safety washer to make sure they are in good shape and properly connected
- Never refuel a hot or running engine
- Wait at least two minutes after it is turned off before refilling
- Be sure electric pressure washers are properly connected and grounded
- Identify and know how to operate emergency fuel cut offs
- In winter:
    - Store the pump in a warm area
    - Use compressed air to release the remaining fluid
- Connect and turn on the water supply before you turn on the pressure washer
- Set the trigger safety lock when the gun valve is not in use
- Be aware of the location of electricity sources such as power lines and fuse boxes and keep the water away from them
- Get used to the pressure washer
- Begin with the spray far away from the surface and gradually find the right distance for cleaning-to close may destroy the surface being cleaned
- Be aware that the washer may “jump” when it is first turned on
- Do not exceed the manufacturer’s safe operating pressures for hoses, valves, and other fittings
- Never leave the unit unattended
- Try not to use gasoline-powered washers inside; if you must use them inside, be sure the area is well ventilated to avoid carbon monoxide poisoning
- Never point the gun at yourself or another person
- Personal Safety
    - Wear safety goggles or face shields when operating a pressure washer
    - Wear ear protection to prevent hearing loss
    - The pressure can cause loss of balance
    - Use an extension like a spray arm to help clean areas that are out of reach
    - Never wear open toed shoes

- Never attempt to rinse off any part of your body with the water jet; it can easily penetrate skin

Preventing Injuries from Falling Objects

Policy

Falling objects can cause injuries and death, not only for workers but for the general public as well. In order to prevent these types of injuries and fatalities, remember the following tips.

Safe Work Practices

PROPERLY TRANSPORTING THE LOAD

- If possible, transport loads at times when fewer people are present
- Have a spotter in place to tell you where it is safe to move and swing the load
- Never assume other people can see you or your loads
- Do not stack loads too high
    - Stack loads to prevent sliding, falling, or collapse
- If bad weather increases the danger for transportation, focus on another project until you can transport the load safely

KEEPING YOUR WORKSPACE SAFE

- Do not leave loose items or tools on window ledges, shelves, cranes, or working platforms
    - Stack them on a flat surface or a safe, designated storage place
    - If necessary, cross tie or cover them to keep them in place
- Use close boarded platforms or toe boards so it is more difficult for anything on the platform to fall over the edge
- Use tool and material lanyards
- Use canopies or nets to catch falling items
- Never throw materials or tools
    - Use lanyards or buckets to transport tools up and down
- Clean up debris immediately
- Report any loose supports or platforms to your supervisor

SAFETY ON THE GROUND
Although workers above will try hard to make sure that nothing falls, workers on the ground have a responsibility to be safe as well.

- Wear Personal Protective Equipment
    - Hard hats
    - Safety boots
- Do not walk under loads
- Follow warning signs and do not go into areas that are off-limits
- Be alert at all times

Release or Threatened Release of Hazardous Materials or Waste and Emergency Response (Minor On-Site Incidents)

Policy

The release or threatened release of a hazardous material or waste can be handled by employees if it is small. Remember, your safety and the safety of your coworkers comes first. If you do not feel comfortable handling a spill, alert someone who is. If you do not know what the substance, object, or chemical is, do not hesitate to call in outside help. When employees utilize the safe work practices provided, they will help protect themselves and the public from the release or threatened release of a hazardous material or waste.

Safe Work Practices

Due to the varied nature of hazardous materials and waste, you should be prepared for any accidents that may occur by performing the following safe work practices:

- Know your company's emergency response plan. If you don't know the location or have questions, ask your manager, supervisor, or competent person.
- Know who you report an accident to; reporting an accident quickly will help in stopping and containing the material.
    - If your emergency response plan has a select team of people designated as the hazardous clean up crew, know who is on the team and who to contact in the event of an accident.
- Become familiar with all containment and cleaning procedures.
- Attend and complete all required trainings.
- Know where all PPE is stored. PPE should be inspected daily or before use.
- Ensure that items are stored properly and in compliance with all manufacturer instructions. Storage should also comply with all local and federal laws.
- Know the location for evacuations or informational meetings. This spot should be a safe distance from the spill.

Should a spill or release of fumes, mists, or gases occur, do NOT panic. Use your prior knowledge of policies and procedures to help you contain and clean up the spill or stop the release of any fumes, mists, or gases.

- Should the material get on you, immediately clean it off in accordance with the manufacturer's instructions. Do NOT breathe in any fumes, mists, or gases.
- Report the incident in accordance with your company's emergency response plan.
- Only those employees who are trained and wearing the proper PPE should clean and contain the spill or stop the release of fumes, mists or gases. Do NOT attempt to clean up or handle hazardous materials and waste if you are not wearing the proper PPE.

- The material should be cleaned up in accordance with manufacturer's instructions, as well as all local and federal laws.
- All employees who are not helping with the clean up should be kept away from the area of the spill or release. This is to help in the prevention of injury and exposure.
- All disposal procedures should be followed once the spill has been dealt with. This includes disposing of material in accordance with all local and federal laws. Depending on the substance, a HAZMAT team may need to be contacted for clean up or disposal instructions.
- PPE should be disposed of or decontaminated in accordance with local and federal laws.
- Ensure that all documentation has been filled out and filed in accordance with company policy, as well as local and federal laws.

Repetitive Motion Injury

Policy

Understanding the causes and symptoms is the first step in preventing RMI. If you think you have a Repetitive Motion Injury, let your supervisor know and see your physician as soon as possible.

Safe Work Practices

To help in the prevention of RMI's, employees could do one or more of the following:

- Take scheduled breaks.
- Vary or rotate tasks whenever possible.
- Keep your hands warm. Cold hands tend to grip tools and materials too tightly.
- Shake out your hands or rotate your hands and wrists periodically.
- Keep wrists in a neutral position.
- Avoid prolonged bending of the wrists.
- Avoid excessive pressure on parts of the hand, wrists or arm.
- Make adjustments at your workstation.
- Grip tools correctly
- Wear protective equipment when using tools with high levels of vibration, especially below 1,000 cycles per second.
- Wear proper fitting gloves when required. Vibration absorbing padding in gloves can lessen the adverse effects of some tools.
- Avoid wearing watches, bracelets or tight clothing that hampers wrist circulation.
- Grasp objects with the whole hand if possible.

