



Giving Safety Talks

A guide for the construction sector

50 SAFETY POSTERS



Alberta Workforce Essential Skills Society

Versatile Collaborative Precise Responsive People-Centered

Giving Safety Talks: A guide for the construction sector

- Facilitator Guide
- Participant Workbook
- Self-Directed Guide
- 50 Safety Posters

This resource has been written for safety supervisors, team leads and other staff responsible for delivering safety training within the construction sector. There are three manuals which provide information, tools, tips and practice opportunities for delivering better safety training.

The Facilitator Guide and Participant Workbook can be used to deliver one or two 3-hour train-the-trainer workshops.

The Self-Directed Guide is useful for smaller organizations which may not have the capacity, time or training dollars to hire a workshop trainer.

Each of the manuals can be used in conjunction with the set of 50 Safety Posters depicting different safety topics.

This resource was developed to be used in organizations with workers whose first language is not English.

Facilitator Guide and Participant Workbook

These manuals aim to increase an organization's capacity to deliver more effective and engaging safety talks, and they work best when they are used together with the 50 Safety Posters.

To request a workshop, to download the PDF versions, or to order copies of the manuals, please visit the AWES website: www.awes.ca

Self-Directed Guide

This manual was written for smaller organizations as an independent study for staff interested in delivering more effective and engaging safety talks. It can be used with the 50 Safety Posters. To download the PDF version or to order copies of the manual and the safety posters, please visit the AWES website: www.awes.ca

50 Safety Posters

Fifty highly visual safety posters representing hot topics relevant to the construction industry were developed with plain language teaching points and tips on the back, to aid safety trainers. To download the PDF versions or to order copies of the safety posters, please visit the AWES website: www.awes.ca

Acknowledgments

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Alberta Workforce Essential Skills (AWES) is a nonprofit organization dedicated to building a competent, adaptable and innovative workforce through workplace essential skills initiatives.

Alcohol and Drugs

Work sober



Work safe

Alcohol and Drugs

Introduction & Importance

Using drugs and drinking alcohol at work is dangerous. They can slow you down and affect your judgment. Bad decisions make dangerous situations. Workers who use drugs and alcohol are five times more likely than other workers to cause injuries. 40% of all industrial fatalities are caused by workers who are using drugs or alcohol.

Consequences

If you use drugs and alcohol regularly, you are more likely to:

- Be less productive and be more careless.
- Miss work because you are sick or hungover.
- Have an accident.
- Hurt yourself or your co-workers.
- Lose your job.
- Get alcohol and drug-related illnesses such as liver disease, depression and stress.
- Cause a fatal accident.

Procedure/Practice

It is **ILLEGAL** to use, have or sell alcohol or drugs on company property or at the workplace.

You must not have alcohol or drugs in your body when you arrive at work or during your shift.

If you think a co-worker is using drugs or alcohol, tell a supervisor for your own safety and the safety of others.

Application or Follow Up

Follow up by outlining your company's Employee Assistance Program.

Follow up with other posters on Personal Care.

Rights & Responsibilities

It is your responsibility to come to work free of drugs and alcohol.

Your employer has the right to request a drug test and search your locker or company vehicle.

If you have a drug or alcohol problem seek help through your employer or union.

Summary

You need to be alert, have quick reflexes and be accurate at work. If you use drugs and alcohol at work you are more likely to have or cause an accident. It is illegal to use drugs and/or alcohol at work.

Ask

How much is too much?

What would you do if you saw someone using drugs or alcohol at your job site?

Fact

Regular use of alcohol and drugs can ruin your life.



Biohazardous Infectious Materials



Biohazardous Infectious Material

Introduction and Importance

Biohazardous infectious material contains organisms that can cause diseases such as HIV/AIDS, Hepatitis B and Salmonella in humans or animals. These materials are usually found in hospitals and laboratories. However, you could find them at work. Universal Precautions are guidelines to help protect you from exposure to infectious diseases spread by blood or body fluids.

Consequences

Biohazardous infectious materials can cause AIDS, hepatitis or other diseases.

157 disabling injury claims took place in 2007 – primarily in the Health Care profession.

Procedure/Practice

If your work requires you to handle biohazardous infectious materials, ask your supervisor for training so you understand the hazards, roles, responsibilities and regulations you are to follow.

Wear the proper PPE as every tissue or fluid is to be considered dangerous.

Make sure you have a tetanus immunization every 10 years.

Trash bins in the Health & Safety department may contain infectious materials. Be careful in this area.

Application or Follow Up

Follow up with a WHMIS poster.

Discuss whether or not there are Class D Biohazardous Infectious Materials in the worksite.

Accountability & Responsibility

Your employer is responsible for providing you with the necessary training to work with biohazardous materials. You need to exercise caution and follow MSDS instructions when handling these materials.

Summary

Even though Biohazardous Infectious Material is usually found only in health care facilities, it is important to be aware of what to do to make yourself safe. Wear the proper PPE and know your role and responsibilities.

Fact

Biohazardous infectious material is any human or animal waste, or objects and materials containing blood or body fluids.



Cold Weather

Stay warm



Dress right

Cold Weather

Introduction & Importance

Sometimes you will have to work in very cold weather for long periods of time. You can still do your work in cold temperatures as long as you dress warmly, stay active and take regular breaks. We can't change the weather but we can prepare ourselves for it to make work more enjoyable. Remember, it only takes a few minutes of exposure to cold temperatures to become sick.

Consequences

Exposure to cold weather may result in:

- Hypothermia – lowered body temperature that may lead to loss of consciousness or death.
- Frostbite – freezing of toes, fingers, nose and ears that may lead to discomfort or amputation.
- Trench Foot – swelling and bleeding of the feet caused by prolonged standing in cold temperatures.

Procedure/Practice

Avoid exposure to extremely cold temperatures when possible. When cold environments or temperatures cannot be avoided, you should:

- Wear several layers of loose clothing.
- Make sure you protect the ears, face, hands and feet.
- Wear boots that are waterproof and insulated.
- Wear a hat.
- Drink warm, sweet drinks, not caffeine or alcohol.
- Eat warm, high calorie foods.
- Watch for signs of frostbite and hypothermia in yourself and your coworkers.
- Move into warm locations during work breaks and limit exposure to cold weather.

Application or Follow Up

Follow up with a PPE poster. Discuss what to do if someone has frostbite or hypothermia.

Accountability & Responsibility

You are responsible for being prepared to work in extreme weather conditions. Your employer is responsible for facilitating regular breaks in heated areas during cold working conditions.

Summary

Working in cold temperatures is very common in Canada. Make sure that you understand what you can do to protect yourself from cold weather. NEVER work in cold temperatures without the proper clothing.

Ask

What are some types of clothing items you can wear to protect yourself from the cold?

Fact

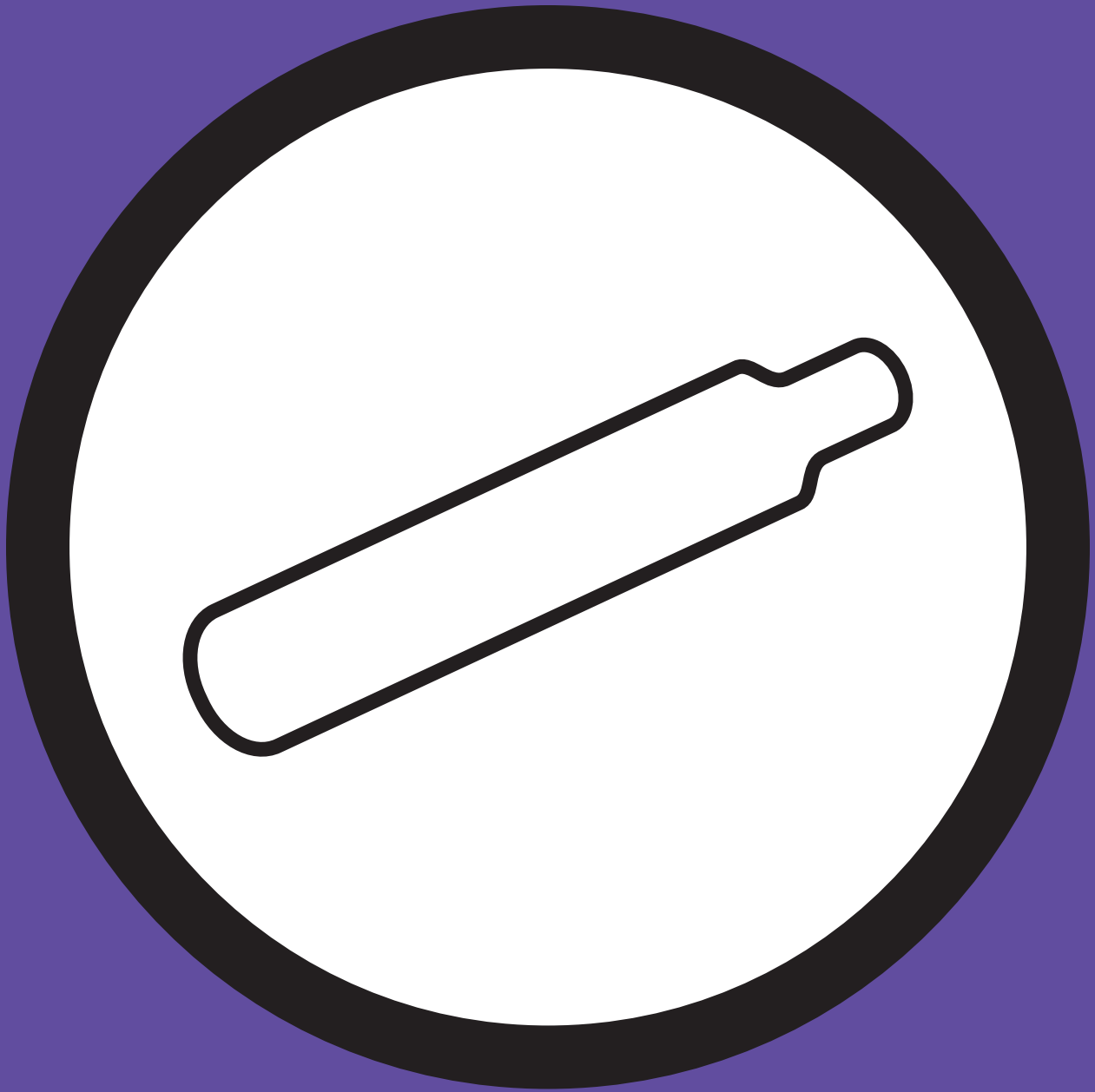
Frostbite and hypothermia are both cold-related emergencies. Get help immediately.

Tip

If you work outdoors, know how to dress appropriately for the weather.



Compressed Gas



Compressed Gas

Introduction & Importance

Compressed gas is a gas which is placed under pressure or chilled and contained in a cylinder. All compressed gases are hazardous due to the high pressure in the cylinders. Most commonly used compressed gasses are propane, oxygen, nitrogen and helium.

Consequences

Compressed gases are dangerous. They are under pressure and can “rocket” at high speeds if the cylinder is broken.

Inhalation, eye or skin contact may lead to health problems such as brain damage and vital organ malfunction.

Burn-like injury can take place when the tissue around the eye or on the skin freezes.

Cylinders may expand and explode if heated.

Frostbite will happen if the cylinder is leaking and the compressed gas touches your skin (e.g., carbon dioxide or propane).

Procedure/Practice

MSDS explains how to safely store the materials and what to do in case of an accident.

Store compressed gas cylinders in cool, dry and ventilated areas.

Leave the cylinder valve protection cap in place – close all valves when cylinders are not being used.

Make sure the supplier labels are properly filled in and not damaged.

Use the proper equipment and containers when moving and dispensing compressed gas cylinders.

Handle “empty” cylinders carefully.

Keep vented containers in an upright position and NEVER roll, drag or drop cylinders or allow them to strike each other.

