Safety Meeting Topics

* The following procedures carry the risk of exposure to bloodborne disease: 1. Performance of cardiopulmonary resuscitation (CPR). 2. Dressing or bandaging open, freely bleeding wounds. 3. Splinting of open or compound fractures. 4. Removal of blood- or fluid-soaked clothing to examine a victim. 5. Lifting, carrying, or moving a severely injured person. 6. Any other procedure performed on a person where there is visible blood or other bodily fluids. What is an example of a bloodborne disease?
* All blood and bodily fluids should be treated as potentially dangerous. Employees should abide by the following universal precautions when responding to an emergency: 1. Wear gloves (non-sterile latex) when there is visible blood or bodily fluids, or when handling items that may have been contaminated. 2. Wear fluid-proof clothing (coveralls, jumpsuit, etc.) if soiling of personal or work clothing with blood or bodily fluids may occur (this is very unlikely to occur in the treatment of minor injuries). 3. Place contaminated articles in marked containers for disposal after use. 4. Use caution when handling sharp objects contaminated with blood or bodily fluids. 5. Clean and disinfect blood or bodily fluid spills with a solution of liquid chlorine bleach. Contaminated equipment must also be cleaned in this solution. Treat cleanup rags and/or articles as if contaminated. Personnel performing cleanup duties must wear appropriate PPE. 6. Wash hands and exposed body parts with water and soap as soon as possible after any emergency response, regardless of whether or not there was contact with blood or bodily fluids. When might you encounter blood or bodily fluid?
* How do electrical injuries occur? The four most common injuries that occur are electrocution, electric shock, burns, and falls. These injuries happen in various ways, such as direct contact with electrical energy. When electricity travels through our bodies, it can interfere with the normal electrical signals between the brain and our muscles. Our hearts may stop beating properly, we may stop breathing, or our muscles may spasm.
* Arc flashes result in intense heat causing burns, intense light which can cause blindness, or ignition of other materials. Arc blasts cause the same conditions as an arc flash but are more intense and can include a strong pressure wave. These pressure waves can damage machinery, throw a person, collapse a lung, or rupture eardrums. What should you do if you’re not certified to handle electricity?
* Thermal burns include flash burns from heat generated by an electric arc and flame burns from materials that catch on fire from heating or ignition by electrical currents. High voltage contact burns can damage internal tissues while leaving only very small injuries on the outside of the skin. Muscle contractions, or a startle reaction, can cause a person to fall from a ladder, scaffold, or aerial bucket. The fall can cause serious injuries or even death.
* Never use extension cords as permanent wiring! Use extension cords only to temporarily supply power to an area that does not have a power outlet. Also, keep power cords away from heat, water, and oil. These can damage the insulation and cause a shock. What should you do if you see a cord with exposed wiring?
* Always attach cords to walls or floors with an appropriate product when necessary. What would be an appropriate way to attach a cord? Nails and staples can damage cords, causing fire and shock hazards. Also, always use ladders made of wood or other non-conductive materials when working with or near electricity or power lines. Why should ladders be non-conductive?
* It is VERY IMPORTANT to report any exposed wiring or any broken conduit to your supervisor IMMEDIATELY. Why should it be reported?
* Qualified employees can check for the presence of voltage using appropriate instrumentation, reset breakers, and replace fuses. Line voltage available to the equipment must be 600 volts or less. Why shouldn’t unqualified employees check for the presence of voltage?
* Electrical safety at home: make sure that you’re using the correct wattage for all your fixtures and appliances. Using the correct light bulbs can prevent electrical problems, so check all your lamps, fixtures, and appliances for the correct bulbs.
* Watch out for overloaded outlets! Overloading an electrical outlet is a common cause of electrical problems. Check all outlets to ensure they are cool to the touch, have protective faceplates, and are in proper working order. What could you do to lessen the strain on one outlet?
* Replace or repair damaged electrical cords to keep your home safe. Damaged power cords are a serious residential safety risk. They can cause both electrocution and fires. All power cords and extension cords should be checked regularly for signs of fraying and cracking, and they should then be repaired or replaced as needed. Power cords should not be stapled into place or run under rugs and furniture. Cords under rugs can be a tripping hazard and can overheat, and furniture can crush cord insulation and damage wires.
* A full-body safety harness and lanyard must be used when working outside of a guardrail, 4 feet or more above the ground floor, unless you are on a ladder. The rope must be attached to a suitable anchor, above your head in any direction. Why should you wear a harness and lanyard if working from heights?
* A dedicated storage area shall be provided for the storage of fall protection equipment and all components. The storage area shall keep the equipment clean, dry, and free from any oils or chemicals. Why is a designated area for fall protection equipment important?
* There should be monthly documented inspection done of any fall protection equipment. Employees will do a visual inspection before each use for wear, damage, and other deterioration. If there is any damage, the employee is to take the fall protection out of service and notify their supervisor. Why should the supervisor be notified?
