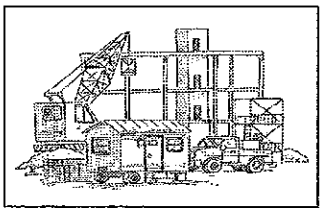


Site Safety—General—An Overview

Overview of Topic

General site safety awareness is an important topic. It enables construction workers to: understand the hazards associated with construction work, and maintain a heightened awareness of the existence of hazards and their avoidance.

This section is not meant to cover every rule related to site safety, but to give a general overview of site safety. All of the topics associated with site safety could easily provide enough information to be covered separately, and those are the topics that comprise the rest of the sections of this manual.

This section is only intended to cover general site safety and general safety awareness for employees at their current site. Some of the general site safety rules you may want to cover are:

- Wear the appropriate clothing for the job you are doing. Winter cold and summer heat can present problems on the job. Shirts should be worn at all times.
- Wear appropriate safety shoes for the job you are doing.
- Personal protective gear must always be a part of your wardrobe when appropriate. Safety glasses, hard hats, and safety shoes should be a part of your permanent equipment and worn when required.
- Rings, watches, and other jewelry are always a hazard, and should not be worn when working.
- Combustible materials are a fire hazard at any construction site. Tobacco products, portable heating equipment, small engine equipment, and welding equipment pose the greatest danger.
- Never participate in or tolerate horseplay at your construction site. Supposed fun can turninto tragedy.

The employee handout is intended to cover site safety in a general sense.

Employee Training

While there is no requirement to provide such overview training on site safety, such training generally makes employees more aware of the potential hazards of the type of site on which they are working, and can improve general awareness of and attitudes toward safety on the construction worksite.

Training Tips

Combine this general site safety training with more specific in-depth training on another topic covered in this manual. Such training sessions can easily be combined.

Use the work site as a training ground, going to the applicable area for the topic being discussed.

Conduct site safety training early in the morning, before traffic is too heavy around the site, or at midday, when workers are likely to need a break from heavy physical exertion in the noonday sun.

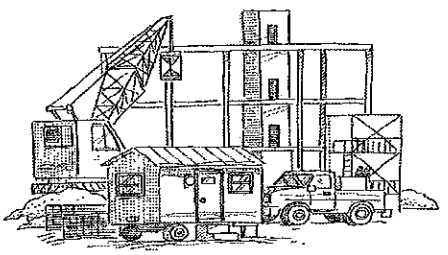
KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—An Overview

Clean, well maintained jobsites are pleasant places to work, are safer, and get positive attention from OSHA and insurance inspectors. They just look professional.

Your employer is responsible for training you in the recognition and avoidance of unsafe conditions and of the regulations applicable to your workplace. It is also your employer's responsibility to frequently and regularly visit the jobsite and inspect for safe working conditions.

However, you are also an important player in jobsite safety and security. The simplest of tasks, such as placing trash where it belongs, coiling up extension cords when not in use, and stacking lumber out of the way, may seem unimportant and unnecessary, until someone gets hurt.



Start today to make a difference at your worksite. Good construction site safety and security not only protects your company's assets, it also protects your own personal safety, your tools, and job. Your role in keeping your construction site safe and secure is very important. Theft, injury, fire, and other jobsite problems can cost you and your employer hard earned profits.

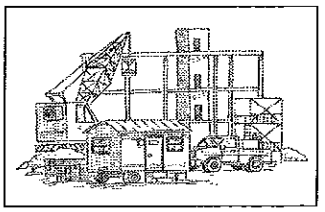
The protection of you the worker, your jobsite, your equipment, your job, and your employer's investment is a full-time job that pays off in great rewards. Use the following personal safety measures to keep yourself and others safe at the job site.

Personal Safety Measures

General safety rules that can help you avoid injury are:

- Wear the appropriate clothing for the job you are doing. Winter cold and summer heat can present problems on the job. Shirts should be worn at all times.
- Wear appropriate safety shoes for the job you are doing.
- Personal protective gear must always be a part of your wardrobe when appropriate. Safety glasses, hard hats, and safety shoes should be a part of your permanent equipment and worn when required.
- Rings, watches, and other jewelry are always a hazard, and should not be worn when working.
- Combustible materials are a fire hazard at any construction site. Tobacco products, portable heating equipment, small engine equipment, and welding equipment pose the greatest danger.
- Never participate in or tolerate horseplay at your construction site. Supposed fun can turn into tragedy.

Always be aware of safety on the job site. It could save your life, so keep site safety at the forefront of your mind.



Site Safety—General—An Overview, Sign-Off Sheet

This sign-off sheet documents the names of employees who attended this training session on Site Safety—General—An Overview at _____ .
(company name)

The session covered general site safety awareness and practices.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____
Supervisor's Signature

KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—Caught in/Between Hazards

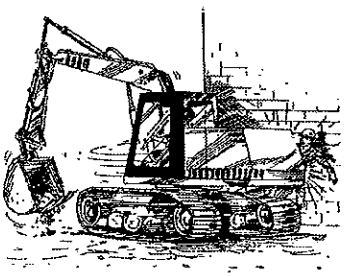
What is a caught in/between hazard?

A worker was steam cleaning a scraper. The bowl apron was left in the raised position. The hydraulic apron had not been blocked to prevent it from accidently falling. The apron fell unexpectedly and the employee was caught between the apron and the cutting edge of the scraper bowl. The apron weighed 2,500 pounds. You can fill in "the rest of the story."

This is just one of thousands of stories that tell about caught in/between hazards. Eighteen percent of all construction related deaths are caused by caught in/between accidents. Here are some specific OSHA rules made to control caught in/between hazards at your jobsite.

Trenching and shoring

A stairway, ladder, ramp or other safe means of getting out of a trench must be located in excavations that are four feet deep. Employees must not have to travel more than 25 feet in any direction to reach the ladder.



Each employee in an excavation must be protected from cave-ins by an adequate protective system designed in accordance with OSHA rules.

Shield systems must not be subjected to loads exceeding those which the system was designed to withstand.

Material handling, storage, use, and disposal

Materials stored in tiers must be stacked, racked, blocked, or somehow secured to prevent sliding, falling or collapse.

Cranes, derricks, hoists, elevators, and conveyors

Accessible areas within the swing radius of the rear of the cranes rotating superstructure, must be barricaded to prevent an employee from being struck or crushed by the crane.

Tools, hand and power

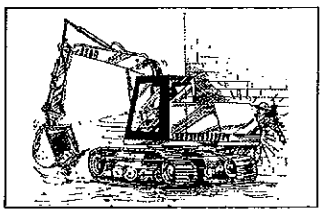
When power operated tools are designed to accommodate guards, they must be equipped with the guards when in use.

Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if the parts are exposed to contact by employees or otherwise create a hazard.

Mechanized equipment

Bulldozers and scraper blades, end-loader buckets, dump bodies, and similar equipment, must be either fully lowered or blocked when being repaired or when not in use.

Every caught in/between injury or death can be prevented using proper lock-out, block-out, or other creative ways to prevent you from being killed by these needless accidents.



Site Safety—General—Caught In/Between Hazards Sign-Off Sheet

This sign-off sheet documents the names of employees who attended this training session on Site Safety—General—Caught in/Between Hazards at _____ .
(company name)

The session covered:

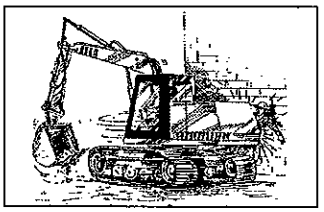
- What is a caught in/between hazard?
- Various OSHA regulations to illustrate caught in/between hazards.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

_____
Supervisor's Signature



Site Safety—General—Caught In/Between Hazards

Overview of Topic

In October, 1994, OSHA kicked off its Focused Inspections Initiative for construction sites. If an inspector comes calling and you have implemented effective safety and health programs/plans, then you could receive a focused inspection. A focused inspection concentrates on the four leading causes of death at construction sites: falls from elevation; struck-by, hit-by; caught in/between; and electrical hazards. This toolbox talk will concentrate on one of those hazards, caught in/between hazards.

What is a caught in/between hazard?

A worker was steam cleaning a scraper. The bowl apron was left in the raised position. The hydraulic apron had not been blocked to prevent it from accidently falling. The apron fell unexpectedly and the employee was caught between the apron and the cutting edge of the scraper bowl. The apron weighed approximately 2,500 pounds. You can fill in "the rest of the story."

This is just one of thousands of stories that can be told about caught in/between hazards. Eighteen percent of all construction related deaths are caused by caught in/between accidents.

The rest of this Toolbox Talk is made up of specific OSHA caught in/between rules you can discuss with your employees. Every caught in/between injury or death can be prevented using proper lock-out, block-out, or other creative ways to prevent an employee from being killed by these needless accidents.