Application or Follow Up

Follow up with a WHMIS poster.

Discuss which worksite materials are Class A Compressed Gas.

Accountability & Responsibility

Your employer is responsible for ensuring you have necessary training to work with compressed gas. You need to exercise caution and follow MSDS instructions when handling compressed gas.

Summary

Compressed gases can burn or explode under certain conditions. Proper use and storage must be followed at all times. Consult the MSDS or your supervisor for proper use of compressed gases.

Ask

How should you work safely with compressed gas?

Can compressed gas be used in confined spaces?

Fact

Gases escaping from a cylinder may be very cold and could cause frostbite.

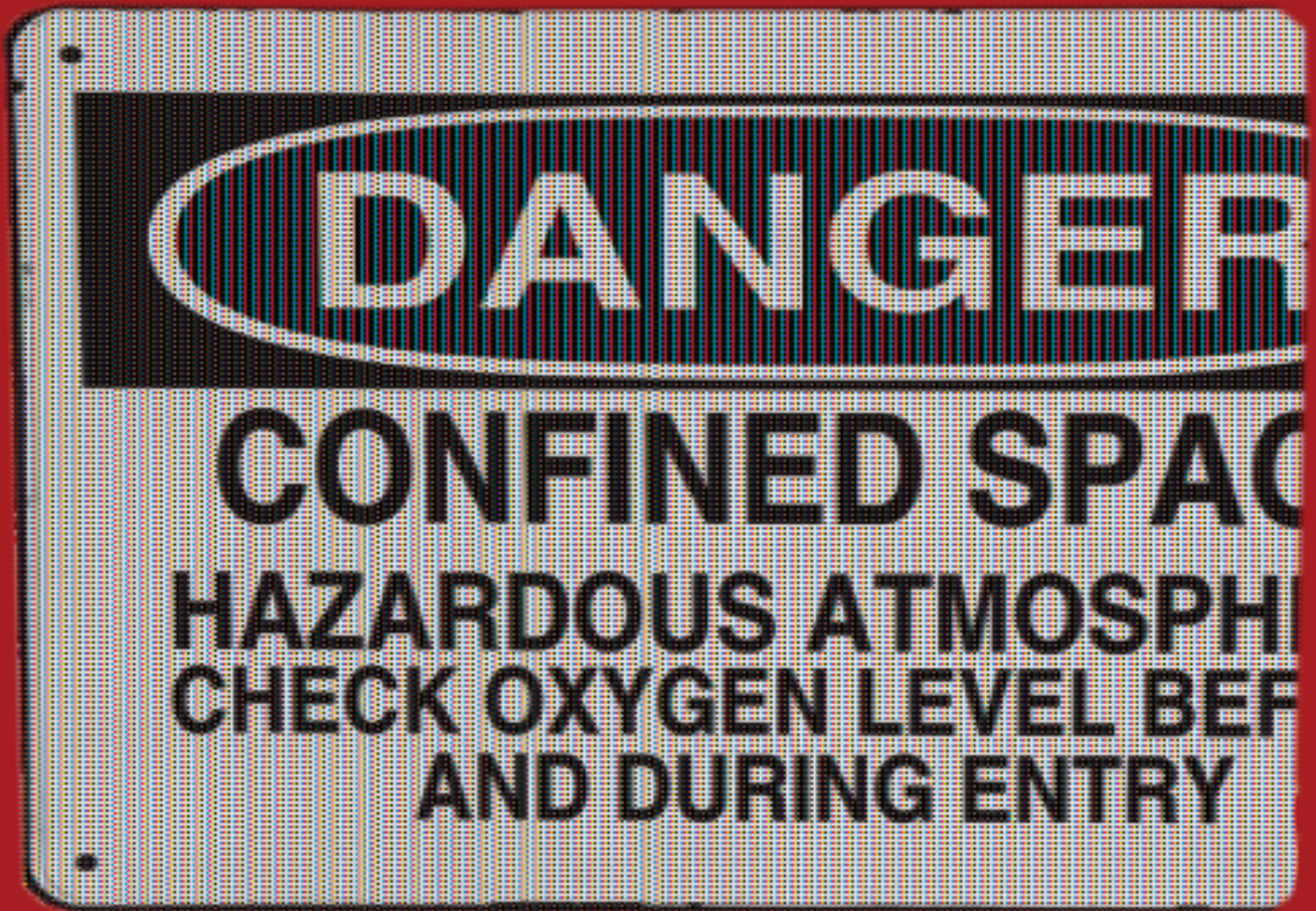
Tip

Know which materials on the worksite are Class A Compressed Gas.



Confined Spaces

Know what



you are getting into

Confined Spaces

Introduction & Importance

A confined space is a restricted space that can be dangerous, flammable, explosive or toxic (poisonous).

A confined space may have too much oxygen or carbon dioxide. Carbon dioxide is very dangerous because you can't see it or smell it. There are no warning signs that you are in danger.

Some examples of confined spaces are:

- Tanks and Vessels
- Pump Stations
- Storm Drains
- Unprotected Excavations

Some examples of confined space safety equipment are:

- Gas detector
- Respirator
- Rescue winch
- Rescue ladder
- Air pump

Consequences

Entering a confined space without the proper equipment can cause:

- Respiratory damage
- Brain damage
- Burns
- Death

Procedure/Practice

Follow your company's confined space entry rules – show a copy of company rules.

Test the air with an oxygen/combustible gas detector.

Choose the right safety equipment.

Always use the buddy system. Never enter alone.

Make sure there is rescue equipment set up nearby when you have to enter a confined space.

Application or Follow Up

Follow up with a poster from the Workplace Hazard group.

Rights & Responsibilities

You need to be certified to enter a confined space. Your employer is responsible for providing you with the appropriate equipment before entering a confined space.

You have the right to refuse to enter a confined space that is not safe.

Summary

Be very careful of confined spaces. They might not seem dangerous, but they can be deadly. You cannot tell by sight or smell if the air in a confined space is poisonous. Never enter a confined space alone. Always make sure there is safety and rescue equipment nearby.

Ask

What are some examples of confined spaces on a job site?

What do you need to do before entering a confined space?

What safety equipment do you need to enter a confined space?

Do you have the proper training to enter a confined space?

What is the proper practice at your site for entering a confined space?

Fact

Workers must not enter a confined space containing less than 19.5% oxygen without using supplied-air respirators.

Tip

Never enter a confined space without a buddy.



Construction Fires

Know how



Practice fire safety

Construction Fires

Introduction & Importance

There are fire hazards at all worksites. Always be prepared in case of a fire. Proper preparation will prevent unnecessary injury.

There are three types of fires:

- Class A Fires: Fires that occur in combustible materials.
- Class B Fires: Fires that involve flammable liquids.
- Class C Fires: Fires that occur in electrical equipment.

Consequences

Not being prepared for a fire and/or not having proper emergency procedures could have serious consequences. You could lose work and income if you are injured and have severe burns and scarring, gas poisoning and respiratory illness. You could die.

Procedure/Practice

Know your company's emergency procedures.

Know where the fire exits are and keep them clear of obstructions.

Ensure all doors are free of obstructions and are easy to open.

Keep fire doors closed.

Smoke in designated areas only.

Take part in fire drills and emergency exercises.

Handle and store combustible materials, flammable liquids, and electrical equipment according to safe storage procedures.

Know where the firefighting equipment is stored and how to use it.

Application or Follow Up

Review your company's emergency response procedures.

Rights & Responsibilities

Your employer is responsible for developing a fire evacuation procedure. You are responsible for understanding your roles and responsibilities in case of a fire.

Summary

Taking precautions against fire is one of the most basic safety practices. Make sure that you understand your company's emergency procedures.

Ask

Do you know where the firefighting equipment and the muster point are?

What are the three types of fires?

Fact

Poor housekeeping can create a fire hazard. Always tidy up.



Corrosive Material



Corrosive Material

Introduction and Importance

Corrosives are extremely hazardous acids or bases that can attack and destroy your skin and tissue – the more concentrated the material, the worse the injuries. Corrosives can damage and destroy metals.

Consequences

Corrosives damage the skin, eyes, respiratory and digestive tracts on contact.

Corrosive materials can cause scars or permanent blindness.

Severe corrosive burns can kill.

Inhaling corrosive materials will cause lung and breathing problems.

Swallowing corrosive materials will scar your throat and make you unable to swallow.

Procedure/Practice

MSDS explains how to safely store the materials.

Store, handle, and use corrosives in well ventilated areas.

Make sure the supplier labels are correct and not damaged.

Never use containers that appear to be swollen.

Wear the proper PPE.

Check supplier label or MSDS for first aid information BEFORE using, and know where the nearest eyewash station and emergency shower is.

Keep containers closed when not using and never return unused materials to the original container.

Always treat unknown materials as hazardous.

Application or Follow Up

Follow up with a WHMIS poster.

Discuss which materials on the worksite fall into the category of Class E Corrosive Material.

Accountability & Responsibility

Your employer is responsible for ensuring you have necessary training to work with corrosive materials. You need to be careful and follow MSDS instructions when handling corrosive materials.

Summary

Sodium hydroxide, hydrochloric acid and nitric acid are examples of corrosive materials that are extremely dangerous to use. Always check the supplier labels on the chemical product containers to make sure you know what the material is. Use the proper procedures that have been taught to you.

Ask

What should you do when a corrosive material leaks from its container?

Fact

Corrosive materials can burn or destroy human skin on contact.

Tip

Know which materials on your worksite are Class E Corrosive Material.



Dangerously Reactive Material



Dangerously Reactive Material

Introduction and Importance

Dangerously reactive materials could ignite or explode or emit toxic gases if they are shaken, heated or exposed to water.

Consequences

Accidental or uncontrolled chemical reactions can result in severe injury or property damage. Dangerously reactive materials may rupture closed containers if they are not handled properly.

Procedure/Practice

MSDS explains how to safely store the materials.

Check MSDS for possible substitutes for the material you will be working with.

Store, handle, and use material in cool, dry and well ventilated areas.

Follow the chemical supplier's advice on the maximum and minimum allowable temperatures.

Eliminate any sparks, smoking, flames and hot surfaces, friction or impact.

Do not damage containers or shock their contents.

Keep containers closed when not using.

Do not put used oxidizers back in the original container.

Use proper equipment and containers when separating or distilling concentrated dangerously reactive materials and always wear the proper PPE.

Application or Follow Up

Follow up with a WHMIS poster.

Discuss which materials on the worksite fall into the category of Class F Dangerously Reactive Material.

Accountability & Responsibility

Your employer is responsible for providing you with the necessary training to work with dangerously reactive materials. You are responsible for exercising caution and following MSDS instructions when handling these materials.

Summary

Use the MSDS to properly identify dangerously reactive materials. Follow all rules and health procedures that you have been taught when you are working with dangerously reactive materials.

Ask

What can happen when water is mixed with a dangerously reactive material?

How should you get rid of dangerously reactive materials and their containers?

Fact

Proper labeling, storage and handling of dangerously reactive materials can decrease the likelihood of a serious incident.

Tip

Know which materials on your worksite are Class F Dangerously Reactive Material.



Dial Before You Dig

Make the call



Save your life

Dial Before You Dig

Introduction & Importance

Call your utility company before digging, trenching and excavating to find out where gas, water and underground electrical sources are located. You need to know the location of underground utility sources so you don't cause harm to yourself and the community where you are working.

Consequences

Rupturing or disturbing an underground utility line may lead to the following consequences:

- Fines and repair costs
- Explosions and fires
- Electrocuting
- Exposure to hazardous gases
- Death

Procedure/Practice

If your work requires you to dig, trench or excavate follow this procedure:

- Before you start excavation call your local utility company or contractor that specializes in locating underground utilities
- Request them to mark the location of underground utilities.
- Make sure you excavate around the marked location.
- If you do accidentally come in contact with an underground utility move to a safe location and call the local utility company right away.