* Supervisors will comply with the requirements outlined in the fall protection program. Ensure that employees who work from elevated surfaces are trained in fall protection practices. Assess work practices and workplaces to determine how fall hazards can be eliminated, prevented, and controlled. What is another fall protection procedure?
* Before working with a ladder for the first time, read the manufacturer’s instructions and check the capacity and type of ladder. Do not use a ladder if you are sleepy or ill, if you are taking medication, or if bad weather conditions exist. Do not use ladders in doorways or other high traffic areas. If a ladder must be used near a door or a high traffic area, make sure the door is locked and there is a spotter present. You can also use high visibility cones or caution tape to create a barrier in these areas. Why shouldn’t you use a ladder next to a door?
* Ladders should only be used on stable and level surfaces and secured to prevent accidental displacement. Do not use bricks or other material to raise the height of a ladder. If it is not tall enough, you are using the wrong ladder. Why should you only use ladders on level ground?
* Remember: 3 Points of Contact! At least two hands and one foot, or one hand and two feet, should be in contact with the ladder at all times. Keep your body within the side rails of the ladder. This reduces the chance of tipping the ladder, and/or falling off. Where else should you practice 3 Points of Contact?
* The following procedure must be followed to prevent ladder accidents: 1. Place ladder on a clean, slip-free surface. Why should the ladder be on a slip-free surface? 2. Fully open the legs of the ladder and lock the spreaders. Why should you lock the spreaders? 3. A folded stepladder must not be used as a straight ladder by leaning it against the wall or another support. 4. Do not climb higher than the third rung from the top on straight extension ladders, or the second tread from the top on stepladders. 5. Portable ladders are designed as “one person” equipment with the proper strength to support one person as well as any tools and materials they may need. Why shouldn’t you have two people on one ladder?
* Store ladders out of the weather in a dry place and store the ladder horizontally so that the middle is supported, and the ladder won’t sag. Why should you store ladders this way?
* Grease fires can quickly get out of control and spread to other areas of the kitchen quickly. If you do have a grease fire, do not use baking soda or water! A lid is your best method of containing it. Cover the pan, turn off the burner, and, if possible, move the pan off the burner. Why don’t you want to use water to fight a grease fire?
* It is just as important to know when the fire is too much for you to handle by yourself. More than half of all cooking fire injuries occur when people try to fight the fire themselves. The fire was either too large, or more than likely, they utilized an inappropriate method to fight the fire. When should you call 911?
* This fire safety plan serves as a guide to reduce the risk of fires in workplaces: 1. Do not dispose of batteries with the trash. 2. Perform Hot Work in controlled and well-ventilated areas. 3. Keep equipment in good working order (inspect electrical wiring and keep motors clean). 4. Ensure that heating units are safeguarded (tip-over switches for portable heaters, ensure that heaters are blown out twice a year). 5. Heavy equipment operators should spray off equipment compartments throughout the day.
* Do not rely on extension cords if wiring improvements are needed and take care not to overload circuits with multiple pieces of equipment. Ensure that required hot work permits are obtained; record keeping is important. Any equipment operator should clean his equipment at the end of each day.
* What is a confined space? Confined spaces have three common characteristics: 1. Large enough and configured so that at least one person can enter and perform work, 2. Have limited or restricted means of entry and/or exit, and 3. Are not designed for continuous human occupancy. What are some of the confined spaces at this location?
* The hazards associated with confined spaces include hazardous atmosphere, engulfment, entrapment, moving machinery, mechanical hazards, electrical hazards, gravitational hazards, crush hazards, fall hazards, and others.
* The duties of authorized entrants are know the hazards that may be faced during entry, know the required PPE and equipment required, make proper use of the equipment, alert the supervisor whenever any warning sign or symptom of exposure to a dangerous situation is recognized, or when the entrant recognizes prohibited conditions, and exit from the permit space as quickly and safely as possible when an order to evacuate is given.
* OSHA reports that slips, trips, and/or falls cause almost 20% of all workplace injuries. Slips and falls do not constitute a primary cause of fatal occupational injuries but represent the primary cause of lost days from work. Nearly all slips or falls have one or more of these factors as a cause: substandard walking conditions, surface contaminants, improper footwear, or the walking style of the person.
* Wearing the proper footwear for current weather conditions, as well as the surfaces being traveled, is important to prevent slips, trips, and falls, and reduce fatigue. What are the requirements for footwear at this location?
* Safe practices for individuals: use handrails or grab bars in areas where there are stairs or changes in elevation, use three points of contact when getting into or out of equipment (2 hands, 1 foot or 2 feet, one hand), in wet or icy conditions, take smaller steps and try to keep your torso balanced over your feet, use slip-resistant matting or provide textured surfaces in potentially wet areas, minimize distractions to remain alert to hazards and avoid carrying bulky items that block your view, remove obstructions from travel areas (extension cords, power cords, hoses, boxes, or tools), and stay alert to parts that protrude from machines or equipment.
