BSI TEMPORARY SERVICES

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Safety, Safety & More Safety

Safety Training Schedule 2010

January:	Fire Extinguisher Safety
February:	Hand & Power Tool Safety
March:	Electrical Safety Awareness
April:	Back Stress Prevention/Safe Lifting
May:	Substance Abuse/Safe Driving
June:	Confined Space Entry
July:	Hazard Communication PPE/MSDS
August:	Lockout/Tagout Try
Sept:	Fall Protection/ Ladder/Scaffold Safety
October:	Violence in the Workplace Emergency
November:	Hearing Conservation
December:	Blood Bourne Pathogens

Common Sense Safety

There are a number of safety problems common to most workplaces and job sites that can be solved with a little common sense. Planning and thinking ahead can help eliminate most of these hazards. Take a close look at your workplace with these suggestions in mind.

Eliminate junk piles. Organize a clean up program to remove trash, broken parts and scrap for work areas, walkways, storerooms and neglected corners. Look for materials that have been stacked improperly. An unstable stack is a real danger to anyone who may be near if the material suddenly falls. Check such things as wood pallets, dock freight, storeroom boxes, construction materials and even office files to see that materials are stacked properly.

Examine all the operations of your workplace to determine if personal protective clothing is needed, then make it readily available. Ear protection, eye protection, hard hats, gloves, safety shoes or other protective clothing and equipment must be worn according to hazard exposure.

Make sure all electric power tools are grounded. Protect yourself from electric shock by using tools with three-prong plugs, a ground-fault system or double insulation. Never cut off the ground plug on a three prong plug. Check electrical cords and wires for any damage. Guard power tools and moving machine parts. Tools and equipment should never be operated with the guards or shields removed.

Inspect portable ladders to make sure they are secure and don't shake or wiggle. Nonslip feet are a must. If a ladder seems weak, get rid of it—don't let others use a defective ladder. Mark it defective and throw it away.

Fire extinguishers are a must and should be mounted properly, readily accessible and in working order. Check fire regulations to make sure they are properly placed and the right type for your work area. When was the last time your fire extinguishers were tested? Extinguisher inspections should be made regularly then tagged to show when and who performed the tests.

Exits should be clearly marked with easy to read signs placed above the doors. Signs with arrows should also be used to guide people to the exit if the layout of the workplace is confusing to those unfamiliar with your facility. Illuminated signs should be kept in working order at all times. Don't block exits or signs with vehicles or material.

Safety Resource Links

State Compensation Insurance Fund: www.scif.com

OSHA: www.osha.gov

Home Safety Council: www.homesafetycouncil.net

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Close Calls—Take a look at Close Calls

A "close call" or accident without injury is easy to shrug off and forget. But, there is a danger in brushing off accidents that don't hurt, harm or damage. When a "close call" happens, it should immediately send up a red warning flag that something was wrong, unplanned, unexpected and could happen again. The next time it happens, it could result in serious damage, injury or death.

For every accident there are usually several contributing factors, most of which can be controlled. The best way to prevent the reoccurrence of an accident is by looking at those "close calls."

By investigating the root causes of an accident, steps can be taken to eliminate the hazard and improve the work system.

Sometimes there are multiple causes for an accident involving: equipment (unguarded machinery), environment (poor lighting or noise level), people (procedures not understood or not followed) or management (allowed shortcuts). Don't rush to judge. Examine the facts and find what's missing. Look for immediate and underlying causes. An immediate cause may be an unsafe condition like a mechanical failure or it could be an unsafe action by an employee. The underlying cause could be poor machine maintenance, a missing guard, a crowded work area or a lack of training.

All accidents should be reported to the supervisor so that accident/injury report forms can be completed. Once an investigation is completed, solutions should be sought to prevent the accident from occurring again. Solutions may involve engineering controls, administrative controls, additional training, or increased communication between management and workers.

Workers should daily inspect the work area for unsafe conditions or unsafe actions and, if found, report them to the supervisor. Hazard awareness is key to preventing accidents before they happen. Take steps to eliminate hazards as soon as they are discovered. Learn the real lesson from close calls. They can happen again and again until they cause injury, so tell your supervisor about every accident, no matter how minor it may seem at the time. You never know when an accident may be repeated and result in an injury or even death.

Electric Tools—Grounds for Concern

Each year workers suffer shock when handling electrical tools and equipment. To protect workers against the hazards of electricity, teach them the basic facts about the causes of shock and death. One of the big problems in understanding the dangers of electrical shock is the mistaken belief that only high voltages kill. It's not the voltage that kills, but the amount of current that passes through the body. The condition and placement of the body has a lot to do with the chance of getting a shock.

Water and electricity can be a fatal combination. Damp areas and metal objects can offer good shortcuts for electricity to reach the ground. If a worker's hands are sweaty, if socks and shoes are moist or damp, if the floor is wet, or if the worker is standing in a puddle of water, the moisture will allow more current to pass through the body. If work is to be done with metal objects or in damp areas, workers should recognize the hazards and take necessary precautions. These precautions include rubber gloves, rubber mats, insulated tools, and rubber sheets which can be used to cover exposed metal.