Application or Follow Up

Follow up with the Trenching and Excavating poster.

Accountability & Responsibility

You are responsible for making sure you know where underground utility lines are located before beginning work.

Summary

Never dig, trench or excavate without knowing the location of an underground utility no matter how small your project is. Calling your utility company and arranging their visit to your site does not take a long time - it may save your life.

Ask

What should you do before you start excavating?

Fact

Simple activities such as planting trees and shrubs may lead to the disturbance of a utility line and disturb utility service to an entire neighbourhood.



Driving in Reverse

Be aware



Drive in reverse with care

Driving in Reverse

Introduction & Importance

Driving in reverse causes more incidents and injuries than driving in all of the forward gears combined. When driving in reverse your visibility is limited. Be alert when backing up your vehicle.

Consequences

Driving in reverse can cause serious incidents if it's not done correctly. Consequences often include getting crushed and/or death.

Procedure/Practice

When backing up there are several things you can do to reduce the risk of an incident:

- Ensure your vehicle is equipped with a back-up alarm.
- As you approach an area where you need to back up, examine it closely – look for possible hazards.
- If possible, use a spotter to guide you when backing up.
- Stay clear of other vehicles, machinery, and pedestrians.
- Pick out landmarks that you will be able to see in your mirror.
- If you become disoriented or unsure as to where you are or what is behind you, STOP. Orient yourself. Pull forward and circle around, if possible.

Application or Follow Up

Follow up with the Traffic Control People Poster.

Rights & Responsibilities

You are responsible for your own safety and the safety of others when vehicles and machinery are backing-up.

Summary

When operating a vehicle in reverse, pay close attention to your surroundings. Be extra careful to get help from others if you can't see behind you.

Ask

Do you know how to back up a vehicle?

Tip

Always use a ground spotter when backing up in congested or busy areas.



Emergency Response

Know how



Respond right

Emergency Response

Introduction & Importance

Emergencies differ in scale and urgency. Regardless of the emergency, you need to be familiar with your company's emergency response procedures. Timely response to an emergency can make the difference between life and death.

Consequences

Not following your company's emergency response procedures may lead to:

- Inability to respond to an emergency
- Injuries
- Legal consequences
- Loss of employment
- Long-term disability or death

Procedure/Practice

Notify your immediate supervisor of an emergency situation.

Know your company's emergency response procedures and the worksite muster point.

Follow instructions of emergency response personnel.

Do not intervene unless you are certified in emergency response.

Allow emergency personnel to do their job.

Application or Follow Up

Follow up with the Reporting Accidents poster.

Accountability & Responsibility

You are responsible for knowing your company's emergency procedures. Your employer is responsible for providing you with a safety orientation which includes emergency protocol.

Summary

During an emergency situation follow your company's emergency process. Every worksite has different emergency response procedures, know them; they may save your life. If you don't know.... ASK.

Ask

What should you do in case of an emergency?

Fact

During an emergency you do not have a lot of time to respond.



Equipment Guards

For your protection



Play it safe

Equipment Guards

Introduction & Importance

Equipment guards are components of tools or machinery that help to prevent your clothes and body from coming into contact with any dangerous or moving parts. A proper guard prevents injuries and slip-ups from becoming more serious. Always make sure the guard is in good working order. If not, the equipment should be tagged out of service and repaired or replaced.

Consequences

Not using guards or using damaged guards may result in:

- Body limbs or objects being drawn in to the cut point.
- Objects may be sent flying at high speeds causing injury.
- Loss of vision.
- Lost time from work due to injury.

Procedure/Practice

Use the machine only for jobs that it is designed for.

Do not use guards with rough edges or sharp corners.

Ensure the guard is in good working order prior to operation of equipment.

Use your company's maintenance procedures to maintain your equipment and their guards.

Do not fix or adjust the equipment guard without powering down the machine.

Replace damaged or ineffective guards.

Application or Follow Up

Follow up with the Locking Out poster.

Rights & Responsibilities

You are responsible for making sure your equipment has well-functioning guards.

Summary

A machine guard should be easy to operate with minimal effort. The guard should be suitable for the job and the machine. If a guard is not functioning properly have it repaired. Guards do not protect you from all injuries; always wear the proper personal protective equipment when operating machinery.

Ask

Should you operate equipment with a faulty guard?

Fact

Always lockout/tag machinery when performing routine maintenance.



Exercise and Health

Eat well



Sleep well

Exercise and Health

Introduction and Importance

Staying healthy and exercising regularly allows you to work more effectively and reduces your chances of getting injured on the job.

Consequences

Lack of exercise and an unhealthy life style may lead to the following:

- Injuries at work
- Poor performance at the jobsite
- Risk of heart attack
- Stroke and diabetes
- Depression and fatigue
- Other serious conditions caused by obesity such as high blood pressure and respiratory problems

Procedure/Practice

Exercise on a regular basis. Make sure you get at least 20 minutes of cardiovascular activity daily.

Eat vegetables and grains rather than fast foods. Follow the Canada Food Guide.

Avoid smoking and drinking excess amounts of alcohol.

Integrate healthy living and exercise into your lifestyle. It will be easier to do this as a family.

Application or Follow Up

Follow up with the Drugs and Alcohol Poster.

Accountability & Responsibility

Living a healthy lifestyle and exercising on a regular basis is your responsibility.

Summary

Eating healthy foods and exercising will decrease the likelihood of you getting ill or injured and will allow you to perform physically demanding work. Remember small changes in your diet and lifestyle can go a long way in making you a happy and healthy worker.

Ask

Do you know anyone who suffered from a heart attack or suffers from high blood pressure or diabetes?

Fact

There is one heart attack in Canada every 7 minutes. Less than 5% of those who have cardiac arrest outside of a hospital survive.

Tip

Refer to the Canada Food Guide for suggestions on healthy eating. Contact the Heart and Stroke Foundation for more information on ways to stay healthy.



Eye Protection

Protect your eyes



See

Eye Protection

Introduction & Importance

Did you know flying particles smaller than a pinhead cause 70% of eye injuries?

In Canada, over 30,000 workers per year miss work because of painful eye injuries. Your eyes are very sensitive and you can hurt them easily. Eye protection keeps your eyes safe from:

- Flying bits of metal, glass, stone, wood, sand, or sawdust
- Chemical splashes
- Any small particle
- Bright lights

Consequences

Eye injuries cause:

- Pain and suffering
- Lost time at work
- Reduced vision or loss of vision
- Financial loss

Procedure/Practice

All worksite eye protection must be approved by the Canadian Standards Association (CSA). Contact lenses and prescription glasses are NOT eye protection. Always choose the right safety glasses for the job and take care of them. Make sure:

- They are comfortable and fit you properly.
- They have side shields and shatter proof lenses.
- They fit over prescription glasses if necessary.
- You can see through them.
- You clean your safety glasses every day.
- You check for damage every day.
- You replace your glasses if they are scratched, bent or broken.

Application or Follow Up

What should you do in case of an eye injury at this job site?

Show an example of damaged safety glasses.

Rights & Responsibilities

Your employer must advise you of the hazards associated with eye sight at the workplace. You are responsible for wearing and maintaining proper eye equipment. Do not work without proper eye protection.

Summary

Eye injuries can ruin your and your family's quality of life.

Wear the right eye protection to stay safe!

Ask

How would you support your family if you couldn't see?

Do you know anyone who has had an eye injury? How did it happen?

Are your safety glasses damaged?

Fact

Flying particles smaller than a pinhead cause 70% of eye injuries. That means, you might not even see it coming.



Fall Protection

Hook up



Stay up

Fall Protection

Introduction & Importance

Falling is one of the most common causes of death in construction. You can be seriously injured or killed even if you do not fall far.

Consequences

Falls can lead to serious injuries such as sprains, bruises, broken bones, dislocations and bruises, paralysis and death.

Falls can lead to lost time from work and lost income.

Injuries such as broken bones take a long time to heal and they may cause pain for a lifetime.

Procedure/Practice

Always wear the correct fall arrest equipment. Inspect it daily and adjust it properly.

When you are working above 3 meters, follow your company's specific Fall Protection Plan.

A Fall Protection Plan includes emergency response procedures and fall arrest equipment.

Application or Follow Up

Give some examples of jobsite activities that require fall arrest equipment.

Rights & Responsibilities

You are responsible for making sure that you are safe when working at heights.

Your employer is responsible for providing you with a protection plan when working at heights.

Summary

Never work at heights without the proper fall protection equipment and training.

Ask

How often do you check your fall arrest system?

Where are you working today?
Could you fall?

What protection are you going to use?

Fact

Falling is one of the most common causes of death in construction.

Tip

Don't use any fall protection equipment without proper training.

Be extremely careful when working on or around:
elevated platforms, roofs, framing, open holes, exposed edges and on metal framed buildings.

Remember, even when working underground you are at risk of falling while coming up or going down to your worksite.



Fatigue

Tired?



Take a break

Fatigue

Introduction & Importance

Fatigue is one of the most common health complaints for Canadian workers. Fatigue is a workplace hazard and one of the main causes of accidents. Fatigue can make you less safe and less productive at work. Fatigue might cause you to make unsafe decisions. Fatigue is as dangerous as being drunk.

Fatigue means that you feel very tired, worn out and sleepy. It is caused by:

- Not enough sleep.
- Too much work.
- Too much stress.
- Boring and repetitive tasks.
- Some medical conditions and medications.

Consequences

Tired workers cause more accidents, take more sick time, make more mistakes and produce less than rested workers. If you are tired, you might:

- React more slowly than usual.
- Make poor and unsafe decisions.
- Not be able to concentrate.
- Be forgetful and not very motivated.
- Be stressed.

Procedure/Practice

You will feel more rested if you:

- Get at least 7.5 - 8.5 hours of sleep every night.
- Eat a healthy diet and get enough exercise.
- Control stress.
- Limit coffee and tobacco.
- Nap if possible.

Application or Follow Up

Follow-up with other Personal Care posters.

Rights & Responsibilities

You are responsible for coming to work well rested and fed. You can get information on a healthy life style from your doctor, the internet, books.

Summary

Don't cause an accident because you are tired. Make sure that you come to work well rested and eat healthy foods. Try to make exercise a regular habit.

Ask

What is fatigue?

How much sleep do you get every day? Is it enough?

Fact

Driving while tired is similar to driving while drunk.

60 per cent of Canadian adults feel tired most of the time and get, on average, 6.9 hours of sleep a night.

Alberta Human Resources and Employment reports that most accidents happen when people are more likely to want sleep – between midnight and 6 am, and between 1-3 pm.

Tip

Eating healthy snacks between meals helps keep you energized.



Flammable and Combustible Material



Flammable and Combustible Material

Introduction and Importance

Flammable and combustible materials are solids, liquids and gases that cause a fire when there is a spark or open flame. Flammable materials may ignite at room temperature while combustible materials may ignite when exposed to temperatures of 38.7° Celsius or higher. Examples of flammable materials include gasoline, turpentine and acetone. Diesel fuel and kerosene are commonly used combustible materials.

Ventilation systems get rid of flammable vapors from the workplace and reduce the chances for fire and health problems.

Flammable and combustible materials must be stored safely away from any source of heat or flame.

Consequences

Exposure to flammable and combustible material may lead to skin irritation, burns, asthma, cancer and death.

Procedure/Practice

Know the hazards of the materials you are working with.

Know which materials are flammable or combustible.

Keep materials away from heat and flame.

Store materials in an appropriate area.

Use approved storage containers that are properly labeled.

Keep containers closed when you are not using the material.

Keep your work area clean – if any combustible material spills, consult the Health & Safety department.

Application or Follow Up

Follow up with a WHMIS poster.

Discuss which materials on the worksite are Class B Flammable and Combustible Materials.