* It is very important that we all do our part so that we can avoid slips, trips, and falls! If you see a problem and don’t report it, you become part of the problem. Understand when a fall hazard is present. Report hazards to your supervisor. Use appropriate safety-related work practices, including all necessary PPE and materials. Report lighting deficiencies. Maintain your immediate work areas in a clean and orderly manner and keep it free of known hazards. Notify maintenance of conditions beyond your control. And ensure that aisles are kept clean, free of material, scrap, or any type of debris.
* Ensure that employees are aware of walking and working surface hazards appropriate to their assigned task. Ensure employees are provided with, and use, appropriate PPE, and materials. And ensure that machines and equipment are maintained in a manner that eliminates conditions that may result in a slip, trip, or fall. Conduct monthly working/walking surfaces inspection, and gravel lot inspections.
* Do you know where the emergency number is located? From right here, where is the nearest fire extinguisher? Do you know where the nearest exit is? From right here, where is the nearest defibrillator? Who knows how to use a defibrillator? From right here, where is the nearest bloodborne pathogen kit? Who knows how to perform CPR? What should you do if a coworker starts to feel sick? If the power were to suddenly go off right now, what should you do? If very severe weather was to suddenly approach, what should you do? From right here, where is the nearest first aid kit?
* Cold stress or hypothermia can potentially happen any time of the year. Most cases of cold stress develop in air temperatures between 30° and 50° F. Injuries can range from frostbite to brain damage and death. What are some of the signs of cold-related injuries?
* If you are in the cold, dress in layers. Choose fabrics such as cotton and wool, which insulate but also allow sweat to evaporate. Wool will even keep you warm when it’s wet. Pay particular attention to your head, face, hands, and feet, as these areas are the most easily frostbitten. Wetness also increases the chance of hypothermia.
* Take breaks to warm up and drink warm liquids. Soup is also a good option. Avoid caffeine and alcohol. Ask your supervisor for hand and feet warmers. Eating properly will increase your tolerance to the cold. Finally, don’t work alone.
* The first symptom of hypothermia is uncontrollable shivering. The heartbeat then slows, and pulse weakens. Severe shaking or stiff muscles may become evident. The victim may have slurred speech, memory lapses, and drowsiness.
* Sudden release of tension can be hazardous! Tension is a specific type of stored energy. It can be found in many forms, such as springs, chains, lifting straps, and tie-downs. Always Take Two to evaluate any potential stored energy, then position yourself out of harm’s way. Always be prepared for a sudden release of tension!
* Gravity is a type of stored energy we should always consider as a potential hazard. At any given time, the mechanical control can fail, causing a piece of equipment, overhead door, suspended load, etc. to fall. Body position is very important in conditions like this, and distance away from a potential hazard can determine life or death, depending on the situation.
* Moving machinery can present various dangers. When working around moving machinery, it is important to understand the movement and actions of the machine. Don’t hesitate to ask for assistance to be sure you understand the various hazards presented by the machinery in the area. Many machine hazards can be controlled by guards, beams, and other safety devices.
* A forklift operator is travelling across the yard while a trailer is being moved to the dock. What are potential line of fire hazards? What are some ways to avoid the hazard?
* An employee is walking toward a doorway that leads to another section of the building. The doorway is wide enough to allow mobile equipment to pass through. What are potential line of fire hazards? What are some ways to avoid the hazards?
* An employee is using a skid steer to help unload a trailer. The skid steer is pulling the material using a chain. What are the potential hazards? What are some ways to avoid the hazards?
* A driver is looking to see if the compactor can is empty while it is in the lifted position. What are the potential hazards? What are some ways to avoid the hazards?
* A skid steer operator is pushing material to clean up the yard. At the same time, another employee is picking up smaller pieces of trash by hand. What are the potential hazards? What are some ways to avoid the hazards?
* Materials have fallen against the trailer doors during transit. What are some potential hazards? What are some ways to avoid the hazards?
* What are some other potential line of fire scenarios that we haven’t mentioned in the past two weeks?
* A safe workplace starts and ends with you. Immediately report safety-related incidents and near misses in which you were involved. A near miss is an incident that did not result in any personal injury, property damage, or production interruption, BUT it could have. It is a very important indicator of potentially harmful future accidents. The reporting of a near miss is not an admission of guilt or error, but rather a method of identifying future problems.
* Report all near misses right away. Most accidents are preceded by multiple near miss incidents. Report them to your supervisor so that he or she can track the patterns, pinpoint the problem, and take corrective action and share with others.
* If possible, remove the hazard immediately. Do your part to protect your co-workers, and visitors alike, from injury. But don’t forget to report the hazard even if you removed it. Report damaged equipment or property. Don’t wait for a near miss or an accident to happen; stay on alert for anything that could cause an accident. Injuries can often be traced back to equipment or property damage that was never reported and repaired.
* If you witness an injury, send someone to get help if necessary. Help and reassure the victim, but do not move an injured person unless the threat of further injury exists. Exercise caution in these situations to avoid more injuries or exposure to bloodborne pathogens.
