



Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: _____ Job Site Location: _____

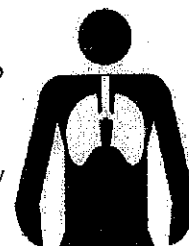
Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 75: Dust Masks

Introduction: Dust masks (particulate respirators) are to be used in the workplace where airborne particulates such as saw dust, drywall dust, dirt, grain dust, and insulation, are generated or are present as part of the environment. Dust masks protect the worker's lungs and airway from damage due to the inhalation of airborne particulate matter. Dust masks may be worn even when a ventilation system is in place and operational. Dust masks are not approved for asbestos exposure or any other airborne hazardous material. Long term exposure to airborne particulates can cause extreme respiratory problems. Following are guidelines for the use of dust masks:

Guidelines:

- **Always review** material safety data sheets (MSDS) on the chemicals and material that you are working with. Many chemicals and materials will not be filtered by a dust mask and the use of a respirator is required.
- **Dusts masks are** to be used for airborne particulates and are not suitable for hazardous levels of vapors and extremely fine particulates.
- **Change your dust mask** frequently and whenever you note any discoloration from the accumulation of particulates.
- **Since your airflow** will be slightly reduced, it is important to take frequent breaks while wearing a dust mask. A dust mask with an exhalation valve may assist breathing. Take your breaks in fresh air and remove the mask.
- **If you feel faint** or develop a headache, stop work immediately and get some fresh air. Locate the source of your symptoms, and correct the problem before returning to work.
- **Ensure that** your dust mask fits you snugly. If you feel air leaking around the edges of the mask adjust the mask or switch to a different mask.
- **Dust masks** should also be designed to fit over the bridge of the nose. Many dust masks have a nose clip which when adjusted properly helps to seal that area of the mask to the face. It is important that the nose be covered snugly to ensure that airborne particulates do not enter the lungs through the nose.
- **Beards may** interfere with the proper fit of dust masks. Beards, or any facial hair which interferes with proper fitting, should not be worn when respiratory protection is necessary.
- **Dust masks are** to be used only by one person. Never share or re-use dust masks.
- **Dust masks** (particulate respirators) are designed for many different uses from sweeping, sawing, and grinding to nuisance level odor control, and substance specific contaminant filtering. Choosing the right design for your task will increase the usefulness of these devices.



Conclusion: Restricting the total time workers are exposed to an air contaminant is an important method of respiratory protection. Properly used, dust masks protect workers from hazards but a dust mask does not eliminate the hazards. A dust mask is a form of personal protective equipment; however, if a dust mask is inappropriate for a particular task, the user risks exposure. Appropriate protection depends upon selecting, wearing, and using the correct personal protective equipment properly.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Material Safety Data Sheets Reviewed: _____ (Name of Chemical)

Employee Signatures: _____
(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Foreman/Supervisor's Signature: _____
These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.



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Company Name: _____ Job Site Location: _____

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Topic 22: Hard Hats

Introduction: Most head injuries are caused by flying or falling objects, or by bumping your head against something. Hard hats must resist penetration, absorb the shock of a blow, and provide protection against electrical shock. The prevention of head injuries is an important factor in every safety program. Controlling the hazards that lead to head injuries are usually difficult to anticipate, so hard hats must be used to eliminate these risks.

Federal OSHA regulations state: Helmets for the protection of employees against impact and penetration of falling and flying objects shall meet the specifications contained in the ANSI Safety Requirements for Head Protection (Z89.1&2).

A recent Bureau of Labor Statistics (BLS) survey showed: Most workers who suffered impact injuries to the head were performing their normal jobs, at their regular work-sites, but were not wearing head protection. Most of those injured were not required to wear a hard hat.

■ **Employers must ensure** that their employees wear head protection if any of the following apply:

- Objects might fall from above and strike them on the head.
- They might strike their head against fixed objects.
- There is a possibility of accidental head contact with electrical hazards.



Proper selection is an important factor in providing adequate protection: Protective headgear must meet ANSI Standard Z89.1-1986 (Protective Headgear for Industrial Workers), or provide equivalent protection.

Types of Protective Head Gear: Hard hat TYPE designations (1 and 2) determine helmet shape.

- **TYPE — 1** These hard hats have a full brim of not less than one and one-quarter inches wide.
- **TYPE — 2** These hard hats are brim-less, except for a front bill, and have a peak ridge extending forward from the crown.

NOTE: Another type of protective headgear on the market is called a "bump hat," designed for use in areas with low head clearance. They are used to protect against head bumps and lacerations, but do not protect against falling or flying objects, and are not approved for use by ANSI.

■ **Electrical Classes of Protective Head Gear:** Hard hat CLASS designations G, E, and C determine recognized service values and are available in both types.

- **CLASS — G Hard Hats:** Are designated as general service, limited voltage protection, and are intended for protection against impact hazards. They are used in mining, building construction, shipbuilding, tunneling, timber and lumber operations, and manufacturing.
- **CLASS — E Hard Hats:** Are designated as utility service, high voltage helmets and are intended for protection against impact and penetration from falling or flying objects and from high voltage shock and burn. They are used extensively by electrical workers.
- **CLASS — C Hard Hats:** Are designated as special service with no voltage protection. Known as safety hats, caps, or bump helmets, they are specifically designed for lightweight comfort and impact protection. They are normally used in certain construction and manufacturing occupations, oil fields, refineries, chemical plants where there is little danger of falling objects or electrical hazards. They are used where there is the risk of bumping your head against fixed objects.



- Head protection that is either too large or too small is inappropriate for use, even if it meets all other requirements. Protective headgear must fit properly on the head, and should be accompanied by clear instructions explaining proper adjustment and replacement of the suspension and headband.
- Hard hats may be equipped with, or designed for, attached accessories to help employees deal with changing environmental conditions, such as slots for earmuffs, or face shields. The headgear must be designed for these accessories by the manufacturer, and must never be altered by the employee in any way, such as drilling or cutting.