Trenching and shoring

A stairway, ladder, ramp or other safe means of getting out of a trench must be located in excavations that are four feet deep. Employees must not have to travel more than 25 feet in any direction to reach the ladder.

Each employee in an excavation must be protected from cave-ins by an adequate protective system designed in accordance with OSHA rules.

Shield systems must not be subjected to loads exceeding those which the system was designed to withstand.

Material handling, storage, use, and disposal

Materials stored in tiers must be stacked, racked, blocked, interlocked, or somehow secured to prevent sliding, falling, or collapse.

Cranes, derricks, hoists, elevators, and conveyors

Accessible areas within the swing radius of the rear of the rotating superstructure of a crane, either permanently or temporarily mounted, must be barricaded to prevent an employee from being struck or crushed by the crane.

Tools, hand and power

When power operated tools are designed to accommodate guards, they must be equipped with the guards when in use.

Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if the parts are exposed to contact by employees or otherwise create a hazard.

Machines designed for a fixed location must be securely anchored to prevent walking or moving.

Mechanized equipment

Bulldozers and scraper blades, end-loader buckets, dump bodies, and similar equipment, must be either fully lowered or blocked when being repaired or when not in use. All controls must be in a neutral position, with the motors stopped and brakes set, unless work being performed requires otherwise.

Employee Training

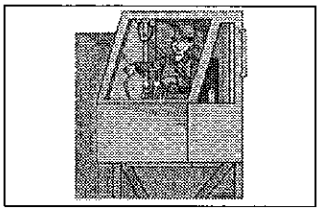
There are no specific OSHA training requirements for caught in/between hazards. However, most jobsites have some hazards that can be classified caught/in between. The OSHA regulations at 29 CFR 1926.21(b)(2) say that you must instruct employees in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury.

Training Tips

Survey your jobsite and discuss with your employees any safety and health issues that fall in the "caught in/between" category.

Where To Go For More Information

29 CFR 1926.21—Safety training and education.



Site Safety—General—Handling and Disposal of Construction Waste

Overview Of Topic

The construction jobsite can be a cluttered, dangerous place—piles of waste everywhere. What do you do with it? Well, there's a place for all that waste.

The following are some of the ways that you can safely remove and dispose of construction waste.

Throwing it out the window

Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the building, an enclosed chute of wood, or equivalent material, must be used. (An enclosed chute is a slide, closed in on all sides, through which material is moved from a higher place to a lower one.)

Dropping it through a hole

When debris is dropped through holes in the floor—without the use of chutes:

- The area onto which the material is dropped has to be completely enclosed with barricades.
- These barricades must be at least 42 inches high and set not less than 6 feet back from the projected edge of the opening above.
- Signs must be posted signs warning of the hazard of falling materials at each level.
- Don't allow removal of the materials until debris handling ceases above.

What next?

Next you have to:

- Remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.
- Comply with local fire regulations when disposing of waste material or debris by burning.
- Keep all solvent waste, oily rags, and flammable liquids in fire-resistant covered containers until removed from the worksite.

Employee Training

There are no specific training requirements for the proper disposal of construction waste. However, since not disposing or improperly disposing of construction waste can be a hazard to your employees, make sure you cover this topic thoroughly.

OSHA state-plan-states: Certain states have more stringent regulations than Federal OSHA. If you operate in a state-plan-state, check with your local OSHA office to determine if there are regulations that go above and beyond Federal OSHA.

Training Tips

Cover any company-specific disposal information in this training. Discuss the proper way to dispose of jobsite specific wastes.

Where To Go For More Information

29 CFR 1926.252—Disposal of waste materials

KELLER'S CONSTRUCTION TOOLBOX TALKS

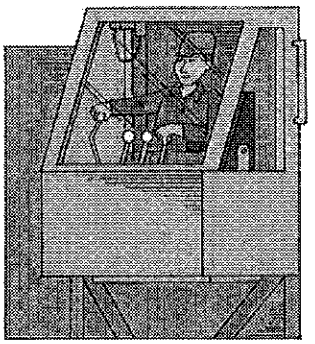
Site Safety—General—Handling and Disposal of Construction Waste

The construction jobsite can be a cluttered, dangerous place—piles of waste everywhere. What do you do with it? Well, there's a place for all that waste.

The following are some of the ways that you can safely remove and dispose of construction waste.

Throwing it out the window: look out below!

Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the building, an enclosed chute of wood, or equivalent material, must be used. (An enclosed chute is a slide, closed in on all sides, through which material is moved from a higher place to a lower one.)



Dropping it through a hole (we don't need no stupid chutes)

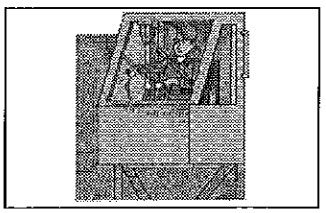
When debris is dropped through holes in the floor—without the use of chutes:

- The area onto which the material is dropped has to be completely enclosed with barricades.
- These barricades must be at least 42 inches high and set not less than 6 feet back from the projected edge of the opening above.
- Signs must be posted warning of the hazard of falling materials at each level.
- Don't allow removal of the materials until debris handling ceases above.

What do we do next?

The fun has just begun. Next you have to:

- Remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.
- Comply with local fire regulations when disposing of waste material or debris by burning.
- Keep all solvent waste, oily rags, and flammable liquids in fire-resistant covered containers until removed from the worksite.



Site Safety—General—Handling and Disposal of Construction Waste Sign-Off Sheet

This sign-off sheet documents the employees at this company, _____, who have taken part in a training session on Site Safety—General—Handling and Disposal of Construction Waste. The session covered:

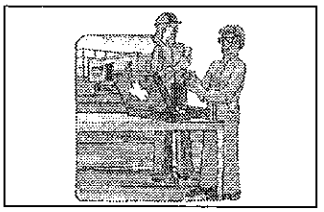
- Removal via a window or wall opening.
- Removal via a hole.
- Proper disposal after removal from the immediate work area.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

_____
Supervisor's Signature



Site Safety—General—Harmful Plants

Overview of Topic

Leafy greens are generally good for you, but there are a few outdoor plants that can cause trouble.

Each year poison ivy, poison oak, and poison sumac affect 10 to 50 million Americans, causing almost two million cases of dermatitis. They are the single most common cause of allergic reactions in the United States.

OSHA regulations—

Employees that work outdoors must be trained in the potential hazards of harmful plants. They also need to know how to avoid injury and the first aid procedures to use in the event of an injury (29 CFR 1926.21(b)(4)).

Identification—

"Leaves of three, let it be." This saying is coined to help you remember what to look for. However, poison oak or poison ivy will take on a different appearance depending on the environment. The leaves may vary from groups of three, to groups of five, seven, or even nine. Common plant hazards include:

Poison ivy—Poison ivy grows as a vine on tree trunks, stumps, or stone walls. In the East, Midwest, and South, it grows as a vine. In the Northern states, Canada, and around the Great Lakes, it grows as a shrub.

Poison oak—Another hazardous plant with three leaves is poison oak. It is a woody plant that grows in dry, barren areas ranging from southern New Jersey to northern Florida, and as far west as Oklahoma. In the East it grows as a shrub. In the West it may grow as a vine as well as a shrub.

Poison sumac—Poison sumac is usually found in standing water like peat bogs in the North and in swampy areas in parts of the South. Each leaf has 7–13 leaflets, and it can grow up to 20 feet high.

A rash from these three plants is an allergic contact dermatitis caused by urushiol, an oil found in the sap. It oozes from cut or crushed part of the plant.

You can develop a rash without ever coming into contact with a plant. Urushiol is sticky and virtually invisible, so it can be carried on tools, equipment, or on any object that has touched it.

Once it touches the skin, urushiol begins to penetrate in a matter of minutes. A reaction will appear as a line or streak of rash. Redness and swelling are followed by blisters and severe itching. In a few days, the blisters become crusted and begin to scale. The rash will usually take about ten days to heal. The rash especially affects areas where the skin is thin.

Protection—

If you are going to be in areas where you know poison oak or ivy is likely to grow, wear long pants and long sleeves, and, whenever possible, gloves and boots.

First aid—

If you think you've had a brush with poison ivy, poison oak, or poison sumac, follow this simple procedure:

Wash all exposed areas with cold running water as soon as possible. If done within five minutes, the water will neutralize the urushiol and keep it from spreading to other parts of the body. Soap is not necessary, and may even spread the oil.

When you get home, wash all clothing outside before bringing it into the house. Handle it as little as possible until it is soaked. Urushiol can remain active for months, so it's important to wash all gear that may also be carrying the resin.

