Personal commitments you can live and work by:

- I anticipate possible dangers in any given operation and make every effort to analyze and avoid them before starting work, including immediately communicating such to my direct report.

- I am careful when using tools and use them only for the purpose for which they were designed. I look for defects. If I discover a defective tool I will turn it in for repair or replacement.

- At all times, I practice good housekeeping habits. I believe in the policy of a place for everything and everything in its place.

- I understand the importance of participating in company training, standard practice development, job hazard assessments and incident investigations to further enhance overall safety.

- When operating machinery, I follow all machine specific training and requirements, recognize the hazards involved and take necessary precautionary measures. Before starting a piece of equipment, I look it over to ensure that neither workers nor materials will be endangered. When I leave equipment unattended, I make certain that it is safely shut down. I take necessary precautions to prevent the equipment from being started by an unauthorized person.

- While driving, I obey all traffic rules and regulations. I am alert to the possible inadequacies of other drivers and am prepared to make necessary allowances for safety on the road.

- I take the necessary precautions to properly attend to cuts and scratches. I am aware that by doing this, I can avoid potential infections.

- I believe in wearing personal protective equipment (PPE). I am fully aware of the many times in the past when using PPE, such as safety glasses, safety shoes and gloves, has enabled workers to avoid injury.

Examples of behaviors that must be avoided at all times:

Most incidents involve an unsafe behavior or decision factoring directly or indirectly into the severity or root cause.

- Walking under suspended loads.
- Blocking out or bypassing safeguards.
- Using an ungrounded portable electric hand tool.
- Bypassing a lockout process.
- Wiping off oil from operational in-running rolls.
- Lifting loads that are too heavy or awkward.
- Overloading a scaffold or forklift.
- Bypassing any established safety procedure or device.
- Taking a shortcut by climbing over a moving conveyer belt.
• Chipping or grinding without safety glasses or goggles and a face shield.
• Cleaning parts with flammable solvents, especially in poorly-ventilated areas.

Ways to promote a safe work environment:

The bottom line is this… if all employees understand the hazards and safe behaviorism and does his or her part, many accidents can be avoided or severity minimized.

• Involve employees in the identification, discussion, and documentation of hazards.
• Periodically audit yourself against applicable industry regulations and standards.
• Make sure appropriate controls are in place and operational – periodic inspection and maintenance is critical.
• Investigate every incident to root cause and communicate findings and correct deficiencies.
• Assure that training is done to build an awareness of “critical behaviors” for each task and that it is repeated frequently enough and immediately following modifications impacting operational hazards.
• Perform safety observations to encourage safe behaviors.
• Recognize people who perform tasks safely and demonstrate proper behaviors.
• Perform refresher trainings at employee meetings to ensure that all employees remember safety procedures.

A successful safety system includes: Being aware of the hazards of tasks, knowing the critical behaviors, and following them!

“Accident prevention is everyone’s responsibility”

You have probably heard the above TRUE statement more times than you can remember! Safety has to be the responsibility of every one of us. No one person can constantly watch, guide, and instruct every operation every day.

Our organization’s management team is very concerned with your safety. However, no one person is more important than you when it comes to doing your job in a safe manner.

You should know how to do your job safely which requires a level of risk awareness beyond your immediate task. The training that you have received, the established work procedures, the general safety rules, and the use of common sense all provide the basis for you and your co-workers to go home after work healthy and free of injuries… and that is very important to everyone.
As an employee you are responsible for:

1. Asking questions related to task/job hazards and the safety controls designed to reduce or eliminate their occurrence or impact.

2. Ensuring you have the proper PPE as defined by task/operation-specific hazard analysis and that it is working order.

3. Ensuring all required training is completed within the mandated timeline.

4. Abide by all company safety policies and procedures and questioning the same where misunderstanding may result in a loss event.

5. Preventing or halting co-workers from engaging in at-risk behaviors through active and passive observation and awareness.

6. Actively participating in safety awareness initiatives and committees.

**Please remember:** Your responsibility for safety and accident prevention does not stop when you leave the jobsite. At home, behind the steering wheel, even when on vacation, you need to keep a watchful eye on safety. Not just for your own well-being, but also for the well-being of those you care about.

Accept your responsibility and try to make every activity, whether it is

**Scaffolds**

Many construction accidents result from improper construction and use of scaffolds. Height is not the only factor, short falls are also dangerous.

While each type of scaffold has its own particular hazards, they each have common major problems. Workers fall from scaffolds and injure themselves just as tools fall off scaffolds and injure others.

When scaffolds and staging are properly designed and constructed, and when workers observe proper safety measures and maintenance, hazards concerning scaffolds will be brought to a minimum.

Scaffolds constructed for safety provide safe working conditions.

Uprights must have secure footing. This is especially important when they rest on earth, sand or other loose material.

Top and mid guard rails and toe boards make for safe working conditions on scaffolds. Hand rails on open ends keep workers from falling off scaffolds and working platforms.

Toe boards are fastened to the inside of uprights. With metal tubular scaffolds, toe boards are nailed to platform plants or bolted to inside of uprights.
With construction scaffolds, nails should be of the proper size and used properly. A minimum of four nails per joint is recommended, and all nails should be driven home. No nail should be subjected to direct pull.

Only designated scaffolding materials should be used.

Scaffold working platforms must be kept free of rubbish and of snow, ice, oil or grease.

Tools should not be left on scaffolds overnight, nor should there be stockpiling of materials on scaffolds.

Never build an open fire upon or near wooden scaffolds, or metal scaffolds with flammable components.

