Company Name _____ Job name _____ Date _____

Preventing Back Injury

Background and Purpose:

Workers can often continue to work with minor injuries, but a real back injury is always disabling and very painful. Incorrect lifting causes most back injuries. This safety discussion will focus on how to correct bad lifting habits.

What are some of the unsafe actions we take when lifting that can cause back injuries?

1. We will sometimes jerk on the object if it is caught on something.
2. We may try to lift more than we can handle, or try to lift something that is too awkward.
3. We might twist while lifting, which can cause nerve damage in the back.
4. We are not always careful about our footing when we lift.

There are six basic steps or things to remember about making a lift properly. What are they?

1. Keep your feet shoulder width apart and your body weight directly over your feet. This gives you better balance.
2. Bend at the knees and use your legs to lift.
3. Keep your back as straight as possible. Do not arch your back.
4. Keep your chin tucked in which helps keep your head, neck, and back in a straight line.
5. Grip the object with your whole hand, including the palm and fingers.
6. Arms and elbows must be kept in close to the body. Keeping the load close to your body lessens the strain on your back.

What are some of the common-sense rules to remember about lifting that will help prevent back injury?

1. If you are going to change direction, turn your lead foot in the direction of travel before you lift so as to prevent twisting while making the lift.
2. Use work gloves when lifting rough or sharp objects. This will help keep you from dropping the object and possibly pulling a back muscle.
3. Never reach and lift. Either pull the object closer to you or move yourself closer to the object.
4. If an object is too heavy for you to lift alone, ask someone to help lift it with you.

Discuss recent incidents (if any) _____

Seek employee feedback _____

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Avoiding Back Injury

Background and Purpose:

Using proper lifting techniques is very important in preventing back injuries. However, you don't need to be lifting something to injure your back. Any work that requires you to stretch away from your body, distorts the spine from its natural curve, or puts unbalanced pressure on the spine can cause back injuries.

The below table shows some work environments that put unnecessary strain on your back and ways to avoid injury in these environments.

Unnecessary Strain	Avoidance
Bending/Reaching into Containers to Retrieve or Place Material	Tilt containers to reduce both bending and over reaching
Overhead Work	Stand on a platform to reduce reaching and keep back in its natural curve
Ground Level Jobs	Avoid bending; squat using leg muscles; wear knee pads if you have to kneel
Confined Space/Limited Range of Motion Areas	Reduce clutter, have adequate lighting
Working Where You May Over Reach	Position yourself as close to the job as possible to avoid over reaching. Work below the shoulder, but above the knees
Pulling Loads	Push rather than pull – this helps maintain the spine's natural curve

Work smarter instead of making extra work for your back.

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Work smarter instead of making extra work for your back.

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Fall Hazards

Background and Purpose:

Falling is the biggest single cause of accidents and injuries in the construction industry. There are many different reasons why workers fall, but in almost every case, the fall could have been prevented if someone had taken a greater interest in safety. Since so many falls take place, we need to work hard on this part of our safety program. Let's look at the major causes of falls and what we can do to stop them.

Why do workers fall?

1. Their feet slip out from under them, which could be a result of oil, mud, ice, sand, water, etc.
2. They trip over an object, such as: scrap material, tools, hoses, or other items left where people have walk.
3. They are either knocked down or pushed by other workers or moving equipment.
4. They fall through holes or over floor edges that were left unguarded.
5. They fall off of ladders or scaffolds.

What can we do on the job to eliminate the causes of falling?

1. Remove and get rid of ladders that have broken rungs, split side rails, or other defects.
2. Clean up stairways and keep them clean. Never clutter up a stairway with welding leads, hoses, extension cords, or other trip hazards.
3. Make sure that all openings and edges of floors and scaffolds are protected so that persons cannot fall to the next lower level.
4. Check all guardrails, covers, and toe kicks to ensure they are in place and in safe condition. Review the OSHA rules.
5. Always keep your work area cleaned up as well as possible by eliminating trip hazards.
6. Use full body harnesses and tie off when working on ladders and scaffolds.
7. Face ladder when climbing up or down and maintain three-point contact.
8. Always use safe access to scaffolds. Never climb the X-bracing.

What can each of us do, personally, to avoid falling?

1. We can get plenty of sleep and try to stay in good health so we will be more alert to danger.
2. We can concentrate on our work and be extra careful in our actions.
3. We should watch out for our fellow workers and their safety too.