Reporting Work-Related Injury and Illness

Policy

When an injury or illness occurs at the workplace, an employee needs to report it. Even a minor injury should be reported. Some employees may think that minor things, such as a paper cut, do not need to be reported; after all they can just put a band aid on it and return to work. However, employees need to remember that even paper cuts can get infected. Both you and your supervisor want you to be able to work and part of that includes getting injuries and illnesses treated and reported.

Safe Work Practices

Employees should always follow their company's specific procedures for reporting injuries and illnesses that occur at work. Injuries and illnesses should be reported immediately or as soon as possible. When reporting an injury or illness, an employee should do the following:

- Report the injury or symptoms immediately (or as soon as possible if you are seeking medical treatment) to your supervisor or designated person.
- Give details about the injury or symptoms. Details include:
    - Date
    - Time
    - Description of the work area and activities being performed
    - The names of eyewitnesses or coworkers who aided the employee
    - Symptoms (if applicable)

Note: If possible, give an estimated time of when symptoms first appeared.

- Fill out any forms that relate to the reporting of a work-related injury or illness.
    - Depending on the situation, your employer may give you a form for your medical provider or other medical professional to fill out. Return this form as soon as possible to your supervisor or designated person.
- Keep your supervisor or designated person up-to-date on any ongoing medical treatment or accommodations that you are receiving or will need.

Respirable Crystalline Silica

Policy

Crystalline silica can cause silicosis and other non-reversible diseases when inhaled, but these diseases are completely preventable if employees reduce their exposure and follow all of the required safe work practices.

Safe Work Practices

Employees who work with silica can protect themselves by following all of the required safe work practices, such as:

- Reducing silica dust exposure by:
  - Using materials that do not contain silica, whenever possible.
  - Using water to suppress the amount of dust generated, or vacuums to capture dust at the source.
  - When water or vacuums are not feasible, or if the exposures are still high even with these controls, a NIOSH approved respirator must be used (however, respirators won't protect those working close by like other control measures will).
- Never eat, drink, or use tobacco products in dusty areas.
- Wash hands and face before eating, drinking, or smoking outside of dusty areas.
- Change into disposable or washable work clothes at the worksite
- Do NOT blow or shake your clothes to remove the silica dust
- Shower (if possible) and change into clean clothes before leaving the worksite to prevent contamination of other work areas, cars, and homes.
- Park cars where they will not be contaminated with silica.
- Make sure to participate in training and take advantage of any health or lung screening programs offered by your employer.

Respirators: Air Purifying

Policy

Air-purifying respirators (APRs) have filters, cartridges, or canisters that are used against particulates, gases, and vapors that are at atmospheric concentrations less than immediately dangerous to life and health (IDLH). Employees who use respirators properly are better equipped to work safely in their work area.

Safe Work Practices

- Do not use respirator unless trained and aware of uses and limitations.
- Make sure the right filter, cartridge or canister is selected before use.
- Inspect respirators and filter, cartridge, or canister before and after use.
- Respirators should be cleaned, maintained, and stored as recommended by the manufacturer.
- If a respirator impairs one's ability to see, hear communication or move as necessary, report it to a supervisor immediately.
- Facial hair is prohibited when using respirators that require a tight seal of the respirator to the face.
- Select a different respirator if the fit of the respirator is unacceptable.
- If an employee experiences breathing difficulty while wearing respirator, leave the work area immediately, remove respirator and report the difficulty to supervisor.
- Prior to voluntary use of respirator, employees are required to have the following completed:
    - Medical evaluation.
    - Fit testing.
    - Review of Appendix D.

Respirators: Dust (Nuisance) Masks

Policy

Dust masks are used in a variety of applications including mowing, gardening, sweeping and dusting. Their purpose is to provide protection against nuisance dust only and is used for employee comfort.

Safe Work Practices

- Prior to use of dust (nuisance) masks, employees should review the contents of Appendix D.
- Do not wear dust masks in environments which require the use of particulate (filtering facepiece) respirators.
- Ensure that the use of dust (nuisance) masks does not create a hazard in itself.
- Heed all instructions regarding the dust (nuisance) mask limitations.
- Employees should not share dust (nuisance) masks.
- Keep track of your dust (nuisance) mask so that you do not mistakenly use someone else's.
- Replace dust (nuisance) masks daily or when they become soiled, damp or contaminated in any way.
- Discontinue use if breathing becomes impaired.

Respirators: Particulate

Policy

Particulate respirators are the simplest, least expensive, and least protective of the respirator types available. These respirators only provide a filter barrier to dusts, mists, fumes, and fibers. The commonly known

Safe Work Practices

- Inspect all respirators for wear and tear before and after each use, giving special attention to rubber or plastic parts that may deteriorate or lose pliability.
- Respirators should be used and maintained as recommended by the manufacturer.
- Replace when respirator becomes discolored, damaged, or clogged.
- Do not use for protection against gases, vapors, or oxygen deficiency.
- Only use NIOSH approved and labeled respirators.
- Select a different respirator if the fit of the respirator is unacceptable.
- The following criteria should be used to help determine the adequacy of the respirator fit:
    - Chin properly placed;
    - Adequate strap tension (not overly tightened);
    - Fit across nose bridge;
    - Respirator of proper size to span distance from nose to chin;
    - Tendency of respirator to slip; and
    - Self-observation in mirror to evaluate fit and respirator position.
- If an employee experiences breathing difficulty while wearing respirator, leave the work area immediately, remove respirator and report the difficulty to supervisor.
- Prior to voluntary use of this respirator, employees are required to have the following completed:
    - Medical evaluation.
    - Fit testing.
    - Review of Appendix D.

Respirators: Supplied Air

Policy

Supplied air respirators (SARs), also known as atmosphere-supplying respirators, supply clean air directly to the user from a source other than the air surrounding the user. The respirator may be connected to a large, stationary air supply tank via a long hose or may be equipped with a small portable air tank that is worn on the body. Equipping employees with the knowledge to adequately perform their job duties while wearing respirators is crucial to ensuring their safety.

Safe Work Practices

- Inspect all respirators for wear and tear before and after each use, giving special attention to rubber or plastic parts that may deteriorate or lose pliability.
- Respirators should be cleaned, maintained, and stored as recommended by the manufacturer.
- If a respirator impairs one's ability to see, hear communication or move as necessary, report it to a supervisor immediately.
- Use the lightest respirator possible that presents the least breathing resistance.
- Facial hair is prohibited when using respirators that require a tight seal of the respirator to the face.
- Select a different respirator if the fit of the respirator is unacceptable.
- The following criteria should be used to help determine the adequacy of the respirator fit:
    - Chin properly placed;
    - Adequate strap tension (not overly tightened);
    - Fit across nose bridge;
    - Respirator of proper size to span distance from nose to chin;
    - Tendency of respirator to slip; and
    - Self-observation in mirror to evaluate fit and respirator position.
- If an employee experiences breathing difficulty while wearing respirator, leave the work area immediately, remove respirator and report the difficulty to supervisor.
- Prior to voluntary use of this respirator, employees are required to have the following completed:
    - Medical evaluation.
    - Fit testing.
    - Review of Appendix D.