* Supervisors need to investigate reported near misses and note corrective action taken or recommended. Management will review the report to ensure the proper corrective action is implemented to prevent occurrence or reoccurrence. The value of reporting is to learn from our mistakes. Accidents are caused by unsafe actions, unsafe conditions, or both. Investigation, analysis, and interpretation of the facts surrounding accidents and near misses are used to prevent them from happening again.
* Be on the lookout for these loading dock hazards: slipping or tripping on wet, oily, or debris-laden floors, falling off dock edges, injuries from falls or unsecured docks, injuries from unlocked trailers, back injuries from improper lifting and carrying, and injuries from standing in the line of fire when you are around the loading docks.
* Keep floors clean, dry, and in good condition. Place tools and other materials safely out of walking and driving areas. Clean up spills immediately. Watch out for ice in the wintertime (and slow down). If there is oil or water on the floor and we can’t clean it up immediately, what should we do? Watch out for ice in the winter (slow down)!
* Make sure that you are not slamming dock plates. Walk, do not run, on loading docks. Do not fool around and push someone, even as a joke. Do not jump on or off a loading dock. And never stand in the line of fire!
* Work safely with trucks and trailers. Properly add a gladhand lock to the air line (red). Chock the wheels and use a trailer jack before loading or unloading. Load and unload correctly to prevent injuries. Use forklifts and dollies rather than lifting by yourself.
* Be alert to other vehicles, workers, materials, and drivers. Get out of the way when a forklift horn sounds. Pay attention to materials on the dock that could fall or roll. Know what to do in case of a tip over. If you see drivers wandering around, advise them to go back to their truck.
* Management agrees to operate in an effective program that meets an established set of safety criteria. Employees agree to participate in the program, and to work with management to ensure a safe workplace.
* Employees are educated to be able to recognize hazardous work conditions, and then learn the safe work procedures. Training is provided at the same time they are taught to do the job, and will continue to be covered on a regular basis.
* Training is necessary to reinforce and complement management’s commitment to prevent any exposure to hazards.
* In all cases of emergency, the primary consideration is the lives and safety of the employees and the plant visitors. Plant property is also important and must be protected as much as possible under the circumstances.
* Supervisors and department leaders are primarily responsible for initiating and directing immediate “on scene,” necessary emergency response, such as firefighting, first aid, and evacuation. The supervisor or lead person will be responsible for the shutdown of any electrical panels.
* What is an example of First Aid Treatment that does not meet the definition of recordability or medical first aid?
* What is a First Aid Incident resulting in an employee being taken to a medical care facility, but receiving care that does not meet any one of the definitions of recordable injury or illness?
* What is an example of a First Aid Incident that DOES meet the criteria for being a recordable injury or illness?
* Supervisors are responsible for ensuring that all employees are properly trained on the communication of incidents, and that all safety rules are communicated, understood, and adhered to. All employees at Sonoco are responsible for following the proper procedures.
* All employees should receive in-depth safety and health training. This will be in accordance with the job tasks they are required to perform, and for the hazards they may encounter. All training is documented, with some being group training with a sign in/attendance sheet, and others being individual documents.
* All new employees should be trained by an authorized employee. Training should be signed off by employee and trainer after each item is completed. When there is reason to believe that an employee lacks the skill or understanding needed for working safely, you should ensure that the employee is retrained so that the prerequisite proficiency is regained. This also includes employees who are asked to perform a job task that is out of their normal routine, or they are performing for the first time.
* Employees must follow all recognized policies and procedures to control hazardous energy. Confined Space procedures and policies must be followed at all times. What are the Confined Space procedures?
* Employees shall only operate equipment on which they are trained. Employees shall not defeat, remove, ignore, bypass, or render inoperable any safety devices, chains, or guards on equipment or machinery.
* What is something that can cause you to become distracted or less efficient at your job? How many of those things are visible to others? We need to remember that sometimes, people are struggling with things that cannot be seen, such as family issues, chronic illness, medical reasons, stress, etc.
* Mental illness is another reason that we may become distracted or less efficient at our jobs. There are several resources to help deal with mental health, such as numbers you can call, apps that you can download to your phone, etc.
* Cold weather: What should you be on the lookout for? There are many signs of cold stress, including shivering, poor judgement, inability to pay attention, slow and shallow breathing, and in the worst-case scenario, it can cause loss of consciousness. Pay close attention to how your body is reacting to the cold and check on your coworkers too. They may not even be aware that they are being impacted by cold stress. If you notice signs of cold stress in yourself or your coworkers, get to a warm area so your body has a chance to get warm again.
* Check your fire and carbon monoxide alarms at home. Keep flammable items away from heat sources.
* Driving in cold weather can be dangerous because there could be patches of ice that you cannot see. Maintain a safe distance from the vehicle in front of you and look down the road to identify potential hazards.
* Before cleaning, servicing, and maintaining equipment, employees must understand, recognize, and eliminate stored hazardous energy. This is the most important aspect of energy isolation. Not only could you hurt yourself, but the release of hazardous energy could hurt someone else too.