If you do develop a rash, avoid scratching the blisters. Although the fluid in the blisters will not spread the rash, fingernails may carry germs that could cause an infection.

Employee Training

Since the only mention OSHA makes on poisonous plants is found in the safety training and education section, employees must be trained in whatever possible hazards they may be exposed to, including hazardous plants.

Training Tips

Bring some samples to show. This will help identify the plants.

Where To Go For More Information

29 CFR 1926.21(b)(4)—Safety training and education.

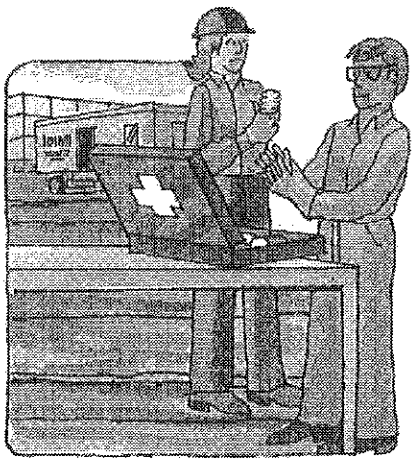
KELLER'S CONSTRUCTION TOOLBOX TALKS

Harmful Plants

Each year poison ivy, poison oak, and poison sumac affect 10 to 50 million Americans, causing almost two million cases of dermatitis. They are the single most common cause of allergic reactions in the United States.

OSHA regulations—If you work outdoors, you must be trained in the potential hazards of harmful plants. You also need to know how to avoid injury and the first aid procedures to use in the event of an injury.

Identify the Hazard—"Leaves of three, let it be." This saying is coined to help you remember what to look for. However, poison oak or poison ivy will take on a different appearance depending on the environment. The leaves may vary from groups of three, to groups of five, seven, or even nine. Common poisonous plants include poison ivy, poison oak, and poison sumac.



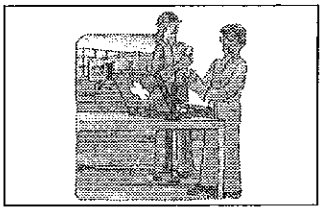
Symptoms—You can develop a rash without ever coming into contact with a plant. The toxic oil produced by the plants is sticky and virtually invisible, so it can be carried on tools, equipment, or on any object that has come into contact with it.

Once it touches the skin, the oil begins to penetrate in a matter of minutes. A reaction will appear as a line or streak of rash. Redness and swelling are followed by blisters and severe itching. In a few days, the blisters become crusted and begin to scale. The rash will usually take about ten days to heal. The rash especially affects areas where the skin is thin.

First aid—If you think you've had a brush with poison ivy, poison oak, or poison sumac, follow this simple procedure:

- Wash all exposed areas with cold running water as soon as possible. If done within five minutes, the water neutralize the toxic oil and keep it from spreading to other parts of the body. Soap is not necessary, and may even spread the oil.
- When you get home, wash all clothing outside before bringing it into the house. Handle it as little as possible until it is soaked. The oil can remain active for months, so it's important to wash all gear that may also be carrying the oil.
- If you do develop a rash, avoid scratching the blisters. Although the fluid in the blisters will not spread the rash, fingernails may carry germs that could cause an infection.

Protection—If you are going to be in areas where you know poison oak or ivy is likely to grow, wear long pants and long sleeves, and, whenever possible, gloves and boots. Know what you're getting into, how to avoid it, and how to deal with it if you are exposed.



Site Safety—General—Harmful Plants Sign-Off Sheet

This sign-off sheet documents the names of employees who attended this training session on Harmful Plants at _____.
(company name)

The session covered:

- OSHA regulations for harmful plants.
- Identifying harmful plants.
- Symptoms of exposure to harmful plants.
- First aid for exposure to harmful plants.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

_____
Supervisor's Signature

Site Safety—General—Housekeeping

Overview Of Topic

Although housekeeping issues may not be at the top of your priority list, housekeeping is an important topic for a number of safety reasons. Good housekeeping helps prevent fires and protects employees from slips, trips, and falls. It allows employees to perform their jobs more efficiently, quickly, and safely. In addition, poor housekeeping is against OSHA regulations.

OSHA has rules on housekeeping for construction sites in three places: general housekeeping rules at 29 CFR 1926.25, storage rules related to fire prevention at 29 CFR 1926.151, and storage area housekeeping at 1926.251(c).

The Toolbox Talk, Fire Protection & Prevention—Housekeeping addresses this subject from the fire safety point of view. In this Toolbox Talk we will address the general housekeeping requirements found at 29 CFR 1926.25, and 1926.251(c). These rules clearly state that you must maintain working conditions that promote safety and health. This means "picked-up" worksites.

The OSHA requirements say that:

- During construction, alteration, or repair: form and scrap lumber with protruding nails, and all other debris, must be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures.
- Combustible scrap and debris must be removed at regular intervals during the course of construction. Safe means must be provided to help with removal.
- Containers must be provided for the collection and separation of waste, trash, oily and used rags, and other refuse. Containers used for garbage and other oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. must be equipped with covers. Garbage and other waste must be disposed of at frequent and regular intervals.
- Storage areas must be kept free from accumulation of materials that are hazards from tripping, fire, explosion, or pest harborage. Vegetation control must be exercized when necessary.

These are the only specific housekeeping requirements provided in the regulations, but generally-accepted standards of good housekeeping and storage also should be taught to employees in addition to these rules. The information provided on the employee handout includes several other good housekeeping rules in addition to the ones in the regulation. The additional ones include:

- Keep walking surfaces and walkways clear of debris, objects, or materials. Pick up loose objects; they present a tripping hazard. Sometimes, even small items can cause serious falls.
- Dispose of broken glass or other sharp objects carefully.
- Keep grass and weeds under control.
- Report unsafe situations that you cannot correct to your job foreman immediately.

Employee Training

The rules do not specifically state you must train employees on these housekeeping requirements, but you must ensure that housekeeping takes place in the manner described in this section. The best, and perhaps only way to accomplish that is to train the employees on these housekeeping rules.

Training Tips

Do a walk-around the worksite with employees, pointing out acceptable and unacceptable housekeeping conditions, containers available for waste disposal, and other housekeeping-related information.

Where To Go For More Information

29 CFR 1926.25—Housekeeping.

29 CFR 1926.151—Fire prevention.

29 CFR 1926.250(c)—Housekeeping (storage areas).

KELLER'S CONSTRUCTION TOOLBOX TALKS

Housekeeping

There is usually so much work to be done at your construction site that housekeeping may not be at the top of your priority list. But, most people do not enjoy working in a mess, and for good reason. It is distracting, unsafe, unsanitary, and it is against OSHA regulations. The OSHA rules (29 CFR 1926.25) clearly state that you must work in conditions that promote safety and health. This means "picked-up" worksites.

In addition, poor housekeeping presents fire hazards, slip, trip, and fall hazards, and the hazard that you may not be able to find something or get somewhere when you need to most. But you can avoid poor housekeeping by developing good housekeeping habits.

Good Housekeeping Practices

Use the following tips to incorporate good housekeeping practices into your routine:

- Keep work areas, passageways, and stairs in and around your project free from scrap lumber and lumber with protruding nails.
- Remove garbage, combustible scrap, and debris at regular intervals during the day. Cleaning up as you go is easier than confronting a mountain of accumulated mess.
- Collect and separate waste, garbage, and flammable rags in containers provided by your employer. Make sure containers for garbage and other oily, flammable, or hazardous wastes have covers.
- Keep walking surfaces and walkways clear of debris, objects, or materials. Pick up loose objects you see lying there that might present a tripping hazard. Sometimes, even small items can cause serious falls.
- Dispose of broken glass or other sharp objects carefully.
- Keep grass and weeds under control.
- Report unsafe situations that you cannot correct to your job foreman immediately.

Housekeeping says so much about you and your company's attitude towards accident prevention. It also tells your customer and the public about your professionalism.

Good housekeeping boosts morale, promotes safety, and encourages overall professional work habits, and adds dollars to the bottom line. Keep your job site clean and safe for you and your coworkers.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—General—Housekeeping Sign-Off Sheet

This sign-off sheet documents the names of employees who attended this training session on Housekeeping at _____.
(company name)

The session covered:

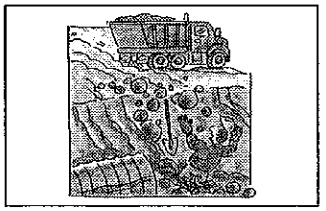
- OSHA general housekeeping rules for construction sites from 1926.25.
- Several other general housekeeping rules.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

_____
Supervisor's Signature



Site Safety—General—Imminent Danger

Overview Of Topic

You've probably heard of the term "imminent danger." But do you actually know what it means? According to OSHA, an imminent danger is a workplace hazard that puts employees at immediate risk of death or serious harm.