Responding to an Active Shooter Incident

Policy

An active shooting, or mass casualty incident, is when there is an individual or individuals that are armed and attempting to kill at random in a populated area. While there is no way to predict when an active shooting will happen, all employees must know the safe steps of action that can be taken in the unfortunate event that one should occur because you never know if your workplace will be targeted.

Safe Work Practices

- The best and safest option is to run if you have access to an escape route.
    - If you feel like evacuating is the safest option, you should do so even if nobody goes with you.
    - Do not take the time to gather your belongings before leaving.
    - If you notice somebody who needs assistance, you should stop to help them on your way.
    - Once you are outside, warn others from entering the active shooting zone.
    - Call 911 once you are in a safe, secure location. Knowing details such as how many shooters there are and about how many injured persons are on the scene will help the dispatcher know what to expect upon arriving at the scene.
- When evacuation is not possible, the second best option is to hide.
    - If you decide to hide, quickly and quietly find a safe location.
    - Secure your hiding place the best you can by locking or blockading the door.
    - Turn off all lights, silence your cell phone, and remain calm while hiding.
    - Ideally, your hiding place should provide protection if shots are fired in your direction, be out of the shooters view, and should not restrict your options for movement.
- If running or hiding are not options, fighting can become a last resort. However, this can make the situation even more dangerous and should not be considered over the safer options previously mentioned. If you have no other choice, follow the guidelines below:
    - Improvise weapons out of heavy objects around the room.
    - Attack in a group, if possible.
    - Fully commit to your actions and be aggressive in your attempts to incapacitate the shooter.
- Throughout the ordeal you should be aware of your environment and always have an exit plan in mind. Once first responders are on the scene, remember:
    - First responders are there to stop the shooter – NOT to assist the injured.
    - Remain calm and follow ALL instructions given to you by law enforcement.
    - Keep your hands visible and avoid pointing or shouting.
    - Throughout the incident (and on a regular basis) you should pay attention to your surroundings in order to be a good witness and give a detailed description of the events.

Safety Signs

Policy

Signs are never a substitute for good safety procedures and training, they are useful to remind us of hazards and ways we can protect against them. Always take seriously the information on a sign whether in the workplace or on the road. You can prevent injuries and save lives if you understand the signs and the hazard they are warning about.

Safe Work Practices

- Danger Signs
  - Red and black with white field
  - Indicate an immediate hazardous situation which could result in severe injury or death
- Warning Signs
  - Orange with black lettering
  - Indicate a potentially hazardous situation which could result in severe injury or death
- Caution Signs
  - Yellow with black lettering
  - Indicate a hazardous situation which may result in a moderate injury
- Notice Signs
  - Blue and white
  - Indicate company policies relating to the safety of personnel or protection of the property
- Safety First Signs
  - Green and white
  - Indicate general safety instructions as respect to safe working conditions
- Special Safety Signs
  - Various colors depending on the sign and are usually signs for biological hazards and radiation hazards
  - Alerts us to the present or potential presence of blood or other biological hazards
- Safety Instruction Signs
  - Green and white
  - Remind you to report accidents, help locate first-aid equipment and direct you along an evacuation route

Safety Vests

Policy

In order to avoid accidents due to low visibility, wear the correct safety vest for each task as mandated by the ANSI.

Safe Work Practices

- Class 1 safety vests are good for workers in controlled environments, such as loading docks and parking lots- basically for people who work around traffic that is travelling 25 mph or less. Class 1 safety vests should have at least 155 square inches of reflective material. Examples of workers who wear Class 1 safety vests are:
    - Parking attendants
    - Warehouse personnel
    - People who get shopping carts from parking lots
- Class 2 safety vests are for people who work near traffic that goes faster than 25 mph and who won't be devoting their full attention to the traffic. Class 2 safety vests should have at least 201 square inches of reflective material. Examples of workers who need to wear Class 2 safety vest are:
    - Forestry Workers
    - Law Enforcement Personnel
    - School Crossing Guards
    - Airport Baggage Handlers & Ground Crew
    - Parking and Toll Gate Personnel
- Class 3 safety vests are for workers who deal with traffic traveling at speeds of 50 mph or higher and who work in all manner of weather. Class 3 safety vests are for workers who face serious hazards or whose task load requires a shift of attention away from their work. The enhanced visibility must be on the chest, back, arms and possibly legs. Class 3 safety vests should have at least 310 square inches of reflective material. Examples of workers who need to wear Class 3 safety vests are:
    - Accident Site Investigators
    - Emergency Responders
    - Railway Workers
    - Utility Workers
    - Survey & Flagging Crews

Sanding Safety

Policy

Whether you are sanding by hand or using a machine, always stay safe. Remember to wear the proper personal protective equipment, properly clean up, use common sense and follow the safety tips in this lesson.

Safe Work Practices

SAFETY PRECAUTIONS

- Use machine guards
- Make sure you are using the correct area of the sander (ie on a belt sander, use the downward moving side of the belt to sand)
    - If you sand on the upward moving side, the workpiece could be flung out of your hands and across the room
- Keep the sanders properly maintained
    - Replace torn or excessively worn out parts (including the belt) immediately to avoid destruction of the machine and make flying chips less of an occurrence
    - Always unplug the machine before performing maintenance
- Do not stand directly in line with the workpiece
- Make sure the machine is in the “off” position before plugging it in
- Stand clear when the machine is first turned on
- Start at a low speed and increase it slowly until it is the proper speed
    - Excessive speed can cause the wood to burn and can clog the sander
- Beware of sanding older objects
    - Some older objects could have lead-based paint, which will form a harmful dust if sanded
- Avoid excessive pressure
    - Excessive pressure will cause too much friction that can cause burning and clogging
- Tie back long hair and do not wear loose fitting clothing or jewelry that can easily get caught
- Keep the electrical cord away from the sander
    - Damaged electrical cords can cause electric shock

WHEN YOU ARE DONE

- Never blow the sawdust to clean it up
    - Blowing it could cause buildup in the machine, factory, or even your lungs
    - Use a broom instead
- Unplug or use proper lockout/tagout procedures when you are done for the day

Scaffold Safety

Policy

Always remember to follow the proper procedures with scaffolding, whether erecting it or using it. Protect yourselves and others from falls, electrocution, falling objects, and problems with the scaffold by having a qualified person present at all times, using fall protection, and remembering the dos and don'ts of working with scaffolds.