Conclusion: Make sure your protective head gear is appropriate for the risks you may encounter on the job. Your hard hat should fit properly, and be cleaned, maintained, and inspected regularly. If for any reason you suspect the safety values of your hard hat were compromised in any way, replace it immediately. Avoid the risk of a head injury; your hard hat does you no good if it is not worn.

Work Site Review

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Material Safety Data Sheets Reviewed: _____ (Name of Chemical)

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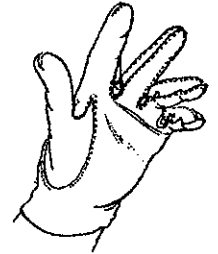
Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 18: Hand Protection

Introduction: The hands are used in virtually all jobs that pertain to the construction, manufacturing, and service industry and are prone to injuries from several hazards. **Nearly 150,000 injuries to the hands and fingers are reported each year.** Gloves are made for virtually every application, from simple cloth utility to steel mesh cut resistant gloves. OSHA regulations state that: "Employers shall select and require employees to use appropriate hand protection when employee's hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes". The following guidelines are designed to assist you:

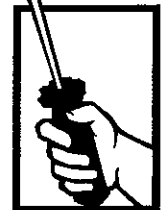
Guidelines for Hand Protection:

- **One of the most** important steps for protecting your hands is to make sure that all guards are in place and secure on the machines and power tools on your jobsite and/or workplace.
- **While working with** substances that may cause skin irritation such as chemical burns, wear chemical resistant or heavy rubber gloves.
- **Electrically insulated** gloves are needed for working with electrical hazards.
- **Wear cut resistant** metal mesh or Kevlar gloves and take special care while working with glass, sheet metal, or any material that has the potential to cut and tear.
- **Wear heavy leather**; or nitrile coated work gloves to protect your hands while working with, or carrying, block, stone, brick, and concrete that will chafe and tear your skin, in addition the chemicals in mortar and concrete can irritate the skin.
- **While carrying** heavy or slippery objects, wear gloves designed for a non-slip grip to prevent slipping and protect your hands.
- **When operating equipment** or tools which cause severe shock and vibration, use special anti-vibration gloves which are made to minimize the possibility of injury to the hands from shock and vibration.
- **When working with** hot materials, such as welding or using cutting torches, wear welders gloves, or aluminized heat resistant gloves. In extremely cold temperatures, wear heavily insulated thermal gloves
- **Do not wear gloves** while operating power tools or machinery where a risk of entanglement may occur. Many unnecessary accidents occur each year because an employee was wearing gloves that became caught in moving parts. Often these accidents result in a loss of fingers or hands.



Tendonitis may occur as a result of a strain or repetitive irritation to the tendons in the hands. This condition or injury, is the result of inflammation of the tendons, and the sheaths surrounding the tendons, which are especially susceptible in the hands. Anti-inflammatory drugs such as aspirin or ibuprofen can be used to reduce the pain and inflammation when used for 7 – 10 days (seek medical advice before taking any medication). Chronic, persistent tendonitis may require surgery. Avoid repetitive tasks which cause strain to the tendons in the hands.

Carpal tunnel syndrome results from compression of the median nerve that travels through the wrist supplying the thumb side of the hand. Particularly susceptible are people whose work requires repeated forceful movements with the wrist extended, such as using a screwdriver. This disorder is best treated by avoiding positions which hyperextend the wrist (bending it backwards), or put extra pressure on the median nerve.



Conclusion: Though some employers and jobs may require you to wear hand protection, as a safe and prudent worker you should evaluate your individual job responsibilities and determine when to wear hand protection even when not required by your employer. Your hands make a living for you, take good care of them.

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Insert your company logo here, plus name & address for \$24.99 per year. Send logos to: logos@SafetyServicesCompany.com

C H Garmong & Sons, Inc
3050 Poplar St
Terre Haute IN 47803

Aug/Sept, 2008

TAILGATE/TOOLBOX SAFETY TRAINING
Safety Services Company-Safety Meeting Division,
PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Job Name: _____ Job Site Location: _____

Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 279: Respiratory Protection (Part C)

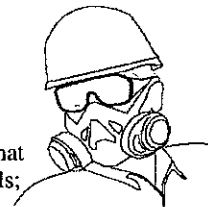
Introduction: Knowing the proper use, care, and storage of your respirator is one of the most important skills you have acquired through your PPE (Personal Protection Equipment) training. The nature of the hazardous atmosphere (many of the dangers are invisible) dictates the need for thoughtful and careful attention to the following safe practices.

- **Safe practices include:** ① Prohibiting conditions that may result in face-piece seal leakage; ② Preventing workers from removing the respirator in hazardous environments; ③ Take actions to ensure continued effective respirator performance throughout the work-shift; and, ④ Establish procedures for the use of respirators in IDLH atmospheres.
- **Respirators with tight-fitting face-pieces MUST NOT be worn by employees who have:** ① Facial hair that comes between the sealing surface of the face-piece and the face; or, ② Any condition that hinders or impedes the face-to-face seal or valve function.
- **Employees must ensure:** prior to entering the hazardous atmosphere that the respirator fits snugly and the employee should perform a positive/negative pressure seal test by covering the intake/outtake valves and breathing in and blowing out.
- **Employers must ensure:** that workers perform a positive/negative pressure seal check each time they put on the respirator, as per training procedure. Appropriate monitoring of workplace conditions must be maintained to determine the degree of the workers exposure or stress.
- **Employees must leave the respirator-required work-zone:** ① To wash their face and respirator as needed to prevent eye or skin irritation; ② If workers detect vapor or gas breakthrough, changes in the filter's breathing resistance; or, ③ To replace the respirator or the filter, cartridge, or canister elements.



Thorough training in Respirator Maintenance and Care is vitally important. Be sure that sufficient equipment and supplies are kept on hand to provide for the cleaning and disinfecting, storage, inspection, and repair of respirators used by employees.