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Discuss recent incidents (if any) _____

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Hammers and Chisels

Background and Purpose:

Hammers and chisels do not cause many fatalities, but they cause enough injuries that we have to be concerned about them. We must remember that almost everyone uses these tools at some time or another, so we need to emphasize their safety and proper usage. Since there are many different kinds of hammers and chisels, we will cover the fundamentals in these questions.

What are some good safety rules to remember to avoid injury from a hammer?

1. Pick the right hammer for the job. For example, a carpenter's claw hammer is for driving and pulling nails, not for use on drills or cold chisels.
2. Hold the hammer near the end of the handle. Choking up on the handle does not give you enough control.
3. Be sure the object you are hitting is stationary and firm. For example, when driving stakes with a sledgehammer, the stake should be firmly started before really hitting it to prevent a glancing blow.
4. Wear safety glasses and/or goggles when using a chipping hammer.
5. Keep hammers in good shape. Do not use one that is badly worn or has a loose or cracked handle.

What is dangerous about a mushroomed head on a cold chisel and how can we correct it?

1. A mushroomed head is very smooth and rounded which means that the hammer face is more likely to slip off when it is hit slightly off center.
2. The edges of the mushroomed head are very sharp and will cut your hand with no effort.
3. Pieces can easily fly off when hit and they could put out an eye or cease a severe puncture wound.
4. Keep the chisel head ground down to new metal and chamfered all around, but be careful not to overheat the chisel and destroy the temper. The head should be flat, not rounded.

What are some other things to remember about the safe use of chisels?

1. Keep the chisel clean and sharp, and free of dirt, grease, and burrs.
2. Hold the chisel firmly but not too tight. If you miss with the hammer, you will not hurt your hand as badly.
3. On large work, have a coworker help hold the chisel with tongs.

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Floor Holes and Openings

Background and Purpose:

In spite of the many rules, we still see holes in floors or unguarded edges of floors that could allow workers to fall to their death. The strange thing is, that in the majority of cases, the victim of such a fall was at least partly to blame for creating the hazard. The point is, that it is not logical to say that just because a worker knew of the danger, he should have been more careful. The opening must be protected and at the same time, the workers must be aware of the importance of such protection.

By definition in the OSHA standards, what is the difference between a floor hole and a floor opening?

1. A floor hole is not more than 12 inches wide through which objects, but not people, could fall.
2. A floor opening is at least 12 inches in its least dimension, through which a person could fall.

Since we are mainly concerned with floor openings where people might fall through or off the edge, where do we find these conditions on a job-site?

1. **Stairwell openings** are generally large and centrally located. These must have temporary guardrails until the stairs with their own rails are installed.
2. **Elevator shaft openings** usually have a removable rail but many times someone will remove the rail and forget to put it back.
3. **Pipe and duct openings** need a standard guardrail.
4. **Roof openings** will be made for exhaust fans or skylights. They must have guardrails or covers.
5. **Open sided floors** are most often seen on multi-story buildings. These perimeters must have the standard guardrail or two strands of ½ inch wire rope secure and tight.

Why should a piece of plywood never be used over a floor opening?

1. It could be accidentally kicked aside leaving the opening exposed.
2. If someone were to pick up the piece of plywood not knowing the opening was there, they would probably step right into the hole since the plywood would not allow them to see it.

If you do cover a floor opening with plywood, how do you make it safe?

1. Use a piece thick enough to hold any expected weight.
2. Use plenty of overlap around the edges
3. Nail it down securely.
4. Feather the edges and paint yellow stripes on it.

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Ladder Safety

Background and Purpose:

Falls are the leading cause of injuries and fatalities on construction jobsites. One of the most frequent areas for fall injuries to occur is personnel falling off ladders. Proper use and awareness towards working safely on ladders can help minimize your risk of being hurt on the job.

What are basic ladder use guidelines?

- A competent person must periodically inspect ladders for visual defects.
- Step and extension ladders should be rated to support at least 4-times the maximum rated load.
- Rungs and steps must be parallel, level, and spaced not less than 10-inches and not more than 14-inches apart.
- Portable ladders must not be less than 11.5-inches wide.
- Wood ladders cannot be coated with opaque paint.
- Ladders must extend at least 3-feet beyond an upper landing surface.
- Ladders should be placed one foot away from walls for each 4 feet in height. (4:1 rule)
- Ladders in high traffic areas must be tied or secured to prevent them from being moved.
- Ladders with any defects or damage should not be used and should immediately be removed from the jobsite.

What should you do to be safe on ladders?