It may be a safety hazard, such as an unstable trench or exposed electrical wire, that could cause a serious or fatal accident immediately under present conditions. The imminent danger could also be a health hazard (like toxic substances or dangerous fumes, dusts, or gases) that could cause death or irreversible physical harm, shorten life, or reduce physical or mental performance.

What should you do?

If a safety or health hazard puts your employees in imminent danger of death or serious injury, you must take immediate corrective action. You must also provide protection to your employees until the hazard is eliminated or controlled. If you fail to do these things your employees will probably end up taking matters in their own hands. They have the right to call the nearest OSHA office and report the imminent danger.

What will OSHA do?

If, after evaluation, OSHA believes that an imminent danger exists an OSHA compliance office will inspect your jobsite (the same day the problem is reported, if possible). Reports of imminent dangers receive the highest priority for OSHA inspections.

If the inspection confirms the presence of an imminent danger, you must notify your workers of the hazard and remove your employees from the imminent danger area.

If OSHA cannot inspect the site within one working day after receiving the report, the area director will contact the employer to request that the hazard be corrected and employees removed from the danger area. In either case, OSHA will follow up with a later inspection to ensure that the employer has eliminated the hazard.

Don't be stupid

If, for some bizarre reason, you would refuse to correct the hazard, OSHA will probably post an "Imminent Danger" notice and seek a temporary restraining order from the nearest federal district court requiring you to remove employees from exposure to the danger. The OSHA compliance officer will inform all affected employees and their representative of the hazards before leaving the site.

Protections for employees

OSHA and the National Labor Relations Board work together to protect employees who are punished for refusing to work in imminently dangerous situations involving serious safety or health hazards. Remember, it is illegal for you to punish workers for reporting a safety or health hazard.

Employee Training

While there are no specific training requirements for training employees in recognizing imminent danger, you do have to instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury.

Employees required to handle or use poisons, caustics, and other harmful substances shall be instructed regarding the safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required.

In jobsite areas where harmful plants or animals are present, employees who may be exposed shall be instructed regarding the potential hazards, and how to avoid injury, and the first aid procedures to be used in the event of injury.

Employees required to handle or use flammable liquids, gases, or toxic materials shall be instructed in the safe handling and use of these materials and made aware of the specific requirements contained in Subparts D, F, and other applicable subparts 29 CFR 1910.

Training Tips

Give examples of some types of imminent danger that your employees could encounter on the jobsite. Discuss who they should contact if they suspect this condition exists.

Where To Go For More Information

29 CFR 1926.21—Safety training and education.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—General—Imminent Danger

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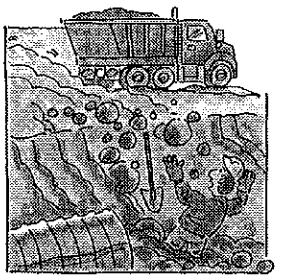
It may be a safety hazard, such as an unstable trench or exposed electrical wire, that could cause a serious or fatal accident immediately under present conditions. The imminent danger could also be a health hazard (like toxic substances or dangerous fumes, dusts, or gases) that could cause death or irreversible physical harm, shorten life, or reduce physical or mental performance.



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If a safety or health hazard puts you in imminent danger of death or serious injury, your employer must take immediate corrective action. Your employer must also provide protection to you and your coworkers until the hazard is eliminated or controlled. If the employer fails to do these things you have the right to call the nearest OSHA office and report the imminent danger.

What will OSHA do?

If, after evaluation, OSHA believes that an imminent danger exists an OSHA compliance office will inspect your jobsite (the same day the problem is reported, if possible). Reports of imminent dangers receive the highest priority for OSHA inspections.

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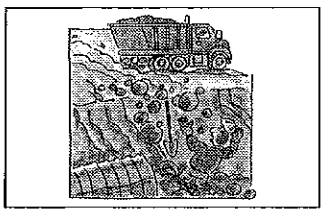
Protections for employees

OSHA and the National Labor Relations Board work together to protect employees who are punished for refusing to work in imminently dangerous situations involving serious safety or health hazards. Remember, it is illegal for your employer to punish workers for reporting a safety or health hazard.

Questions?

Talk to your supervisor if you have additional questions on this topic.



Site Safety—General—Imminent Danger Sign-Off Sheet

This sign-off sheet documents the employees at this company, _____, who have taken part in a training session on Site Safety—Imminent Danger. The session covered:

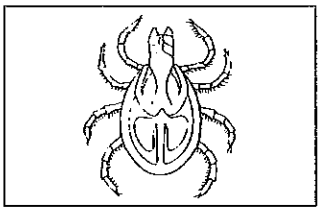
- What is imminent danger?
- What should you do if confronted with imminent danger.
- What OSHA will do to protect workers.
- The protection afforded employees who report imminent danger.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

_____
Supervisor's Signature



Site Safety—General—Insects, Snakes, & Animals

Overview of Topic

Most hazards found at jobsites are man-made, while others were there before construction began. Those are the kind that fly, crawl, and slither. Most of the time they are just an annoyance, but sometimes they can inflict a painful bite or sting.

OSHA regulation—OSHA states: "at jobsites where harmful plants or animals are present, employees who may be exposed shall be instructed regarding the potential hazards, and how to avoid injury, and the first aid procedures to be used in the event of injury (29 CFR 1926.21(b)(4)).

Insects—Most insect bites and stings are no more than painful and annoying. However, there are a handful that can be more serious, and can even lead to death if untreated. Protection is your first wave of defense.

Some personal protection measures you can use to avoid getting stung include:

- Wearing foot protection. Many insects forage on the ground.
- Don't swat at flying insects. Gently brush them aside or wait for them to go away.
- Avoid wearing sweet-smelling colognes, deodorants, or other personal hygiene products.
- Avoid wearing bright colored clothes with flowery patterns. Many insects can't tell the real thing from clothing patterns.
- Avoid eating in areas where there are insects; many are naturally attracted to food odors.

If you do get stung, remove the stinger by scraping it away. Squeezing the stinger releases more venom. Apply hydrocortisone cream or calamine lotion. You can reduce pain by applying cold water or ice. Venom from wasp stings attracts other wasps, so you may want to move indoors.

Some people are allergic to certain insect venoms, which can lead to death. Victims require immediate medical attention.

Animals—Animals can present hazards through bites, scratches, or simple contact. They may carry serious diseases. While bites carry a high risk of infection, rabies is always a concern.

An infection may develop long after the bite. Symptoms of infection include pain & tenderness at the wound, redness, heat, swelling, pus at the wound, red streaks in the skin around the wound, and possible swollen glands close to the wound.

Because of the possibility of rabies, you should seek immediate medical care. Also, keep in mind the following:

- If the bite only breaks the skin, wash the area thoroughly with soap and clean water, apply an antibiotic cream, and cover it with a clean bandage.
- If the bite creates a deep puncture or the skin is badly torn and bleeding, apply pressure to stop the bleeding and see your doctor.
- If you see signs of infection see your physician immediately.
- If you suspect rabies, see your doctor immediately.
- Get a tetanus booster shot when any bite breaks the skin.

Snakes—Snakes tend to be found near rocks and wood piles. Most snake bites are below the knee, therefore, tall leather boots are useful preventive footwear. If you do get bit:

- Never cut, squeeze, or suck the wound.
- Keep affected region below heart level.
- Allow the bite to bleed for 15-30 seconds, then clean and disinfect the area.
- Wrap area with elastic bandage, leaving the area of the bite marks open.
- If available, apply venom extractor. Otherwise, apply hard, direct pressure on bite with a gauze pad, and tape in place.
- Cool the wound without the use of ice to retard venom movement.
- Seek medical attention.

Companies doing business in regions prone to snakes should have snakebite emergency kits available.

Employee Training

In job site areas where harmful plants or animals are present, employees who may be exposed must be instructed regarding the potential hazards, and how to avoid injury, and the first aid procedures to be used in the event of injury (29 CFR 1926.21(b)(4)).

Training Tips

Remind employees to avoid insects and back away from animals.

Where To Go For More Information

29 CFR 1926.21(b)(4)—Safety training and education.

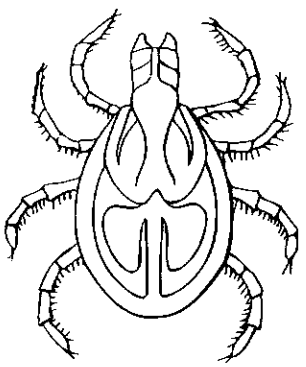
KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—General—Insects, Snakes, & Animals

Most hazards found at jobsites are manmade, while others were there before construction began. These are the kind that fly, crawl, and slither.