- **Employers must:** ① Provide each user with a respirator that is clean, sanitary, and in good working order; ② Ensure that respirators are properly stored to protect them from damage, contamination, sunlight, temperature extremes, and chemicals; ③ Confirm that respirators are inspected before each use and during cleaning; ④ All emergency units are inspected at least monthly; and, ⑤ Emergency escape only units must be inspected before being carried into the work-place for use.
- **Make sure that respirator inspections include:** ① Check the respirator function, tightness of fittings, and the condition of the various parts; ② A check of the elastomeric parts for pliability and signs of deterioration; ③ Ensure that respirators that fail inspection, or are found defective, are removed from service, and are adjusted, repaired, or discarded.



Identification of Filters, Cartridges, and Canisters: Employers must ensure that any of these units used in the work-place are labeled and color-coded with the NIOSH approval label and that the label remains legible and is not removed.



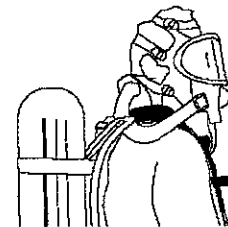
Training and Information: Effective training must be provided to employees who use respirators. This training must be comprehensive, understandable, and done annually (sooner if necessary).

- **After training, employees must demonstrate:** ① Knowledge of the need for respirators; ② Results of improper fit; ③ Capacities and limitations; ④ Procedures for inspection, maintenance, storage, and emergencies; ⑤ The ability to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and, ⑥ Knowledge of the general requirements of the respirator standard.

Respirator Program Evaluation: Employers must conduct evaluations of their work-places to ensure: ① The written "Program" is being properly fulfilled; and, ② Workers are using respirators properly.

- **Employers must regularly consult workers to:** assess their views on program effectiveness and identify any problems.
- **Factors to be evaluated include:** proper fitting, effective selection for the given hazard, proper respirator use for the conditions workers encounter, and proper respirator care and maintenance.

Recordkeeping: Employers must establish and retain written records regarding medical evaluations (confidential), fit testing, and the Respiratory Protection Program.



Conclusion: Breathing protection is a primary component of everyone's personal protective equipment and is crucial to the health and protection of anyone exposed to hazardous atmospheres. Take care of your respirator and it will take care of you!

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Personnel Safety Violations: _____

Employee Signatures:

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C H Garmong & Sons, Inc Foreman/Supervisor's Signature: _____

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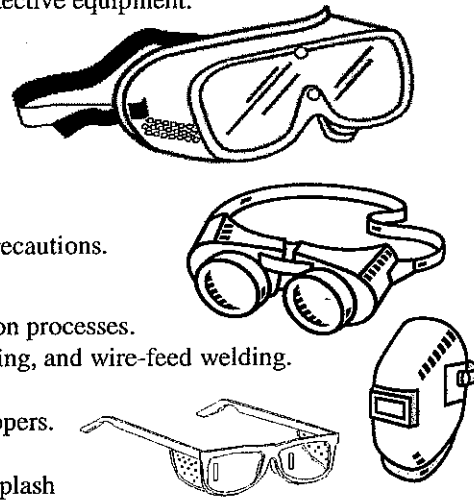
Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 6: Eye and Face Protection

Introduction: Every year, thousands of workers injure their eyes or lose their sight, not because proper protection wasn't available, but because they chose not to use it. The Federal OSHA regulation states, "Employees shall be provided with eye and face protection when machines or operations present potential eye or face injury from physical, chemical, or radiation agents." These stipulations also apply to management personnel, supervisors, and any visitors while they are in a hazardous area. Employers must provide eye and face personal protective equipment suitable for the work to be performed and employees must use the protective equipment.

Protection must meet the following requirements:

- Adequately protect against the particular hazard for which they were designed.
- Reasonably comfortable when worn under working conditions.
- Fit snugly without unduly interfering with the movements or vision of the wearer.
- Be of durable design and kept in good repair.
- Easy to clean and disinfect.
- Be distinctly marked with manufacturer's identification and ratings for limits and precautions.

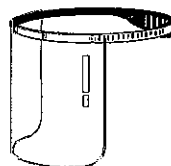


Eye and face protection is needed when performing these types of tasks:

- Metal-working operations such as grinding, cutting, and machining during fabrication processes.
- All hot-work including gas torch-welding, torch-cutting, brazing, electric stick welding, and wire-feed welding.
- Air-gun or other air-tool operations involving compressed air.
- Woodworking operations using power saws, routers, planers, sanders, lathes, or chippers.
- During any power or pressure spray operations.
- Any other general or specialized or chemical handling processes, where the risk of splash of harmful material is present.

Types of hazards to protect against include:

- Intense harmful rays or injurious radiation are present.
- Splash or splatter of hazardous liquids.
- Molten metal, heat, or glare.
- Fumes or acid burns.
- Flying objects or particles.



There are many varieties of eye and face protection available, including:

- Spectacles- frontal only or with side shields.
- Goggles- clear and flexible or padded with hard, tinted lenses.
- Welding goggles- eye-cup or coverspecs with filter lenses.
- Welding helmet- tinted filter lens with shade number.
- Full-face shield- clear plastic or mesh window (sometimes attached to hard-hats or bump-helmets).

Note: The National Society for Blindness Prevention recommends that emergency eyewash stations be placed in all potentially hazardous locations. First aid instructions for eye injuries should also be posted in the immediate vicinity. It is also prudent to keep a bottle of quality eyewash in the first aid kit. Any delay or mistake in dealing with an eye injury could result in permanent damage or loss.

Conclusion: Good vision is an asset we all take for granted. Do not take any chances, always protect your eyesight.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures:

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C H Garmong & Sons, Inc Foreman/Supervisor's Signature: _____

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6-11

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 28

Number 6

February 7, 2005

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PO Box 700, Frankfort, IL 60423

815-464-0200

www.safetymeetingoutlines.com

Company Name _____ Job Name _____ Date _____

SAFETY AS FAR AS THE EYE CAN SEE

Eye protection is essential when you work in the construction industry. Each year, thousands of workers suffer eye injuries on the job and some lose their sight as a result. Fortunately, you can prevent eye injuries by selecting and wearing the proper eye protection.

