WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 29 **Number 27** **July 3, 2006**

 PO Box 700, Frankfort, IL 60423 815-464-0200 www.safetymeetingoutlines.com

Mid South Sign Association Job Name _____ Date _____

FORKLIFTS

A forklift is an industrial vehicle with a power-operated, forked platform used to lift and transport materials. Forklifts are also called powered industrial trucks. They come in a variety of designs and sizes, and may operate on batteries or propane. However, on construction sites, forklifts are most commonly powered by gasoline and diesel fuel.

Some of the most common hazards associated with forklifts include overturning, falls from the forklift, and workers being struck by materials or by the forklift itself.

OSHA requires that forklift operators be trained and authorized before they use the equipment. Operators must pass written and operational evaluations. Once you have been qualified to operate a forklift, you must act responsibly to keep yourself, your co-workers, the load, and the equipment safe during operations.

Before you make a lift, consider the following factors:

- Capacity of the forklift: Will it handle the weight and size of your load?
- Characteristics of the load: Is the load top-heavy or awkward?
- The route you will travel: Are there obstacles, bumps, ramps, narrow passageways, or people to consider?

Before starting a forklift, remember these important responsibilities:

- Pre-Use Inspection: Check the physical condition of the forklift prior to operation.
- Visual Pre-Check: Check for leaks, missing or loose bolts and anchor pins; check wheels, tires, batteries, and hoses.
- Operational Pre-Check: Check the horn, backup alarm, lights, all brakes, lift and tilt mechanisms, steering, seat belt, and fire extinguisher.
- Safe Operating Procedures: Keep loads low to ensure they don't obstruct your vision. Be sure the load is stable and secure. Avoid sharp turns and fast speeds. Wear your seat belt. Raise and lower the load only when you are stopped.
- Proper Shutdown: Bring the forklift to a complete stop, lower the forks, set the brakes, and then shut the ignition off. Never leave a forklift running while it is unattended.
- Refueling: Lifts powered by propane, gasoline, and diesel should be refueled only in designated areas.
- Maintenance: Follow the manufacturer's specifications.

SAFETY REMINDER

The Assured Equipment Grounding Conductor Program color code for July, August, and September is red. If you use this program, test and color code all electrical cords and power tools.

Special Topics For Your Project _____

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Employee Safety Recommendations _____

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

Reviewed MSDS # _____ Subject _____

Meeting Attended By _____ _____

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Supervisor's Signature _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 29 **Number 28** **July 10, 2006**

 PO Box 700, Frankfort, IL 60423 815-464-0200 www.safetymeetingoutlines.com

Mid South Sign Association Job Name _____ Date _____

DEMOLITION

Before any demolition operation begins, your employer is responsible for making sure a competent person conducts an engineering survey to examine the condition of the structure. The engineering survey will reveal what specific hazards are present at the site. Some of the hazards that demolition work can involve include the presence of asbestos or lead; the collapse of framing, floors, walls, and elevator shafts; and electrical and utility hazards.

Before you begin your work, review the demolition survey and think about how the demolition plan impacts you. Take responsibility for your safety: be aware of the specific hazards at the site, and learn how to protect yourself from each of the dangers involved.

Utility and Underground Hazards: Identify utility services inside and outside the building that need to be shut off, capped, or relocated. All workers should be notified of the temporary location for any utilities in order to avoid accidents. Be aware of underground tanks or vessels that may contain gases, flammables, or hazardous materials.

Emergency Planning: Know how to respond in case of an emergency. Be sure you understand the emergency action plan and be familiar with evacuation routes for various emergency situations. Know the location of emergency phone numbers and how to contact individuals certified to perform CPR and first aid.

Personal Protective Equipment: Wear all the necessary personal protective equipment to protect yourself from all the hazards around you. This may involve wearing hearing protection, respiratory protection, fall protection, as well as eye and face protection. Watch out for sharp objects, floor holes, and open shafts. Additional precautions may be necessary when demolishing chimneys, stacks, silos, or cooling towers.