Safe Work Practices

- Dos
  - Stay as far away as possible from power lines
  - Secure tools and equipment to the area or put a net or toeboards in place to prevent them from falling on people below the scaffold
  - Make sure scaffolds are on solid surfaces
  - Inspect all scaffolds and materials before you erect them or use them
  - Wear a hard hat while working under and around scaffolds
  - Be aware of your surroundings and use common sense
- Don'ts
  - Don't forget to use fall protection equipment
  - Don't allow debris to build up on the scaffolds
  - Don't overload scaffolds
  - Don't overreach
  - Don't use the form or braces to climb up the scaffold; use a designated stairway or ladder instead
  - Don't work on a scaffold in high winds or a storm, and always scrape off ice and snow if you must be up there

Scaffolding Requirements

Policy

Scaffolding is a convenient way to work above ground, and is a requirement on job sites where work cannot safely be performed from a ladder. Safety is the most important thing and following these rules and safe work practices will help to ensure a safe work environment.

Safe Work Practices

- Scaffolds should be anchored and braced to prevent swaying, tipping or collapsing.
- A safe and unobstructed means of access should be provided to all scaffold platforms.
- Workers should not be permitted to work where slippery conditions exist.
- Scaffolds should be visually inspected before use each day.
- Defective or damaged scaffold planks should not be used and removed from service.
- The maximum intended working load for each scaffold should be posted at a conspicuous location at each jobsite.
- Workers on scaffolds who are exposed to overhead hazards should be provided with overhead protection.
- Where materials are line-hoisted onto a scaffold, a tag line shall be used where necessary to control the load

Scaffolding: Self-Propelling or Surfing

Policy

Rolling scaffolds are a type of supported scaffolding that is on wheels or casters, and is therefore mobile. They can be easily moved and are useful to employees who must perform elevated tasks that require a working platform for jobs such as drywall, painting or plastering. An employee who self-propels while aboard a rolling scaffold is using a maneuver referred to as “surfing”.

Safe Work Practices

- Only one employee may ride on the rolling scaffold without assistance from below.
- The scaffold platform may not be more than 4 feet above the floor.
- The working platform may not be less than 20 inches wide, with no more than 1 inch between planks, if planks are used.
- The rolling scaffold is to be provided with an effective locking device to prevent movement of the wheels or casters whenever an employee is climbing on or off or is working on the scaffold.
- All wheels or casters need to be strong enough to support at least 4 times the maximum intended load. Additionally, at least 2 of the 4 wheels or casters need to be the swivel type.
- The use of power systems such as motor vehicles, add-on motors, or battery powered equipment to propel a rolling scaffold is prohibited.
- Employees who ride on rolling scaffolds and employees that assist in moving employees riding on a rolling scaffold need to be trained to recognize the associated hazards.

Scissor Lift Safety

Policy

Most scissor lift accidents occur because of the unsafe acts of people or because of the unsafe conditions on the scaffolding. This means that knowing and acting on the safe operation of scissor lifts can prevent these accidents from happening.

Safe Work Practices

- Do:
  - Do follow the manufacturer's instructions
  - Cal/OSHA requires the manuals to be maintained in a weather resistant storage location
  - Do keep both hands free when ascending and descending ladders
  - Also remember to wipe your feet before you go up or down so you don't slip
  - Do mark off the work area from traffic
  - Do put screens under the toe boards and guardrails when using small tools or when work will involve small debris such as paint chips
  - Do keep the surface on which the scissor lift operates free of debris so it will not overturn when it moves
- Don't
  - Don't go over the allowable weight
  - Don't raise the platform in windy or gusty conditions
  - Don't raise the platform while the machine is on a truck, forklift, or other device or vehicle
  - Don't use ladders, scaffolding, or other devices to increase the size or working height of the platform
  - Don't stand or sit on guardrails, even to reach just a little bit higher
  - Don't put the scissor lift on an irregular or sloped surface

Securing Ladders

Policy

Falls from ladders can be easily prevented with adherence to safe work practices and proper training. Proper placement, inspection and securing of ladders are also key factors in safety and fall prevention.

Safe Work Practices

SETUP
During set up the footing should be:

- Kept level by digging out the ground or using ladder levelers.
- On hard ground the feet of the ladder should be rested flat and free of debris.
- On grass or soft ground the feet could be flipped up and the spiked ends driven into the ground.
- The ladder should be positioned at a 75-degree angle.
- Secure the base of the ladder to prevent accidental movement by using one or more of the following:
    - Using a ladder with non-slip feet.
    - Nail a cleat to the floor.
    - Anchoring the ladder at the base with a strap or rope.

SECURING METHODS

- Using a cleat- Installing a cleat behind the feet of the ladder can prevent the ladder from slipping.
- Using a ladder stabilizer- This is especially essential when working around large windows.
- Tie off the ladder top- This can be done by attaching eye screws to a 2x4, then attaching the 2x4 to the fascia. Tie the ladder to the eye screws to avoid the top of the ladder slipping.

OSHA REQUIREMENTS

- A metal spreader or locking device should be provided on each stepladder to hold the front and back sections in an open position when the ladder is being used.
- Ladders should be used only on stable and level surfaces unless secured to prevent accidental displacement.
- Ladders should not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement.
- Extension ladders should always extend 3 feet above the point of contact when a person could potentially be walking on the surface.

Sexual Harassment in the Workplace

Policy

While isolated incidents of teasing or offhand comments are not against the law, harassment that is frequent, severe and creates a hostile work environment is illegal and punishable by law. Sexual harassment is psychologically and emotionally damaging, often causing humiliation, loss of dignity, and damage to reputation and career. All employees have the responsibility of behaving in a way that enables others to work in an atmosphere free from harassment of any kind.

Safe Work Practices

If you are a victim of sexual harassment, it is not your fault. Still, the decision to report sexual harassment can be a stressful one. In order to ensure that appropriate steps are taken to correct the problem and prevent it from continuing, you need to take action:

- Tell the harasser that you find their behavior offensive and you want it to stop;
- Report the incidents to your supervisor, general manager, or president of the company.