While OSHA has no direct rule entitled "critters," there is a requirement. If you are working at a jobsite where harmful plants or animals are present, and you may be exposed to them, you must be informed about the potential hazards. You also need to know how to avoid injury, and the first aid procedures to use in the event of injury.

Insects—Protection from bites and stings is your first wave of defense. Some personal protection measures you can use to avoid getting stung include:



- Wearing foot protection. Many insects forage on the ground or in low lying foliage.
- Avoid swatting at flying insects. You can gently brush them aside or wait for them to go away.
- Avoid wearing sweet-smelling colognes, deodorants, or other personal hygiene products.
- Avoid wearing bright colored clothing with flowery patterns. Many insects can't tell the real thing from a manufactured one.
- Avoid eating in areas where there are insects; many are naturally attracted to food odors.

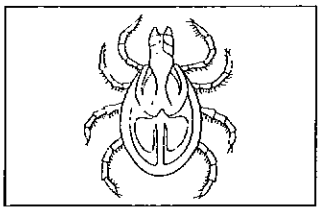
If you do get stung, remove the stinger by trying to scrape it away. You can use a tweezers, but squeezing the stinger releases more venom. Apply hydrocortisone cream or calamine lotion. You can reduce any associated pain by applying cold water or ice. Venom from wasp stings has an odor that attracts other wasps; you might want to take some evasive action and move indoors, or inside a closed vehicle.

Animals—Many animals are attracted to shelters and waste dumps, and may carry serious diseases. Infections are a common result, and rabies is a concern in wild animals as well as wandering dogs and cats.

First aid for bites and scratches from animals should include cleaning the would with soap and uncontaminated water, applying a antibiotic cream, then covering it.

Snakes—Snakes tend to be found near rocks and wood piles. Over 99 percent of snake bites are below the knee, generally in the ankle region. As for insects and animals, tall leather boots are useful preventive footwear.

Some general rules to follow include: Allow the bite to bleed for 15-30 seconds, then clean and disinfect the area; wrap area with elastic bandage, leaving the area of the bite marks open; apply hard, direct pressure on bite with a gauze pad and tape in place; cool the wound without the use of ice, and seek medical attention.



Site Safety—General—Insects, Snakes, & Animals Sign-Off Sheet

This sign-off sheet documents the names of employees who attended this training session on Insects, Snakes, & Animals at _____.
(company name)

The session covered:

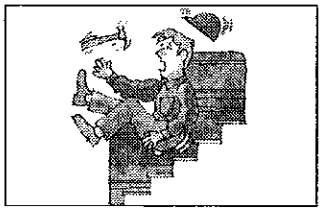
- OSHA regulations for insects, animals, and snakes.
- Insect protection and first aid.
- Animal bite first aid.
- Snake bite first aid.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	Print Name Here

_____
Supervisor's Signature



Site Safety—General—Jobsite Safety Awareness

Overview Of Topic

Performing construction work can be dangerous for the inexperienced construction worker. Even experienced workers often forget about some of the hazards of working construction. What types of dangers should the average construction worker be aware of?

The following are events or exposures that impact construction workers:

- Falls
- Transportation issues
- Contact with objects and equipment
- Exposure to harmful substances or environments
- Fires and explosions

Falls

More workers die from falls at construction sites than any other event. This includes falls from roofs, scaffolding, equipment, upper levels, and through holes. Supervisors can make employees aware of the dangers associated with working at heights and provide the appropriate training and equipment. It's important that employees are always on the lookout for fall hazards.

Transportation issues

Workers can be injured while operating construction equipment (e.g., dump trucks, cement trucks, materials handling equipment, backhoes, cranes, semi-trucks, pickup trucks, etc.). It's important to stress how to safely operate and ride on these types of equipment to prevent injuries and death.

Contact with objects and equipment

Some of the dangers in this category include:

- Being struck by construction equipment (e.g., backhoe, crane, truck, forklift, etc.);
- Having a trench collapse;
- Having a wall collapse;

- Being caught between equipment and another object;
- Being struck by a falling or flying object (e.g., tool, saw blade, nail from a nail gun); and
- Electrocution.

Exposure to harmful substances or environments

This category includes exposure to silica, asbestos, diesel exhaust, asphalt fumes, cadmium, lead, fiberglass insulation, methylene chloride, and solvents. It's important to instruct employees in the potential hazards of the site at which they are working and how they can properly use personnel protective equipment.

Fires and explosions

Injury and fatalities from fire often occur on jobsites because of lack of a fire protection program. Or in some cases, the fire protection program is developed but is not followed throughout all phases of the construction project.

The employer must:

- Provide access to firefighting equipment at all times,
- Locate the equipment in a conspicuous location, and
- Inspect and maintain the firefighting equipment.

Employee Training

The employer must instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

Training Tips

Cover any jobsite specific hazards with employees. If they are exposed to harmful a substance, make sure they are aware of where the material safety data sheet is located for the substance.

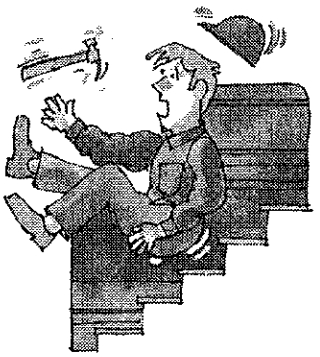
Where To Go For More Information

29 CFR 1926.21—Safety training and education.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—General—Jobsite Safety Awareness

Performing construction work can be dangerous for the inexperienced construction worker. Even experienced workers often forget about some of the hazards of working construction. What are the types of dangers should you be aware of? Look at the following list of events or exposures that impact construction workers:



- Falls
- Transportation issues
- Contact with objects and equipment
- Exposure to harmful substances or environments
- Fires and explosions

Falls

More workers die from falls at construction sites than any other event. This includes falls from roofs, scaffolding, equipment, upper levels, and through holes. Your employer should make employees aware of the dangers associated with working at heights and provide the appropriate training and equipment. It's important that you and your coworkers are always on the lookout for fall hazards.

Transportation issues

Workers can be injured while operating construction equipment (e.g., dump trucks, cement trucks, materials handling equipment, backhoes, cranes, semi-trucks, pickup trucks, etc.). It's important to understand how to safely operate and ride on these types of equipment to prevent injuries and death.

Contact with objects and equipment

Some of the dangers in this category include: being struck by construction equipment (e.g., backhoe, crane, truck, forklift etc.); having a trench collapse; having a wall collapse; being caught in-between equipment and another object; being struck by a falling or flying object (e.g., tool, saw blade, nail from a nail gun); and electrocution.

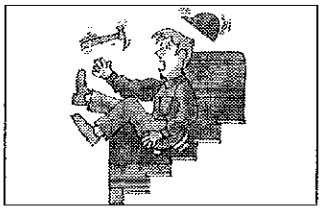
Exposure to harmful substances or environments

This category includes exposure to silica, asbestos, diesel exhaust, asphalt fumes, cadmium, lead, fiberglass insulation, methylene chloride, and solvents. It's important that your employer instruct you in the potential hazards of the site where you are working and how the proper use of personnel protective equipment can protect you.

Fires and explosions

Injury and fatalities from fire often occur on jobsites because of lack of a fire protection program. Or in some cases, the fire protection program is developed but is not followed throughout all phases of the construction project. Your employer must provide access to firefighting equipment at all times, locate the equipment in a conspicuous location, and inspect and maintain the firefighting equipment.

Talk to your supervisor if you have any questions or concerns about hazards on your jobsite.



Site Safety—General—Jobsite Safety Awareness Sign-Off Sheet

This sign-off sheet documents the employees at this company, _____, who have taken part in a training session on Site Safety—General—Jobsite Safety Awareness. The session covered:

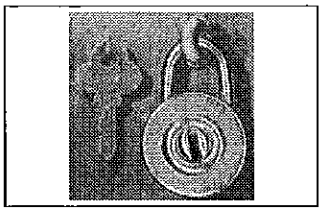
- The types of dangers construction workers should be aware of.
- Falls, transportation accidents, contact with objects and equipment.
- Exposure to harmful substances or environments.
- Fire and explosion hazards.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	Print Name Here

_____
Supervisor's Signature



Site Safety—General—Jobsite Theft Prevention

Overview Of Topic

Theft of equipment, tools, and materials is very common on construction jobsites. Some thieves specialize in stealing certain items (skid loaders are a hot commodity), while others aren't picky and will take just about anything.

Take the key out

There are some basic things you can do to prevent loss of expensive equipment. For heavy equipment (front-end loaders, skid loaders, aerial lifts) make sure the keys are taken out of the ignition. Don't try to hide the key somewhere on the equipment either. There just aren't that many good places to hide the key, and even if there is, the thief will probably know where to look.