- You should visually inspect any ladder prior to each use. Inspect for tight joints between the steps and side rails; hardware and fittings securely attached; moving parts operating freely, no damage to rungs, side rails, backside cross bracing, and folding spreader bars; non-slip safety feet on rails; rungs free of grease and oil
- Always fully extend the metal spreaders when using a stepladder.
- Never use the top of a stepladder as a step.
- Never climb on the X-bracing of a stepladder.
- You should never climb a stepladder when it is leaning against a wall. Always open it up.
- Always face the ladder when climbing up or down and always have one hand on the ladder at all times.
- When climbing a ladder never carry objects that could cause you to lose your balance and fall.
- Keep the areas around the top and bottom of a ladder clear of all trash and trip hazards.
- Do not wrap or tie extension cords or power cords around the ladder rungs or side rails.
- Do not place ladders on top of scaffolds, on forklifts, or in front-end loader buckets.
- Never tie or fasten ladders together to provide longer sections.
- Never use a damaged ladder. Immediately notify your Forman if you have a damaged ladder.
- When using metal ladders, be aware of electrical boxes and power lines.
- Never over-reach or stretch when working on a ladder. Climb down and move the ladder.

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Eye Protection

Background and Purpose:

Eye injuries are one of the most crippling injuries that can happen to a person. Loss of one's eyesight can be devastating to you and to your family and friends. Awareness towards eye safety and wearing the appropriate eye protection can go a long way towards saving yours and your coworker's eyesight.

What are basic the basics of eye protection?

- Federal and state regulations require personal protective equipment be provided, used, and maintained in a reliable conditions where ever it is necessary due to the hazards of the work environment.
- All eye protection shall be designed to provide protection equal to the hazards.
- Protective equipment for the eyes must meet ANSI requirements.
- Employees must be provided with eye protection when machines or operations present potential injury from physical, chemical, or radiation hazards.

What should you do to protect your eyes?

- Wear your eye protection at all times on the job site.
- Safety glasses must have rigid side shields.
- If you wear prescription lenses, you need to wear goggles or have safety glasses made with prescription lenses.
- Safety glasses and face shields should be worn when soldering and brazing.
- Welding goggles or shields should be worn when welding. Never look at welding arcs, as they will cause retinal burns, which can permanently damage eyesight.
- Sunglasses, unless otherwise designated, are not safety glasses.
- Tinted safety glasses should not be worn inside.
- You should periodically wash your safety glasses or goggles with mild soap and warm water.
- Do not dry with paper; use soft cotton clothe or lint free tissue designed for eyewear.
- Store eye protection in a place where it will be protected. Scratches in eye protection can result in distorted vision causing headaches, or injury.

Check to see that all personnel have eye protection.
Have all personnel check their eye protection for damage or scratches and replace as needed.

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Company Name _____ Job name _____ Date _____

Personal Protection Equipment

Background and Purpose:

Employees often work with hazardous equipment and materials, and in hazardous locations without any protection for their body parts against cuts, contusions, or burns. Most hand, head, and feet injuries occur because workers and supervisors fail to take the proper precautions, or wear the proper protective equipment. In this safety discussion we want to focus on our personal protective equipment.

What are basic safety habits to remember about wearing personal protective equipment (PPE)?

1. Evaluate your job site to determine what types of PPE is needed, before work begins.
2. All employees should know what PPE is required, and when PPE is required.
3. All employees must be trained in how to put it on, take it off, and adjust it.
4. Know how to maintain and care for your PPE, as well as how to dispose of it.
5. Know the limitations of your PPE.
6. When PPE is damaged it must be replaced immediately
7. Take the time to put on safety glasses, hard hats, or protective gloves.
8. Wear goggles and face shields when grinding, sawing, or power nailing.
9. Wear the proper gloves for the chemical you are using and if necessary wear face protection.
10. When working with cement, sand, or cutting concrete wear a dust mask or respirator.
11. Always wear a reflective, high visibility vest when working near vehicle traffic.

What are some of the common-sense rules to remember about PPE that will prevent injury?

1. Never use defective PPE.
2. Always wear the proper PPE, such as: hardhat, traffic vest, and fall protection, based on the hazards observed.
3. If you have a question about PPE, ask your supervisor before you start work.
4. Even the best PPE is worthless if it is not worn.
5. PPE is just as important at home as it is on the job.

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Utility Cut Exposures

Utility cuts are a common loss exposure to excavation contractors. It's important to act quickly to secure the scene as well as contact your agent so the carrier may be placed on notice in a timely fashion.