* There are numerous confined spaces throughout the company. Many confined spaces are classified as Permit-Required Confined Spaces. Therefore, it is imperative that each plant establish and maintain a clearly defined Confined Space Entry Program. This program must be designed to prevent unauthorized entry and provide maximum protection for employees who are required to enter confined spaces for any reason.
* Disabling and/or altering engineered safety devices, including emergency systems, safety interlocks and switches, protective railings, machine guards, and unauthorized work on energized electrical equipment is STRICTLY PROHIBITED. This includes the altering of tools in ways that make them unsafe for use.
* Fighting on company premises, provoking or instigating a fight, willfully threatening or endangering the safety of a fellow employee is strictly prohibited. Examples of violence include, but are not limited to, intimidating, threatening or hostile statements or behavior, physical abuse, vandalism, arson, sabotage, use of weapons, or carrying weapons of any kind on company property.
* Do not enter any area that is fenced off, barricaded, or protected without proper permission and proper procedure is followed/proper PPE is donned.
* Always close all safety gates and safety fences before operation of machinery begins.
* Check safety features often to ensure their continued operation. If machinery operates without safety features, let someone know, as this is not safe! This includes mobile equipment as well.
* Observe and obey all warning signs. Failure to do so can result in injury, time lost, and in the worst case, death. The signs are there for a reason; to keep you safe.
* Keep loose items away from moving machinery and off the walkways. Be sure that all safety chains and railings are in their proper position.
* Do not walk underneath loads suspended from the crane or other lifting devices. Make sure that you can always see your hands; don’t reach for something you can’t see. Never climb on the frame of a machine; use a ladder for these tasks.
* Seat belts and restraints must always be worn!
* Do not obstruct marked pedestrian aisleways, pathways, or doorways. We use these areas to keep pedestrians safe; if a pedestrian leaves the pedestrian pathways, severe injury can occur.
* Emergency Evacuation Routes should be posted in all areas of operation. Employees must be aware of and follow all Emergency Evacuation Routes and procedures.
* Personnel who are escorting visitors around the premises are responsible for making visitors aware of any requirements. In addition, a designated guide must always escort visitors, and ensure that proper PPE is being worn.
* Visitors should never touch any equipment or reach into moving machinery. If a facility evacuation is ordered, the visitor should leave through the nearest exit, or as directed by their guide. Visitors should sign out before leaving the facility if there is no emergency situation.
* In a situation involving overhead work on open grating, secure or remove any item that could fall through grating to the level below. The area below the work site must be blocked off to divert traffic.
* Watch for tripping hazards, such as loose paper, wires, slippery floors, water hoses, and any other physical condition that could cause you to slip.
* Know hazards that may be encountered when entering a confined space. Properly use equipment needed for safe entry. Always exit the permit space as quickly as safely possible: if you are ordered to, if you notice signs or symptoms of exposure, if a prohibited condition occurs, if an alarm sounds, or if there is an emergency response required.
* What are our site-specific Confined Spaces? Who, if any, is authorized to enter them?
* The Hazard Communication Program has been developed to ensure that all workers whose job requires them to handle hazardous materials are not only aware of the materials involved, but are also fully trained in their use, so they may perform their job safely.
* Copies of SDSs for all hazardous materials employees may be exposed to will be kept in the office. If SDSs are not available, or if any new materials being used do not have an SDS, immediately contact the safety coordinator. The OSHA Hazard Communication Standard requires that every container of known hazardous material be clearly labeled with the following information when received: trade name of the material, chemical identity of the material, and the appropriate hazard warning(s).
* A ‘secondary’ container is any container other than the original that is used within the plant for storage, transport, or end use. Secondary container labels must contain the chemical identity and hazard warning of the material contained. They do not require the manufacturer’s identification.
* The safety coordinator will be responsible for training employees in chemical hazards. This individual will ensure that the following is carried out: prior to starting work at the plant, each new employee that may be exposed to these chemicals during their assignment will receive information and training.
* Chemical spills should be cleaned up immediately by following the proper chemical spill procedure: WEAR PROPER PPE. 1. Control the spread of the liquid. 2. Absorb the liquid by using oil dry or oil-absorbent sheets. 3. Connect and contain the cleanup residues by placing it in a trash can. 4. Dispose of the waste by placing it directly into the trash container. 5. Decontaminate the area and affected equipment.
* Occasionally, certain employees are required to perform hazardous non-routine tasks. Prior to starting this work, each affected employee will be given information by their supervisor about hazardous materials they may be exposed to during work.
* In the springtime, many people will start using fertilizer and other chemicals to help take care of our lawns and gardens. This is a good time to evaluate your chemical storage at home to protect children and pets. Poison Control centers across the country get more than two million calls a year about potential exposure to poisons. Almost all these exposures occur in the home, and 80% of all poisonings are in children between the ages of one and four.
