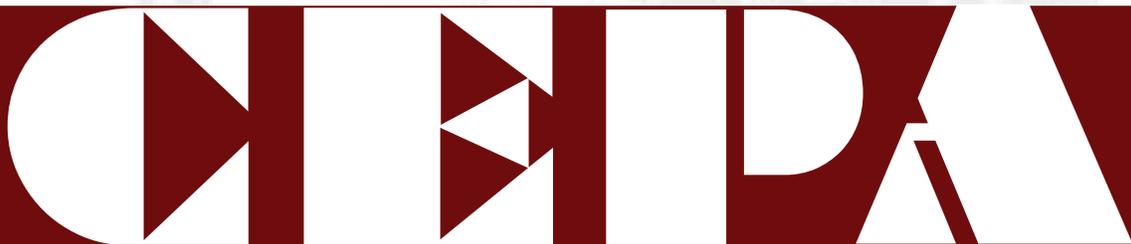


"CEPA, a program made by Workers' Defense Project, teaches workers how to be safer in the workplace and how to improve the conditions of construction."

—WORKERS OF WORKERS DEFENSE PROJECT



INTRODUCTION TO CEPA

PURPOSE AND OBJECTIVES

Why do a 30-minute training?

This guide will serve as a training to prevent accidents caused by workplace hazards. The training is designed to be brief and easy to facilitate, and to carry out with the requirements established by OSHA.

Use the guide along with the following educational materials:

1. The mini-book FOCUS-4: serves as a visual guide during the training
2. Hazard Photos: serve as a visual guide during the training
3. Informative Handouts: distribute copies to the workers so that they can consult them during and after the training.

This guide will help you conduct the training:

- The instructions for facilitators appear in red boxes.
- The possible answers to questions appear in blue boxes. Wait for workers to respond and later add any important points that weren't mentioned or clarify the information as necessary.

REMEMBER!

If you reserve time for questions and dialogue about the issue at hand, it will be more likely that workers remember the information they received.

INTRODUCE THE TRAINING

BEGIN THE TRAINING (30 seconds)

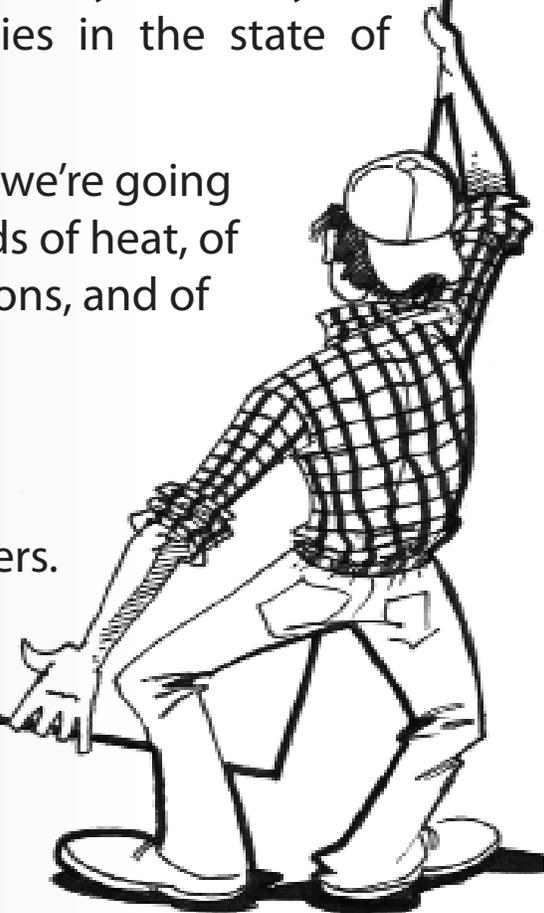
Read aloud:

Today we're going to talk about the common dangers among people who work in construction.

Did you know that every 2.5 days a construction worker dies in the state of Texas?

In the next 30 minutes, we're going to talk about the hazards of heat, of working at high elevations, and of electricity.

We will close with some strategies for protecting yourself and your coworkers.