As a construction worker, you need to make a habit of wearing eye protection on the job. You never know when a stray spark, some sawdust, a piece of wire, or a sliver will fly at your face, so you should **always** be prepared. The Bureau of Labor Statistics reports that 70% of eye injuries are caused by flying particles or objects. Forty percent of these injured workers were wearing some form of eye protection. The problem is that these workers were probably wearing improper eye protection such as sunglasses or eyewear without side shields.

When selecting eye protection, you need to think about the kind of work you are going to do so that you pick the correct type of eye protection for the job:

- Will the work create flying objects or fragments that could cause impact injuries? If so, you need to wear either spectacles with side shields, goggles, a face shield, or a combination of the three.
- Will you be working with chemicals that can splash or spray in your face? Then you'll need chemical goggles designed to form a protective seal around your eyes to prevent chemicals from making contact with your eyes. You might also need a face shield.

Will you be involved in tasks that produce intense heat or optical radiation like welding, brazing, or working near lasers? In this case, you should wear goggles or safety spectacles with special-purpose lenses and eye shields, and possibly a face shield depending on how intense the heat or radiation is.

If you are unsure or have questions about the right kind of eye protection to use, ask your supervisor or safety director. Once you've chosen your eye protection, **wear it!** It won't protect you if it's in your pocket or lunch bucket.

Remember that eye protection comes in different sizes and styles. Find the right kind to protect yourself from hazards you face around a jobsite. Make sure your eye protection fits correctly and is comfortable to wear. Protect your eyes. You only get one pair during this lifetime!

SAFETY REMINDER

Sunglasses are not safety glasses unless they are manufactured to ANSI Z.87 specifications.

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 28

Number 14

April 4, 2005

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Company Name _____ Job Name _____ Date _____

THE MOST IMPORTANT HAT YOU'LL EVER WEAR

A hard hat is designed to protect your head from injuries caused by workplace hazards such as falling objects, electric shock, and hitting your head on a fixed object. By wearing a hard hat you can prevent fatal head injuries. Hard hats can provide shock absorption, electrical insulation, and they can help shield your eyes, ears, nose, and mouth. You need to learn to select the right type of hard hat depending on the hazards you encounter on a construction project. If you're familiar with the older standard (ANSI Z89.1-1986), take a moment to learn and ask questions about the hard hat designations in the more recent standard (ANSI Z89.1-1997).

Under the new standard, the three classifications of hard hats (previously A, B, C) are:

- **Class G (General) Helmets:** Designed for general service. They provide good impact protection but limited voltage protection up to 2200 volts.
- **Class E (Electrical) Helmets:** Designed for electrical work. They protect against falling objects and high-voltage shock and burns up to 20,000 volts.
- **Class C (Conductive) Helmets:** Designed for use where no electrical hazards are present. They protect against falling objects, but not electrical shock.

The two types of hard hats, designating the impact protection they provide, are:

Type I (top impact): provides protection from blows to the top of the head.

Type II (top and lateral impact): provides protection from blows to both the top and sides of the head.

two styles of hard hats are:

- **Full brim hard hats:** These have a full brim, all the way around the hat. They cover the neck and ears.
- **Cap-style hard hats:** These have a short bill on the front of the hat. They are worn on most construction sites.

To determine what hard hat you should wear, think about the work you will perform. Make sure you wear a hard hat whenever you are exposed to a falling object or flying object hazard. This can include walking to your truck or to the trailer. Regular inspections and cleaning with soap and water are a must. Replace your hard hat after any serious impact.

SAFETY REMINDER

The Assured Equipment Grounding Conductor Program color code for April, May, and June is green. If you use this program, test and color code all electrical cords and power tools.

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

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September 5, 2005

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Company Name _____ Job Name _____ Date _____

PERSONAL PROTECTIVE EQUIPMENT

Knights had shining armor and construction workers have Personal Protective Equipment (PPE). Personal Protective Equipment includes a variety of specialized clothing and equipment designed to protect you from hazards encountered around a construction site. As you perform your daily tasks, PPE can provide a barrier between you and hazardous materials or conditions. PPE can protect almost every part of your body including your eyes, ears, face, head, arms, hands, torso, lungs, feet, and legs. Some common forms of PPE include hard hats, helmets, face shields, goggles, coveralls, gloves, safety boots, respirators, and earplugs.

Your employer is required to assess the workplace to determine if there are any hazards that require the use of PPE. But before you do any work requiring the use of personal protective equipment, you must be trained to know: 1) what type of PPE is necessary, 2) how it should be properly worn or used, 3) what its limitations are, and 4) its proper care, maintenance, use, and disposal. Any time you have a choice between safety devices that provide the same level of protection, choose the one that is most comfortable, easiest to use, or easiest to carry.

Eye protection is necessary when workplaces include flying

objects, chips, particles, chemical splashes, electrical arcs, sparks, or radiant energy. Make sure your eye protection fits properly and is the right type for the job. Head protection comes in the form of hard hats. A hard hat is designed to prevent fatal head injuries by providing shock absorption and electrical insulation. Hearing protection shields your ears from noisy equipment. It comes in the form of earplugs or earmuffs. Never use cotton or other improvised forms of protection. Hand protection will help prevent severe cuts, lacerations, and punctures, as well as prevent absorption of harmful chemicals and substances. Gloves provide a layer of protection between your hands and the various hazards they are exposed to. Respirators protect you from airborne contaminants, vapors, gases, or fumes such as dust, silica, benzene, and lead. They allow you to breathe safely in hazardous environments. Foot protection prevents sharp objects such as nails from piercing your foot, prevents injuries caused by falling objects, and can prevent falls caused by slippery or wet floors. Good, general foot protection has steel toes, comes up above the ankles, and is made of leather.