* These guidelines can help prevent poisoning in the home: install safety locks or childproof latches on all cabinets, store potential poisons (detergents, medications, pesticides, cleaning products, etc.) out of reach and out of sight of children, do not transfer chemicals into food containers like milk jugs or coffee cans, never mix products, and keep indoor plants out of reach since some of them may be poisonous.
* Wash your hands often with soap and water for at least 20 seconds, especially after being in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use hand sanitizer with at least 60% alcohol. Cough into your elbow, avoid touching your face, and if you feel sick, STAY HOME.
* Avoid close contact with people who are sick, put some distance between yourself and others, and clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, handles, desks, computers, phones, keyboards, sinks, toilets, and countertops.
* The plant manager and safety coordinator will be responsible for assessing the hazards and exposures that may require the use of PPE, determining the type of equipment to be provided, and purchasing the equipment. Input from the employees and supervisors will be obtained and considered in selecting appropriate equipment.
* Supervisors will be responsible for training employees in the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where it is required.
* All employees are responsible for abiding by the provisions of this program. Disciplinary action will be applied for violation of the PPE requirements. The PPE requirements should be identified in plant JSAs, which are an extension of the safety rules. Minimum discipline for violating a safety rule begins with a written warning.
* Eye and face protection safeguards you against hazards such as flying objects or debris, dust, and splashes. Eye and face protection must meet ANSI standards. The ANSI approval rating can be found on the lenses and frames of the eye protection.
* If an industrial workplace produces noise levels of 85 decibels or above, OSHA requires your employer to do the following: reduce noise level, provide you with the proper hearing protection, implement a hearing conservation program that includes monitoring the noise level, notifying employees of the monitoring results, audiometric testing of your hearing, and test your hearing every year.
* Hand protection guards your hands from severe burns, cuts, and chronic skin diseases. Gloves are the most common type of hand protection. Gloves are available in many styles designed to protect against different, specific hazards. Select the proper gloves for your work environment, and the type of work you do. There is no single type of glove that will protect you from all hazards.
* Foot protection guards you from sharp or heavy objects falling onto, rolling over, crushing, or puncturing your feet. Safety shoes and boots can be outfitted with add-on features to provide additional protection. OSHA requires protective footwear to meet ANSI or ASTM standards for protection against specific hazards. Footwear is marked with a stamp or label on the inside to show ANSI or ASTM approval.
* Machinery can pose a hazard because of moving parts, conveyors, rollers, and rotating shafts. Never reach into a moving machine. Always maintain and use the machine and tool guards supplied with your equipment; they act as a barrier between moving parts and your body. Do not go under or through a guard, and always report broken barriers to your supervisor. Shut down equipment and use LOTO procedures before adjusting, clearing a jam, or servicing a machine.
* Vehicles, powered doors, and mobile equipment can pose a crush hazard, unless they have been locked and tagged out. Never put your body under or between powered equipment unless it is de-energized. Doors, file drawers, and heavy boxes can pinch fingers and toes. Be careful where you place your fingers. Test the weight before lifting, carrying, and placing boxes; an awkward or heavy load can slip and pinch your hands or feet. Get help or use tools to move large and/or heavy objects.
* If you have ever slammed your finger in a door, you can appreciate the pain associated with this common type of crushing injury. Take the time to learn about the crush hazards in your workplace, so you do not learn the consequences firsthand.
* Can you think of even one job or occupation where you never have to lift anything? Lifting is very much a part of our everyday jobs. And because it’s something we do so often, we tend to do it without thinking. That is, until we get hurt. Lifting incorrectly can result in a variety of injuries. Back strain is among the most common. A back strain usually results from over-stretching certain muscles. Another type of injury that can result from lifting incorrectly is a hernia. Both injuries can be extremely painful, and both are usually the result of incorrect body mechanics and/or extreme exertion. The good thing is that all injuries that may result because of incorrect lifting are preventable.
* Don’t underestimate the importance of being in good physical condition. Years of poor posture, overeating, lack of exercise, and stress can catch up to you. Poor physical condition plus incorrect lifting can be a very hazardous combination where your health and safety are concerned. Learn how your back works, what its limitations are, and what you can do to keep it healthy. It’s much easier to prevent injury in the first place, than have to deal with an old injury.
* Safe lifting plays a major part in your effort to maintain a healthy back and prevent injury to it. Even though there doesn’t seem to be one right method to lift an object, there are techniques that can reduce the strain on your back. Correct lifting techniques involve several common steps. Size up the load and decide if you can handle it yourself or if you’ll need help. WHEN IN DOUBT, ASK FOR HELP. Size up the area and make sure there are no obstructions that could trip you or cause you to slip while carrying the object or box. Get a good grip; a poor grip can cause you to lose your balance and while you may not fall, you could still get hurt. Finally, position your feet to set a good foundation. Good foot position allows you to keep your balance and use your powerful leg muscles.
* Keep the load close to your body. Think of the load and your arms as a pry bar. The farther the load is from your body, the more strain it will put on your back. By keeping the load close to your body, you reduce the amount of stress on your lower back. Also, avoid twisting your upper body.