Accountability & Responsibility

Your employer is responsible for providing you with the necessary training to work with flammable and combustible materials. You need to exercise caution and follow MSDS instructions when handling flammable and combustible materials.

Summary

Accidents due to flammable & combustible material can be prevented by following the rules of your workplace. Always know the hazards of the materials you work with. Follow the steps your supervisor wants you to follow. If you are unsure – read the MSDS and/or consult the Health & Safety department.

Ask

What are the ignition sources for a liquid fire?

How do you store flammable liquid containers properly?

What should a good storage area look like?

What should you do in an emergency?

Tip

Know which materials on the worksite are Class B Flammable and Combustible Materials.



Foot Protection

Protect your feet



Walk

Foot Protection

Introduction & Importance

Proper workplace footwear is a necessary part of your personal protective equipment (PPE). Safety footwear protects your feet against injuries. Steel toe boots protect your feet from falling objects and punctures.

Consequences

Without proper footwear your feet can get crushed, bruised, fractured, sprained, cut, burned, or amputated.

250,000 occupational foot injuries occur every year (1 injury every 30 seconds).

Up to 75% of these injuries are from workers not wearing the right foot protection.

Procedure/Practice

Buy your boots at a store that specializes in industrial footwear. Always lace your boots all the way.

Your boots should be snug around your heels and ankles for support and protection.

Make sure your boots are comfortable.

Keep your boots clean and inspect them regularly for damage.

Repair or replace boots when they become worn or damaged.

Waterproof your boots.

Never wear steel-toe boots that are damaged in the toe area.

Application or Follow Up

Demonstrate how to correctly lace up and inspect footwear for damage.

Rights & Responsibilities

Know the hazards in your workplace. You and your employer are both responsible for ensuring you are using the right footwear.

Summary

Proper footwear and keeping your feet in good health will help keep you free from pain and injury. Choose the best boot or shoe to provide your feet with the best protection possible. A shoe or boot cannot provide 100% coverage for all potential hazards, so remember to be aware of your surroundings at all times.

Ask

What condition are your boots in?

What type of footwear is appropriate for your position?

Do you have the approved footwear for this worksite? If not, where can you get it?

Fact

Foot injuries in the construction sector are:

Toe 21%

Sole 13%

Upper foot bones 28%

Ankle 30%

Heel 8%

Tip

Use CSA approved footwear that is puncture resistance and has high voltage protection. Many safety footwear companies sell lightweight steel toe boots.



Grinders

Keep sparks away



Protect your vision

Grinders

Introduction & Importance

Safety procedures need to be followed when using grinders and grinder wheels. Proper maintenance and operation of grinder(s) in your work area will contribute to a safer worksite. Regular inspection of grinders and grinder wheels reduces the likelihood of injury and allows you to work more efficiently.

Consequences

Faulty grinders and grinder wheels may lead to:

- Injury by getting your hand or clothing caught in the grinder.
- Broken grinder wheels. This may send pieces flying at great speeds causing injury.
- Sparks from a grinder wheel. This may cause a fire or explosion when used too close to flammable materials.
- Lost time from work preventing you from completing your job.

Procedure/Practice

Clean and repair your grinder regularly.

Make sure you wear the proper safety gear such as eye protection, aprons, gloves, proper footwear, and respiratory protection if required.

Use the right grinder wheel for the right job – do not grind wood, plastics or non-iron metals on ordinary wheels.

Allow grinder to warm up for one minute before use.

Stand away from the wheel when you start the grinder.

Set up protective barriers to contain sparks.

NEVER disengage/remove the grinder guard, even if it allows you to work faster.

Ensure the wheel speed does not exceed the maximum speed of the grinder.

Avoid contact with oil or moisture. Do not store grinder wheels near heat.

Application or Follow Up

Follow up with a poster from the PPE category.

Accountability & Responsibility

You are responsible for following all safety procedures when operating a grinder. Your employer is responsible for providing you with the training on how to operate a grinder.

Summary

Always conduct a safety assessment before working with your grinder. A consistent safety routine and right attitude will help you avoid injury no matter how big or small your job is. Remember, it only takes a fraction of a second for injury to occur if you are not paying attention.

Ask

How often should you check your grinder for defects?

Fact

There are three types of grinders – bench, pedestal and portable.



Hand Protection

Protect your hands



Wear gloves

Hand Protection

Introduction and Importance

Workplace accidents affecting hands are very common. Often it is lack of attention or human error that causes hand injuries. Without the use of your hands you would not be able to work in construction. Your life would be greatly changed.

Consequences

Inadequate protection of your hands may lead to the following:

- Amputation of your fingers hands or arms.
- Burns and irritations caused by exposure to toxic substances.
- Fractures, bruising and cuts caused by contact with rough objects and surfaces.

Procedure/Practice

When working with your hands follow these steps:

- Use caution around tools and machinery that have sharp edges and exposed grinding units.
- Do not operate tools or machines without adequate training.
- Ensure that your gloves fit right – they cannot be too loose or too tight.
- Ensure that your gloves do not have holes or excessive wear and tear.

Application or Follow Up

Follow up with a Personal Protective Equipment Poster.

Accountability & Responsibility

Both you and your employer are responsible for taking the necessary steps to ensure you have the training and personal protection to keep your hands safe.

Summary

You cannot work with injured or disabled hands. Make sure you exercise caution and perform a risk assessment to prevent workplace injuries to your hands.

Ask

Did you know that almost 20% of all disabling accidents involve the hands?

Fact

Lack of attention or human error is the cause of hand injuries.

Tip

Conducting a risk assessment reduces your chances of injuring your hands.



Hazardous Waste

Know how



Dispose right

Hazardous Waste

Introduction and Importance

Hazardous waste may be left over from residential or commercial building construction activities. Clean up and disposal of hazardous waste is needed to prevent personal and environmental damage and harm. Examples of hazardous waste include:

- Leftover paints
- Adhesives
- Caulks
- Wood preservatives and other chemicals
- Solvents or pesticides

Consequences

Improper disposal of hazardous wastes may lead to:

- Toxic harm to yourself and your coworkers
- Environmental damage
- Injury to landfill workers
- Fines and possible imprisonment

Procedure/Practice

If you are unsure if a waste is hazardous ask your supervisor.

Do not mix hazardous waste with non-hazardous waste.

When moving hazardous wastes make sure they are sealed.

Drop off hazardous waste at a designated processing or recycling venue.

Application or Follow Up

Follow up with a WHMIS Poster. Review labels.

Accountability & Responsibility

Your employer is responsible for the identification and disposal of hazardous waste.

Summary

Proper disposal of hazardous waste is important to ensure your safety and the safety of the environment. Follow product MSDS for instructions on how to properly handle and dispose hazardous materials.

Ask

What should you do if you are unsure if a liquid or chemical is hazardous?

Fact

Over 200,000 tonnes of hazardous waste/ recyclables are generated in Alberta annually.

Tip

Know the WHMIS symbols.



Head Protection

Protect your head



Think

Head Protection

Introduction & Importance

A hard hat protects you from head injuries. Always wear a hard hat when on a construction site or performing construction work.

Consequences

Head injuries can be very serious and are difficult to recover from. A head injury can cause concussion, brain damage, paralysis or death.

Procedure/Practice

Wear your hard hat according to manufacturer specifications.

Inspect your hard hat regularly for cracks, holes, grease and oil.

Do not leave your hard hat in a hot place, such as the dash of your car. This weakens it.

Do not put stickers on your hard hat. The glue can weaken it.

Replace your hard hat if it has been hit even if you can't see the damage.

Do not change your hard hat in any way unless it is approved by the manufacturer.

Application or Follow Up

Demonstrate how to inspect a hard hat for damage and point to areas where damage most frequently occurs.

Rights & Responsibilities

You and your employer are both responsible for ensuring that you are wearing head protection that complies with the Canadian Standards Association (CSA).

Summary

A hard hat protects your most valuable asset – your head. Make sure you wear your hard hat when there is a risk of injuring your head.

Ask

What condition is your hard hat in?

Fact

If you use attachments to your head gear (such as earmuffs or face shields) they must be designed specifically for the hard hat that you are wearing.



Hearing

Protect your ears



Hearing loss hurts

Hearing

Introduction & Importance

Noise is one of the most common workplace hazards. Loud machinery can damage your hearing and cause pain at high levels. You can't cure or repair hearing loss due to noise. Hearing loss is a slow process. You may not notice noise-related hearing loss until it's too late.

Consequences

If you lose your hearing:

- Co-workers will have to talk louder and repeat what they say.
- You risk missing important safety warnings.
- You risk becoming a safety hazard.
- Your ears might begin to ring after work.
- You may experience stress, depression and poor quality of life.
- You might stop visiting friends and family because you have trouble hearing.

Procedure/Practice

- Use clean hands to roll and squeeze the earplug into a thin cylinder.
- Put the earplug into ear canal and hold in place for a few seconds.
- Make sure ear protectors fit you and are comfortable.
- Ear plugs should not block out all sound; you should be able to hear warnings.

Application or Follow Up

Demonstrate how to inspect and wear hearing protection.

Rights & Responsibilities

Both you and your employer are accountable for your hearing protection. Do not work around loud machinery without proper hearing protection.

Summary

You can prevent work-related hearing loss by wearing your ear protection all the time.

Ask

How would your life change if you lost your hearing?

Do you know anyone who has hearing loss?

Fact

Prolonged exposure to noise levels over 85 decibels may lead to hearing loss.

Examples of noise exposure levels (decibels):

- Conversational speech 66
- Noisy restaurant 80
- Gravel truck 83-93
- Dozer operation 93-97
- 40 lb jackhammer 108
- Sandblasting 112
- Gunshot blast 140

Tip

Other types of hearing protection include earmuffs, ear plugs and ear bands.



Hot Weather

Drink up



Stay hydrated

Hot Weather

Introduction & Importance

Did you know that 50 -70 % of the human body is made up of water? In a hot environment sweating helps to lower your body temperature, but it also causes you to lose water, or dehydrate. Very hot environments can cause heat exhaustion, heat fainting and heat stroke (the most serious).

Consequences

If you lose even 4% of your body water, you won't perform well mentally or physically. A heat illness can cause the following symptoms:

- A headache, dizziness, weakness and fatigue.
- Cramps, feeling sick to your stomach, and throwing up.
- Mood changes (can't think straight, irritable, confused).

These symptoms could cause you to make mistakes and have an accident.

Procedure/Practice

To prevent heat illness in the workplace, you should:

- Drink lots of water (1 cup of fluid every 20 minutes).
- Avoid caffeine drinks (coffee, colas, pop).
- Wear light clothing.
- Eat light meals.
- Have rest breaks if you are doing heavy lifting or heavy work.

Application or Follow Up

Tell the group where to find water and shaded rest areas.

Rights & Responsibilities

If you know you have to work in hot conditions, you must make sure that you are prepared. Wear light clothing, get plenty of rest and drink lots of water.

Summary

Heat related illnesses can be prevented.

Watch out for signs of dehydration such as dizziness, weakness and fatigue.

Ask

How much water do you drink?

How much do you need every day?

(Women – about 8 glasses; Men – about 12 glasses).

Fact

Drinks with caffeine and alcohol do not hydrate you. They make your body lose water.

Tip

You should drink water that is cool (not cold). Other good fluids are diluted fruit juice, lemon tea or a sport drink.



Housekeeping

Clean up



Prevent injuries

Housekeeping

Introduction & Importance

Keep your work site clean for the health and safety of yourself and your co-workers. A clean work site prevents injuries and saves time and money. Good housekeeping is a basic part of fire and accident prevention. Good housekeeping reduces slipping, tripping and other more serious accidents. Poor housekeeping wastes time and it is the number one cause of accidents on construction sites.

Consequences

Poor housekeeping can lead to fire, electric shock, health hazards, injuries and death.