Workers using a swinging scaffold should wear safety belts with lanyards properly fastened to independent safety lines.

Hard hats must be worn on scaffolds, particularly if work is being carried on overhead.

**Rolling Scaffolding**
The following additional rules apply:

- Do not ride rolling scaffolds.
- Remove all material and equipment from platform before moving scaffold.
- Caster brakes must be applied at all times when scaffolds are not being moved.
- Do not attempt to move a rolling scaffold without sufficient help. Watch out for holes in floor and overhead obstructions.
- Do not extend adjusting screws on rolling scaffolds that are more than 12 inches.
- Use horizontal-diagonal bracing near the bottom, top and at intermediate levels of 30 inches.
- Do not use brackets on rolling scaffolds without consideration of overturning effect.
- The working platform height of a rolling scaffold must not exceed four times the smallest base dimension unless guyed or otherwise stabilized.

**For putlogs and trusses the following additional rules apply:**

- Do not cantilever or extend putlogs/trusses as side brackets without thorough consideration for loads to be applied.
- Putlogs/trusses should extend at least 6 inches beyond point of support.
- Place proper bracing between putlogs/trusses when the span of putlog/truss is more than 12 inches.
Take protective measures when there is a chance of falling or moving objects

Falling or moving objects disable more than 260,000 workers a year. Of every 100 workers hurt, 14 are struck by something falling or moving. Wearing the right Personal Protective Equipment (PPE) can help workers avoid this kind of accident. In order to determine the appropriate PPE, complete a Hazard Assessment for all tasks performed. This will also identify exposures and needed controls.

Basic PPE:

- **Safety glasses:** When the job calls for them, always wear safety glasses. These must be:
  - Approved by the American National Standards Institute (ANSI).
  - Equipped with side shields.
  - Kept clean.
  - Checked for proper fit.
  - Supplemented with additional eye protection when required by the Hazard Assessment.

- **Hard hats:** Head protection is a must on certain jobs, especially around overhead work or where there might be falling objects.

- **Safety shoes:** Ensure that your shoes are capable of protecting your toes from falling or rolling objects.
  - Additional protection may be needed, such as metatarsal guards, if specified in the Hazard Assessment.

Be alert:

Regardless of the protective equipment that you choose to wear, the best defense against falling and moving objects is to be alert to potential hazards around you.

- Stay clear of:
  - The areas under cranes, suspended loads, and overhead work.
  - Barricaded areas.

- Stand clear when you hear warning bells, horns, power trucks or any other overhead equipment.

- **Everyone should take an active part in assuring the safety of others.**
  - Warn unauthorized personnel about dangerous areas.
  - Make sure that all employees are aware of the hazards of the worksite.
  - Prevent injury to yourself and others by not dropping tools.
Forklifts

Forklifts are commonly used in numerous work settings, primarily to move materials. A forklift operator must be knowledgeable and committed to safety rules and policies to keep the workplace safe.

Training:

Familiarize yourself with the manufacturer’s user instructions, and take all necessary training. Operator certification is required and records must be available for inspection.

Pre-operational planning:

- A pre-operational equipment inspection checklist must be completed. Unsatisfactory equipment needs to be taken out of service.
- Travel routes must be determined prior to operation, and the affected employees need to be notified.
- The capacity of the forklift and the size of the load must be determined prior to operation.

Vehicle preparation:

- The owner’s manual should be kept on the forklift at all times.
- Rated limits must be visible on the lift. These must not be exceeded.
- Ensure that you are in the designated area for operating the forklift.
- If indoors, ensure that there is adequate ventilation for the use of an internal combustion engine.
- Secure or tie down unstable loads before starting the vehicle.

During the operation:

All of the manufacturer’s user instructions are to be strictly followed, including seat belt use. In addition, follow these guidelines:

- Loads must be down while the forklift is in motion.
- Tilt the mast back slightly before traveling.
- Ensure that there is adequate clearance before passing under or between structures.
- Maintain an indoor speed under 2 mph and an outdoor speed under 15 mph.
  - Reduce speed when making turns and when going up or down ramps.

During the operation (continued):

- Driving in reverse:
  - Drive in reverse when the operator’s forward vision is obscured. The best practice is to reduce the size of the load so the lift can be driven forward without an obscured view.
Always have a backup alarm and honk the horn prior to reversing the lift.

- Maintain a safe distance from any hazards such as power lines or unstable ground.

**Do:**

- Use the right forklift for the environment.
- Operate fork trucks only in designated areas with adequate ventilation. Use electric powered if needed.
- Secure unstable loads before starting the vehicle.
- Make sure that there is adequate clearance before passing under or between structures.
- Maintain indoor speed under 2 mph (8 km/hr) and outdoor speed under 15 mph (24 km/hr).
- Tilt the mast back slightly before traveling.
- When forward vision is obscured, break down the load or drive in reverse.
- Follow all manufacturer, training and certification instructions.
- Keep weight uphill.
- Stop at all blind spots.
- Turn slowly.
- Take responsibility for your and pedestrian safety.
- Keep arms and legs in cab.
- Use your seatbelt.
- Park the truck in safe area with load down and break set.
- Dis-allow riders.
- Turn in safe area and never on ramps.

**Things that should never be done when operating a forklift:**

- Do not ignore safety recommendations in order to finish a job more quickly.
- Do not exceed the forklift’s rated capacity or speed.
- Do not drive a forklift with an elevated load.
- Never operate a forklift without training and certification.
- Never let anyone other than the driver ride the forklift.
- Never leave an elevated load unattended.
- Never make turns on ramps.
- Never operate a forklift outside designated areas.
- Never ride on or under the load!