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Train. Protect. Prevent.

Weekly Safety Meeting Instructions

HOW-TO CONDUCT A WEEKLY SAFETY MEETING

1. **Hold the meeting on the job, preferably where everyone can sit and relax.**
2. **Hold the meeting at the beginning of the shift, right after lunch, or after a break.**
3. **Supervisors do not always have to lead the meeting. Encourage other employees in your group to lead a meeting. Task an experienced employee or someone that just attended training with presenting a topic that week.**
4. **Encourage as much employee participation as possible, yet keep your meeting short. Ask questions about the topic to generate discussion and get employees involved.**

Weekly safety meetings have proved their worth by alerting employees to workplace hazards, and by preventing accidents, illnesses and on-the-job injuries.

4840 Business Center Way Cincinnati, OH 45246 phone 877.209.9648 fax 513.297.2347 www.pasafety.com

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Good Housekeeping

Housekeeping on the job

Three of the top four reasons for fatalities on the jobsite are from falls, struck-by objects, or caught-in/between. One thing that has a connection to these hazards is good housekeeping at the jobsite. If there are items and trash scattered throughout the workplace you may have created a hazard for someone to fall, or you may have created a potential struck-by accident.

The number one excuse for having a dirty jobsite is that we don't have enough time. This can be overcome by cleaning the jobsite as you go and doing a little every day, rather than waiting until it gets out of hand. Then you must shut things down and pull guys from other jobs to help get things back on track.

One strategy you can start to implement is use the five minutes before morning break, lunch, and at the end of the day to attend to housekeeping items. Furthermore, keeping the workplace clean eliminates many working hazards and can greatly increases productivity. In addition, Good housekeeping gives customers and visitors a good impression of your job site and safety. Follow these simple steps to maintain a clean work area.

Housekeeping guidelines:

- Slippery conditions are a workplace hazard. If there is snow and ice it must be removed.
- If it can be cleaned up it must be cleaned.
- Walkways must be clear for a person to walk down. If there are cables through walkways and doorways, you can try to create some planks which will allow people to easily walk over them without tripping. They can also be suspended, which will keep them off the floor and eliminate the hazard.
- Store materials in a safe manner. Do not store materials near a ledge where they could fall. Do not store materials where they could block a walkway or a doorway. Stack materials safety so there is no risk of the material falling.
- There must be proper containers available for the disposal of items that could be flammable, such as oily rags. There must also be containers for any other types of hazardous waste, such as acids or caustics.
- Inspect the work area daily. Remove waste containers. Keep aisles and walkways clear.
- Clean up spills, oil and grease immediately.
- Make sure job boxes and trailers are organized so tools and equipment are stored properly. Store tools properly after use.
- Place waste containers in convenient places for easy waste disposal and empty them often.
- Keep approaches to fire extinguishers and first aid kits clear.
- Run extension cords and air hoses to the side of walk paths. Put up plenty of lights for early morning and night work.
- Remove or clinch nails in old lumber to prevent punctures.
- Keep loose material and supplies away from stairs. Keep wire and strapping loops off the ground.

Are there ways that you can improve housekeeping at your project or facility? If so, how?

By: Paul Taulbee

Work Site Review: **Hazards/Safety Suggestions**

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Company Name: _____ Work Site Location: _____

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

Employee Signatures: **(continue on back of sheet if necessary)**

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

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Hazard Communication and OSHA

IMPORTANT! OSHA Standard 1926.59 The requirements applicable to construction work under this section are identical to those set forth at 1910.1200. All 1910 General Industry standards referenced in this article are also applicable to the construction industry.

HCS stands for Hazard Communication Standard, which is the OSHA standard with the goal to ensure employers and workers know about chemical hazards in the workplace and how to protect themselves. OSHA's Hazard Communication Standard is important because it enforces the idea that workers have the right to know about: What chemicals are in the areas you will be working in? What are the hazards of those chemicals? And, how do you protect yourself from those hazards?

OSHA Standards 1910.1200

The purpose of this section is to ensure that the hazards of all chemicals produced or imported are classified, and that information concerning the classified hazards is transmitted to employers and employees. The transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, safety data sheets and employee training. Workers have a right to know what chemicals are in their workplace, especially if they must use them as a part of their job. HCS requires that chemical manufacturers and importers must develop a Safety Data Sheet or SDS for each chemical they produce or import. Safety Data Sheets contain valuable information about the hazards of specific chemicals and an SDS must be kept on hand for each chemical at the job site.

OSHA Standard 1910.1200(f)(6)

Workplace labeling. The employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked. Chemicals that are not properly labeled, or that have damaged labels, should never be used and these chemicals should be reported to the manager or supervisor immediately. Containers that are not labeled and/or are stored improperly creates a serious hazard for any individual who tries to use the chemicals. It also creates a risk as these chemicals could react if they make contact or spill.

OSHA Standard 1910.1200(g)(8)

The employer shall maintain in the workplace copies of the required safety data sheets for each hazardous chemical and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s). Workers should be familiar with the potential hazards of any chemical they use at work. It is important that all chemicals be labeled properly.

What does this mean for you? If you have the potential of exposure to chemicals at work, your employer must provide training and meet other requirements of the hazard communication standard. How does your company comply with the hazard communication standard? Is there anything that could be improved? If so, how?