Remembering a few tips can help avoid electrical accidents:

- Treat every electrical wire as if it were a live one

- Inspect equipment and extension cords before each use
- Take faulty equipment or plugs with bent of missing prongs out of service for repair

Electric Tools—Grounds for Concern (continued)

- Only qualified electricians should repair electrical equipment or work on energized lines
- If a plug doesn't have three prongs or if the receptacle doesn't have three openings, make sure the tool is grounded in some other way before use
- Never try to bypass an electrical system by cutting off the third prong of a plug
- Turn off the power and report the smell of hot or burning plastic, smoke, sparks or flickering lights
- Stop using a tool or appliance if a slight shock or tingling is felt
- Never disconnect an electrical plug by pulling the cord
- Whenever working on an electric circuit, the circuit should be turned off and locked out at the circuit breaker or fuse box to ensure that the circuit cannot be accidentally turned on

- Those who regularly work on or around energized electrical equipment should be trained in emergency response and CPR

In wet, winter months, extra caution should be observed when working with electrical equipment or when working near grounded objects

Entering and Exiting Vehicles Safely

Truckers, delivery drivers, farmers, firemen, and workers that drive or ride in large commercial trucks and vans, farm equipment, and fire apparatus get injured when they enter and exit vehicles unsafely. Due to inattention, speed and rushing in an emergency, workers slip and fall when they do not use vehicle steps and handhold devices. Jumps and falls cause ergonomic strains and sprains, broken bones and fatalities.

If you work around large vehicles, wear shoes with sturdy, no-slip soles and a heel. Clean and maintain the vehicle steps; wet or oily "diamond plate" can be very slippery. Only climb on dedicated stepping areas; fuel tanks and fenders can be slippery. In hot or cold weather, wear gloves to help you grip hand railings.

When you <u>enter</u> a vehicle, face it. Take hold of the grab bar and use it to help you climb up. If a grab bar is not available, grip the sear or other fixed object in the vehicle. Don't grab the door or handle because it can swing out and cause you to fall. If grab bars are missing or improperly placed, add one or move it to a safer location.

Plan your steps into the vehicle so that you are standing on the same leg as the side that you are entering. To enter the left/driver's side, stand on your left leg and lift your right leg up. You may need to change hand and feet positions while entering and exiting. Keep three points of contact with the vehicle at all times (one hand and two feet, or tow hands and one foot). To avoid falling out backwards, maintain the three point rule until your are securely seated or firmly on the ground.

To <u>exit</u> the vehicle, examine the ground before you step out. Look for ice, water, cracks and uneven surfaces. Use all of the steps until you reach the ground. Don't use some of the stairs, then jump and hurt yourself by skipping one. Never jump down or "fall" down forward out of a vehicle; you can catch your clothing on the door handle, seat adjustments, seat belt, etc. causing a serious, uncontrolled fall.

Jumping increases the force and strain on your bones and joints (mostly ankle, knee and back). For example, in a cab-over-engine tractor, jumping from the top sep can apply 7.1 times your body weight to your back and leg joints (1420 pounds of force for a 200 pound man). Jumping from a delivery step-van with a package in hand causes an impact of 3.5 times the body weight plus package weight. Add these impacts to frequent entries and exits and your are at risk for an ergonomic injury. Climbing down safely can save you pain and time in the long run.

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Foot Safety—It's a Shoe in for Safety

The foot is something that doesn't get much attention unless there is a problem. Therefore, to avoid possible injury, it's important to think about safeguarding the foot before undertaking any job.

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.

When choosing safety footwear, you must select the legally approved shoe or boot required for the job activity, equipment, and situation. Some situations may require metal-toed boots to protect the top part of the foot. These steel-toed shoes provide extra protection over the top of the foot and can make a difference in preventing an injury in an accident.

Safety shoes or boots with impact protection should be worn when workers carry or handle materials such as heavy packages, objects, parts or tools and for

other activities where objects may fall onto the foot. Workers should be required to wear safety shoes or boots with impact protection when their work involves wheeling carts that carry heavy materials; handling heavy, bulky tools (paper, fabric, carpet, lumber etc.); working around heavy pipes or in situations where a heavy object may roll over worker's foot.

Safety shoes or boots with puncture protection should be required where a worker could step on sharp objects such as nails, wires, tacks, screws, large staples, scrap metal, etc. And special types of insulating shoes or conductive shoes may be necessary for certain types of electrical work.

Employers should instruct their workers in the correct safety footwear necessary for the work they will be required to perform or situation they may encounter on the job. They should also understand the importance of wearing the protective footwear. Safety awareness and healthy workers comes from a total safety program that includes on-going education and training in personal protective equipment on the job.