* Lifting alters your balance. Examine your lifting techniques to prevent injury to your back. Your personal health and safety are YOUR responsibility. You are responsible for performing your job safely.
* Typically, it is safer to push a load than to pull it. However, doing either can be dangerous. Many soft tissue injuries occur because we push or pull incorrectly. How we push a load is critical. We need to ensure that we have good posture when we’re exerting that type of force. Most of us can push harder than we pull, because we can lean our full body weight into the load.
* For pushing, your hands should be between your elbow and hip. Square up to the load so you don’t twist your body Feet spread a little, with good footing. If you can’t push it easily with your body weight, GET HELP.
* Before you begin, know the right way to do the job. Check with your supervisor or coworker if you’ve got any questions about moving a load. Always check the weight before you move it. Get help for heavy or bulky items. Inspect your path of travel. Be aware of stairs and slipping or tripping hazards. Choose the safest route. Get a safe, firm grip. Check for sharp edges. If the load is wet, wipe it off. Lift with your legs, not your back. Squat down close to the load, keep your back straight, and lift slowly with leg power.
* Job Safety Analyses (JSAs) are a process of determining physical requirements, environmental conditions, and safety factors relating to a specific job or task. JSAs are best used for stationary or repetitive production tasks or product movement, where the job, equipment, and environment change very little.
* JSAs provide the PPE determination process, resources for supervisors to train new employees, the control of job steps, and the identification and control of potential hazards.
* We have measures in place to avoid all types of injuries, such as sprains and strains, slips, trips, and falls, broken bones, and other hazards our employees may face.
* In case of a near miss, the drivers must stop to make sure that both parties are okay. Once completed, they should move their lifts out of the way and contact their direct supervisor. In the event of property damage, stop immediately and contact their supervisor. The supervisor is required to fill out a Near Miss/Property Damage form.
* It is the responsibility of all heavy equipment operators to report all accidents, regardless of severity. Operators who do not report, but later are found to have had an accident or incident, will be subject to receive disciplinary action by policy for failure to report. Impacts that are related to property damage are automatically subject to investigation, progressive discipline, retraining, and/or license revoked.
* A PIT (Powered Industrial Truck) operator can be decertified and lose his or her PIT license if the following occurs: Horseplay of any kind (including racing or reckless driving), allowing riders, lifting employees on the forks, not following the Halo Rule, property or material damage deemed to be excessive, communicating threats to use a PIT to conduct bodily harm, failure to follow known safety procedures, and any other incident deemed to warrant decertification by the management team. Any employee that loses their license due to any of these actions will be subject to suspension and/or termination.
* Halo Rule: stay 5ft away from heavy equipment. If you need to talk to an operator, follow these procedures: Get the driver’s attention and make sure they follow the Halo Rule before approaching. 1. The pedestrian will establish eye contact and communicate their intentions. 2. Driver will engage emergency brake. 3. Lower forks or bucket, turn off the machine, and remove keys before anyone can approach.
* Stay twenty feet from each side of a roll-off container, and NEVER stand directly in the back of an open top while the container is in the air.
* Heat stress or heat-related illness: some examples are heat cramps, heat exhaustion, heat rash, or heat stroke, and they all come with their own set of symptoms. Symptoms can range from profuse sweating and dizziness to no sweating at all and collapsing. If you feel “off,” take a break to cool down.
* Heat rash is also known as “prickly heat.” This occurs when sweat cannot freely evaporate from the skin and sweat ducts become plugged. This inflammation can cause a red rash. This can be prevented by wearing clothes that allow sweat to evaporate, as well as bathing regularly and completely drying the skin.
* Heat cramps are cramps in the arms, legs, or abdomen. It occurs in individuals who sweat profusely, drink large quantities of water, but then do not adequately replace the body’s salt loss. To prevent this, ensure that salts are replaced during and after heavy sweating. Liquid IV is a good option.
* Heat exhaustion is a mild form of shock caused when the circulatory system begins to fail because of the body’s inadequate effort to give off excess heat. While this condition is not an immediate threat, if it’s left unchecked, it can quickly evolve into heat stroke. To treat heat exhaustion: do not leave the person alone, move them to a cool place to rest, have them drink water or electrolyte fluids, and treat for shock if necessary. If the person is unconscious, fails to recover quickly, has other injuries, or has a history of medical problems, seek medical attention.
* Gladhand locks deadline the emergency brake lines on trailers (the red line). This is a restraint to prevent anyone from tampering with trailers while they’re being loaded, and to prevent the unauthorized detachment of a trailer from a dock. Gladhand locks are to be used at all times when entering a trailer. Gladhand locks are not allowed to be keyed alike; every lock should only have one set of keys, and you must keep your keys on your person at all times. YOU are the only one allowed to possess your key.