Shortcuts

Policy

Taking shortcuts and ignoring established safety rules is a leading cause of injury. Injuries will waste more time and effort than shortcuts would ever save. Therefore, remember to stick to your safety rules.

Safe Work Practices

- Make safety your number one priority
- Remember the consequences of taking shortcuts
- Pay attention to every procedure, not just the most dangerous one at hand
- Know and understand industry safety procedures
- Make a plan on how to do your job and follow it
- Ask questions if you have safety concerns or don't understand how something works
- Get into the habit of following safety procedures or create a checklist to make sure you do everything you need to
- Do not cave into peer pressure
    - Just because your coworkers take shortcuts doesn't mean you need to
    - Lead by example

Silicosis Prevention

Policy

Silicosis is a debilitating lung disease caused by exposure to silica dust. The bad news is that silicosis is irreversible, but the good news is that silicosis is also completely preventable by following the appropriate safe work practices.

Safe Work Practices

Employees who work with silica can protect themselves by following all of the required safe work practices, such as:

- Reducing silica dust exposure by:
  - Using materials that do not contain silica, whenever possible.
  - Using water to suppress the amount of dust generated, or vacuums to capture dust at the source.
  - When water or vacuums are not feasible, or if the exposures are still high even with these controls, a NIOSH approved respirator must be used (however, respirators won't protect those working close by like other control measures will).
- Never eat, drink, or use tobacco products in dusty areas.
- Wash hands and face before eating, drinking, or smoking outside of dusty areas.
- Change into disposable or washable work clothes at the worksite
- Do NOT blow or shake your clothes to remove the silica dust
- Shower (if possible) and change into clean clothes before leaving the worksite to prevent contamination of other work areas, cars, and homes.

Skin Protection

Policy

Your skin is your body's first defense against infection, and you can help it help you by protecting it from damage from the sun, chemicals, abrasions, punctures, and insects. Employees should avoid damage to their skin by wearing the proper personal protective equipment and following safe work practices.

Safe Work Practices

- When working outside, protect yourself from the sun by wearing long sleeved shirts, pants, sunglasses, and a hat with a brim to minimize the amount of sun exposure.
    - Make sure to take all required breaks in the shade as necessary.
    - Always use sunscreen when working outside, even during the winter.
- When working with chemicals, tools, or any source of heat, make sure to wear the appropriate personal protective equipment to protect your skin from burns, punctures, or cuts.
- Always wash your hands and follow proper protocol after handling hazardous substances.
- Know the insects in your area and avoid places where insects are commonly found, if possible.

Slips, Trips and Falls

Policy

On the average, workers who are injured as a result of a slip and fall accident, spend more days away from work than those who are injured as a result of other cause. Loss of productivity is often an unfortunate side effect of slips, trips and falls.

Safe Work Practices

Slips and falls can be avoided by:

- Keeping all passageways, storerooms, service rooms and work areas clean and orderly.
- Keeping floors maintained and in a clean and dry condition.
- Keeping floors free from debris, protruding nails, holes, large cracks or loose boards.
- Keeping passageways and aisles clear with no obstructions across or in the aisles.
- Keeping permanent aisles and passageways appropriately marked.
- Using mats and runners in areas where individuals may encounter slippery surfaces.
- Using warnings to identify slip/fall hazard areas.
- Making sure you can see where you are going and keeping work areas well lit.
- When walking on uneven surfaces such as gravel, uneven lawns, flaws in parking lots, walk a little slower and take smaller steps.

Smoking in the Workplace

Policy

Smoking can be very dangerous, but it is extremely so in the workplace. Remember to follow the rules and use common sense in the workplace so that smoking in prohibited places will not be the cause of injury or ill heath for you or your coworkers.

Safe Work Practices

Smoking laws vary from state to state. It is recommended that both employers and employees educate themselves on their state's smoking laws. Employees should follow their company's smoke-free policies. Some states prohibit smoking in an enclosed space. An enclosed space includes:

- Lobbies
- Lounges
- Waiting areas
- Elevators
- Stairwells
- Restrooms that are part of the building
- Within 50 feet of any area where explosive materials are being handled
- In places where the employees are exposed to asbestos
- In areas used for fueling

Solvents

Policy

Solvents are liquid chemicals that are used to dissolve oils, greases and paints or are ingredients in paints, glues, epoxy resins, mastics, inks and pesticides. They are often used in cleaning and degreasing materials and tools and in spray painting.

Safe Work Practices

- Know the hazards of the solvent you are using (Read the SDS and the manufacturer's labeling)
- Avoid skin contact
- Use appropriate personal protection equipment (Goggles, respirators, aprons, face shields, etc)
- Do not eat or smoke in areas where there are solvents
- Wash thoroughly after working with solvents
- Do not smoke, weld, burn or use any open flames (such as a match or a burning cigarette) in areas which may contain the vapor of chlorinated solvents as very toxic gases may be given off

Spills: Emergency Response

Policy

The best way to protect against spill-related damages is to be prepared for spills before they happen. Knowing what to do is the best first line of defense. Being prepared will act as a road map to direct your response to spills, whenever and wherever they may occur.

Safe Work Practices

REMEMBER S.W.I.M.S.

- How big is the spill?
- Has it made contact with clothing or skin?

Warn Others: Tell your supervisor or the person in charge of emergency response

- Call 911 if there is a medical emergency or danger to life or health
- Alert people nearby

Isolate the Area: Restrict Access to the contaminated area

- Determine the extent of the spill

Monitor yourself: Check yourself carefully and completely

- Check yourself for any chemical contamination or signs/symptoms of exposure
- Be sure you check yourself thoroughly – symptoms can be delayed, so look for signs of exposure such as splashes on your skin or wet clothing
- If you have been injured, follow your workplace personal injury procedures for minor injuries
- Call 911 for serious injuries

Stay: Stay in or near the area until help arrives

- Minimize your movements
- Notify your Supervisor

Spray Painting Safety

Policy

Spray painting is a fast and easy way to paint large surfaces. However, paint fumes can cause organ damage, are harmful to the skin and the eyes, and are extremely flammable and combustible. Therefore, remember to follow safety procedures when working with spray paint.

