

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!

– OR –



WHAT DO YOU CHOOSE?



Face protection!

– OR –



Working around equipment



Back up alarms protect employees



Make sure operator sees you

Wear bright color protective vests



Protect your feet



– OR –



Working around traffic

1 Sign, 2 signs or 3 signs?



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



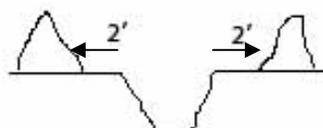
Read the label to know what type of protection is necessary!



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!



Hand Tool Safety



Be a good provider for YOUR family!
 Protect your eyes, hands and feet.
 Set a good example for others working with you.



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

Power Tool Safety

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



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?

Annual hands-on fire extinguisher training

Monthly inspections



Chain saw safety



Kick-back
 Slip
 46D6-1/T/3

Broken chain

Fall wrong

Slip

In about a second ...



Throw back

Widow maker

Pinch point

Snag

... Your BEST DEFENSE:

- 1) TRAINING, and
- 2) PPE



Foot protection



Cut-resistant long sleeves

Leg protection



Head, face & ear protection

Eye protection



Hand protection

Forklift operator safety



Stay clear of forklifts and their heavy loads!



Always wear your seatbelt

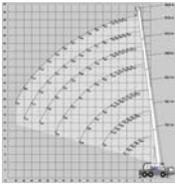


Know the capacity and your route



No extra riders!

Boom truck safety



Read the load chart in the cab and plan the pick



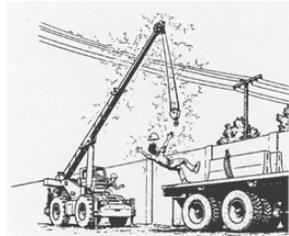
Set up on firm and level ground



Fully extend outriggers and use proper cribbing



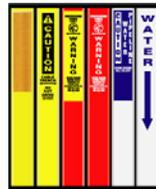
No workers under a suspended load. Use ropes to set load down properly



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

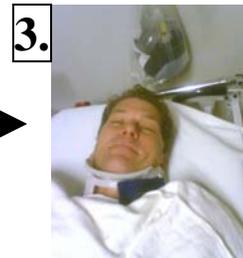


CALL before you DIG



CALL 811 – or – (800) 632 - 4949

Ladder Safety



OUCH!



5
Hospital bills, lost wages, therapy, \$\$\$\$ BYE BYE!!!



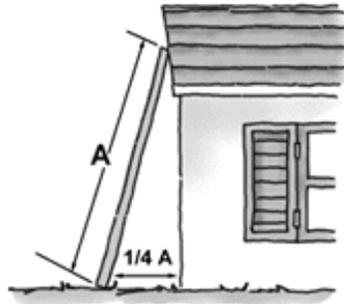
Ladder capacity



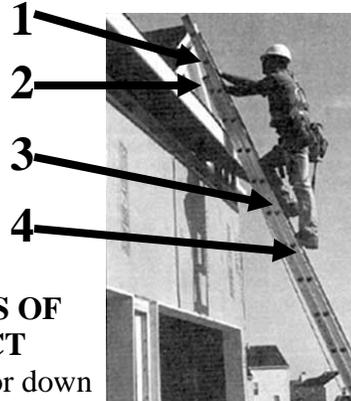
Pre-use ladder inspection



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:



Back / Lifting Safety



WRONG type of shovel for the job



The next day: Back pain is NO FUN!

SAVE YOUR BACK with proper lifting techniques



Work SMARTER, ... not Harder

Electrical Safety

Electric wires in the air and on the ground can cause:



DEATH



ELECTRIC SHOCK



SEVERE BURNS

... AND OTHER PROBLEMS!

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



INSPECT electric cords, plugs and tools for damage before each use



REPLACE damaged plugs



Always use Ground Fault Circuit Interrupters (GFCI)