Some examples of poor housekeeping are:

- Damaged tools which are dangerous and can cause injury.
- Sharp objects, wires, and scrap metal lying around which can cause tripping or injury.
- Wet, greasy or dirty surfaces which can cause slipping.
- Falling or poorly stacked objects which can fall on someone.
- Blocked emergency exits and hard to locate fire extinguishers.
- Worksite garbage which may attract rodents or insects. These can bring diseases and other health problems.

Procedure/Practice

Good housekeeping means putting tools, messes and garbage away. Remember:

- Clean as you go, not just at the end of a shift.
- Clean up dangerous situations like oil or water spills, sharp objects and grease immediately.
- Put everything back in its place and into its proper container.
- Remind your coworkers to practice good housekeeping.

Application or Follow Up

Follow up with Slips and Trips Poster.

Rights & Responsibilities

It is every employee's right to work in a clean, safe and healthy environment. It is every employee's responsibility to keep the workplace clean and free of obstructions and hazards.

Summary

By keeping the construction site safe and organized, you will be a more productive, safer employee.

Ask

Is there a special time for clean up at this job-site?

Whose responsibility is it to clean up?

Have you ever tripped, fallen or slipped at a job-site? Was it because of poor housekeeping?

Fact

It is everyone's job to clean up on a job site.

Tip

Clean as you go.



Inspection of Tools

Check your tools



Stay safe

Inspection of Tools

Introduction and Importance

It is important to work with tools that are in good working condition, working with damaged or excessively worn out tools may lead to serious incidents. Regular inspection of your tools reduces the likelihood of injury and allows you to work more efficiently.

Consequences

Not inspecting tools may lead to:

- You not being able to do your job.
- Tools not performing as they were intended to.
- Lost time from work.
- Serious injury resulting from detachment of tool parts.
- Possible electrocution and fires from damaged power tools.

Procedure/Practice

Make sure your tools and equipment are in good condition.

Do not use tool if chipped, cracked or fractured.

Ensure that cutting edges are kept sharp to ensure smooth cutting.

Make sure that electrical cords are not exposed or damaged.

Ensure the tool is dry and stored in a safe place.

Application or Follow Up

Follow up with Reporting Near Misses and Incidents poster.

Accountability & Responsibility

You are responsible for making sure that your tools are in good working condition.

Summary

Tools are an essential part of your job. Frequent maintenance and inspection of tools allows you to work more effectively and allows you to keep your tools for a longer amount of time. Remember, inspecting your tools is a large part of keeping you safe on the worksite.

Ask

Do you know anyone that was injured by a defective tool?

Tip

Do not use tools that are damaged or excessively worn out.

Don't leave your tools lying around. Put them away when not in use.



Ladder Safety

Secure your ladder



Secure yourself

Ladder Safety

Introduction & Importance

Falls are the second largest cause of accidental death in Canada. Even falls from a low height can cause serious injury.

Consequences

Incorrect usage of ladders can lead to broken bones, bruises, dislocations, paralysis or death. Injury could cost you time, money, your job or even your life.

Procedure/Practice

Setting up:

- Use the proper ladder for the job.
- Make sure the ladder is stable and won't slip.
- Always inspect the ladder for cracks, splits, twisted or jammed parts or loose screws before using it.
- When using a ladder to climb onto an object, extend it 1 foot beyond the point of contact.
- Do not use ladders near electrical circuits or power lines.
- Do not stand a ladder on snow or ice.

Working:

- Make sure your ladder is stable and at a safe angle.
- Use the three point contact method: three of your limbs are touching at all times.
- Climb the ladder one step at a time and never have materials in your hand.
- Do not use the top two steps of a ladder.

Application or Follow Up

Demonstrate how to set up a ladder and where to check for damage and excessive wear and tear.

Follow-up with Fall Protection poster.

Rights & Responsibilities

You are responsible for making sure your ladder is in good working order. Do not use damaged ladders. Ask your employer how to properly inspect, set up, climb and work on a ladder.

Summary

Proper maintenance, set up and climbing technique can prevent injuries and accidents at the construction site.

Ask

What are some of the hazards you can encounter while climbing a ladder?

Tip

Climb facing a ladder and centre your body between the rails while maintaining a firm grip.

Explanation:

3 point contact – 3 of your limbs have to be in contact with the ladder at all times.



Locking Out

Lock it



or Lose it

Locking Out

Introduction & Importance

A lockout is a procedure to ensure safety during maintenance or repair work. It is the physical act of stopping all power going to a piece of equipment and applying a lock at the power source that prevents the machine from being turned on. A tag is applied to the lock to indicate that the machine has been locked out.

Consequences

If equipment is not locked out properly, it could start unexpectedly. This could cause electrocution, cuts, bruises, crushing, amputations, or death.

Procedure/Practice

Follow your company's lockout procedure. The procedure should include the following steps:

- Identify the equipment/machine that needs to be locked out.
- Stop the machine. Identify all energy sources.
- Determine part to be locked out. Determine proper lock out methods.
- Shut down equipment.
- Lock out equipment. (Show examples of lock out devices)
- Try to start the equipment to ensure that it does not start.
- Install appropriate lock out tag. (Show examples of lock out tag)

There should be a lockout log book. The log book should be updated at every shift with the date and name of the person responsible for the lockout at each lockout station. Never remove a lockout on your own, unless you are authorized to do so.

Effective lockout procedures require initial and refresher training. Make sure you know what you're doing before you do it!

Application or Follow Up

Demonstrate how to lock out machinery and show what lockout or tagged equipment looks like. List machinery that could require lockout. Review the energy forms and procedures involved.

Rights & Responsibilities

The person using the equipment or machinery when it becomes damaged must contact a qualified person to lock or tag it out.

Summary

Locking out your equipment and machinery prevents unexpected start-ups which may lead to serious injury. Make sure that you follow your company's lockout procedure.

Ask

How do you lock out your equipment and machinery? What are the things you need to think about?

Fact

Shutting off and locking out machinery when it isn't being used or during maintenance or repair helps to prevent serious injury.

Tip

Know the power sources for your equipment.



MSDS

Read up

**Material Safety
Data Sheets**

It will save your life

Material Safety Data Sheet (MSDS)

Introduction and Importance

A Material Safety Data Sheet (MSDS) is a document that contains information on potential hazards and how to work safely with the chemical product. Read the MSDS to understand the emergency response, use, storage and disposal procedures of the chemical you are working with.

Consequences

Not reading the MSDS may lead to:

- Lack of knowledge on proper storage and handling of chemicals.
- Not knowing potential hazards of chemicals.
- Not wearing the proper personal protective equipment when working with chemicals.
- Explosions and harmful chemical reactions.
- A variety of traumatic and long-term health problems.
- Death as a result of the above.

Procedure/Practice

Always take the time to read the MSDS before beginning work with a chemical. MSDS labels have 9 categories. Make sure you familiarise yourself with each category.

- Product Information
- Hazardous Ingredients
- Physical Data
- Fire or Explosion Hazard Data
- Reactivity Data
- Toxicological Properties (health effects)
- Preventive Measures
- First Aid Measures
- Preparation Information

Application or Follow Up

Follow up with the Reporting Incidents and Near Misses Poster.

Accountability & Responsibility

Employers must make sure that all controlled products have up-to-date MSDS labels when they enter the workplace.

Summary

Reading the MSDS is one of the best ways to ensure you stay safe when working with chemicals or controlled substances. If you are unsure how to interpret the information on a MSDS contact the number listed on the label.

Ask

What can happen when water is mixed with a dangerously reactive material?

What type of equipment is used with dangerously reactive materials?

How should you get rid of dangerously reactive materials and their containers?

Fact

MSDS labels expire every 3 years.

Tip

Do not use a chemical if you are not able to read a MSDS label.



Oxidizing Material



Oxidizing Material

Introduction and Importance

Oxidizing materials increase the risk of fire when they come into contact with flammable or combustible materials. Oxidizing materials may also speed up the development of a fire and make it burn more intensely. Oxidizing materials come in the form of gas, solids and liquids. Some examples include: oxygen, sodium and nitric acid.

Consequences

When oxidizing materials become flammable they may lead to skin irritation, burns, fires, explosions and death.

Procedure/Practice

MSDS explains how to safely store the materials.

Choose the least hazardous material and process to do the job.

Ensure the supplier labels are properly labeled and not damaged.

Use the proper equipment and containers when dispensing of oxidizing material. Keep containers closed when not using.

Do not put used oxidizers back in the original container.

Wear the proper PPE.

Do not use wooden pallets when storing oxidizing materials.

Keep vented containers in an upright position and NEVER stack vented containers on top of each other.

Application or Follow Up

Follow up with a WHMIS poster.

Discuss oxidizing materials that are present on the worksite.

Accountability & Responsibility

Your employer is responsible for ensuring you have necessary training to work with oxidizing materials. You need to exercise caution and follow MSDS instructions when handling oxidizing materials.

Summary

Your workplace has rules in place for working with oxidizing materials. The company has these rules in place to ensure the safety of you and your co-workers. Follow the rules that have been given to you. If you are unsure of what to do, ask your supervisor and consult the proper MSDS.

Ask

How do you store oxidizing materials?

How do you dispose of oxidizing wastes?

Fact

Oxidizing materials can speed up the development of a fire and make it burn more intensely.

Tip

Know which materials on your worksite are oxidizing and how to use them properly.



Personal Protective Equipment

Protect yourself



Use PPEs

Personal Protective Equipment

Introduction and Importance

Personal Protective Equipment (PPE) is equipment you wear to reduce exposure to hazards. After all safety precautions have been taken, PPE's remain your last line of defence against injury. There are many types of PPE's that you may use at the workplace. Make sure you use the appropriate PPE that is required to perform your job.

Consequences

Not wearing the proper PPE may lead to:

- Time lost from work resulting from injuries.
- Suspension from work.
- Inability to support your family.
- Long term disability.
- Death.

Procedure/Practice

Ask your supervisor what type of PPE is required for your job.

Do not work without having the required PPE.

Inspect your PPE on a regular basis for wear and tear.

Use your PPE as intended by the manufacturer. Refer to manufacturer instructions.

Encourage your coworkers to use the required PPE's.

Application or Follow Up

Follow up with a poster from the PPE category.

Accountability & Responsibility

You are responsible for making sure that you use and maintain the PPE required for your job.

Summary

PPE's are your last line of defense against injury. Make sure you take the time to educate yourself about the type of PPE that is required for your job site. Wearing and maintaining your PPE does not take a long time, but it can prevent serious injuries from happening.

Ask

Do you know anyone who suffered from an injury because they were not wearing a PPE?

Fact

Most commonly used types of PPE's include: eye protection, skin/face protection and respiratory protection.

Tip

Ask your supervisor how to properly wear your PPE.



Pinch Points and Blinds

Be aware



Work smart

Pinch Points and Blinds

Introduction and Importance

A pinch point is when a part of a person's body can get caught between moving parts of a machine, or between the moving and stationary parts of a machine. Pinch points are the cause of many injuries. They can be easily avoided by identifying them in your daily risk assessment routine.

Consequences

Being injured by a pinch point may result in getting caught or crushed by tools or machinery. This may lead to the following:

- Bruises
- Cuts
- Scalping
- Amputation
- Death

Procedure/Practice

Identify possible hazards before beginning your work.

Do not wear clothing that is too long or loose.

Always be careful where you place your fingers and hands.

Focus on your work. One second of day dreaming may lead to a disaster!

Never reach into a moving machine.

Use the machine and tool guards.

Turn equipment off and use lock out tags when not in use or broken.

Application or Follow Up

Follow up with Locking Out Poster.

Accountability & Responsibility

You are responsible for taking the needed steps to protect yourself from pinch points.

Summary

Injuries resulting from contact with pinch points are always avoidable. Make sure you take the time to assess possible risks before working with machines and power tools. When working with machines and power tools always pay close attention to what you are doing.