Safe Work Practices

SPRAY PAINTING TOOLS

- Aerosol Cans:
  - Do not puncture, incinerate, or burn the can
  - Always follow the instructions on the can
- Airless Spray Guns:
  - Be sure the equipment is in good working condition
  - Never point the gun at yourself or another person
  - Keep away from sparks and other ignition points
- Electrostatic Spray Guns:
  - Making sure everyone who is not operating the gun is barred from the area so they will avoid getting electrocuted
  - Grounding the equipment to make sure the operator does not get electrocuted

PRECAUTIONS

- Ground metal parts to prevent sparking
- Inspect and constantly maintain all your equipment, especially the spray guns
- Do not smoke in the spray area
- Do not spray outside the spray area
- Do not use portable lamps within the spray area; fixed lamps should be enclosed if within 20 feet of the spray area
- Never spray the paint towards each other

CLEANUP AND STORAGE

- Put rags and materials in self-closing bins and empty the bin regularly
- Do not store the paint near heat nor other hazardous materials
- Do not use solvents to clean yourself; they can be harmful to your health
- Do not use highly flammable solvents for cleaning the area

Spray Rig Driver

Policy

Spray rigs provide an easy way for farmers to apply pesticides to large fields, they offer convenience and are easy to use. Like any other piece of machinery, they can be dangerous if not operated properly. Following these guidelines and safe work practices will help to ensure that neither applicator nor bystander is injured.

Safe Work Practices

- Follow the safety rules for tractor operation.
- Spray rigs should be cleaned thoroughly after use.
- Check for signs of leaks, rust or other hazards.
- Raise tank before driving forward, damage to equipment could result otherwise.
- Applicators should be very careful when folding and unfolding boom sprayers.
- When using booms, do not allow others to be exposed to the spray.
- When finished spraying, the rig and tank should be cleaned thoroughly, using approved methods.
- Empty pesticide containers should be triple-rinsed and emptied into a tank.
- To help eliminate spills, applicators should:
    - Avoid overfilling tank
    - Close and fasten lid properly.

Staging and Fall Protection

Policy

Following the rules on how to set up staging and being sure to use some sort of fall protection will keep staging accidents to a minimum and keep people safe.

Safe Work Practices

- Hook Shaped Stops
  - Place hook-shaped stops on each end of staging members (pieces) to prevent them from slipping off the ropes.
  - Place hooks so they will prevent the staging members from falling if one wire rope breaks.
- Planks:
  - Must be at least 14 inches wide.
  - Must consist of “structural plank” or the equivalent.
- Wire Ropes:
  - Don’t make the wire ropes so tight that putting a load on the scaffold will overstress the ropes.
  - Use a safety factor of at least 6 when determining the size of the wire rope to be used.
  - A safety factor is a ratio of how much weight the ropes are designed to hold and the weight they will actually hold during the specific project.
  - Follow the wire rope manufacturer’s recommendations for number and spacing.
  - Place the clamps so the “U” is on the dead end.
  - Assuming that everyone knows how to do his or her job correctly can lead to an accident.
- Required Fall Protection
  - Place a guardrail on all open sides and ends of staging OR
  - Install safety nets OR
  - Use safety belts and lanyards
  - The lanyard MUST be tied off to the structure or a separate cable.
- Access and Egress
  - Provide a safe means of entering and exiting the stage.

Stair Safety

Policy

Stairs are such an overlooked part of the workday that they can easily become a hazard if employees do not pay attention when using them. Make sure to use the stairs safely and let a manager know if you notice that any part of the stairway is in disrepair.

Safe Work Practices

- Before using a staircase, visually make sure that it is in usable condition.
- Since each staircase may vary, pay attention to how steep and wide the steps are - especially when using a different staircase than usual.
- Hold the hand rail when using the stairs.
- Keep your eyes on the stairs to help you calculate more accurately how high you should raise your leg in order for your foot to land on the next step.
- If you feel yourself losing your balance, stop moving and firmly hold onto the handrails.
- Never store anything on or in front of a staircase.
- Do not run up or down stairs.
- Avoid distractions such as eating, using your cellphone, or reading while using the stairs.
- Immediately clean up all spills on or in front of staircases.
- Make sure the lights are always turned on in staircases.
- If you feel like it is necessary, get help when carrying bulky items up or down the stairs.

Step Ladder Safety

Policy

Step ladders are commonly used in all types of industries. Employees who use a step ladder could potentially be exposed to harm if the ladder is improperly set up or used. By following the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring when using a step ladder.

Safe Work Practices

Before using a step ladder, employees should do the following:

- Inspect the ladder for damage. Report a damaged ladder to your supervisor. Do NOT use a damaged ladder. Tag and remove damaged ladders from the work area.
- Ensure that you are wearing the appropriate footwear for step ladders.
- Ensure that the chosen ladder is free of slippery substances.
- Ensure that the area that the step ladder is going to be placed is level.
- Clean up any spills that are in the area where the ladder is going to be placed. Ensure that the area is dry before setting up the ladder.
- Ensure that there are no electrical hazards in the area. If there are electrical hazards, employees should use a wooden or fiberglass ladder in place of aluminum ladder.
- Ensure that there are no overhead obstructions.
- Remove clutter from the area.

When using a step ladder, employees should do the following:

- Ensure that you have the right ladder for the job. To help calculate the correct height, employees should add their height (including their reach) and the height of the ladder to the second rung together.
- Do NOT use the ladder on uneven or wet ground.
- Do NOT place the ladder in front of a closed door. If a ladder must be used by a door, the door should either be locked, blocked open, or guarded.
- When possible, employees should block off the area around the ladder.
- Ensure that the center braces are fully extended and locked before use.
- Only allow one person on the ladder.
- Use three points of contact when climbing or descending the ladder.
- Do NOT exceed the weight limit of the ladder. Employees should add their body weight and the weight of the materials they are going to be using together in order to determine the total weight that will be on the ladder.
- Keep your body between the rails of the ladder.
- Do NOT overreach. If you cannot safely reach, move the ladder closer to your work area.
- Do NOT step above the second rung.

- When possible, ask another person to support the base of the ladder for added stability.

Storage and Disposal of Solvent-Soaked Wipes

Policy

Solvent-soaked wipes are produced by many industries. Proper storage and disposal is important due to the fact that these wipes can combust under the right conditions. By storing and disposing of wipes properly, employees can help minimize the chances of combustion and maintain a safe work environment.

Safe Work Practices

- Drums
- Foot pedal (e.g. flip-top or spring-loaded lid) containers
- Bags (so long as the bag is intact, will not leak, and is sealable)
- Other containers that are non-leaking and have lids that can be closed
    - A container is only considered closed when complete contact is made between the fitted lid and the rim.