PROTECT YOURSELF FROM HEAT

INTRODUCE THE TOPIC OF HEAT

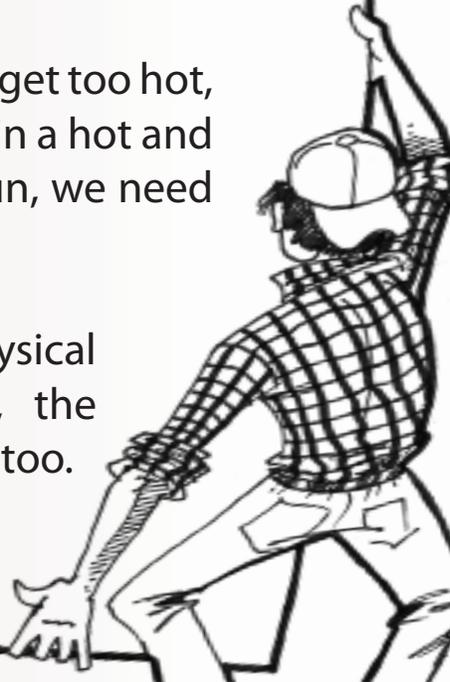
Protect yourself from heat stress! (1 minute)

1. Read aloud:

We'll begin the training with the effects of heat, a very common hazard for Texas workers.

We don't want our bodies to get too hot, and when we work outside, in a hot and humid climate, under the sun, we need to protect ourselves.

When we do are doing physical activity and heavy lifting, the body produces its own heat too.



2. Pass out the informative sheet about heat to each person.

SUGGESTION:

You and the participants can consult the informative handout while carrying out this part of the training.

HEAT (continued)

GO OVER THE MAIN POINTS (2 minutes)



REMEMBER!

Facilitators should use the handout to clear up and/or to add key points during the training.

What are some of the first symptoms that you notice when your body is getting too hot?

- Sweating
- Fatigue
- Dizziness
- Headache
- Clammy skin
- Nausea or vomiting



GO OVER THE MAIN POINTS (Continued)

What is the difference between heat stress and heat stroke?

- Dry, hot skin without sweat
- Confusion or loss of consciousness
- Convulsions or seizure



How can you avoid heat stress? What should the worker do, and what should the employer do?

- Know the signs and symptoms of heat-related illness; observe yourself and your coworkers.
- Block direct sun and other sources of heat; rest regularly.
- Drink a glass of water every 15 minutes while working in hot, humid conditions. Avoid alcohol, caffeine, and heavy foods.
- Dress in thin, light-colored clothing that isn't tight.

HEAT (continued)

GO OVER THE MAIN POINTS (Continued)

To close up this section, read aloud:

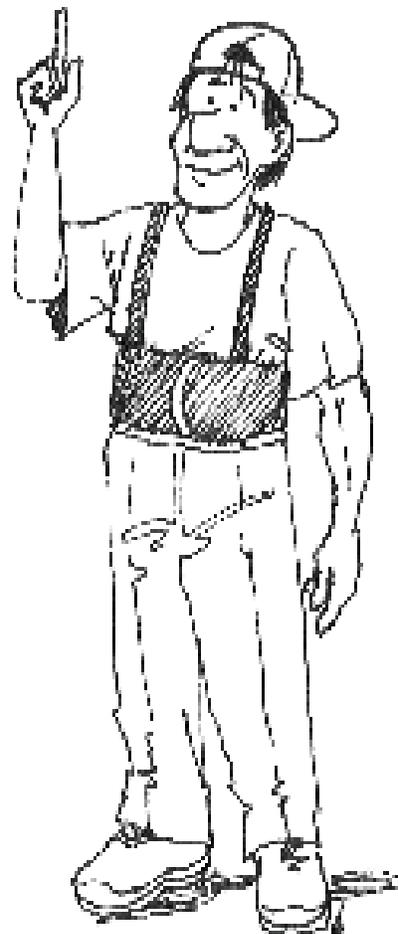
The first symptoms tell you that you should cool off, rest, and drink water so that your body can recover.

If a coworker shows these symptoms, call 911 immediately.

While waiting for help, move the person to a cool and shaded place, loosen or remove tight clothing, and spray them with cool water.

Employers have two very important responsibilities:

1. Provide workers with cool, clean water
2. In Austin, the law requires that 10-15 minute rest breaks must be given at least every 3.5 hours.