Ask

Have you ever slammed or caught your finger in a door or object?

Fact

It is dangerous to place your body under or between powered equipment that is not locked-out.



Poisonous and Infectious Materials



Poisonous and Infectious Materials

Introduction and Importance

It's important for your safety to know how to use, handle, store and dispose of chemicals and other toxic materials in the proper way. Chemicals such as hydrogen sulphide and sodium cyanide are very poisonous. Exposure to even small amounts can result in immediate injury or death. Other toxic materials, such as asbestos, may not have an immediate effect but can cause serious health consequences from exposure over a long period of time.

Consequences

Exposure to poisonous material can cause loss of consciousness, coma or death within minutes or hours. Exposure to materials that cause other toxic effects may lead to cancer, allergies, reproductive problems, birth defects, changes to your genes, or irritations and sensitization. These can result from small exposures over a long period of time.

Procedure/Practice

Wear the proper PPE such as masks, eye protection and full body suits as required.

Wash your hands thoroughly after handling these materials.

Store materials in the proper storage area.

Make sure materials are properly labeled.

Application or Follow Up

Follow up with a Biohazardous Infectious Material poster.

Show proper PPE.

Review labels.

Accountability & Responsibility

Your employer is responsible for ensuring you have the necessary training and equipment to work with toxic materials. You need to exercise caution and follow MSDS instructions when handling these materials. (Show and explain Material Safety Data Sheets – MSDS)

Summary

When working with materials that have immediate and toxic effects, follow all safety rules exactly.

Fact

Toxic & poisonous materials are those which can cause harm to your body. They are divided into three major divisions.

Materials Causing
Immediate and
Serious Toxic Effects



Materials Causing
Other Toxic Effects



Biohazardous
Infectious Materials



Ask

Which toxic and poisonous materials are you exposed to at work?

Tip

Know what PPE to wear at work.



Power Lines

Heads up



For power lines

Power Lines

Introduction & Importance

Using proper safety procedures near power lines is absolutely critical. Injuries and death can result when working too close to power lines. Avoid contact with power lines.

Consequences

Contact with power lines results in serious burns, injury and death. Avoid power lines whenever possible.

Procedure/Practice

Keep a safe working distance between your equipment and power lines.

Before operating any equipment, make a safety plan that prevents contact with power lines.

Take extra care and precautions. Remember, electricity is invisible.

If needed, notify the power company to disconnect or relocate the line.

Use a trained signaller when using machinery around power lines.

If you come in contact with a power line while you are in a vehicle:

- Stay in your vehicle until help arrives.
- Break contact with the line, if possible, by moving vehicle at least 10 meters away.
- Contact the power company, or have someone else contact them to turn off the power.

Remember that wind and temperature may affect the power line's height. Never ride or climb on equipment or load equipment near power lines.

Application or Follow Up

Follow up with the Emergency Response poster.

Rights & Responsibilities

Occupational Health and Safety Legislation requires that you stay clear of power lines.

Summary

If you work from a scaffold or operate a crane, you must look out for sources of overhead power supply. If you are unsure of the voltage or safety procedures when working with power lines, ask the power company or your supervisor.

Ask

Have you ever come upon a power line unexpectedly? What did you do?

Fact

Use a trained signaller when moving equipment and machinery around power lines. This will decrease the likelihood of contact with power lines.



Power Saws

Be aware



Keep your fingers

Power Saws

Introduction & Importance

Proper use of power saws can decrease the chances of you getting injured at work. When using a saw, make sure you are adequately trained and you are using the right saw for the job. Remember, saws are very powerful machines and have the potential to cause injury to you and your coworkers.

Consequences

Common consequences resulting from not using or maintaining a saw include:

- Amputation of fingers
- Eye injuries from debris or fragments
- Cuts, scrapes, or wounds from flying material
- Hearing damage
- Electrocuting or electric shock

Procedure/Practice

Before using a power saw:

- Make sure the saw has been tested and inspected recently.
- Make sure the blade is clean, sharp and replaced if worn out.
- Ensure that the motor of the saw is clean and that all power cords are out of the way of your cutting line.
- Check your work area for tripping hazards and ensure the guard is in good working order.

When using a power saw:

- Follow manufacturer specifications and use the saw as intended.
- Wear safety glasses or a face shield and hearing protection.
- Do not force the blade.
- Unplug the saw before making adjustments to it or changing the blade.
- Secure the material that you are cutting to prevent unwanted movement.

Application or Follow Up

Follow up with a poster from the Machinery and Mobile Equipment category.

Accountability & Responsibility

You are responsible for making sure you take the needed steps before and while you use your saw. Your employer is responsible for providing you with the needed training to use a power saw.

Summary

Always perform a risk assessment before you start using a power saw. Be sure you have the right saw for your job and that it is maintained and in good working order. Remember, power saws can kick-back and give off flying debris. Always concentrate. One second of distraction can have a damaging effect.

Ask

What should you do before you begin using a power saw?

Fact

Saws with jigsaw blades do not have the same guards as circular saws. Be very careful and make sure your jigsaw saw is moving at full speed before beginning work.



Proper Lifting and Back Care

Lift safe



Save your back

Proper Lifting and Back Care

Introduction & Importance

Poor lifting is a hazard. Poor lifting means:

- Lifting too fast
- Lifting with a bent back
- Lifting in a sitting position

Poor lifting can be made worse if the load is heavy, if you are reaching, and if your work site is messy. Proper lifting is important for the lifelong health of your back. Did you know:

- 75% of back injuries are caused by improper lifting.
- 29% of all WCB claims are for back injuries.
- You are most likely to be injured early in the morning when you are stiff.

Consequences

Back injuries from not lifting properly can take a long time to heal. Re-injury may occur, making the problem worse. Approximately 29% of all lost-time claims were due to injuries to the back and spine (200 every week of the year).

Procedure/Practice

If possible, have materials delivered close to where they will be used. Use carts, dollies and forklifts instead of lifting, and make sure that you have a clear, clean and dry path.

Do

- Stretch properly
- Bend your legs and hips and use a wide stance
- Keep the object close to your body
- Have a good grip
- Lift smoothly using your legs
- Have good posture

Don't

- Use your back to lift
- Lift with tight muscles or with jerky movements
- Twist or bend to the side

Application or Follow Up

Demonstrate stretching exercises and proper lifting techniques. Follow up with Stretching Poster.

Rights & Responsibilities

Do not move or lift items that are too heavy. Ask your co-workers for help. You have the right to refuse lifting or moving heavy items.

Summary

Lift properly and stretch before you lift to prevent back injuries. Tell your own story about a back injury or back pain.

Ask

Have you had any back problems?

What are treatments for back pain?

Fact

You are more likely to injure your back early in the morning because it is still stiff.

Tip

Ask for help if the load is too heavy.



Reporting Accidents

Know what



the process is

Reporting Accidents

Introduction and Importance

Unfortunately accidents on the jobsite do happen. When someone is injured on the job site you need to know what to do. Your company has an identified individual that will help you report the accident and fill out the needed paperwork. All accidents must be reported in a timely manner.

Consequences

Not reporting an accident may lead to:

- Fines, citations or legal action.
- Violation of Provincial Occupational Health and Safety Legislation.
- Shut down of your company's operations.
- Possible prosecution and prison time.

Procedure/Practice

No accident is too small to report. In the event of an accident follow these steps:

- Follow your company's accident reporting procedures.
- Contact your supervisor and report that an accident has occurred.
- Work with your supervisor to fill out the needed paperwork.

Application or Follow Up

Follow up with the Incident and Near Miss poster.

Accountability & Responsibility

Both you and your employer have a legal obligation to report an accident as soon as it happens.

Summary

Reporting accidents allows you and your employer to have a safe working environment and prevents similar accidents from happening in the future. Learn from previous accidents and incorporate the lessons learned into future hazard assessment routines.

Ask

Have you ever reported an accident?

Fact

Fatal injuries require you not to interfere with the site of the accident.

Tip

Speak with your supervisor to learn your company's accident reporting procedures.



Reporting Near Misses and Incidents

Know how



Report right

Reporting Near Misses and Incidents

Introduction & Importance

An incident is when an unplanned event interrupts the work that you are doing. An incident may or may not cause injury or damage to you or your equipment. A near miss is when an unplanned event did not cause injury or damage, but could have. It is important to report both incidents and near misses.

Consequences

Timely and accurate reporting of incidents and near misses keeps you and your coworkers safe. If you do not report an incident or near miss your company will not be able to investigate and prevent it from happening in the future. Reporting of near misses also allows your company to determine if safety rules were being followed. Remember, all near misses and incidents must be reported!

Procedure/Practice

If an injury occurs attend to the person that needs help.

Make sure the site of the incident or near miss is safe for others to work.

Report the incident or near miss to your supervisor.

Depending on the severity of the incident you may be asked to participate in an investigation. Your participation will keep others from getting injured in the future.

Application or Follow Up

Follow up with a poster from the Workplace Hazards Category.

Accountability & Responsibility

You are responsible for the timely reporting of incidents and near misses. Your employer is responsible for taking the needed steps to prevent the incident and near miss from being repeated.

Summary

Even if no injury or damage was caused by an incident you must report the incident to your supervisor. It is the job of the supervisor to look at the problem and make sure that the incident will not happen in the future. There may have been no injury this time, but the next time could be different.

Ask

What should you do if you notice a near miss or incident?

Fact

The reporting of incidents and near misses allows your company to address potential dangers before they occur.

Tip

Follow your company's safety rules to prevent incidents and near misses from happening.

Example:

- A worker is almost struck by a falling object.
- A truck speeding in a construction zone.



Respiratory Protection

Protect your lungs



Breathe safe

Respiratory Protection

Introduction & Importance

Working around respiratory hazards requires that you use respiratory protection. Common construction activities that require respiratory protection are grinding, welding, mixing chemicals, confined space entry and clean up procedures that use harmful chemicals. Not using the proper respiratory protection may lead to immediate and long term effects to your health.

Consequences

Not using respirators may lead to the following short and long term effects:

- Shortness of breath and dizziness.
- Unconsciousness.
- Becoming sensitive to certain chemicals.
- Impaired lung function.
- Cancer of lungs.
- Death.

Procedure/Practice

Choose the right type of respirator for your job. Commonly used respirators are: disposable, air purifying and air supplying respirators.

Check your respirator for damage and make sure it fits you well before using.

Respirators don't seal properly if you have a beard, sideburns or mustache.

Do not wear contact lenses with a full face respirator; dry air will irritate your eyes.

Use a nose cup to prevent your respirator from fogging or the rubber from stiffening.

Maintain your respirator on a regular basis. Clean it after each use and keep it away from extreme temperatures.

Application or Follow Up

Follow up with Confined Space poster.

Accountability & Responsibility

You are responsible for making sure you use the right respirator for your job. Your employer will assist you in identifying what type of respirator you should use.

Summary

Using respiratory protective equipment requires training. Make sure you get the proper training you need for the specific type of respirator that you are using. If you don't know what type of respirator to use for your job, ask your supervisor.

Ask

Have you ever experienced coughing or other symptoms as a result of working without a respirator?

Fact

Disposable dust masks offer a minimum degree of protection.

Tip

Only specialized individuals can repair respirators. Do not attempt to fix a respirator yourself.



Roofing

Hook up



Stay up

Roofing

Introduction & Importance

Roofers risk injury because they work at heights and they are required to hoist equipment on elevated surfaces. This puts them and workers below them in danger. Weather conditions such as rain, snow, frost and dew can make a roof slippery and hazardous. Fall injuries range from broken bones and abrasions to permanent disability or death.

Consequences

Roofers must follow safe work procedures so they don't fall and so they keep workers below them safe from falling objects, injuries and death.

Procedure/Practice

Setting Up

- Choose the right equipment for the job. Do you need scaffolding, ladders, step ladders, or something else?
- Make sure your equipment is strong enough for the job.
- Make sure your equipment is in good condition.
- Make sure your equipment is stable and properly secured.
- Check the strength of the roof.