PPE only works if you wear it! Don't keep PPE in your pocket, your truck, or your toolbox. Keep it with you and wear it.

SAFETY REMINDER

If you borrow PPE, it may not fit or protect you properly, and you leave your co-worker exposed to hazardous conditions. Borrowing or sharing PPE puts two people in danger.

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

Supervisor's Signature _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

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January 31, 2005

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Company Name _____ Job Name _____ Date _____

THINK BEFORE YOU LIFT!

Each year, thousands of construction workers hurt themselves when they lift incorrectly. Some of these injuries are minor, but many result in permanent disabilities. These injuries can be avoided if workers avoid improper lifting.

Today's Weekly Safety Meeting will discuss how to lift properly:

- ☞ First, look at what you're lifting. If the load has sharp edges, splinters, protruding nails, or is slippery, you should be aware of this hazard before you try to lift it.
- ☞ Next, you need to determine how heavy the object is. If it is too heavy for you to lift, you are going to need some help — like a coworker, a hand truck, or a forklift.
- ☞ Before you move any object, check your route and make sure it's free of obstructions and tripping hazards.
- ☞ If you decide you are going to lift the load manually, bend your knees, keep your feet apart, and get a good grip. Lift by straightening your legs, with your back upright, so that you let your leg muscles do all the work.
- ☞ When you carry any object, watch where you're going. Be cautious in narrow walkways and tight doorways where you might smash your hands or knuckles.
As you walk, keep the load close to your body.
- ☞ When you get to your final destination, reverse the steps. Bend those knees, lower your body by squatting down, and release the object.
- ☞ Remember that objects come in lots of different shapes and sizes; some drums and barrels can be rolled instead of carried, sacked materials should be grasped at the corners, and long objects should be carried by two people.
- ☞ Never try to carry a load that is too heavy for your physical ability. Get some help — whether it's human or mechanical!

**Proper lifting doesn't always come naturally.
You have to concentrate and think about it
until it becomes a habit.**

SAFETY REMINDER

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 28

Number 38

September 19, 2005

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Company Name _____ Job Name _____ Date _____

FIRST AID

Your safety training focuses on preventing accidents and injuries around a construction site. Unfortunately, accidents do happen and workers suffer injuries on the job. The first response to any injury can improve the victim's chances of survival and a speedy recovery. First aid is medical attention that a person receives immediately after an injury occurs. It can include cleaning small cuts and scrapes, treating minor burns, applying bandages, and performing CPR. Training is required to administer first aid properly.

If someone is injured on the job and you respond, remain calm and survey the scene. Look for anything that may threaten your safety, that of the victim, or any bystanders. Beware of hazards such as dangerous atmospheres, fumes, electrical dangers, fire, or unstable structures. Proceed only if you can help the victim without putting yourself or others at risk. Never move a victim unless it's necessary to prevent further injury. Be sure someone calls 911 while you administer first aid. If there is a first responder on site, that person should also be called immediately. Next, you'll need to assess the victim's condition and decide on a course of action. There is a lot you can do until emergency assistance arrives — **but only if you are trained to do so.** Providing first aid or CPR without proper training can endanger the victim.

Determine the victim's responsiveness. Ask loudly, "Are you alright?" If the victim is unresponsive, remember the ABCs of first aid — **Airway, Breathing, and Circulation.** Check that the airway is open and clear. Remove any visible obstructions. Then, check the victim's breathing by listening for breathing sounds from the person's mouth or nose, and looking to see if the chest is rising and falling. If the victim is not breathing, try rescue breathing (mouth-to-mouth resuscitation). Check for signs of circulation — pulse, breathing, change in skin color, or movement. If there is no breathing or circulation, you must start CPR (cardiopulmonary resuscitation).

Severe bleeding can usually be stopped by applying steady, direct pressure to the wound using a sterile bandage. Try to put on latex or rubber gloves to prevent contact with blood. If they are not available, use clean plastic bags to cover your hands. Elevate the bleeding part to reduce blood flow. First and second degree burns should be immersed in cool water or covered with clean, moist towels. Shock usually accompanies severe injury or emotional trauma. Have the victim lie down with feet elevated. Cover the victim to prevent loss of body heat, but do not cause him or her to overheat.

If you want to learn first aid or you feel that your first aid skills are getting a little rusty, sign up for a training course. You never know when it will be up to you to save a life.

SAFETY REMINDER

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

Supervisor's Signature _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 29

Number 1

January 2, 2006

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Company Name _____ Job Name _____ Date _____

DON'T BE BLIND TO EYE HAZARDS

The construction industry has a much higher rate of eye injuries than any other industry. This has a lot to do with the many eye hazards found around a jobsite. If you don't protect your eyes properly, you can suffer eye injuries that could result in partial or complete blindness.

Small pieces of wood, metal, and cement fly around when you chip, grind, saw, or drill. Welding creates hot, flying sparks, and mixing chemicals can cause fumes or splashing liquids. Some construction work also presents eye hazards for bystanders. Even when you're not the one doing the drilling, if you walk by or work next to someone who is, you are exposed to eye hazards.

Many construction workers who suffer eye injuries are wearing eye protection, but they just aren't wearing the right fit, size, or type. The eye protection you wear should be fully fitted for comfort, and meet all the necessary requirements for the task you are performing.

Safety glasses with full side shields will protect you against most flying objects, but safety goggles provide secure protection around the entire eye. Face shields protect the face from chemicals, heat, and glare. Welding helmets protect against sparks, splatter, and infrared and ultraviolet rays. Chemical goggles provide a tight barrier around your

eyes to prevent anything from splashing into them. Remember that many tasks require a combination of these different types of eye protection.

For example, face shields are intended to protect the entire face or portions of it from impact hazards such as flying fragments, objects, large chips, and particles. However, when worn alone, face shields **do not protect you** from all impact hazards. Use face shields in combination with safety glasses or goggles. Check with your supervisor to be sure you are wearing the right type of eye protection for the job you are performing. You can also refer to Table E-1 in OSHA Standard 29 CFR 1926.102 for more specific information.