Once a utility is struck, a contractor is obligated to immediately notify the utility owner and discontinue any excavation or demolition work in the immediate area surrounding the damage until the utility owner has had an opportunity to inspect and advise on necessary repairs. If an underground line is struck that contains flammable, toxic or corrosive gas or liquid, actions must be taken to minimize the hazards for people and property, along with notification of the proper police and fire departments.

Remember to take photos of the damage and surrounding area including the utility markings. Secure and keep all locate tickets, an incident report completed by the worker responsible for the cut, and any other pertinent written documentation. Report names, addresses and contact phone numbers for any witnesses including employees working at the job site.

Notify your insurance agent immediately. A condition of your general liability policy is to report any incidents in a timely manner to allow the insurance company the opportunity to properly investigate and minimize loss. The earlier the loss is reported, the earlier your carrier can assess the situation and obtain pertinent information to possibly reduce your loss exposure.

We want your jobsites to be as safe as possible to reduce the risk of expensive down time and liability loss. Please remember to dig safely.

Company Name _____ Job name _____ Date _____

Safety for the General Public

Background and purpose:

In construction work, we face all kinds of unsafe conditions and try to cope with these situations. The general public, however, is not as aware of the hazards. They expect to be fully protected, and the law is clear about protecting the public. The law feels that the general public was there before the contractor; therefore, the contractor gets blamed for any new hazards that were not previously present. We have no choice but to keep the public safe from harm.

What are the main reasons why we must keep the public off the job site?

1. It keeps the company and the employees from being sued by someone who may suffer an injury on the project.
2. It helps prevent thieves from stealing our tools and materials.
3. It helps to prevent vandalism at night or on weekends.
4. By keeping non-construction workers off the job, it helps us to concentrate on our work and our own safety.

Are warning signs good to use as protection for the public? Why or why not?

1. Signs are good for warning of specific dangers. A general sign such as "Keep Out" is not much good.
2. Signs are not very effective for children or people with poor eyesight.
3. Lighted signs or flashing lights are good at night because of their high visibility.
4. Signs could be taken down, hidden, or defaced making them useless.

What are some ways that we can protect the public?

1. The entire project should be enclosed with a fence, if possible.
2. Where the public passes by on foot, a covered walkway must be built, lighted, and free from tripping hazards.
3. The borders of the project should be lighted at night.
4. Flagmen must be used when trucks are entering or leaving on public roads.
5. Never leave keys in any equipment overnight.
6. Turn off all power except that needed to light the project at night.

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Defensive Driving: Preventing Backing Collisions

Background and Purpose:

National statistics indicate that backing collisions account for about one-quarter of all collisions. Of course, the growing number of rear-vision camera systems figures to decrease the incidence of these collisions in the near future. But backing will always carry its own set of risks. Here is a list of safety tips aimed at preventing backing collisions.

Preventing Backing Collisions

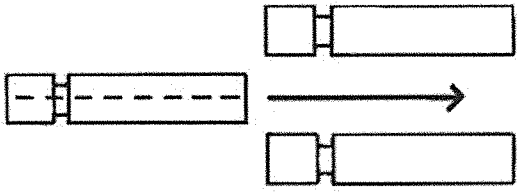
- **Get to know a vehicle's blind spots.** Remember that mirrors can never give the whole picture when backing.
- **Think in advance.** Don't put yourself in unnecessary backing situations.
- **Park defensively.** Choose easy-exit parking spaces that don't crowd neighboring vehicles. Park in the center of your parking space.
- **If needed, take extra measures when parking in an alley.** Again, this involves thinking ahead. If an alley doesn't permit driving all the way through or room to turn around, you should back into the alley parking space (assuming this complies with local ordinances). That way, when you leave you can drive forward to pull into the street.
- **Perform a walk-around.** Walking around a vehicle gives you a firsthand view of the backing area and will alert you to any limitations or hazards. Check for children, soft or muddy areas, potholes, tire hazards and other dangers.
- **Know the clearances.** When performing a walk-around, check for obstructions, low-hanging trees and wires, and any other potential clearance-related problems.
- **Remember that every backing situation is new and different.** You may back out of the same spot day after day, but don't allow yourself to get complacent and relax. Be watchful each time for changes and new obstacles.
- **Use a spotter.** Don't be afraid to ask for someone's help when backing if needed. Use hand signals you've both agreed upon. Don't have the spotter walking backwards while giving instructions.
- **After finishing the walk-around, don't delay.** Return to the vehicle and start backing within a few seconds. This will allow very little time for people or obstacles to change behind the vehicle. Backing without a spotter should only take place after you have as much information about the area as possible. A backup alarm can help warn away pedestrians and drivers of other vehicles who may try to enter the area you're backing into.

