Pocket Guide to Safe Work Practices

Company Safety Policy:
It is the policy of this company to protect our most valuable asset, our employees. This company is committed to provide our employees with the knowledge, hands-on training and equipment necessary for safe and healthy working conditions at all times.

Emergency Plan and Procedures:
1) In the case of a fire, accident or other emergency, employees should gather at this location: _______________________________.
2) The number to call for emergency assistance is: ________ .
3) This is the manager in our company to contact in the case of an accident on-site: ______________ and the number is: ______________.

OSHA Officer On-Site Policy and Procedures:
1) What to do and say when OSHA officer arrives on-site:
2) Instruct all employees to stop work and remain on-site to be available to talk with the OSHA officer, if needed
3) Immediately notify _____________________ at our company at this number _______ about the OSHA officer on-site
4) Ask to see the OSHA officer’s credentials – write down name or get business card
5) Ask why inspection is taking place

General Worksite Policies:
1) The company will designate a “competent person” to be on-site at all times. This person has the knowledge and training to be capable of identifying existing or predictable hazards, and who has the authority to take prompt corrective measures or stop work. The competent person for my crew is: ________________.

2) Before working, new employees will be trained to in safe working procedures for tools and equipment, including personal protective equipment, such as safety glasses and gloves.

3) Each employee is individually responsible to follow the company’s safe working rules and policies and to wear necessary safety equipment. Employees that fail to follow safe work policies and procedures may be subject to disciplinary action, including dismissal.
Basic safe work practices:

**Hand protection – gloves**

What TYPES of gloves do you need?

- Protection from chemicals
- Protection from cuts
- Protection from heat

**Eye protection – glasses and face shields**

Eye protection!

**Working around equipment**

- Back up alarms protect employees
- Make sure operator sees you
- Wear bright color protective vests

- OR –

- OR –

- OR –

Face protection!

- OR –

- OR –

Protect your feet
**Working around traffic**

1 Sign, 2 signs or 3 signs?

What should the signs say?
What is the proper cone spacing distance?

Call (919) 515 – 8767 to order a booklet on basic traffic control design

Proper protection for workers at all times – early AND late

**Respiratory protection**

Plant poisons or fertilizers are NEVER “good” for workers

Remove the chemicals! Wash hands every time before handling food, or touching eyes or mouth

Read the label to know what type of protection is necessary!

**Excavation Safety**

Workers have died in shallow excavations. Sloped sides are safer!

Spoil piles always 2 feet back

It is often body retrieval, NOT RESCUE!
Be a good provider for YOUR family!
Protect your eyes, hands and feet.
Set a good example for others working with you.

Power Tool Safety

Wearing Protection AFTER the accident is TOO LATE!
You get ONE CHANCE to protect yourself. Wear Protection! Make it a habit!

Blades break

Head, face & ear protection
Hand protection
Foot protection
Cut-resistant long sleeves

Annual hands-on fire extinguisher training
Monthly inspections

Hand Tool Safety

Always cut in a direction moving away from possible contact with fingers, arms and legs and other body parts

Eye protection
Leg protection

Power Tool Safety

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Monthly inspections

Fire Safety

The fire only wants to grow. It doesn’t care about who, what or where.

What TYPE of extinguisher do you NEED?
What type of fire? A? B? or C?
… or all three types of fires, so → ABC?

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**Forklift operator safety**

Stay clear of forklifts and their heavy loads!
Always wear your seatbelt
Know the capacity and your route
No extra riders!

**Boom truck safety**

Read the load chart in the cab and plan the pick
Set up on firm and level ground
Fully extend outriggers and use proper cribbing
No workers under a suspended load. Use ropes to set load down properly
Stay 10 feet or more away from power lines

**Underground Utilities**

Each day, there are more and more buried lines in the ground
Look for buried utility markers
CALL 811 – or – (800) 632 - 4949

**Ladder Safety**

1. OUCH!
2. Hospital bills, lost wages, therapy, $$ $$ $$ BYE BYE!!!
Ladder capacity

Pre-use ladder inspection

Use Ladder at the Proper angle

Stable at base and top

Maintain 3 POINTS OF CONTACT going up or down

Use only per manufacturer’s recommendations

Ear protection

When you operate LOUD EQUIPMENT, such as:

- OR -

REMEMBER TO WEAR AND

Ear protection
**Back / Lifting Safety**

- **WRONG type of shovel for the job**
- **The next day: Back pain is NO FUN!**
- **Work SMARTER, … not Harder**

**SAVE YOUR BACK with proper lifting techniques**

**Electrical Safety**

- Electric wires in the air and on the ground can cause:
  - DEATH
  - ELECTRIC SHOCK
  - SEVERE BURNS
  - … AND OTHER PROBLEMS!

- **INSPECT** electric cords, plugs and tools for damage before each use
- **REPLACE** damaged plugs
- **Always use** Ground Fault Circuit Interrupters (GFCI)

- Many electric circuits supply 15 or 20 Amps, BUT
  - … LESS THAN 1 AMP CAN BE FATAL!