Protecting the Public: The demolition area should be clearly marked and secured to make sure the public does not enter. The general public should be directed away from demolition activities. Provide clear signs informing the public where to walk and what areas are off limits. Adequate lighting should be installed. Keep walkways free from clutter and other tripping hazards.

Fugitive Dust: Control dust and wash down dump trucks leaving the site. Avoid transporting dust or other hazardous materials from the site to your home. If possible, change or shower before you get in your car or before you go home.

SAFETY REMINDER

Falling material can injure or kill you.
Always wear your hard hat to protect your head.

Special Topics For Your Project _____

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Employee Safety Recommendations _____

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Supervisor's Signature _____

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 29 **Number 29** **July 17, 2006**

 PO Box 700, Frankfort, IL 60423 815-464-0200 www.safetymeetingoutlines.com

Mid South Sign Association Job Name _____ Date _____

HAND SIGNALS

Hand signals are used in the construction industry whenever voice communication is not possible, or when verbal commands may be misunderstood. Communication between workers is essential in order to get the job done and avoid accidents when working around noisy machines and heavy equipment.

Various construction situations call for the use of hand signals. When pouring concrete from a cement truck, a worker at the end of the chute can signal the driver to move forward or backward, or stop the rotation of the drum. Hand signals also provide a means of communication between a welder up in a pipe rack and a helper at the welding machine below. In work zones, hand signals are needed to communicate with those operating equipment. It's important to be familiar with standard hand signals even if you're used to having voice communication equipment such as a radio. You never know when the equipment might fail and you'll need to communicate clearly and effectively without it.

Following are a few basic hand signals you should know before working around cranes (you can download images of these hand signals from our website at www.safetymeetingoutlines.com/TipsInfo/pdf/crane_signals.pdf):

- **Raise/Lower Boom:** Arm extended, fingers closed, thumb pointing upward or downward.
- **Hoist:** With forearm vertical, forefinger pointing up, move hand in a small horizontal circle.
- **Lower:** With arm extended downward, forefinger pointing down, move hand in a small horizontal circle.
- **Extend Boom** (for telescoping booms)**:** Both fists in front of body with thumbs pointing outward.
- **Retract Boom** (for telescoping booms)**:** Both fists in front of body with thumbs pointing toward each other.
- **Dog Everything:** Clasp hands in front of body.
- **Stop:** Arm extended, palm down, move arm back and forth horizontally.
- **Emergency Stop:** Both arms extended, palms down, move arms back and forth horizontally.

Remember that for hand signals to be effective, signals must be understood by the person giving the signals and the operator. Everyone should learn and practice the necessary hand signals before using them under actual work conditions. Illustrations of hand signals should also be posted on the job site. Signals and safety go hand in hand.

SAFETY REMINDER

When hand signals don't work because the spotter cannot see the load and the operator at the same time, radios can be used instead.

Special Topics For Your Project _____

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Employee Safety Recommendations _____

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WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 29 **Number 30** **July 24, 2006**

 PO Box 700, Frankfort, IL 60423 815-464-0200 www.safetymeetingoutlines.com

Mid South Sign Association Job Name _____ Date _____

UNDER THE INFLUENCE AT WORK

A recent federal government survey revealed that the construction industry has some of the highest rates of alcohol and drug abuse. This widespread substance abuse affects everyone on a jobsite and can have disastrous consequences. Drug users in the workplace are 3.6 times more likely to injure themselves or another person in a workplace accident, and 5 times more likely to be injured in an accident off the job. We must all work together to detect, report, and help treat substance abuse to keep our workplace free of drugs and alcohol.

Construction work has enough hazards without the added dangers created by drugs and alcohol in the workplace. Think of the various dangerous tasks you are trained to perform every day. In order to do them safely, you must be sober, clear-headed, and ready to focus your attention on the job. Even if **you** don't use drugs or alcohol, your co-workers' choices can affect everyone around them—including you.

