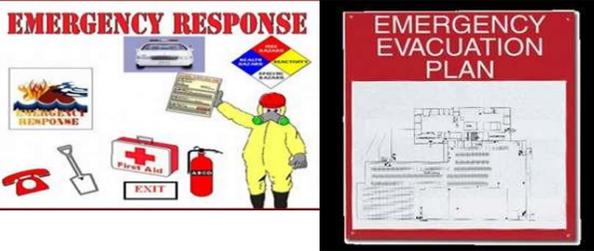
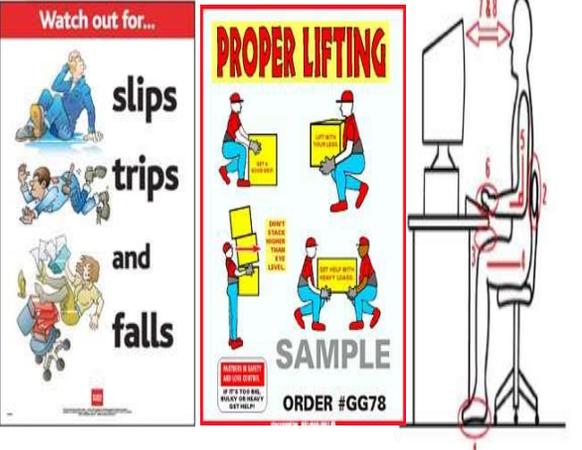


<u>Vocabulary</u>	<u>Summary</u>	<u>Working Safe</u>	<u>Visual</u>															
Confined Space Entry	<ul style="list-style-type: none"> - A space that is large enough for an employee to enter. - Has restricted means of entry or exit, and - is not designed for continuous employee occupancy. - Requires a certified permit. 	<ul style="list-style-type: none"> - Use personal protective and respiratory equipment at all times - Test space periodically while work is in progress - oxygen, flammables, explosives and toxic vapors - Always use non-sparking tools and explosion proof tools/equipment, when working in permit spaces where there may be a combustible atmosphere - Have trained well equipped workers available to rescue anyone who enters a permit space 																
Electrical Safety	<ul style="list-style-type: none"> - Unsafe conditions such as defective equipment, loose connections and carelessness can cause electrical hazards in the workplace - Primary Hazards are: Shock, Burns, Arc-blast, Explosions, Fires 	<ul style="list-style-type: none"> - Be sure your electrical equipment is maintained - Be sure electrical covers are in place - Install or repair equipment only if you're qualified - Keep electric cables/cords free from kinks - Use extension cords only when flexibility is needed - Don't touch water, damp surfaces, ungrounded metal or any bare wires if you are not protected - Don't wear metal objects when working with electricity 																
Emergency Response/Evacuation	<ul style="list-style-type: none"> - Report fires, hazardous chemical spills, and other emergencies - Know the route you are assigned to take during a building evacuation or shelter areas to use - Who to ask for more information - Chemical Spills, Fire, Emergency Evacuation, National Disasters 	<ul style="list-style-type: none"> - An emergency response team/plan is in place - Identify location & route for safe evacuation - Alarm Systems - Know potential hazards & spills - Know first aid and where to get it. 																