Additional Backing Tips

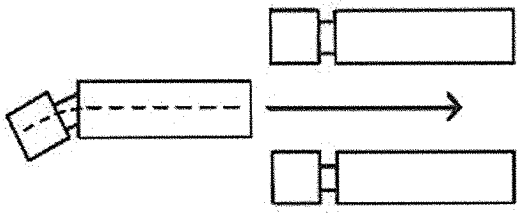
- Ensure your mirrors are clean and adjusted to give you the widest possible rear view.
- Tap the horn twice just prior to backing to notify others in the area that your vehicle is backing.
- Roll down the driver's window so you can hear any warnings, such as a honking horn. Stop immediately if you hear such a warning.
- Keep the backing distance to a minimum.
- Back at a creep/idle speed and cover the brake.
- Back to the driver's side of the vehicle. This approach will give you a clearer picture of where the vehicle is going. Continually scan the mirrors, look over your left shoulder, and check the swing out of the right front fender as you back.
- If you're unsure of the clearance around or above the vehicle, secure the vehicle, then exit and look around to ensure the backing path is clear. Check behind, to both sides and above the vehicle.
- If you're using a spotter, make sure he or she is standing in an area that can be easily seen in the driver's side mirror. Stop immediately if the spotter cannot be seen. Again, use hand signals you've agreed upon, but also make sure the driver's side window is rolled down so you can hear any verbal instructions or warnings.