Note: All containers should be closed unless an employee is adding or removing a wipe.
Unacceptable storage containers include:

- Bags that leave a trail of liquid on the ground
- Carboard boxes

Once an acceptable container has been chosen, the container should be labeled. The label should read "Excluded Solvent-Contaminated Wipes."
Wipes that are not reusable (washable) should be transported to either:

- A combustor
- A hazardous waste combustor
- Boiler
- Industrial furnace
- A municipal solid waste landfill
- Hazardous waste landfill

Stormwater Safety

Policy

When a heavy rainstorm comes, it brings and leaves a lot of water. All this extra water can be very dangerous, both during and after the rainstorm. Stormwater is especially a problem at construction sites because the dirt is loose and can cause flooding, stagnant water, and water pollution downstream. Therefore, be on the alert for different hazards after a storm, and remember these guidelines.

Safe Work Practices

You can prevent stormwater from being so hazardous by:

- Not dumping hazardous chemicals into storm drains or toilets
- Cleaning up after yourself when you are finished for the day on a project
- Finish your projects with something solid to prevent erosion
- Check containers and vehicles for any leaks
- Wash out equipment in designated areas that do not go into storm drains
- Follow the stormwater regulations of your workplace

Stress in the Workplace

Policy

Too much stress causes damage to businesses, relationships, and health. Although stress in little amounts can be good, it is dangerous to be stressed all the time. Therefore, is important to recognize when you are undergoing stress so that you can fight it and prevent the negative consequences.

Safe Work Practices

There are many good ways to manage stress. Here are a few suggestions:

- Get regular exercise
- Good eating habits
- Get enough sleep
- Leave earlier in the morning for work
- Learn how to organize and prioritize tasks
- Share your thoughts and feelings with someone you trust
- Avoid toxic coworkers
- Clean up your workspace
- Get rid of negativity
- Look for humor in the situation
- Don’t try to be a perfectionist and don’t try to control the uncontrollable
- Do NOT turn to drugs, alcohol or nicotine

Stretch and Flex

Policy

Simply stretching correctly for 8-12 minutes a day can help you avoid injuries and increase your health. Your stretch and flex program will depend on what type of work you do, but as long as you remember the dos and don’ts of stretching, you should be able to decrease the risk of injury, minimize muscular soreness, and increase your flexibility.

Safe Work Practices

Dos of stretch and flex

- Start and finish all stretches in a relaxed, neutral position
- Stretch at your own individual rate and ability; it is not a competition
- Repeat each set of stretches at least three times
- Breathe in a relaxed manner
- Stretch to the point of comfortable tension

Don’ts of stretch and flex

- Do not perform stretches in the wrong order
- Do not over-stretch the muscles
- Do not take insufficient rest between stretches
- Do not bounce while stretching
- Do not continue stretching when you feel pain or discomfort

Substance Abuse in the Workplace

Policy

Drug and alcohol use are normally considered personal issues. However, those under the influence of drugs or alcohol cause friction in the work group, lower morale and work efficiency, use poor judgment that results in bad decisions, and put the safety of themselves and coworkers at risk.

Safe Work Practices

SIGNS OF ABUSE

- Frequent, prolonged, and often unexplained absences.
- Involvement in accidents both on and off the job.
- Erratic work patterns and reduced productivity.
- Indifference to personal hygiene.
- Overreaction to real or imagined criticism.
- Overt physical signs such as exhaustion or hyperactivity, dilated pupils, slurred speech, or an unsteady walk.
- There are certain times of the year when individuals should be especially aware of their alcohol and drug consumption. In winter, some people experience a sense of depression or Seasonal Affected Disorder (SAD). They may turn to drugs or alcohol in the mistaken belief it will relieve the symptoms of the disorder.

WHAT TO DO

- Don’t be an enabler.
- Don’t “look the other way”.
- Don’t intervene on your own.
- Don’t worry about jeopardizing a substance abuser’s job.
- If you are abusing a substance, seek professional help so you can quit.

Surface Grinder Safety

Policy

The surface grinder is a grinder that is mainly used in the finishing process. It is a precision tool that uses a stationary, abrasive, rotating wheel to shave or finish a metallic surface which is held in place by a vise. Surface grinders can be dangerous if proper safety procedures are not followed.

Safe Work Practices

- The following personal protective equipment (PPE) should be worn:
  - Safety glasses
  - Hearing protection
- Bring wheel to the maximum speed before using, there could be an unseen fault in the wheel and it could burst open.
- The wearing of loose clothing should be avoided because of the moving parts.
- Long hair should be tied back to avoid the moving parts.
- Employees should make sure that the guard is in place over the grinding wheel.
- Employees should not strike the wheel against the material, this could cause a fault.
- The material should always be securely fastened in place.
- The magnetic table should be clean before material is placed on it.
- If non-magnetic work pieces are used, they should be properly clamped.
- Excessive pressure should not be used when grinding.
- Ensure flammable materials are not near the surface grinder because of sparks.
- The machine should never be left running unattended.

Team Lifting Safety

Policy

Team lifting is a technique that must be used whenever handling or transferring anything that is too large for one person. Team lifting is required with large objects because working together will make the job easier, faster, and less dangerous.

Safe Work Practices

- Before lifting you should take certain precautions and plan the lift.
    - Note the size of the stove, refrigerator, or other object's size and possible weight.
    - Take note of the intended path and make sure it is clear from obstructions.
    - Designate one person of the lift team to instruct exactly when to lift and turn.
- There should be one employee to help lift for every 50 pounds of weight being lifted.

Moving a 150 pound aluminum pipe, for example, would require three employees.

- If there are handholds, handles, or other gaps, these areas should be utilized for gripping.
- All workers of the lift team should communicate anticipated actions.
- Lifting in a team
    - Stand at the point you will be lifting with your feet about shoulder-width apart.
    - Communicate that you are ready for the lift.
    - Squat down with your knees and grip the object with your palms at a proper lifting point.
    - Slowly extend your legs and tighten your abdominal muscles to lift.
    - Once lifting, never twist or bend to change directions.
    - Continue to communicate throughout the lift and before lowering the load. Lower the load by using your abdominal and leg muscles to slowly squat down and lower the object.

Toluene

Policy

Toluene is a colorless, water-insoluble and sweet smelling liquid that is closely related to benzene. Toluene is used in many places such as in printing operations, manufacturing plants, construction sites, and nail salons. There are many hazards associated with toluene, great care should be taken to avoid these hazards.