Eye Protection	<ul style="list-style-type: none"> - When eye & face protection is necessary - PPE Limitations - Eye hazards - Employer must assess the hazards in workplace to determine if eye/face protection is required 	<ul style="list-style-type: none"> - How to protect your eyes - Know PPE's - Eye washing are important - Equipment Guards - Maintain/clean eye protection regularly 																
Fire Prevention	<ul style="list-style-type: none"> - Best defense is to prevent fire from starting in the first place - What kind of fire is it (Ordinary, Flammable, Electrical, Combustible)? - Housekeeping to prevent fires - Fire check list - Training to use right Extinguisher (PASS Pull, Aim, Squeeze, Sweep). 	<ul style="list-style-type: none"> - Keep work areas clean - Know how to handle / store chemicals you work with - Know what to do in case of fire emergency - Be familiar with facility's emergency action plan for fires 	<table border="1" data-bbox="1333 1271 1648 1507"> <tr> <td>A</td> <td>Common Combustibles</td> <td>Wood, paper, cloth etc.</td> </tr> <tr> <td>B</td> <td>Flammable liquids and gases</td> <td>Gasoline, propane and solvents</td> </tr> <tr> <td>C</td> <td>Live electrical equipment</td> <td>Computers, fax machines</td> </tr> <tr> <td>D</td> <td>Combustible metals</td> <td>Magnesium, lithium, titanium</td> </tr> <tr> <td>K</td> <td>Cooking media</td> <td>Cooking oils and fats</td> </tr> </table> 	A	Common Combustibles	Wood, paper, cloth etc.	B	Flammable liquids and gases	Gasoline, propane and solvents	C	Live electrical equipment	Computers, fax machines	D	Combustible metals	Magnesium, lithium, titanium	K	Cooking media	Cooking oils and fats
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<u>Vocabulary</u>	<u>Summary</u>	<u>Working Safe</u>	<u>Visual</u>
First Aid and Bloodborne Pathogens	<ul style="list-style-type: none"> - Emergency care provided before professional emergency medical care is available - When there is no nearby clinic/hospital employer must train persons to render first aid (CPR, Burns, bleeding, fractures, shock) - Bloodborne Pathogens standard outlines practices to help protect workers from getting infections caused by germs carried in the blood. 	<ul style="list-style-type: none"> - Know Exposure Control Plan - Minimize the possibility of exposure - Identification of job classifications/tasks where there is exposure to blood - communication of hazards to employees - PPE required - Housekeeping / record keeping 	
PPE -Foot Protection - Hand Protection	<ul style="list-style-type: none"> - 26 bones in foot protect them from hazards in the workplace - Hazards: Compression (foot/toe squeezed between 2 objects or rolled over), Puncture, Electricity, Chemicals, Extreme heat or cold 	<ul style="list-style-type: none"> - Know and always use the proper use of foot protection (shoes) for the job 	
Forklift Safety	<ul style="list-style-type: none"> - Basic Loading/unloading tools, Powered by gas or diesel fuel, propane gas, electric power from batteries 	<ul style="list-style-type: none"> - Complete training and evaluation of ones skills - Understanding the center of gravity creating better vehicle/load balance - Manufacturer Forklift Nameplates gives valuable information about the forklifts design and capacity - Vehicle maintenance is a continual job (brakes, steering) - inspection check list 	
Your Right To Know	<ul style="list-style-type: none"> - A safe and healthful workplace - Know about hazardous chemicals - Information about injuries and illnesses in your workplace - Complain or request hazard correction from employer - Training - Hazard exposure and medical records - File a complaint with OSHA - Participate in an OSHA inspection - Be free from retaliation for exercising safety and health rights 	<ul style="list-style-type: none"> - Container labeling - Material Safety Data Sheets (MSDSs) - Worker training 	

<u>Vocabulary</u>	<u>Summary</u>	<u>Working Safe</u>	<u>Visual</u>
<p>Head Protection</p>	<ul style="list-style-type: none"> - Head protection - Head injuries can be minor or deadly - Know types of PPE for the head based on your job description 	<ul style="list-style-type: none"> - Employers must assess the hazards in the work place to determine if head protection is needed - How to properly put on, take off, adjust and wear head protection 	 <p>The visual section for head protection includes a yellow and black 'WARNING HARD HAT AREA' sign. To the right are three hard hats: a yellow one with 'Quick-Strik' suspension, a blue one with 'Secure-Fit' ratchet suspension, and a red one with 'Comfortable impact absorbing' features. Text labels describe the suspension systems and the universal accessory slots for eye, face, and hearing products.</p>