Pull the plug

You can also remove or disable certain vital engine parts that would make it impossible to start or move the vehicle. Just remember where you put the part and how to put it back on correctly.

Hang it from the headache ball

Some companies put valuable equipment in a lock box and suspend it from the hook of a crane. This works sometimes, but if the thief gains access to the crane's controls, they may be able to lower the item to the ground and make off with it.

Generators are hot

Generators are also very common on jobsites and are another hot commodity for thieves. These stolen generators end up being sold to other construction companies (often with the knowledge that they are hot) or even to non-construction companies for use as back-up emergency equipment.

Theft of material

Thieves like to steal drywall, brick, lumber, and other common construction materials. One way your company can prevent this is by not having all the material delivered at one time and having it sit around outside for the duration of the project. Another way is to put the material in a trailer and securely lock the trailer doors.

Protect what you have

There are some basic steps to take to protect your company's valuables:

- Don't leave keys in or on any heavy equipment.
- Lock tools and other equipment up in a tool box and store that in a garage or shed.
- If you can park a vehicle in front of the shed or garage door, that's even better.
- Keep a record of all equipment and tool serial numbers at company headquarters.
- Try to park equipment in areas that have plenty of illumination at night.
- Keep an eye out for suspicious individuals lurking around your jobsite (they may be casing it).

Employee Training

There are no OSHA training requirements for preventing jobsite theft. However, it's a good idea to make workers aware of the problem. They may be able to save your company time and money.

OSHA state-plan-states: Certain states have more stringent regulations than Federal OSHA. If you operate in a state-plan-state, check with your local OSHA office to determine if there are regulations that go above and beyond Federal OSHA.

Training Tips

Give examples of some items that have been stolen from your company's jobsites. However, remember that employees themselves are responsible for a lot of the theft (internal theft) on jobsites. Mention that if they know of another employee stealing they should report it to the jobsite supervisor.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—General—Jobsite Theft Prevention

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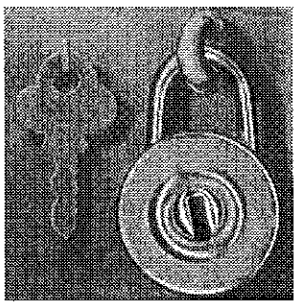

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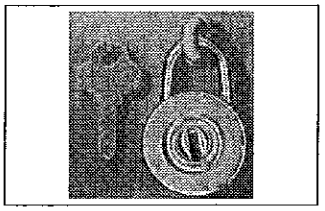
- Keep a record of all equipment and tool serial numbers at company headquarters.
- Try to park equipment in areas that have plenty of illumination at night.
- Keep an eye out for suspicious individuals lurking around your jobsite (they may be casing it).



Site Safety—General—Jobsite Theft Prevention Sign-Off Sheet

This sign-off sheet documents the employees at this company, _____, who have taken part in a training session on Site Safety—General—Jobsite Theft Prevention. The session covered:

- The types of equipment stolen most often.
- The types of materials and supplies taken.
- How you can help prevent equipment and supply theft.
- Basic steps to take to protect your company's valuable.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**
_____	_____
_____	_____
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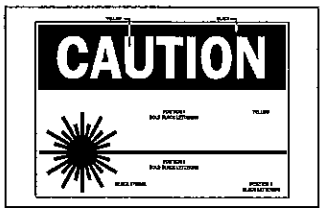
	Supervisor's Signature



Site Safety—General—Laser Safety

Overview of Topic

In the past decade, the use of laser equipment in the construction trades has exploded. Numerous tasks, from surveying, leveling, measuring, layout, and even machine positioning control can be accomplished quicker and to a greater degree of accuracy than ever before. The range of laser equipment—from infra-red Class I equipment used to visually measure and layout interior projects, to Class II lasers used outdoors for many tasks—grows every year.

Basic lasers

LASER is an acronym for Light Amplification by Stimulated Emission of Radiation. Lasers generate a high intensity nonionizing beam of light, the color being expressed in terms of it's wave length from ultraviolet (100-400 nanometers) to infrared (700 nm to 1mm) with visible light in the middle at 400nm to 700nm.

Laser classification

There are four classifications of lasers, I being the least dangerous to IV being the greatest danger. Lasers are classified according to their power output in watts. However, all lasers can be dangerous, the eyes being the most vulnerable.

Class I lasers—Typically continuous wave (cw) 0.4mW at visible wavelength. They are not allowed to emit laser radiation at known hazard levels. Users are generally exempt from radiation hazard controls during operation and maintenance.

Class II lasers—Must emit a visible laser beam not above 1mW. Workers natural aversion reaction to bright light will probably protect them from Class II lasers. Only limited controls are required. Hazards occur only after 0.25 seconds of direct exposure.

Class III lasers—

Intermediate power (cw 1-5mW). Only hazardous for intrabeam viewing. Some limited controls are usually recommended.

Moderate power (cw 5-500 mW). In general not a fire hazard nor are they capable of producing a hazardous diffuse reflection. Specific controls are recommended.

Class IV lasers—High power (500mW). Hazardous to view under any circumstance. Potential fire and skin hazard. Significant controls are required.

OSHA requirements

OSHA requirements for lasers used in construction are found in §1926.54–Nonionizing radiation. The following regulations are only a portion of the requirements. If your employees work with lasers, be sure to discuss with them each applicable requirement from the regulations.

- Employees who install, adjust, and operate laser equipment must be qualified and trained.
- Your laser equipment operators must carry proof of qualification in their possession at all times.
- Employees working in areas where the potential of exposure to direct or reflected laser light greater than 5 milliwatts (Class IIIB or IV) exists, must be protected with anti-laser eye protection in accordance with §1926, Subpart E—PPE.
- Areas where lasers are used must be posted with standard laser warning placards.
- The laser beam must never be directed at employees.
- Employees must not be exposed to light intensities above: (1) direct staring—1μW per cm^2, (2) incidental observing—1mW per cm^2, (3) diffused reflected light—2½W per cm^2.

Employee Training

According to the nonionizing radiation rules (§1926.54), only those that install, adjust, and operate laser equipment must be qualified and trained in laser work. All others that may be involved in or in the vicinity of laser operations must be able to recognize and avoid unsafe conditions and know the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury.

Training Tips

Ensure all employees involved in laser activities are trained, qualified, and card carrying. Make sure all other employees know the hazards involved in being in the vicinity of lasers.

Where To Go For More Information

ANSI Z136.1—Safe use of lasers.

29 CFR 1926.54—Nonionizing radiation.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—General—Laser Safety

In the past decade, the use of laser equipment in the construction trades has exploded. Numerous tasks, from surveying, leveling, measuring, layout, and even machine positioning control can be accomplished quicker and to a greater degree of accuracy than ever before.

But no matter the equipment, and its level of power, there are OSHA regulations and manufacturer's recommended safety precautions.

Basic lasers

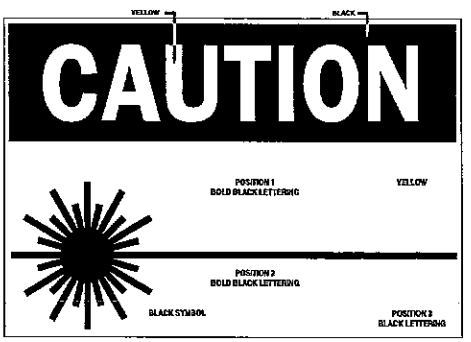
LASER is an acronym for Light Amplification by Stimulated Emission of Radiation. Lasers generate a high intensity nonionizing beam of light, the color being expressed in terms of it's wavelength from ultraviolet (100-400 nanometers) to infrared (700 nm to 1mm) with visible light in the middle at 400nm to 700nm.

Laser classification

There are four classifications of lasers, I being the least dangerous to IV being the greatest danger. Lasers are classified according to their power output in watts. However, all lasers can be dangerous, the eyes being the most vulnerable.

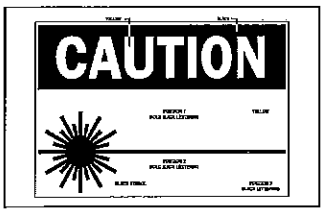
OSHA requirements

OSHA requirements for lasers used in construction are found in §1926.54—Nonionizing radiation. The following regulations are only a portion of the requirements:



- Employees who install, adjust and operate laser equipment must be qualified and trained.
- Laser equipment operators must carry proof of qualification in their possession at all times.
- Areas where lasers are used must be posted with standard laser warning placards.
- Beam shutters or caps must be used, or the laser turned off when laser transmission is not actually required.
- Turn off lasers when they are left unattended for a substantial period of time such as going to lunch, change of shifts, or overnight.
- The laser beam must never be directed at employees.
- Employees must not be exposed to light intensities above: (1) direct staring—1μW per cm^2, (2) incidental observing—1mW per cm^2, (3) diffused reflected light—2½W per cm^2.