PROTECT YOURSELF FROM FALLS

INTRODUCE THE TOPIC

Protect yourself from the dangers of working up high! (1 minute)

1. Read aloud:

Next we'll talk about the hazards of working up high in construction.

Did you know that falling is one of the main causes of death in construction work?

Did you know that some type of fall protection is required at heights of 6 feet or more?

We'll talk about how to be safe with ladders, scaffolding, and unprotected sides of buildings.



2. Pass out the handout about heights and point out the FOCUS-4 book to the group.

SUGGESTION: You and the participants can consult the handout and the FOCUS-4 while carrying out this part of the training.

FALLS (continued)

GO OVER THE MAIN POINTS (2 minutes)

1. Start with the page “Ladder Safety” in FOCUS-4 and ask:

How can we be safe with ladders?

- Make sure that the ladder is long enough to reach the work area.
- Keep ladders and shoes free of oil, grease, mud and other slippery hazards.
- Only use ladders on stable surfaces, and secure the ladder from above and below to prevent movement.
- Don't carry anything in your hands while going up or down a ladder.

2. Turn the page to “Scaffolding” and ask:

What is safe scaffolding like?

- Scaffolding should be designed and constructed adequately.
- Never use bricks, blocks or barrels to support scaffolding. Don't you use ladders on top of scaffolding to reach higher, nor to get onto scaffolding.
- All scaffolding should support at least 4 times the expected weight.

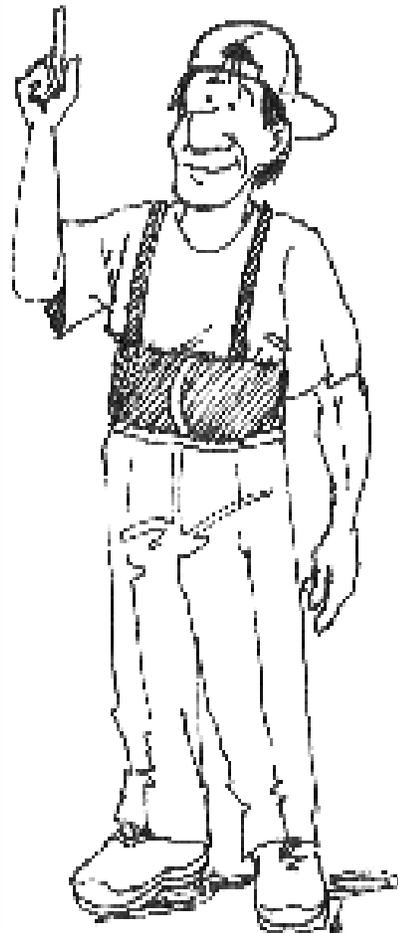
FALLS (continued)

GO OVER THE MAIN POINTS (continued)

3. Use the page titled “Protect yourself! Use harnesses to keep from falling” and read aloud:

What are some Fall Protection Systems, and when should they be used?:

- The main types of fall protection are guardrail systems, covers, and personal detention systems, such as full-body harnesses.
- Fall protection is obligatory when workers can fall 6 feet or more or while working over dangerous equipment.
- Remember! Employers have the responsibility to provide protective equipment and training to prevent or reduce to a minimum any fall hazards.





PROTECT YOURSELF FROM ELECTRICITY

INTRODUCE THE TOPIC

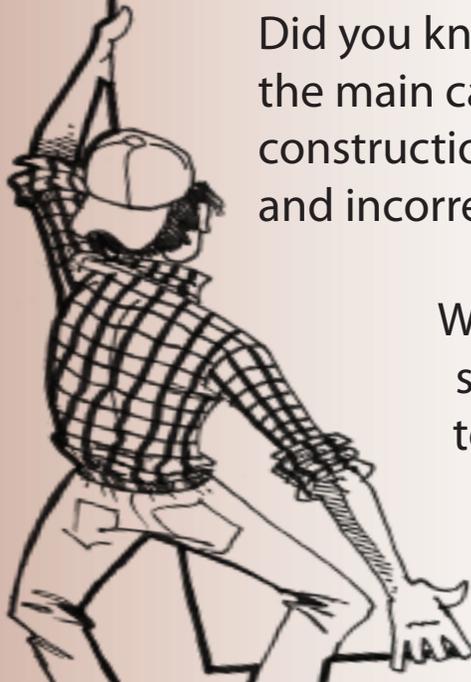
Protect yourself electrical dangers! (1 minute)

1. Read aloud:

Now we'll talk about the hazards workers face around electricity in construction.

