

Don't Text in a Work Zone

National Work Zone Awareness Week (April 3rd through the 7th) is an annual campaign held at the start of the road construction season. The main idea behind the campaign is to remind drivers to use caution when they drive through highway work zones. The theme this year is "Work Zone Safety Is In Your Hands." The focus is to get drivers to avoid distractions by keeping their hands on the wheel and not on their phones.

In this age of smart phones, social media, instant messaging, and texts, too many drivers are allowing themselves to be distracted and are taking their hands off the steering wheel. Think of all the things you could do that would take your hands off the wheel, your eyes off the road, and your mind off safe driving: adjusting the radio, eating, grabbing your sunglasses, drinking your coffee, entering an address into GPS, and reading and responding to a text or e-mail. All of these activities take your attention away from your main task of driving, **but using a phone requires focused visual, manual, and cognitive attention all at the same time. Using your phone is the most alarming and dangerous distraction.**

According to the National Highway Traffic Safety Administration (NHTSA), at any given daylight moment across the US, approximately 660,000 drivers are using cell phones or manipulating electronic devices while driving. This number has held steady since 2010. Let's discuss how dangerous texting and driving is: Five seconds is the average time your eyes are off the road while you text.

If you're traveling at 40 miles per hour, that's like driving the length of a football field—**without looking at the road!** At 65 miles per hour, it's one-and-a-half football fields!

Your devices are designed to attract your attention, making it harder for you to focus on the road. Every time your phone beeps, buzzes, or rings, it leads you toward distraction and danger. **Here are some tips to help you keep your hands on the wheel and your mind in the game:**

- Turn off your phone. It's the best way to prevent distracting—and dangerous—calls or texts.
- Put your phone on silent mode and place it where you can't peek at it whenever it lights up with notifications.
- Use an app that blocks your ability to receive or send texts while you drive.
- Select a friend or family member who is with you to be your designated texter while you drive.
- If you just can't wait to send a text, pull over when it is safe to do so; then, send that text while your vehicle is stopped.
- Remember, your kids are watching. They're more likely to text and drive if you set that example.

SAFETY REMINDER

Using a hands-free phone is still dangerous. When you concentrate on your conversation, you can suffer from "inattention blindness" and long reaction times.

NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

S.A.F.E. CARDS® PLANNED FOR THIS WEEK:

REVIEWED SDS #

SUBJECT:

MEETING DOCUMENTATION:

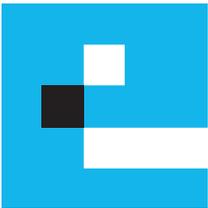
JOB NAME:

MEETING DATE:

SUPERVISOR:

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Scaffolds

Scaffolds are elevated, temporary platforms used to support workers and materials during construction activities. Scaffolds are very helpful, but can also be very dangerous.

Common hazards associated with scaffolds include:

- Falls from elevation due to lack of fall protection.
- Collapse caused by instability or overloading.
- Being struck by falling tools, materials, or debris.
- Electrocutation, when the scaffold is too close to power lines or people use long-handled tools.

To help prevent these hazards, scaffolds must be designed by a qualified person and be constructed and loaded according to that design. The qualified person is required to do pre-planning to ensure the safe erection and use of the scaffold. Pre-planning includes determining the type of scaffold needed and the maximum load allowed, assuring a good foundation, and avoiding electrical hazards.

If you're involved in setting up or taking down the scaffold, you'll want to pay close attention to several factors. Scaffolds need to be set up properly—don't take any shortcuts. Remember to look overhead to make sure you won't be building a scaffold near hazardous power lines. Protect yourself from falling throughout setup and tear-down.

Just like a strong building, a strong scaffold begins with a good foundation. Base plates, mud sills, or footers will help ensure a solid, stable footing for the scaffold. The scaffold needs to be level and plumb. Use a small torpedo level

regularly to make sure the scaffold is plumb. Install bracing according to the manufacturer's recommendations and the qualified person's instructions. Install cross-braces where they're required. Never replace scaffold pins with nails or welding rods. Never use defective or broken scaffold components. Wherever possible, use metal platforms. If wood planks are going to be used, they must be scaffold-grade lumber.

After a scaffold is erected, a competent person must inspect it. Once it's inspected, a scaffold can't be altered without the approval of the competent person.

Scaffold erection companies use color-coded tags to signal the status of the scaffold.

- A **green** tag means go—the scaffold is safe to use.
- A **yellow** tag means caution—the scaffold isn't up to OSHA standards.
- A **red** tag means stop—the scaffold is either being built or dismantled.

Big, tall scaffolds seem like they are very dangerous, but small scaffolds can be dangerous too. Small scaffolds that will only be in place for a short time may not get the attention and care that large, prominent scaffolds do. Take special care on small scaffolds to make certain that they are erected properly, get inspected, and are used safely.