Lasers are becoming a common tool for construction companies. They make many jobs easier and faster and they are relatively safe if used properly.



Site Safety—General—Laser Safety Sign-Off Sheet

This sign-off sheet documents the names of employees who attended this training session on Laser Safety at _____.
(company name)

The session covered:

- Basic lasers.
- Laser classification.
- OSHA requirements.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

_____
Supervisor's Signature

Site Safety—General—Proper Jobsite Clothing

Overview of Topic

Often employers have to deal with employee clothing issues. Should employees be allowed to wear shorts, do they need steel-toe shoes, and so forth. Construction sites have a wide variety of hazards, and generally, employees understand that they have to be careful and protect themselves.

OSHA doesn't get involved in telling employers how employees must dress or groom until it becomes a safety issue. §1926.28(a) requires protection against all known and recognized hazards.

Quite often, construction employees ask about going bareback. Considering the potential for sunburn, dermatitis, and skin abrasion, a shirt would be considered personal protective equipment (PPE). You, as an employer, could be cited for failure to require and enforce the use of PPE, including shirts, as protection against "bareback" injuries. The same rule would apply for shorts.

Clothing can both protect you from hazards and be the underlying cause of hazards. Loose sleeves can get caught in machinery, loose sparks can ignite flammable fabric.

There are a number of factors to consider when choosing what clothing you wear to work, especially if you work where there is a high potential for hazards.

The environment—Where you work will impact your clothing choices. If you work outdoors you will want to know such things as:

- What the weather is like for that day: hot, cold, windy, rainy.
- The location and whether the terrain is hilly, wet, wooded, or rocky.
- What the general working conditions will be such as tight quarters, highly populated, or all alone.

The tasks—The tasks you will be doing can affect your decision on what to wear. Some of the protective clothing elements for construction include:

- Trousers with added protection in the knees.

- Clothing with appropriate protection from the sun and heat if working in hot climates.
- Layered clothing for warmth in cold climates.
- Clothing that does not risk getting caught in machinery and equipment.
- Clothing that does not restrict movement.
- Light colored clothing if you will be working at night or in a dark environment.

Although it would seem inconceivable that an employer would allow anyone to wear things like tennis shoes at a construction site, it probably is happening. All OSHA would have to do is to find one protruding nail, and a §1926.28(a) citation would probably be given.

OSHA has stated that steel-toed and steel-shanked tennis shoes would be suitable at a construction site, but the shoes must meet all the requirements and specification of ANSI standard (Z41.1-1967) for safety-toe footwear. This would not apply if special foot protection is required such as metatarsus protection or protection from hazardous liquids, sparks, or electric shock.

The easiest way to end the shirt, no shirt, and shorts debate is to write the requirements into your employee handbook and make them a requirement for employment.

Employee Training

Employees need to be aware of any existing or potential hazard. They also need to know how to protect themselves from such hazards. With this in mind, employers need to know this so they can train their employees.

Training Tips

Go through the personal protection equipment section of the general safety and health provision standard, along with §1926 Subpart E—Personal Protective and Life Saving Equipment.

Where To Go For More Information

29 CFR 1926.28(a)—Personal protective equipment.

29 CFR 1926, Subpart E—Personal protective and life saving equipment.

ANSI Z41.1-1967—Men's Safety Toe Footwear.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—General—Proper Jobsite Clothing

Construction sites have a wide variety of hazards, and generally, employees understand that they have to be careful and protect themselves. There is no real dress code for construction sites, but there are regulations for personal protective equipment (PPE). The clothing that you choose to wear may not always fall under the heading of PPE, but it could keep you safe or put you at risk.

OSHA doesn't get involved in telling employers how employees must dress or groom until it becomes a safety issue. §1926.28(a) requires protection against all known and recognized hazards.

In some situations you may want to go bareback. If you consider the potential for sunburn, dermatitis, and skin abrasion, a shirt would be considered PPE. You, as an employee, could cause your company to be cited for failure to require and enforce the use of PPE, including shirts, as protection against "bareback" injuries. The same rule would apply for shorts.

Keep in mind that clothing not only protects you from hazards, it can also be a hazard. Loose sleeves can get caught in machinery, loose sparks can ignite flammable fabric.

There are a number of factors to consider when choosing what clothing you wear to work, especially if you work where there is a high potential for hazards.

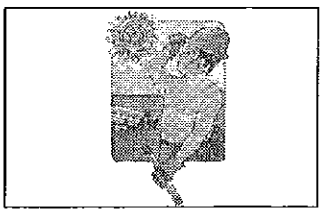
The Environment—Where you work will impact your clothing choices. If you work outdoors you will want to know such things as:

- What the weather is like for that day: hot, cold, windy, rainy.
- The location and whether the terrain is hilly, wet, wooded, or rocky.
- What the general working conditions will be.

The Tasks—The tasks you will be doing can affect your decision on what to wear. Some of the protective clothing elements for construction include:

- Trousers with added protection in the knees, or kneepads.
- Clothing with appropriate protection from the sun and heat if working in hot climates.
- Layered clothing for warmth in cold climates.
- Clothing that does not risk getting caught in machinery and equipment.
- Clothing that does not restrict movement.
- Light colored clothing if you will be working at night or in a dark environment.

Although it would seem inconceivable that employees would wear things like tennis shoes at a construction site, it probably is happening. All OSHA would have to do is to find one protruding nail, and a §1926.28(a) citation would probably be given.



Site Safety—General—Proper Jobsite Clothing Sign-Off Sheet

This sign-off sheet documents the names of employees who attended this training session on Proper Jobsite Clothing at _____.
(company name)

The session covered:

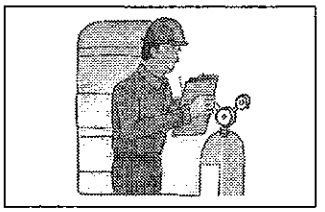
- OSHA's view of clothing restrictions and safety.
- How clothing can protect employees and add risk.
- Factors to consider when choosing clothing.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

_____
Supervisor's Signature



Site Safety—General—Role of the Competent Person

Overview Of Topic

Many standards promulgated by OSHA explicitly require the employer to train employees in the safety and health aspects of their jobs. Other OSHA standards make it the employer's responsibility to limit certain job assignments to employees who are "certified," "competent," or "qualified," meaning that they have had special previous training, in or out of the workplace. These requirements reflect OSHA's belief that training is an essential part of every employer's safety and health program for protecting workers from injuries and illnesses.

What is a competent person?

OSHA defines a competent person as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them."

How does a competent person fit in with a jobsite safety and health program?

You must have a comprehensive safety and health program that provides for frequent and regular inspections, by competent persons designated by the employer, of the:

- jobsite,
- materials, and
- equipment.

The 29 CFR 1926 construction regulations require that a competent person inspect various work areas such as:

- scaffolding,
- excavations,
- stairways and ladders,
- asbestos abatement operations,
- welding and cutting zones, and

- steel erection sites.

In addition, some OSHA standards add additional specific requirements that must be met by the competent person.

Employee Training

In all of your company's training programs explain how employees may recognize and avoid unsafe conditions. Discuss the regulations applicable to their work environment so that they may control or eliminate any hazards or other exposure to illness or injury.

Training Tips

Explain the role of the competent person in your organization. Discuss who some of the competent persons in your company (or at your jobsite) are and what areas they are considered competent in.

Where To Go For More Information

The term "competent person" is mentioned in 32 OSHA construction standards. Some of them include:

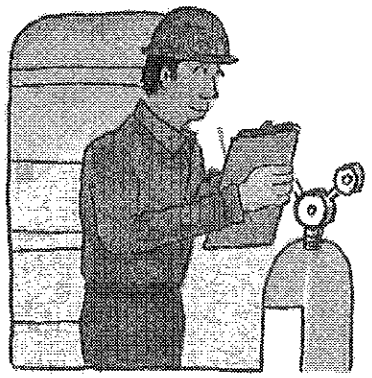
- 29 CFR 1926.20—General safety and health provisions.
- 29 CFR 1926.101—Hearing Protection.
- 29 CFR 1926.251—Rigging equipment for material handling.
- 29 CFR 1926.451—Scaffolds.
- 29 CFR 1926.502—Fall protection systems criteria and practices.
- 29 CFR 1926.550—Cranes and derricks.
- 29 CFR 1926.651—Specific Excavation Requirements.
- 29 CFR 1926.652–Concrete and Masonry Construction, Requirements for lift-slab operations.
- 29 CFR 1926.1101—Asbestos.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—General—Role of the Competent Person

Because of the complex nature of the construction industry, it's important that certain individuals who work at the jobsite are extremely knowledgeable about construction work practices. This type of worker is considered a "competent person." OSHA defines a competent person as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them."