<p>Lifting and Ergonomics – Slips, Trips and Falls</p>	<ul style="list-style-type: none"> - Know the basics of safe listing - Plan ahead, size up the load assure you can carry it where you need to go before attempting to move it - improper lifting techniques can lead to back injuries - poor posture - poor physical condition - repetitive trauma do not come from a single lift but occur from relatively minor strains over time - ERGONOMICS - how a workplace and the equipment used there can best be designed for comfort, efficiency, safety, and productivity. - SLIPS/TRIPS/FALLS (injuries may include: cuts, bruises, sprains, strains, broken bones, and back injuries, often falls are fatal) 	<p>LIFTING</p> <ul style="list-style-type: none"> - Bend the knees - Do not twist or turn body once you have made the lift - set down properly - Always PUSH NOT PULL - BACK INJURIES: Strains & sprains are most common, ruptured or slip disk, chronic tension or stress <p>ERGONOMICS - Arranging the environment to fit the person, something as simple as a well-designed hand tool or as elaborate as adjustable workstations on a production line. Following Ergonomics principles helps reduce stress and eliminate many potential injuries (over use of muscles, bad posture, repeated physical tasks).</p> <p>SLIPS/TRIPS/FALLS: Employers recognize the need to protect workers from falls and have set up a fall protection program</p>	 <p>The visual section for lifting and ergonomics features three posters. The first is a 'Watch out for... slips trips and falls' poster with illustrations of people slipping. The second is a 'PROPER LIFTING' poster showing correct lifting techniques (bending knees, keeping back straight) and a 'SAMPLE' order form for order #GG78. The third is a diagram of a person at a workstation with arrows indicating ergonomic adjustments like height and reach.</p>
<p>Lock Out / Tag Out</p>	<ul style="list-style-type: none"> - Procedures designed to prevent accidents and injuries caused by the unexpected release of energy when EQUIPMENT is being repaired or maintained. - Preventing the flow of energy from power source to piece of equipment, keeping it from operating 	<ul style="list-style-type: none"> - All authorized employees be trained in the recognition of applicable hazardous energy sources, the type and magnitude of hazards energy sources in use at the facility, and how to perform the lockout/tag out procedures 	 <p>The visual section for lockout/tag out shows a 'LOCKOUT STATION' sign with several lockout devices. To the right are two 'DANGER' tags with the text: 'THIS TAG & LOCK TO BE REMOVED ONLY BY THE PERSON SHOWN ON BACK' and 'EQUIPMENT LOCKED OUT BY' followed by a blank line for a name and a 'DATE' field.</p>
<p>Machine Guarding</p>	<ul style="list-style-type: none"> - Make sure MACHINE GUARDS are in place, use machines with great caution - moving parts require guarding, rotating motions, cutting, punching, shearing etc. - Injuries: crushed hands/arms, severed fingers, blindness to name a few the list is so long it's horrifying. 	<ul style="list-style-type: none"> - Be aware of the following: Hazards associated with particular machines - how guards provide protection - how and why to use guards - how and under what circumstances guards can be removed, and by whom (most cases repair or maintenance personal only) - what do when a guard is damaged, missing or unable to provide adequate protection (contact your supervisor) 	 <p>The visual section for machine guarding features a large yellow 'CAUTION DO NOT OPERATE MACHINE WITHOUT GUARDS IN PLACE' sign. To the left is a photo of a machine with a guard being removed, and to the right is a photo of a person operating a machine with a guard in place. Arrows point to the guards in both photos.</p>

<u>Vocabulary</u>	<u>Summary</u>	<u>Working Safe</u>	<u>Visual</u>
Materials Handling Equipment	<p>- Often, a load is too heavy to move manually and not safe or feasible to handle the load with a forklift, a hoist or crane can be used to safely lift the load.</p>	<ul style="list-style-type: none"> - Know your place around moving equipment (crane, derrick) - Follow safe inspection procedures - OSHA requires both frequent, (daily to monthly) and periodic (monthly to annually) inspections of this equipment - good maintenance is important - plan the lift - maintain proper clearance - know safe operating procedures 	
Respiratory Protection	<p>When ventilation or other engineering controls are not adequate to keep the air safe, a respirator will protect you</p>	<ul style="list-style-type: none"> - OSHA regulates the use of respirators in general industry, construction and other industries - Employer has to match the capabilities and limitations of the respirator to the hazards of the job. 	
Tool Safety	<ul style="list-style-type: none"> - Everyone is familiar with common, everyday tools, but don't take them for granted. - Injuries: crushed hands/arms, severed fingers, blindness etc. 	<ul style="list-style-type: none"> - Know general tool safety - keep area clean, firm footing, good balance, keep tools in good condition, use the right tool for the job, and use of proper PPE 	
Violence in the Workplace/ Workplace Security	<p>Violence in the Workplace can range from verbal or physical threats and intimidation to assault and battery. They result in thousands of injuries and hundred of fatalities each year. Occurs from within an organization when disputes among co-workers, supervisors, and management go unresolved.</p>	<ul style="list-style-type: none"> - Recognize potential violent situations - Take preventive measures - Know how to handle a violent situation - Think ahead to have a plan on how to react after a violent incident - Work at Working Safely: Follow your facilities' security guidelines, report suspicious activity, don't take matters into your own hands, stay calm in a violent situation, after violent incident talk about it to reduce stress and fear 	