One hazard we often overlook is the sun. UV-absorbent safety glasses can help protect your eyes from sun damage. Safety glasses with proper tinting and UV protection can also make your work more comfortable and safer during the winter when you're exposed to glare and snow blindness.

Remember to protect your eyes when you're off the job. Whether you're in your shop or using household cleaners, protect your eyes with the right form of eye protection.

SAFETY REMINDER The Assured Equipment Grounding Conductor Program color code for January, February, and March is **WHITE**. If you use this program, test and color code all electrical cords and power tools.

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 29

Number 10

March 6, 2006

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Company Name _____ Job Name _____ Date _____

HARD HATS

A hard hat is designed to protect you from head injuries caused by falling or flying objects, penetration hazards, electrical shocks, and burns. It also protects you from any bumps you might receive when you hit your head on machinery, equipment, or materials.

Because your brain is the control center of your body, a head injury can impair you for life. Although your skull provides your brain with some protection, it's just not enough for the types of impacts you might suffer around a construction site. Severe head injuries can result in prolonged or irreversible brain damage, speech problems, seizures, paralysis, coma, and death. Wearing a hard hat really can save your life.

According to OSHA, hard hat design must meet the requirements of ANSI Z89.1-1986. However, in 1997, ANSI revised the Z89.1 standard and eliminated the old Type I & II designations (which indicated full brim and short brim). The new Type I indicates a hard hat that provides protection strictly from blows to the top of the head, and Type II designates a hard hat with protection from blows to the top and sides of the head. Take a look inside your hard hat and see which ANSI regulations it meets. Talk to your supervisor if you have any questions or concerns.

In the 1986 standard, ANSI also classifies hard hats as Class A, Class B, and Class C.

- Class A Helmets are intended to reduce the force of impact from falling objects and reduce the danger of contact with electrical conductors. These helmets are proof-tested at 2,200 volts.
- Class B Helmets are designed to reduce the force of impact from falling objects and are proof-tested at 20,000 volts. They provide greater protection from electrical hazards.
- Class C Helmets are intended to reduce the force of impact from falling objects *only*; they *do not* offer any electrical protection.

The 1997 ANSI revision also changed these designations:

- Class G General Helmets—*the old Class A.*
- Class E Electrical Helmets—*the old Class B.*
- Class C Conductive Helmets—*the old Class C.* This class provides *no* electrical insulation.

Don't alter your hard hat or the suspension in any way. Check your hard hat regularly for wear. Splits or cracks in the outer shell or tears in the liner are reasons to get the hat replaced. Always replace a hard hat that sustains an impact, even if the damage is unnoticeable.

Bump caps do not comply with ANSI guidelines and are NOT acceptable in construction. OSHA requires an ANSI-compliant hard hat.

SAFETY REMINDER

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Safety Meeting Outlines Box 700 Frankfort, IL 60423 815-464-0200 No 45 Vol 18

Company Name _____ Job Name _____ Date: _____

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment, better known as PPE, is safety equipment designed to protect the worker, that's you and me. Selecting and wearing the right PPE for the job is an important factor in preventing accidents. Let's take a moment to think about the types of PPE we commonly use in our work. Hard hats, safety glasses, and safety footwear are basics. Thinking a little more we come up with respirators, fall protection devices, hearing protection, and gloves. There are many more types of PPE, but let's concentrate on these that we use frequently.

A **hard hat** is the most visible PPE used in the construction industry. The hard hat is a device to protect the head, and comes in many sizes, shapes and suspensions. Remember, it is the suspension system of the hard hat which cushions the blow; if this system is improperly attached or in bad shape, the protection is lost. Eye protection is another primary PPE device. **Safety glasses** and goggles are the first line of defense when it comes to preventing eye injuries. Eye protection must be worn for jobs that warrant it. It's not a bad idea to simply wear your safety glasses most, if not all, of the time. Don't rely on regular prescription glasses for eye protection; safety glasses can withstand a much greater impact. Don't take unnecessary chances with your vision.

Take care of your feet by wearing the **proper shoes** or boots for the job. **Respirators** protect against dust, airborne contaminants, and toxic or hazardous fumes or vapors. Be sure you use the correct type. Falls cause serious injuries and deaths year after year. Always use **fall protection** whenever conditions require it. Loud noise is common on most jobsites, especially when working with or near heavy equipment. Don't risk damaging your **hearing** - wear protection.

One area of PPE often overlooked is the importance of wearing **gloves**. **Gloves** provide good protection from hand and finger injuries when handling materials. Gloves should always be worn when welding or using angle grinders.

PPE and accident prevention go hand in hand. As a construction worker you know what situations, conditions, and materials you will be exposed to. Make sure that you get the right PPE before you start the job; and then wear it. If you don't have what you need, ask your supervisor.

SAFETY REMINDERS **Keep your PPE clean and replace defective equipment at once.**
"An ounce of prevention is worth a pound of cure"

Special Topics For Your Project _____

Employee Safety Recommendations _____

Reviewed M.S.D.S. # _____ Subject: _____

Meeting Attended By _____

Supervisors Signature _____

Name _____ Job Name _____ Date _____

HARD HATS

Stand tall and be proud as you wear your hard hat. It has become a visible symbol of the American construction industry and identifies you as a construction employee who works hard, smart and safe, and is darn proud of it!

But the purpose of this hard hat isn't just looks -- think of it as your silent bodyguard, in charge of protecting your most valuable possession -- your head and brain.

If you're lucky, you will wear your hard hat throughout your entire working life without ever needing it, but on the other hand, if your hard hat saves your life only once, doesn't that make up for all those days it just sat on top of your head?

Most parts of the human body can withstand a substantial blow and survive, but not the head. A minor blow to an unprotected head from even a small falling object can cause damage to your brain and change your life forever. Impact to the head can cause damage as the brain collides with the inside of the skull, or to the delicate brain stem and spinal cord connection, or worse yet, serious brain damage as a result of penetration by a bone fragment or by the impacting object.