Using roof brackets

- Use roof brackets that are in good condition with no splits or knots.
- Use brackets to position materials and workers only.
- Secure roof brackets into the roof trusses with 3" nails.
- Install the roof brackets no more than 2.4 meters apart.

Working

- Pile and secure all the necessary material on the roof.
- Keep your jobsite clean to avoid trips and slips.
- Inspect your fall protection equipment for damage on a daily basis.

Application or Follow Up

Demonstrate how to check the fall arrest system for damage. Follow up with Fall Protection and Working at Heights posters.

Rights & Responsibilities

Your employer must have a Fall Protection Plan at any workplace where the worker may fall a distance of 3 meters or more. This Fall Protection Plan includes the following: fall hazards, fall protection system, anchors, clearance areas, instructions to assemble and disassemble a fall protection system and rescue procedures if a worker falls or becomes suspended by a fall protection system.

Summary

Working on a roof is dangerous. Make sure you understand your company's Fall Protection Plan and use the proper fall protection equipment. Do not work on roofs if you are not trained.

Ask

What Fall Protection Equipment does your company use?

Fact

Kneepads, life lines, harnesses and boots with good traction help you stay safe working on a roof.



Scaffold Safety

Build smart



Stay up

Scaffold Safety

Introduction & Importance

Scaffolding must be designed and constructed correctly. It is essential to your safety and the safety of others. Properly built scaffolding can reduce many on the job safety hazards and accidents. Build your scaffolding according to specifications.

Consequences

Poorly constructed scaffolding may cause the structure to collapse. You would be lucky to escape with only minor injuries. You could risk broken bones or death.

Procedure/Practice

Before you start make sure:

- The scaffolding is on level ground.
- The ground can support the weight of the scaffolding and its load.
- The scaffolding is built on good quality sills with base plates in place.
- There are no power lines, obstacles or equipment nearby.
- All your materials are in good condition and secure.

While working make sure to:

- Climb and walk carefully.
- Use ladders or stair units to climb the scaffold.
- Use accessories such as access ladder, rails and swing gates as intended.
- Not overload the platform or hang weight outside platform.
- Climb first, and then use a line to hoist tools and materials up.
- Install toe boards to prevent objects from falling.
- Keep railings, ladders and walkways free of litter, grease, oil and mud to prevent slips and other accidents.

Application or Follow Up

Follow up with the Ladder Safety, Roofing, or Working at Heights poster.

Rights & Responsibilities

Scaffolding should be inspected by you, your employer or a designated professional. Scaffolding must be rigid, stable, and built according to legislation.

Summary

Properly installed scaffolding is a must when working at heights. Make sure that your scaffolding is constructed according to the manufacturer's specifications and legislation.

Fact

Scaffolds must be constructed to handle four times the load you plan to place on them.

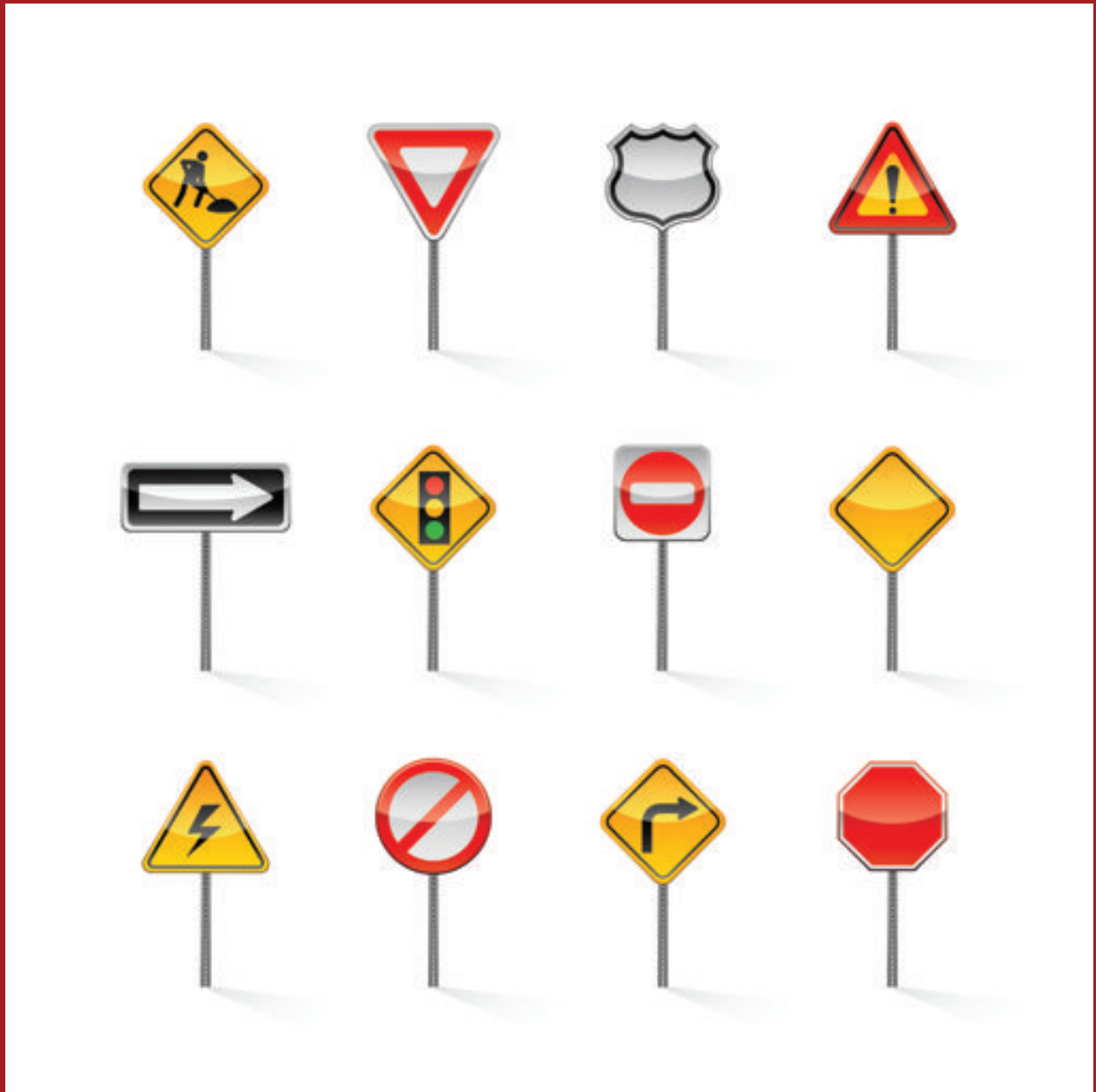
Tip

Always construct the scaffolding according to the manufacturer's specifications.



Signs

Be aware



Notice signs

Signs

Introduction & Importance

Knowledge of signs will keep you and your co-workers safe when working near moving traffic and roads. Signs are divided into the following categories:

- Regulatory signs indicate traffic regulations and speed limits. These are white and black
- Guide signs provide information on route selection. These are green and white.
- Warning signs provide advance warning of hazardous conditions. These are black and yellow.
- Temporary condition signs provide information about construction or maintenance activities. These are black and orange.

Consequences

Not understanding the meaning of road safety signs may lead to:

- Vehicle accidents
- Pedestrian and worker casualties
- Loss of work and income
- Injury or death

Procedure/Practice

Notify the appropriate transportation authorities before altering traffic flow.

Before work starts make sure that all signage and barricades are properly placed in the zones approaching work areas.

Make sure that your signs meet the safety requirements and legislation of your municipality, county or province. Traffic or local authorities will be able to guide you in the right direction.

Ensure that safety signs are covered or removed when not in use.

When working in high traffic areas consider using the help of traffic control persons.

Application or Follow Up

Follow up with Traffic Control Persons poster.

Show samples of the different types of signs.

Accountability & Responsibility

Your employer is responsible for ensuring that signage is placed according to local regulations. You are responsible for understanding and following traffic signage at all times.

Summary

Signs are in place for the protection of you, the public and the workers around you. When working near a road ensure that your signs are set up correctly.

Ask

Do you know anyone that was injured on the job site as a result of a traffic violation ?

What are the four types of signs?

Fact

When working near traffic construction workers you are at a greater risk of getting injured.

Tip

Keep your eyes open for signs!



Slips and Trips

Clean up



Keep your work area clean

Slips and Trips

Introduction & Importance

Slips and trips are among the most frequent lost-time incidents in construction. 60% of falls are caused by a slip or a trip on a flat surface. Slips and trips are caused by garbage and clutter on the floor or stairs and poor footwear. Preventing slips and trips should be a primary safety objective in all of your daily routines. Good safety habits, routines and hazard assessments can prevent most incidents.

Consequences

Slips and trips may cause injuries, loss of income, inability to exercise and play sports, and lifelong pain and discomfort.

Procedure/Practice

Make sure your worksite is properly lit.

Make sure you use handrails and guardrails. Replace or repair any that are broken.

Always keep at least one hand free to grip railings.

Do not take part in any onsite "horseplay".

Don't run in walkways or on stairs.

Keep grease and oil off all work areas.

Maintain good general housekeeping at all times.

Barricade floor openings and chutes. Put up warning signs.

Application or Follow Up

Follow up with the Fall Protection poster.

Rights & Responsibilities

Both you and your employer are responsible for maintaining good housekeeping practices to prevent slips and trips.

Summary

Most slips can be prevented by making safety a part of your everyday routine. Assess your risks on a regular basis and maintain an orderly working environment to prevent injuries.

Tip

When walking upstairs watch where you place your foot. Hang onto the handrail but do not pull yourself up by the hand rail.

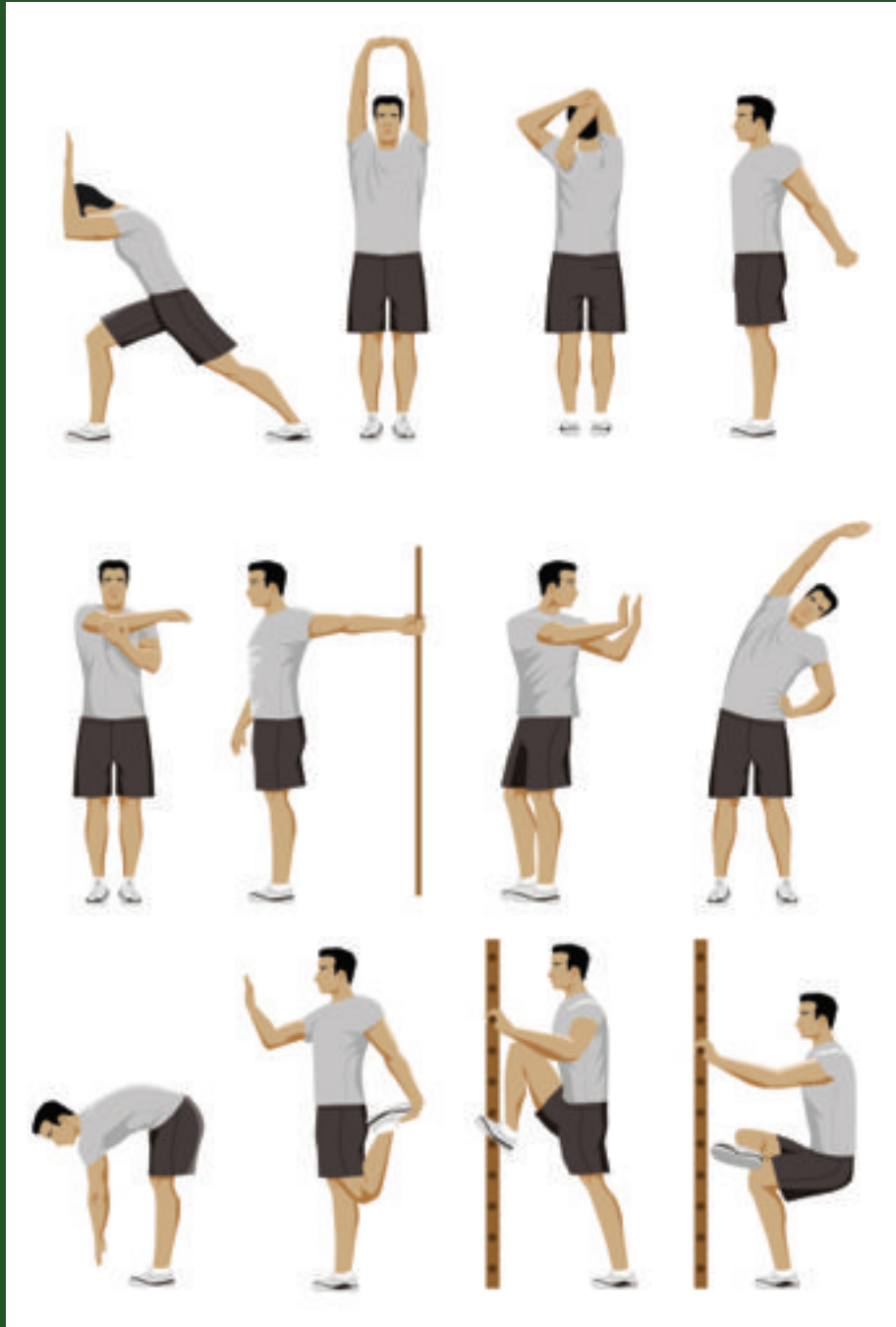
Assess your worksite each day. Stay alert and monitor the worksite for hazardous conditions throughout the day.