Safe Work Practices

- Practice good housekeeping, spills should be cleaned up immediately.
- Containers should be kept closed, except when removing material.
- Use only amount of toluene required for the job.
- Wash hands after using toluene.
- Take a break or eat in clean areas.
- Avoid touching toluene-soaked materials with bare hands.
- Dispose of toluene-soaked materials in approved waste containers.
- Work in well ventilated areas.

Tuberculosis

Policy

Tuberculosis (TB) is an infection most often seen in the lungs but can be seen in other organs. It is spread through microscopic droplets released by an infected person through talking, laughing, sneezing, spitting, or coughing. Knowing the symptoms and how to avoid TB will help keep you safe and healthy.

Safe Work Practices

- Signs and symptoms
  - A bad cough that lasts for longer than three weeks.
  - Coughing up blood
  - Chest pain when breathing or coughing
  - Unexplained weight loss
  - Weakness or fatigue
  - Fever
  - Chills or night sweats
  - Loss of appetite
- Those who are at the highest risk of catching tuberculosis include those who work in healthcare settings, those traveling or living in certain areas, and those with weakened immune systems. Examples of risk factors include the following:
  - HIV/Aids
  - Chemotherapy and other cancer treatments
  - Malnutrition
  - Diabetes
  - Working in a healthcare setting
  - Living in a refugee shelter
  - Substance abuse
  - Very young or elderly

Types of Ladders

Policy

The very first thing employees must decide before actually using a ladder is which type of ladder will work the best for the job at hand. Understanding the different types of ladders and their functions will allow you to make an informed decision and you will then be able to complete your task more efficiently and safely.

Safe Work Practices

When selecting the right ladder for the job, employees should use the following safe work practices before use.

- Do not use a ladder until properly trained.
- Consider environmental and job operation factors before selecting ladder.
- Select the ladder that is the proper length for the job.
- Inspect ladder prior to selection and use.
- If ladder appears to be in poor condition, tag/label “Damaged,” and do not use.
- Read and follow all labels and markings on the ladder.
- Do not remove safety decals from ladders.
- Do not exceed the maximum load rating of a ladder.
- Do not use metal ladders near electrical exposure.
- Only use ladders for the purpose for which they were designed, which includes ladder accessories, such as:
    - Levelers,
    - Jacks, or
    - Hooks.

Wash Your Hands

Policy

Hand washing doesn't take much time or effort, but it does offer great rewards in terms of preventing illness. The simple act of washing your hands prevents ingestion and absorption of harmful substances, the spread of infection and diseases, absenteeism due to illness, and lost work time.

Safe Work Practices

- Use warm water
  - Hot or cold water is not recommended because of the uncomfortable temperature; you will likely not wash long enough and you risk making your skin tough and chapped
  - Hot water is used to kill microbes and sterilize objects, but you don't want to stick your hands in water that hot
- Use soap
  - Use whatever soap you like- antibacterial soaps are popular but regular soap does the job just fine
  - The real cleansing is done by the friction and force of rubbing the soap against your hands
  - Soap suspends microbes, allowing them to be rinsed away
- Rub your hands together vigorously and scrub all surfaces
  - Lather up on both sides of your hands
  - Remember to get between your fingers and under your nails
  - Wash for 15-20 seconds- about how long it takes to sing "Happy Birthday" twice
- Pat dry with a clean towel
  - Don't use your clothes to dry your hands; your clothes could be dirty and wiping your clean hands on your dirty clothes defeats the whole purpose of washing your hands

Working Alone Safely

Policy

Working alone is sometimes more hazardous than doing the same job with other people. If an accident occurs, a “lone worker” must worry about getting themselves to safety and calling for help at the same time. If you perform all or parts of your job by yourself, you are required to follow the basic safety guidelines involved.

Safe Work Practices

- Never work alone in confined spaces unless there is an entry supervisor.
- Do not work alone with dangerous equipment or tools unless you have been properly trained.
- Talk to your boss and coworkers about where you will be working.
- Make sure you have a method of communication with your boss or coworkers with either a cellphone or other effective communication system.
    - Always keep your cell phone charged and have important numbers stored.
- If you will be working outside, you must remember to take all the required shade and water breaks to avoid heat illness.
- If possible, work in areas that are visible to others from a distance.
- Before starting your tasks, and throughout the task, pay attention to your surroundings to assess any potential hazards.
- If you will be driving, have a clear travel plan and make sure others are aware of this plan.
    - Vehicles should be well-maintained and complete with an emergency kit.
- Employees who work alone in public may not carry weapons with them and should leave or call for help immediately if they feel threatened in any way.

Working at Heights

Policy

Whether it's just climbing up a ladder or getting onto a roof top, working at heights is dangerous. Employees who work at heights have the potential to fall or be hurt by falling objects. By practicing the safe work practices presented in this lesson, employees can help minimize their chances of an accident occurring when working at any height.

Safe Work Practices

Before an employee works at any height, they should do the following:

- Ensure that they are wearing the appropriate PPE for the task.
- Inspect all fall harnesses for damage (if applicable). Report damaged harnesses to your supervisor. Do NOT wear damaged fall harnesses.
- Inspect ladders for damage (if applicable). Report damaged ladders to your supervisor. Do NOT use damaged ladders.
- If feasible, inspect guardrails for damage (if applicable). Report damaged guardrails to your supervisor. All guardrails should meet the OSHA standards for guardrails.
- Become familiar with your company's fall rescue plan. If you have questions about the fall rescue plan, ask your supervisor for clarification.

When working at heights, employees should do the following:

- When feasible, employees should move the work to ground level.
- Use the appropriate equipment for the task.
- Use all equipment (boom lifts, scissor lifts, forklift platforms, etc.) in accordance with the manufacturer's instructions.
- Only trained employees should operate boom lifts, scissor lifts, forklifts, etc.
- Maintain three points of contact when using ladders.
- Only use ladders on stable surfaces. Report unstable ladders to your supervisor.
- When feasible, ask a coworker to hold the ladder while you climb or descend the ladder.
- Do NOT carry objects in your arms while climbing ladders.
- Only authorized and trained employees should work at heights that require the use of a fall protection harness.
- Ensure that fall protection harnesses are properly secured to anchor points.
- Ensure openings through which an employee could fall are properly guarded. Report unguarded openings to your supervisor.
- Avoid working on edges when possible.
- Ensure that all tools are properly stored or secured when not in use.
- Immediately clean up spills to prevent slipping. Spilled chemicals should be cleaned up in accordance with the manufacturer's instructions.