By: Paul Taulbee

Work Site Review: **Hazards/Safety Suggestions**

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Protecting Workers From the Hazards of Abrasive Blasting Materials

Part 2 - Protecting Workers

Each abrasive blasting operation is unique, involving different surfaces, coatings, blast material, and working conditions. Before beginning work, employers should identify the hazards and assign a knowledgeable person trained to recognize hazards and with the authority to quickly take corrective action to eliminate them. Use engineering and administrative controls, personal protective equipment (PPE), including respiratory protection, and training to protect workers involved in abrasive blasting activities. Engineering controls, such as substitution, isolation, containment, and ventilation are the primary means of preventing or reducing exposures to airborne hazards during abrasive blasting operations. Administrative controls, including the use of good work and personal hygiene practices, can also reduce exposure. When engineering and administrative controls cannot keep exposures to hazardous materials below OSHA permissible exposure limits, respiratory protection must be used.

Engineering Controls

1. Substitution. Use a less toxic abrasive blasting material. Use abrasives that can be delivered with water (slurry) to reduce dust.
2. Isolation and Containment. Use barriers and curtain walls to isolate the blasting operation from other workers. Use blast rooms or blast cabinets for smaller operations. Use restricted areas for non-enclosed blasting operations. Keep coworkers away from the blaster.
3. Ventilation. Use exhaust ventilation systems in containment structures to capture dust.

Respiratory Protection - An abrasive-blasting respirator must cover the wearer's head, neck, and shoulders to protect the wearer from rebounding abrasive. Workers must use only respirators approved by NIOSH to provide protection from dusts produced during abrasive-blasting operations. Type CE NIOSH-certified blasting airline respirator with positive pressure blasting helmet. Support personnel involved in cleanup and other related activities may also need respiratory protection.

Personal Protective Equipment - Hearing protection, eye and face protection, helmet, leather gloves that protect to full forearm and aprons (or coveralls), safety shoes or boots.

Prior to Beginning Work - As a general rule always remember to:

- A trained and knowledgeable person must inspect blasting site for hazards and must determine corrective action.
- Do not eat, drink, or smoke in blasting areas.
- Employers must provide a wash area for workers to clean their hands before eating.
- Use HEPA filter vacuums to minimize dust.
- Manage blast time when a smaller number of workers are at the site.
- Clean and inspect equipment regularly.
- Do not conduct blasting operations in bad weather.
- Have visible warning signs at hazardous areas.
- Have an abrasive blasting safety check list.
- Manage waste materials according to OSHA requirements.
- Train all employees on abrasive blasting procedures and safety practices.

Can anyone share a story while working around abrasive blasting? If so, what was it like?

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Protecting Workers From the Hazards of Abrasive Blasting Materials

Part 1 - Understanding Abrasive Blasting

Each abrasive blasting job is different. Abrasive blasting uses compressed air or water to direct a high velocity stream of an abrasive material to clean an object or surface, remove burrs, apply a texture, or prepare a surface for the application of paint or other type of coating. Blasting can be performed on sites like bridges or buildings but can also be performed in closed areas.

Employees must be trained according to the OSHA standard requirement. Employers must protect workers from hazardous dust levels and toxic metals that may be generated from both the blasting material and the underlying substrate and coatings being blasted.

Using proper personal protective equipment, respiratory equipment, administrative and engineering controls, and proper training, employees can be protected from abrasive blasting hazards. Some common hazards include exposure to chemicals and dust, heat, noise, eye damage, skin penetration, and burns.

Abrasive Blasting Materials: The decision to use a certain type of abrasive material can depend on factors such as cost, job specifications, environment, and worker health. Commonly used abrasive materials: Silica sand (crystalline), Coal slag, Garnet sand, Nickel slag, Copper slag, Glass (beads or crushed), Steel shot, Steel grit, Specular hematite (iron ore).

Alternative, less toxic blasting materials include: Ice cubes, Dry ice, Plastic bead media, Sponge, Sodium bicarbonate (baking soda), Ground walnut shells, ground corn cob and other biodegradable materials, High pressure water.

Next week we will discuss protection methods while working with or around abrasive blasting operations. What types of abrasive blasting projects does your team encounter?

By: Paul Taulbee

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Understanding the Hazard Communication Standard

The Hazard Communication Standard (HCS) is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update to the Hazard Communication Standard (HCS) will provide a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. This update will also help reduce trade barriers and result in productivity improvements for American businesses that regularly handle, store, and use hazardous chemicals while providing cost savings for American businesses that periodically update safety data sheets and labels for chemicals covered under the hazard communication standard.

Hazard Communication Standard

In order to ensure chemical safety in the workplace, information about the identities and hazards of the chemicals must be available and understandable to workers. OSHA's Hazard Communication Standard (HCS) requires the development and dissemination of such information:

Chemical manufacturers and importers are required to evaluate the hazards of the chemicals they produce or import, and prepare labels and safety data sheets to convey the hazard information to their downstream customers;

All employers with hazardous chemicals in their workplaces must have labels and safety data sheets for their exposed workers, and train them to handle the chemicals appropriately.

Major changes to the Hazard Communication Standard

- Hazard classification: Provides specific criteria for classification of health and physical hazards, as well as classification of mixtures.
- Labels: Chemical manufacturers and importers will be required to provide a label that includes a harmonized signal word, pictogram, and hazard statement for each hazard class and category. Precautionary statements must also be provided.
- Safety Data Sheets: Will now have a specified 16-section format.
- Information and training: Employers are required to train workers by December 1, 2013 on the new label's elements and safety data sheets format to facilitate recognition and understanding.

Has your company updated your program to align with this new standard? If so, what was it like? Do you like the new or old safety data sheets better?

By: Paul Taulbee

Work Site Review: **Hazards/Safety Suggestions**

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