Inspect and test your protective equipment before you begin work on roofs and scaffolding.



Stretching

Warm up



Stretch out

Stretching

Introduction & Importance

Your muscles and joints need to be stretched before the start of your shift. Stretch breaks are necessary for you to ease muscle aches, eye strain and stress. This will help reduce accidents and injuries.

Consequences

Not stretching properly before and during your shift may lead to injuries if your muscles and joints are tight.

Procedure/Practice

There are a number of ways to properly stretch before, during and after your shift.

Stretching the legs

- Lunge forward with the left leg.
- Keep left foot flat on the ground and spine upright.
- Keep back knee flexed and torso upright.
- Maintain position for 10 seconds while gently deepening knee bend.
- Change legs and repeat.

Hands and forearms

- With your hands open and facing down, gently bend wrists from side to side and hold for 3 to 5 seconds. Repeat 3 times.

Neck and Shoulders

- Raise the top of your shoulders towards your ears until you feel tension in your neck and shoulders.
- Hold for 3 to 5 seconds. Relax your shoulders. Repeat 2 to 3 times.

Application or Follow Up

Demonstrate how to stretch and follow up with Fatigue poster.

Rights & Responsibilities

You are responsible for taking care of your muscles and joints. Stretching is one way to prevent muscle and joint injuries.

Summary

Stretching is an effective way to prevent injuries. Take the time to stretch before and during your shift.

Ask

Have you ever had an injury because of tight muscles?

Fact

Pre-shift stretching helps you to move better, giving you the ability to be more efficient at work.

You are more likely to injure your back early in the morning because it is still stiff.

Tip

Get in the habit of stretching before each shift.



Swing Stages

Hook up



Stay up

Swing Stages

Introduction & Importance

Using swing stages requires your best effort and your full attention to safety details. Make sure you understand your company's safety procedures when working on a swing stage.

Consequences

Unsafe work practices on a swing stage may lead to incidents if it's not done correctly. Consequences may include:

- Slips and falls
- Lost income
- Crushing of limbs
- Death
- Injury to other workers and pedestrians

Procedure/Practice

When working on a swing stage make sure:

- Your lanyard is fastened to your life line before getting on swing stage.
- The stage platform is constructed properly and all materials are in good condition.
- The points of support are in good structural condition.
- The ropes, cables and harness are in good condition.
- You don't overload your swing stage.
- You only operate the swing stage with the number of workers it is designed for.

Application or Follow Up

Follow up with a Personal Protective Equipment Poster.

Accountability & Responsibility

You are responsible for taking the necessary steps to ensure you have the proper training and safety gear to work on a swing stage.

Summary

Your life depends on proper use and maintenance of swing stage equipment and accessories. Follow your company's and the manufacturer's procedures and practices.

Ask

Did you know that new hires are less likely to have an incident on a swing stage than experienced workers? Why?

Fact

Slips and falls while working on swing stages are common – take caution while working on a swing stage.



Traffic Control People

Be seen



Be heard

Traffic Control People

Introduction & Importance

Working as a traffic control person is one of the most important positions of the jobsite. Traffic control people are responsible for the safety of the work crew. They monitor pedestrian and vehicle traffic and look after their own safety.

Consequences

Traffic control people work directly with pedestrians and fast moving vehicles. Not following safety could lead to serious injury or death.

Procedure/Practice

While working as a traffic control person:

- Wear bright and clearly distinguishable clothing.
- Pre-plan all traffic control sites.
- Check to make sure your signs are in place.
- Never stand or walk in the path of moving vehicles.
- Use eye contact to get driver's attention.
- Never leave the station unattended.
- Remove or cover signs when not in use.

Application or Follow Up

Follow up with Personal Protective Equipment posters.

Rights & Responsibilities

Traffic control people must wear clothing that follows the law. Both the traffic control person, as well as the employer, are responsible for safety.

Summary

The job of traffic control person can be hazardous. To reduce hazards make sure you are aware of everything that is going on around you.

Ask

What are the responsibilities of traffic control people?

Fact

Traffic control persons keep construction workers and the public safe.

Tip

Wearing bright and fluorescent clothing and apparel increases your visibility.



Transportation of Goods

Handle with care



Work safe

Transportation of Goods

Introduction & Importance

Every material handling operation is different. Every sector of the construction industry uses safety practices when handling and transporting goods and materials.

Consequences

If materials are not transported correctly they might spill, block visibility of the driver, and create unsafe working conditions for workers. Chemical spills are toxic and damage the environment.

Procedure/Practice

Make sure that the pallets that you are using are in good condition.

Make sure that you have the proper equipment to load and unload your goods (forklift, dolly, cart or hoist).

Tie and secure any unstable loads. Repack them if needed.

Make sure your load is balanced evenly.

Make sure that your load does not exceed your vehicle's load capacity.

Observe the speed limit when driving.

Application or Follow Up

Follow up with Traffic Control Person poster.

Rights & Responsibilities

Your employer is responsible for providing you with the right equipment to transport your load.

Summary

Safe transportation of goods is important to your safety and the safety of those around you. Ensure that you use the proper equipment and loading techniques while transporting your load.

Ask

Have you or someone you know ever been injured because of a poorly secured load?

Fact

Proper securing of your load along with safe driving practices decreases the chance of accidents and injury.



Trenching and Excavating

Stay alive



Follow safe practices

Trenching and Excavating

Introduction & Importance

All incidents and deaths related to trenching and excavating are preventable. Before you start trenching or excavating make sure you know what type of soil you are working with.

- **Hard and Compact Soil:** Soil that may be excavated by machinery and shows no sign of cracks after excavation.
- **Likely to Crack or Crumble Soil:** Soil with low to medium moisture content that shows signs of cracking after excavation.
- **Soft and Sandy or Loose Soil:** Soil that will run or shift if unsupported.

When digging trenches or excavating, seek the help of professionals. They will know the safest way to proceed.

Consequences:

Entering an unsafe trench or excavation can cause suffering to you, your family and friends. Some effects of being trapped in a trench include:

- Internal Injuries
- Lifelong disabilities
- Financial losses
- Possible death due to suffocation (e.g., soil weight)

Procedure/Practice:

When trenching or excavating the smallest incident can cause incredible destruction. You can prevent disasters by following these steps:

- Plan your work:
 - Assess the hazards of the worksite.
 - Install adequate safeguards to support the soil.
 - Use the proper shoring materials.
 - Use the right equipment to carry out the job.
- Call before you dig:
 - Call your local utility company to identify underground utility lines on your worksite.
- Excavating near utility lines:
 - Do not use mechanical tools when excavating within 1 meter of a utility line.
 - Keep a constant eye on the condition of the trench and the equipment you are using to monitor the soil's conditions.

Application or Follow Up:

Follow up with Dial Before You Dig poster.

Accountability & Responsibility:

Both excavators and owners of buried facilities are responsible for preventing damage to underground utility lines. Follow the appropriate legislation to guide your sloping and shoring procedures.

Summary:

When designing the construction of a safe trench and/or excavation nothing can take the place of experience and knowledge.

Ask

What are the three types of soil?

Fact

It only takes a few seconds to be buried by a collapsing trench.

Tip

Use the buddy system when trenching and excavating.



Working Around Mobile Equipment

See



And be seen

Working Around Mobile Equipment

Introduction & Importance

As a construction worker you may need to work around moving equipment and machinery. Make sure you always remain alert and aware of the following hazards:

- Moving traffic and equipment
- Equipment backing up
- Flying materials or spillage off loads from passing traffic
- Mechanical failure
- High noise levels

Consequences

Mobile equipment can pose a risk, especially when the operator cannot see you. Unsafe contact with mobile machinery may lead to:

- Bruising
- Cuts
- Broken bones
- Permanent disability
- Death

Procedure/Practice

When working on a site with vehicles and machinery follow these steps to stay safe:

- Carry out a hazard assessment before the beginning of every shift.
- Always yield to and be careful when working around moving vehicles and machinery.
- Wear florescent reflective vests to increase your visibility.
- Make eye contact with the equipment operator. You must see and be seen.
- Follow and obey company safety rules.

Application or Follow Up

Follow up with Driving in Reverse poster.

Rights & Responsibilities

You are responsible for your own safety when working around moving vehicles and machinery.

Summary

Working around moving machinery may be dangerous. Take the proper precautions to stay safe.

Ask

What are some ways to stay safe when working around mobile equipment?

Fact

Most workers that were struck by vehicles or mobile equipment were struck by drivers that did not see them.



Working with Hazardous Materials

Be prepared



Don't touch chemicals

Working with Hazardous Materials

Introduction and Importance

Hazardous substances such as chemical and lubricant products are commonly used on building sites. All spills of liquid substances require special safety steps to protect both the environment and your health.

Consequences

Spills of liquids may lead to the following:

- Slips and falls which can lead to bruising and fractures.
- Exposure to corrosive or poisonous agents.
- Damage to equipment and environment.
- Fires and possible explosions.

Procedure/Practice

Most spills can be prevented by correct handling, carrying and storage of materials. Consult the Material Safety Data Sheet (MSDS) to learn how to safely store, use, clean up and dispose of the chemicals you are using. When a spill occurs follow these steps:

- Stop the source of the spill immediately if it is safe to do so.
- Contain the spill and control its flow.
- Stop the spill from entering any storm water drains by blocking the drain inlets.
- Clean up the spill quickly before it enters the storm drains or becomes washed away by rain.
- Contact your supervisor.
- Store all waste in a sealed container.
- Contact someone who is licensed to dispose of the spilled materials.

Application or Follow Up

Follow up with a Toxic Materials poster.

Review an MSDS.

Accountability & Responsibility

Both you and your employer are responsible for taking the time to read the MSDS of the chemicals and liquids you are using. Your employer is responsible for providing you with the proper training to clean up and dispose of chemicals.

Summary

Most spills can be prevented by taking the time to properly handle containers. Be familiar with clean up and disposal procedures of the materials you are using.

Ask

What tools are available at your worksite to clean up and dispose of a spill?

Fact

Liquids, paints or other chemicals left on the ground will soak into the ground and cause environmental damage.

Tip

Know where the MSDS book is kept on the worksite.