* If multiple people are required to enter, unload, or work inside the trailer at the same time, a process like a multi-lock box should be used. All employees entering the trailer must put their personal padlock on the lock box, and the key to the gladhand lock must be inside the lock box. The employee shall keep their padlock key on their person at all times. If an employee leaves the plant without removing their lock, the lock removal procedure (the same one used for LOTO), will be followed.
* Dock procedure should be followed for every single trailer. Make sure the trailer wheels are in the rearmost position, apply your gladhand lock, chock the rearmost wheels on both sides, and then apply trailer jacks. Put up dock arms, if applicable. When you are done loading, do the steps in reverse: put down the dock arms if applicable, remove the wheel chocks, remove the trailer jacks, then you can remove the gladhand lock. Make sure to put everything back so that other employees can find things quickly and easily.
* Guards must be placed on machines to protect the operator(s) and other employees from hazards such as those created by the point of operation, nip points, rotating parts, moving belts, cutting teeth, flying debris, and any other parts that impact or shear.
* The guard must prevent hands, arms, and any other part of a worker’s body from contacting dangerous moving parts. A good guard system eliminates the possibility of the operator or another worker placing parts of their bodies near hazardous moving parts.
* Workers should not be able to easily remove or tamper with the guard, because a guard that can easily be made ineffective is not doing its job. Guards and safety devices should be made of durable material that will withstand the conditions of normal use, and they must be firmly secured to the machine.
* When putting up guards, remember to “create no new hazards.” A guard defeats its own purpose if it creates a hazard of its own, such as a shear point, jagged edge, or unfinished surface that could cause a laceration. For example, the edges of guards should be rolled or bolted in such a way that they eliminate sharp edges.
* All employees must follow LOTO procedures for shutting down equipment prior to removing any safeguards or accessing any equipment where he or she could be exposed to moving machine parts.
* There are four types of guards: fixed, which is a barrier or enclosure that permits material to enter the operation zone, but not the operator’s body or body parts. Interlocked, which is a type of guard that, when removed or opened, trips the mechanism and/or power shutoff, so that the machine cannot operate until the guard is put back. Adjustable, which is a type of guard that is, of course, adjustable, and protects the operator by placing a barrier between dangerous areas and the operator. And self-adjusting, which is similar to the adjustable guard, except that it is automatic, and the opening is determined by the movement of parts in the equipment.
* All authorized personnel must operate machinery with all safeguards in place and follow all applicable safety requirements. They must understand the hazards related to machines being worked on, and proper safeguard methods. They must also participate in all required training. The maintenance department is responsible for doing monthly E-stop and interlock inspections. They will also do monthly guard inspections, and daily visual inspections.
* First Aid is treatment of an injury that does NOT meet the definition of recordability or medical first aid. Medical First Aid is an injury resulting in an employee going to a medical care facility but receiving care which does not meet any one of the definitions of a recordable injury or illness. A Recordable Injury or Illness is one that has resulted in medical attention which leads to days away, restriction, transfer of job, or prescription medication as outlined in the Global Safety and Health Standards.
* Who are the individuals who will be responsible for the management and care of an employee due to an incident in the workplace? Supervisors are responsible for ensuring that all employees are properly trained on the communication of incidents, and all safety rules are communicated, understood, and adhered to. All employees are responsible for following the proper procedures.
* Training is part of the onboarding process. Review annually with all leaders who are responsible for managing the duty of care, incident management, and the investigation process. Training should be repeated as required, based on updates or gaps found in knowledge and understanding, based on audits.
* An injury that results in medical treatment is recordable. If only first aid treatment is provided, that injury is not recordable. First Aid treatment involves the one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc., even if provided by a physician.
* Medical treatment includes treatment of infections. Application of sutures or surgical glues. Use of a cast, splint, or other device intended to immobilize a joint. Removal of a foreign body embedded in the eye. Removal of splinters, etc. if the procedure is complicated due to location, depth, size, or method of removal. Use of a NON-prescription drug at prescription strength (the single doses of the following OTC medications are considered “prescription strength”: Ibuprofen – aka Advil, greater than 467mg; Diphenhydramine – aka Benadryl, greater than 50mg; Naproxen Sodium – aka Aleve, greater than 220mg; Ketoprofen – aka Orudis KT, greater than 25mg). Diagnosis of a fracture, including chipping or similar damage to teeth. Surgical debridement, which is the cutting away of dead tissue or skin. And admission to the hospital for treatment.
* More on recordable injuries: if you are involved in a work-related incident, and you experience loss of consciousness, restriction of work or motion, a reason to be transferred to another job, days away from work, medical treatment, diagnosis of a “significant” injury or illness, this is a recordable incident. Death is included in this list as well.
* Employees have a responsibility to only use pallets and pallet handling equipment that are in sound condition. When handling pallets, you must wear cut-resistant gloves. Do not walk or work underneath suspended loads and/or overhead forks. Seat belts/restraints MUST be worn in equipment at ALL TIMES. The use of cell phones while driving is prohibited.
* Marked pedestrian aisleways and/or doorways must not be obstructed. All tools should be used for their intended purpose and MUST be in good working condition.