Did you know that one of the main causes of death in construction work is electric shock and incorrect cable use?

We'll talk about how to be safe with cables and how to protect ourselves from electrical hazards.



2. Pass out the handout about electricity and show the FOCUS-4 book to the group.

SUGGESTION: You and the participants can consult the handout and FOCUS-4 while carrying out this part of the training.

ELECTRICITY (continued)

GO OVER THE MAIN POINTS (2 minutes)

1. Start with the page titled “Electrical Safety” in FOCUS-4 and ask:

How can we be safe with electrical cables and electrical tools?

- Examine each cable carefully before using it.
- Only use cables that have plugs with three prongs.
- Never use adapters, multiplugs, nor surge protectors in construction sites (instead of these, use GFCIs).

2. Use the page titled “The Hazards of Electrical Tools” in FOCUS-4 and ask:

How can we be safe with electrical tools?

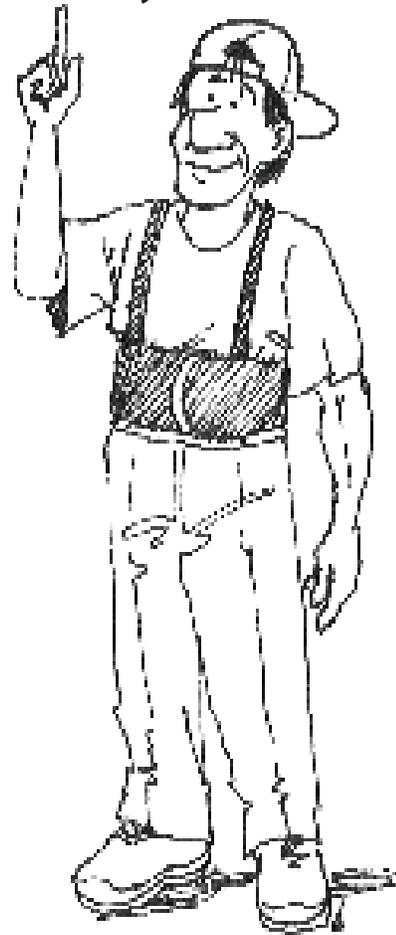
- Water is a good conductor of electricity. Never use equipment while standing in water nor let cables pass through a puddle.
- Only use tools with three-pronged plugs and double insulation.
- If a cable is damaged, or if it is missing the grounding pin, mark it clearly so that nobody uses it.

GO OVER MAIN POINTS (continued)

3. Use the sheet titled “Trench & Excavation Safety”. Read aloud:

To protect yourself from overhead power lines, you should:

- Keep at least 10 feet (more than 3 meters) distance between all equipment and overhead power lines.
- Remember! Employers have the responsibility of providing a safe and healthy workplace.
- They should inspect construction sites for electrical hazards, including overhead power lines, before beginning work.