In addition to protection from falling objects, your hat can also protect your head from electrical shock, burns, and chemical spills.

There are no worthwhile excuses for not wearing a hard hat; after all, OSHA, employers, insurance companies, unions, and even customers all insist that you wear one, not just to save your good looks, but because hard hats work!

EACH YEAR HARD HATS PREVENT OVER ONE HUNDRED THOUSAND HEAD INJURIES. WILL THIS BE YOUR YEAR TO BE INJURED, OR WILL YOU BE PROTECTED?

SAFETY REMINDERS

Special Topics For Your Project _____

Employee Safety Recommendations _____

Reviewed M.S.D.S. # _____ Subject: _____

Meeting Attended By _____

Supervisors Signature _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Safety Meeting Outlines Box 700, Frankfort, IL 60423 815-464-0200 No 5 Vol 19

Company Name _____ Job Name _____ Date _____

HARD HATS

Hard hats provide the first line of defense against head injuries. As a construction worker, your chances of being struck by a moving, flying or falling object are far greater than the average employee in most other lines of work. Everyone associated with the construction industry is concerned with your safety, and much has been done to achieve that goal by providing various kinds of personal protective equipment for you. One of the best is your hard hat. The outer shell is designed to deflect falling or flying objects and to absorb some of the shock of impact. Additional shock is then absorbed by the suspension system which distributes the force of impact over a larger area of the head and neck.

Hard hats come in many different colors and a variety of materials. The most common is the high impact plastic or polycarbonate kind. They are available with short or full brims, and some even have slots so that other safety devices can be attached to them. Never drill holes in your hard hat. In addition to compromising the integrity of the hat, the holes may reduce its dielectric rating (its ability to protect you from electric current). The bill is designed to protect your face and nose. Always wear your hard hat with the bill pointed forward. Never store small items such as cigarettes, extra socks, etc. in your hard hat. The suspension system will be affected and your head protection reduced.

When you are working beneath other employees the potential of being struck by a falling object increases dramatically. If someone above accidentally drops a hammer, brick, or even a bolt, the damage to a bare, unprotected head below would be severe, if not fatal. None of us wants or can afford a head injury. Practice safety first. **Wear your hard hat.**

OSHA requires that head protective equipment (hard hats) shall be worn in areas where there is the possible danger of head injuries from impact, flying objects, or electrical shocks and burns. Helmets for protection against impact and penetration of falling objects shall meet the requirements of ANSI Z89.1-1969. Helmets for the protection of electrical shock and burns shall meet the requirements of ANSI Z89.2-1971. If you have any question regarding your hard hat or when to wear it, ask your supervisor.

Your hard hat is a marvel of safety engineering, but it only works when you wear it.

**Hard hats prevent over 100,000 head injuries every year.
The hard hat is a symbol of the construction industry.
Wear it with pride.**

SAFETY REMINDERS

Special Topics For Your Project _____

Employee Safety Recommendations _____

Reviewed M.S.D.S. # _____ Subject: _____

Meeting Attended By _____

Supervisors Signature _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Safety Meeting Outlines Box 838 Park Forest, IL 80488 708-481-8930 No. 12 Vol. 16

Emp. Name _____ Job Name _____ Date _____

HEARING PROTECTION

Imagine what it would be like to live without being able to hear! Hearing enables you to carry a conversation, to enjoy the latest pop music on your CD player at home or on your truck or radio. On the job you can hear the back-up alarms on bi-directional earthmoving equipment, the warning sound of a crane horn letting you know that the crane is about to swing around and move a load overhead. Think about it -- if you lost the ability to hear, you most certainly would also lose your job.

Many areas around the work site have high noise levels and each of us needs to take the proper steps in preventing injury to our hearing. Subpart E of the OSHA Standard addresses hearing protection and it states that where feasible, engineering and administrative controls shall be utilized to protect workers from sound levels in excess of Table D-2 Permissible Noise Exposure. This table tells us that we can work in an area 8 hours a day with a decibel level of 90. We can also work in an area of 100 decibels, but only for 2 hours. Finally, at the high end of the scale we can only work 15 minutes in an area of 115 decibels.

Exposure to impulsive or impact noise should not exceed 140 decibel peak sound pressure level. If engineering and administrative controls fail to reduce sound levels, ear protective devices (earplugs, ear muffs) shall be provided by your employer and they must be used! Plain cotton is not an acceptable protective device.

Your employer is responsible for requiring the wearing of hearing protection in all operations where there is exposure to high noise levels. As an employee, obey warning signs that tell you that protection is required - use common sense -- if the noise is loud, use protection.

Loud and impulse noise can slowly destroy your hearing. Wearing protection is your best defense against hearing loss. Wear ear muffs or plugs -- they can make the difference.

**WHEN OPERATING EQUIPMENT NEAR POWER LINES, YOU MUST
USE EXTREME CAUTION. IF THE LINE IS LESS THAN
50 kv, THE MINIMUM SAFE DISTANCE IS 10 FEET.**

SAFETY REMINDERS

Special Topics For Your Project _____

Employee Safety Recommendations _____

Unresolved M.S.D.S. # _____ Subject: _____

Meeting Attended By _____

Supervisor's Signature _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Safety Meeting Outlines Box 638 Park Forest, IL 60468 708-481-6930 No. 15 Vol. 15

Name _____ Job Name _____ Date _____

RESPIRATORS - BREATH OR DEATH

You can survive for weeks without food and for days without water, but murder by strangulation is physical proof that you can live only for a matter of minutes without oxygen.

Each day you risk being murdered by strangulation, and your invisible assassin is simply the air you breathe. For example, you've all heard of carbon monoxide gas (CO), but did you know that it's odorless, colorless, tasteless, and that if you inhale air containing as little as ONE PERCENT carbon monoxide, you can die in just 5 minutes?