Backing Procedures and Techniques

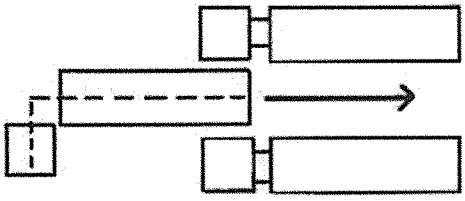
Straight Line Backing



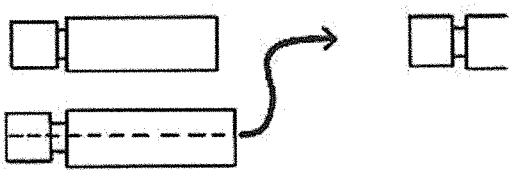
Alley Dock Backing



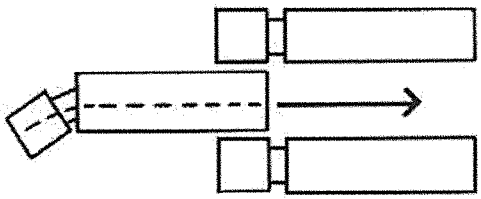
Jack-Knife Backing



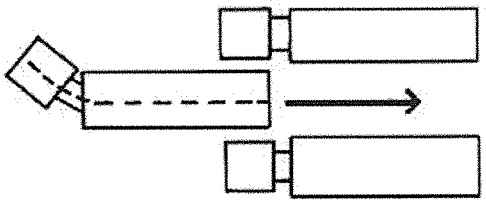
Parallel Parking



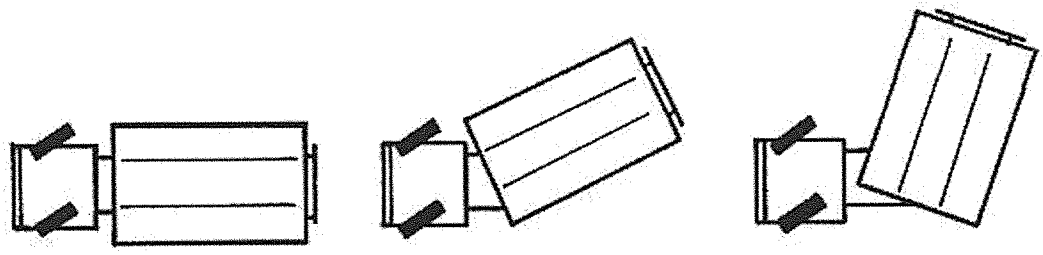
Sight- Side Backing



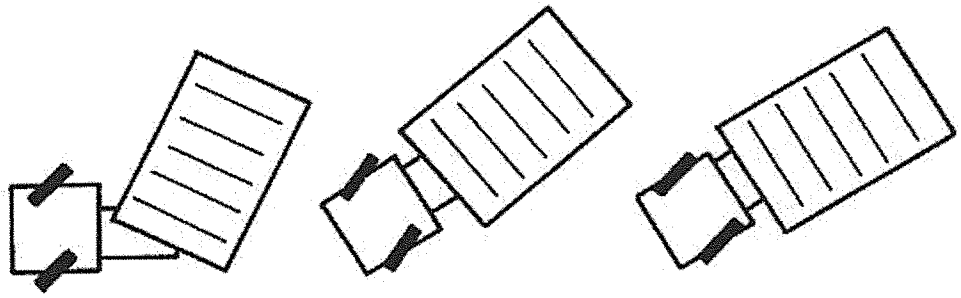
Blind Side Backing



Jacking



Chasing



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These instructions do not supersede local, state, or federal regulations

Company Name _____ Job Name _____ Date _____

Defensive Driving: Preventing Rear-End Collisions

Background and Purpose:

Rear end collisions are one of the most common types of accidents. Many people think that being rear ended is unavoidable, but that is not always the case. Often, drivers are rear ended because they are distracted. There are many steps you can follow to avoid being rear ended.

Always be alert when you are driving and be aware of your surroundings. By following the steps below and paying close attention to other vehicles, you will reduce the chances of a rear end collision. In all cases, while operating a motor vehicle, drivers should practice defensive driving techniques. Defensive driving is the art of driving so as to prevent and avoid traffic crashes, regardless of the unsafe conditions and actions created by other drivers and adverse road and or weather conditions.

10 Steps to Help Prevent Being Involved In A Rear-End Collision:

1. Look farther up the road to spot traffic stopping long before the vehicle in front of you slams on its brakes. This will give you the time to brake sooner and gentler, which will force the vehicles behind you to brake sooner, minimizing drivers behind you panic-braking and possibly plowing into you.

2. Check your mirrors more often. Drivers should be checking their mirrors every five to eight seconds and then again when slowing or stopping. When coming to a stop at a traffic light or stop sign, always look in the rearview mirror to be sure vehicles behind you are also stopping. When traffic begins to slow or stop on the highway, always check your mirrors to be sure traffic is stopping behind you. You can never tell whether the driver on your rear bumper is texting just as the vehicles in front of you are stopping.

3. Stay focused on your driving. There may not have been any vehicles behind you when you initially stopped, but they could be rushing up behind you as you sit and wait. It is not inconceivable that one of those drivers has been distracted by a cellphone.

4. As you slow to a stop, identify an escape route. Think of the shoulder, sidewalk, curb lane, left turn lane or any other safe route where you can get out of the way of a charging vehicle.

5. Never rush up to a stop sign or red light. Always slow gradually and this will force the vehicle behind you to also slow more gradually. If you rush up to a red light and then brake hard, the driver behind you may not react swiftly. The advantage is the light may change to green before you get to it and you may not have to brake at all. This has the secondary benefit of saving you fuel and brake wear.

6. When you stop, leave two or three vehicle lengths between you and the vehicle in front of you. If you pull up tight behind the vehicle in front, you have locked yourself into a potential danger zone, eliminating any options of escape. Giving yourself room will give that onrushing vehicle a little more braking space.

7. While stopped, visualize what you can do should the vehicle behind you not show signs of stopping in time. Go over in your mind that you need to get off the brake and steer where you want to go. Most drivers will simply push on their brake harder when being struck from behind in an instinctual reaction to a crash. It is unfortunately the wrong response. Be prepared to accelerate and steer to where you want to go.

8. Check your brake lights frequently. A simple low cost fuse can blow and leave your car without any brake lights. Drivers rely on that signal to warn them you are stopping. Any burned out bulbs should be replaced promptly. You can use the reflection in a store front window to check your own brake lights.

9. Leave more space between you and the vehicle in front. Following too closely not only increases your chance of hitting the vehicle in front but also guarantees you will be braking harder when that vehicle's brakes are applied. This will cause the trailing vehicle to also brake rapidly, increasing the chance of a collision.

10. If drivers follow too closely, do not brake hard in order to scare them off. This can easily end up resulting in a rear-end collision. Simply slow gradually at the next available passing zone and they will eventually pass you. If they still insist on following too closely, then pull into a service station or any other safe location and let them go by.

Discuss recent incidents (if any)_____

Seek employee feedback _____

Meeting Attended By: _____ _____

Supervisor's Signature _____