HOW TO PROTECT YOURSELF

INTRODUCE THE TOPIC

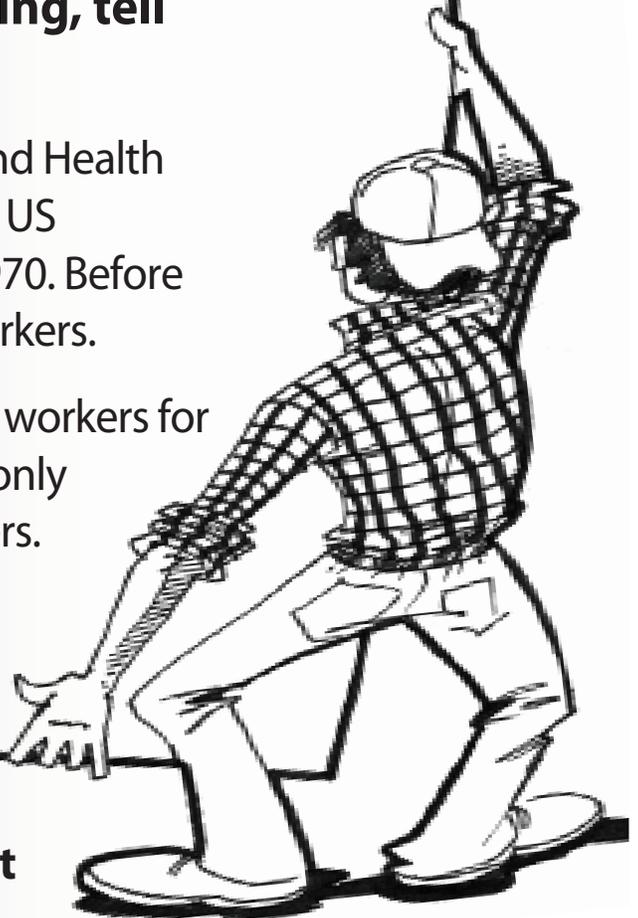
What you should know about OSHA (30 seconds)

Read aloud:

Who can tell me what OSHA is? Has somebody had contact or some experience with OSHA?

Wait for answers. After pausing, tell them:

- OSHA (Occupational Safety and Health Administration) is an agency of the US Department of Labor, created in 1970. Before then, no protections existed for workers.
- Remember! OSHA never cites workers for negligence in the workplace; they only regulate workers through employers.



2. Pass out the handout about OSHA.

PROTECT YOURSELF (continued)

GO OVER THE MAIN POINTS (2 minutes)

1. Read aloud: Some of the most important rights of the worker under OSHA are:

- To request information from the boss about hazards to health and safety.
- Receive the necessary training and information.
- Inform the appropriate supervisor of a hazard.

2. Read aloud: Some of the responsibilities of the employer under OSHA are:

- Carry out their responsibility of maintaining a workplace that is free of danger.
- Reduce to a minimum or eliminate potential hazards.
- Ensure that workers use tools and equipment that are safe and well maintained.

3. Read aloud: If the worker has tried to fix a hazard in the workplace, but the employer refuses to act, the worker should come to Workers' Defense Project. Remember! Our workers' center will help you fill out the online form and will serve as your representative. **Point out the sheet of the handout, the address and information for PDL and the weekly juntas.**

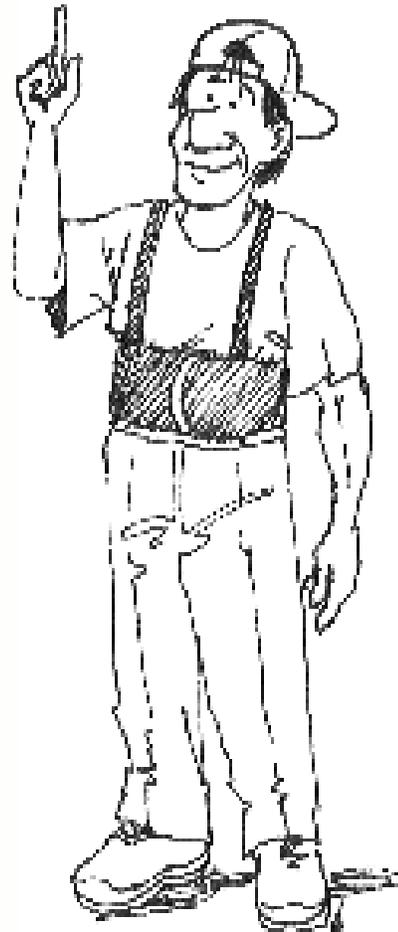
PROTECT YOURSELF (continued)

GO OVER THE MAIN POINTS (continued)

4. Hand out the mini-book about OSHCON while reading aloud:

Employers can ask for a consultation with OSCHON, the Occupational Safety and Health Consultation program. It's a free service that helps employers:

- Reduce injury and illness in the workplace;
- Be informed and carry out with OSHA requirements;
- Prevent fines for negligence in the workplace;
- Plan health and safety trainings.



OSHA DISCLAIMER

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