Your lungs contain millions of very thin, tiny air sacs that allow for the rapid transfer of oxygen into your blood stream. Unfortunately this same mechanism will allow toxic airborne contaminants to enter your blood stream just as quickly.

THEY'RE YOUR LUNGS -- what enters them can cause immediate or long term health risks, such as diseases that attack your organs and blood -- internal poisoning -- future birth defects in offspring -- plus various forms of cancer.

If you're concerned that the atmosphere may contain harmful quantities of gasses, vapors, dust, mist, fumes, smoke, disease producing particles, or that it may be oxygen deficient, report your concern to your supervisor immediately. Your protection from airborne health hazards in the work place is the responsibility of management. On construction sites however, conditions change fast -- testing equipment may not always be available -- supervision may not completely understand the hazard or protective equipment requirements -- therefore, the decision to evacuate or use respirator protection may be totally up to you.

Engineering and administrative procedures are most desirable to eliminate the hazard, but if this is impossible or impractical, then proper respirator equipment must be used -- it's as simple as breath or death!

SAFETY REMINDERS
TO PREVENT TRAGIC ERRORS IN RESPIRATOR REQUIREMENTS OR SELECTION, REFER TO OSHA AND/OR OTHER SPECIFIC REGULATIONS THAT MAY GOVERN IN YOUR LOCALITY.

Special Topics For Your Project _____

Employee Safety Recommendations _____

Reviewed M.S.D.S. # _____ Subject: _____

Meeting Attended By _____

Business Signature _____

WORLDWIDE SAFETY TRAINING
FOR THE CONSTRUCTION INDUSTRY

Safety Meeting Outlines Box 638 Park Forest, IL 60466 708-481-6930 No. 24 Vol. 17

Emp Name _____ Job Name _____ Date _____

HARD HATS

The average hard hat weighs about 14 ounces. That's less than one pound. The average man's head weight is 14 pounds, so there's an ounce of protection for every pound of head -- provided that the head protection is worn. The brain is the control center of the body. The slightest damage to any part of the brain will cause malfunction of some area of the body. The skull, under normal circumstances, protects the brain, but when there is a possibility of injury from falling or flying objects, additional protection is needed -- that's why you have a hard hat! It provides an additional layer of protection for your brain which could mean the difference between life and death or serious injury.

OSHA, employers, unions and insurance companies all insist that hard hats be worn to insure workers' safety. Why? Because they work!

When an object falls it picks up speed and force. It may be hard to believe but even an object as small as a washer or bolt can kill you or inflict massive damage to your brain if it strikes your unprotected head. Your hard hat is designed to deflect falling or flying objects and to absorb some of the shock of impact. Additional shock is absorbed by the suspension system, which distributes the force over a larger area of the head and neck.

Some workers complain about the weight of their hard hats and that they are uncomfortable to wear, especially in warm weather. These complaints are unacceptable. The average, modern hard hat weighs about 2 pounds less than the helmets worn in World War II, the Korean War & Vietnam. Regarding so-called discomfort from heat -- hard hats provide the head with a cover of shade, and air is able to circulate around the head between the suspension and the outer shell. Hard hats are a very important part of your protective equipment.

When you're working where there is the potential for electrical shock, make sure your hard hat is the electric type. Metal hard hats make great electrical conductors and don't belong on the average construction site.

SAFETY REMINDERS STATISTICS OFFER PROOF POSITIVE THAT HARD HATS PREVENT OR LESSEN HEAD INJURIES. BE SMART. WEAR YOUR HARD HAT!

Special Topics For Your Project _____

Employee Safety Recommendations _____

Assigned M.S.D.S. # _____ Subject: _____

Meeting Attended By

Supervisor's Signature _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Safety Meeting Outlines Box 638 Park Forest, IL 60466 708-481-6930 No. 14 Vol. 18

Name _____ Job Name _____ Date _____

EYE SAFETY

Some 150,000 disabling eye injuries occur each year. Eye injuries can occur in any operation and in any work area, including offices. All too often we take our eyesight for granted and figure that we'll always have it. We treat our eyes as though we can get replacements. How many home runs could Hank Aaron have hit if he had lost the sight in one or both of his eyes? How well would you be able to do your job if you were blind? There are two important issues to consider; first, you need to have the proper eye protection, second, you need to USE IT!

People who wear glasses usually become so accustomed to them that without much thought they clean them, carry them in their pocket or purse so they are handy, and wear them when they are needed. Unfortunately, few of us are this mindful when it comes to eye protection, and too often we forget it. Some safety glasses and goggles grow dusty from lack of use as their owners trust luck to protect them from an eye injury.

The most common complaint about eye protection is that it's uncomfortable. Protective eye equipment must be carefully fitted and then worn correctly. It may take some time to adjust to wearing goggles or safety glasses, but it will take much longer to adjust to losing your eyesight. If your goggles or glasses give you a headache, adjust the frames or straps or consider a new pair. Straps used to hold goggles or glasses in place should be adjusted to provide just enough tension to hold them securely. During hot weather, a sweatband will keep perspiration off your goggles or glasses and out of your eyes. Take time to clean your goggles or glasses so they do not interfere with your vision. Don't touch the lenses with your fingers, and keep them away from anything that could scratch or pit them.

Effective eye protection extends beyond keeping bits of debris out of your eyes. If you are working around welding or other operations special lenses may be required to protect your eyes from the bright, intense light. Chemicals also a hazard to your eyes; make sure you use eye protection and splash guards when handling chemicals.

Your employer will provide eye and face protection when machines or operations present the potential for eye or face injury. See 29 CFR 1926.102 for more information and a selection guide for proper eye protection.

The 'Assured Equipment Grounding Conductor Program'

color code for April, May, and June is Green.

SAFETY REMINDERS

All electrical cords and power tools must be tested and color coded.

Special Topics For Your Project _____

Employee Safety Recommendations _____

Assigned M.S.D.S. # _____ Subject: _____

Persons Attended By _____

Supervisor's Signature _____