Imagine what could happen if a worker with impaired vision, hearing, and response time were operating a crane, welding, working on a scaffold, giving you hand signals, driving equipment, using hazardous materials, or securing your fall protection equipment. Someone could have an accident, lose a limb, or suffer a fatal injury. Therefore, it's important that you watch for signs of substance abuse and report them to your supervisor. You may feel that you're not being loyal to your co-workers, but really you could be saving someone's life—perhaps your own.

You can also do your part by not using, abusing, or selling drugs. Set an example for workers around you by making safety your priority and arriving at work sober and ready to work. Let those around you know that you expect a safe and drug-free workplace. Keep in mind that many over-the-counter and prescription medications can make you drowsy or sleepy. Taking medications with alcohol can make you even more drowsy, dizzy, and light-headed. Read the labels on all medications to check for drug interactions that could be dangerous.

If you do have substance abuse problems, seek help. Contact a community substance abuse hotline or utilize your employer's employee assistance program. Ask for help from a family member or friend. Your alcohol or drug abuse becomes more than just your problem when you put those around you at risk. Do the right thing and get treatment.

SAFETY REMINDER

**Get enough rest, stay alert,
keep your emotions in check,
and work with a clear head!**

Special Topics For Your Project _____

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Employee Safety Recommendations _____

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WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

Volume 29 **Number 31** **July 31, 2006**

 PO Box 700, Frankfort, IL 60423 815-464-0200 www.safetymeetingoutlines.com

Mid South Sign Association Job Name _____ Date _____

SLIPS AND SPILLS

It's happened to most of us. You're walking around a jobsite, doing your work, not looking where you're going, and the next thing you know, you're flat on your back because you slipped on something. If you were in a lot of pain, you probably called for help. But if it was a minor slip, you probably looked up, embarrassed, wondering if anyone was looking, dusted yourself off, and moved on. Often, workers don't report these incidents, so no one discusses how to avoid them. Instead of ignoring the problem, we should focus on preventing and reducing slips that can lead to injuries.

Slips occur when a person's upper body is not adequately positioned over the lower body. Various factors can contribute to a slip: environmental factors can include slippery floors, worn shoes, and water or oil spills on floors; human factors include inattention, poor or obstructed vision, and inadequate lighting. All of these hazards can be controlled to prevent accidents that could lead to serious injuries.

Spills of any kind—oil, water, dirt, grease, or any other materials—should be cleaned up and disposed of immediately. When you see a spill, clean it up, even if you didn't create it. Whenever possible, correct the source of the hazard. Do your part by keeping your work area free from slipping hazards. Use funnels when dispensing petroleum products from one container to another. Don't overfill fuel tanks and vessels. Nails, nuts, bolts, and other small, round objects can make your feet skate in one direction while your upper body goes in another direction. To avoid these skate hazards, keep a small bucket in your work area to collect small cutoffs of copper pipe, conduit, and other small objects as you work.

Another important factor in avoiding slips is to keep your eyes on your path. Be observant; watch for objects and materials along your route. Make sure walking surfaces are adequately illuminated. If it's been raining, snowing, or if it's muddy outside, watch your step indoors and outdoors and report slippery surfaces immediately. Watch for signs and cones indicating slip hazards. Wearing appropriate slip-resistant safety footwear can also reduce slips. You can further prevent slips by simply holding on to stair railings as you move up or down a stairway. Should you slip or stumble, you can hold the railing firmly to steady yourself or to get your balance back. When it comes to slips, embarrassment should be the least of your concerns. Think about safety every step of the day.

SAFETY REMINDER

Medication can also contribute to slips.
Read medication labels
to see if they can affect your balance or vision.

Special Topics For Your Project _____

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Employee Safety Recommendations _____

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