SAFETY REMINDER

Never use a makeshift scaffold of any sort.

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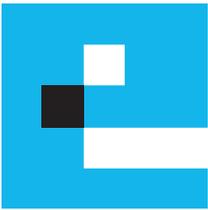
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Holes and Openings

In construction work, we can't avoid skylights, holes in roofs and floors, and wall openings. If holes in floors and openings in walls or partitions are not guarded, not guarded properly, or if you aren't wearing fall protection, you're in real danger. There's the possibility that you could step into a hole or through an opening, fall to another level, and die. You could get caught in or tripped by a small hole in the floor, and take a fall. There's also the danger of tools and materials falling and striking someone down below.

The best way to control these hazards is to guard holes and openings with physical barriers. **Covers** must be strong enough to support any traffic or other loads placed on them (for instance, the glass of a skylight is not a cover). Covers must be secured to prevent someone from picking them up by mistake, and to keep them from moving due to vibration, traffic, wind, etc. Covers must be clearly marked so that everyone, including new employees and those who do not read English, will instantly recognize them. **Guardrails** can also be used to protect floor holes and wall openings. All guardrails must be able to withstand a force of at least 200 pounds applied along the top edge in any outward or downward direction. Toeboards may also be necessary to prevent falling objects and struck-by hazards.

Take the following steps to protect yourself from falls:

- Before you work near holes and openings, get the training you need. You have to understand the dangers and you have to actually control the hazards to work safely.

- Don't create hazards for others. Guard or securely cover all holes you create or uncover before you leave the work area, even if you're only leaving for a few minutes. Other people in the area might not notice the uncovered hole and could fall through.
- Never lean against, sit on, or step on a skylight. Don't count on the glass or plastic to support your weight.
- When you work over an unguarded or uncovered hole or opening that's 6 feet or more above a lower level, always use a personal fall arrest system (PFAS) that includes a full-body harness, lanyard, connectors, and appropriate anchor points. Only tie off to anchor points that your employer has identified as being safe.
- When you use a PFAS, inspect it every day. Look for loose stitching, broken threads, and loose or worn rivets. Check hardware for cracks, nicks, distortion, and corrosion. If any part is damaged or defective, remove it from service immediately.
- Keep tools and materials away from the edges of holes and openings.
- If you see any unguarded skylights, holes, or openings, tell your supervisor immediately.

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SAFETY REMINDER
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Depend on safe work practices, not dumb luck.

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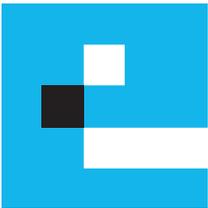
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Power Tool Safety

You use power tools every day on the jobsite. If you use them incorrectly, however, you can get injured. Let's discuss how to use them safely so you don't get hurt.

Before you use any power tool, you must take time to **read the operator's manual**. Don't just pick up a tool and expect to figure it out as you go. Take the time to read the manual so you understand how the tool operates, what to watch out for, and how to use the tool in a safe manner. The operator's manual can help you avoid accidents and injuries by providing you with helpful information like: tool speed; the materials or fasteners the tool can be used with; operating hazards; how to change blades, bits, and other parts; where to place your hands to maintain control, but not get hurt; where pinch points are located; and what type of PPE you should wear when using the tool.

If you haven't used the tool before, it's also a good idea to **ask a co-worker who has used it to show you the ropes**. If your co-worker uses the power tool often, he or she is likely comfortable and skilled with the tool and can cover the do's, don'ts, and how-to's. Your co-worker might also be able to provide you with information that you can't find in any operator's manual, like near-miss stories that can help you avoid accidents and injuries.

When you use power tools, you face at least two hazards: flying particles and noise. Protecting your eyes is a must with every power tool. Safety glasses are usually sufficient, but a face shield may be needed in some cases. You might

need hearing protection too. Check the noise rating of the tool, and ask your supervisor if you're not certain.

Use these safe work practices when you use power tools:

- Never carry a tool by the cord or hose. For electrical tools, don't yank the cord to disconnect it from the receptacle.
- Get a good grip and make sure you'll be able to keep it while you're using the tool, especially if you're holding the tool overhead or in an odd position. If you're working at heights, consider putting power tools on tethers so they can't fall and injure someone on the ground below.
- Make sure that all hand-held power tools are double-insulated or have a grounded frame with a continuous, tested ground conductor.
- Never use compressed oxygen in pneumatic tools.
- Nailers, staplers, and similar equipment with auto-feed should have a muzzle safeguard to prevent the tool from firing unless the muzzle is in contact with the work surface.
- Never bypass guards or safety interlocks.
- Remove defective tools from the workplace.

SAFETY REMINDER

Be sure to keep a good footing and maintain good balance when you operate power tools.

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