At a typical construction jobsite, you could end up dealing with many different coworkers who are considered to be "competent persons." Why? Because the term "competent person" is mentioned in 32 OSHA construction standards.



How does a competent person fit in with a jobsite safety and health program?

You must have a comprehensive safety and health program that provides for frequent and regular inspections, by competent persons designated by the employer, of the:

- jobsite,
- materials, and
- equipment.

What work areas should be inspected by a competent person?

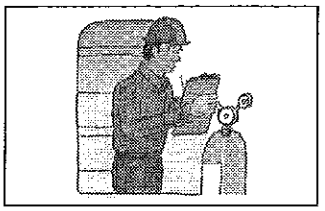
The 29 CFR 1926 construction regulations require that a competent person inspect various work areas such as:

- scaffolding,
- excavations,
- stairways and ladders,
- asbestos abatement operations,
- welding and cutting zones, and
- steel erection sites.

In addition, some OSHA standards add additional specific requirements that must be met by the competent person.

Respect

When you see a competent person inspecting a work area, it's a sign that your employer has put a great deal of trust in them. Your safety, and the safety of your coworkers, often depends on the decisions the competent person makes.



Site Safety—General—Role of the Competent Person Sign-Off Sheet

This sign-off sheet documents the employees at this company, _____, who have taken part in a training session on the Site Safety—Role of the Competent Person. The session covered:

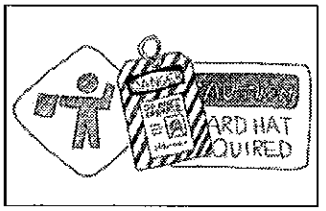
- How a competent person fits in with a jobsite safety and health program.
- What work areas should be inspected by a competent person.
- Respect the judgement of your competent person.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	Print Name Here

_____
Supervisor's Signature



Site Safety—General—Safety Color Code

Overview Of Topic

For conveying a message quickly, sign or tag color is just as important as the text. Because certain colors have been associated with specific messages, using those same colors makes it all the more consistent and efficient. 29 CFR 1926.200, Accident Prevention Signs and Tags, goes over sign colors and refers to ANSI Z535.1, Safety Color Code, ANSI Z535.2, Environmental and Facility Safety Signs. OSHA requires these color schemes:

Color	Hazard/Message identified	Sign specifications
Red	Immediate hazards, like: • Fire protection equipment, • Danger, • Flammable liquid, • Stop, including emergency stop buttons, and • Exit.	Danger signs have a red upper panel, black outline borders, and a white lower panel with black letters for additional wording. Exit signs must be lettered in legible red letters, not less than 6 inches high, on a white field.
Orange	• Hazardous machine parts that cut, crush, or injure, • Exposed parts, • Temporary traffic control zone warning signs, • Biological hazards, and • Slow-moving vehicles.	The word WARNING along with a safety exclamation mark is black on an orange panel. The word WARNING may also be in black on an orange truncated diamond on a black panel. Warning signs may have a white or orange background with black letters or a black background with white letters. Temporary traffic control zone warning signs have orange backgrounds with black letters. A slow-moving vehicle sign is a fluorescent yellow-orange triangle.
Yellow	• Warn against potential hazards, • Caution against unsafe acts, • Physical hazards, i.e., striking against, stumbling, falling, tripping, and caught in between, • Flammable materials storage, • Corrosives, and • Reactivity hazards under Hazard Communication.	Caution signs have a yellow background, black upper panel and borders, yellow lettering on the black panel, and black lettering on the yellow background for additional wording.

Table continued on the next page.

Color	Hazard/Message identified	Sign specifications
Green	• Safety instructions, • First-aid, • Eyewash stations, and • Evacuation routes.	Safety instruction signs are white with a green upper panel with white letters to convey the principal message. Any additional wording on the sign shall be black letters on the white background.
Blue	• Safety information, • Personal protective equipment, and • Health hazards under Hazard Communication.	Notice signs have a white back ground, a blue panel with the italicized white-colored word Notice, and black letters on the white back ground.
Purple	• Radiation symbol.	The purple radiation symbol must be on a yellow background.
Black	• Directional signs other than automotive traffic signs specified under Sec. 1926.200(g).	Directional signs are white with a black panel and a white directional symbol. Any additional wording on the sign shall be in black letters on the white background.

Employee Training

The employer shall instruct each employee in the recognition and avoidance of unsafe conditions. This includes Sec. 1926.200 color-code awareness training.

OSHA state-plan-states: Remember that certain states have more stringent regulations that go above and beyond the OSHA standards.

Training Tips

Use actual signs, labels, and tags used at your construction site. Give trainees a list of site hazards/instructions, and have them determine which color depicts the message best. Then hold up the actual sign or tag at your site. Some hazards may allow for several different colors. It is also acceptable to raise the level of safety with color. For example, a red danger sign could be used instead of a yellow caution sign to communicate the seriousness of the hazard.

Where To Go For More Information

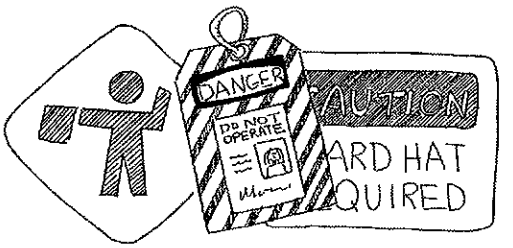
29 CFR 1926.200—Accident prevention signs and tags.

29 CFR 1910.145—Specifications for accident prevention signs and tags.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—General—Safety Color Code

Not only is the textual portion of a sign or tag important, color is also important to convey a message quickly. Color can communicate and reinforce the message instantaneously. In a "sea" of signs, you can understand why color is so important. Here are the colors recommended or required to represent certain hazards:



Red

- Danger.
- Fire protection equipment.
- Flammable liquid.
- Stop.
- Exit.

Orange

- Warning, such as warnings for hazardous or exposed machine parts.
- Temporary traffic control zone warning signs.
- Biological hazards.
- Slow-moving vehicles.

Yellow

- Caution, such as cautions for potential hazards and unsafe acts.
- Physical hazards, such as striking against, stumbling, falling, tripping, and "caught in between."
- Flammable materials storage cabinets.
- Corrosives.
- Reactivity hazards under Hazard Communication (Hazcom).

Green

- Safety instructions.
- First-aid.
- Eye wash stations.
- Emergency routes.

Blue

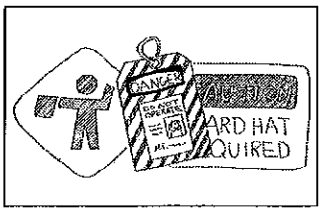
- Safety information.
- Personal protective equipment.
- Health hazards under Hazcom.

Purple

- Radiation symbol. (Purple on a yellow background.)

Black

- Directional signs other than temporary traffic control.



Site Safety—General—Safety Color Code Sign-Off Sheet

This sign-off sheet documents the employees at this company, _____, who have taken part in a training session on Site Safety—General—Safety Color Code. The session covered:

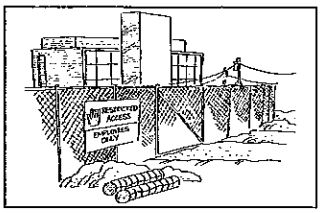
- Basic information about safety colors.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	Print Name Here

_____
Supervisor's Signature



Site Safety—General—Security

Overview Of Topic

Construction site security is an important topic that often suffers from too little attention. Even if the company spends time and money on security efforts, sometimes employees don't follow through. And if your company is not very large, it may not be able to afford expensive security efforts to begin with.

The help of employees in the security effort at the job site is critical. Employees can help ensure that materials, tools, and equipment are safe from the site security threats of:

- Fire.
- Theft.
- Vandalism.

While OSHA does not require employers to train employees on site security measures, it certainly will make the job of site security easier and more likely to work if you involve employees in the effort.

Some of the security issues you can cover include:

- Lighting.
- Theft prevention measures.
- The reasons for security on-site.

Employee Training

OSHA does not require employee training on construction site security, but it is recommended as a proactive measure for you to take to help keep the worksite safe from security threats. Enlisting employee help on this issue will make your job much easier.

Training Tips

This site security training may be combined with site safety training for a training session that covers several non-regulatory required topics that can nonetheless help keep your job site safe.

When doing this training, include any company-specific or site-specific security measures that the company uses. Provide employees with enough information to work with the current company

security system in place, without providing so much knowledge of it that you eliminate the needed secrecy to keep the system truly secure.

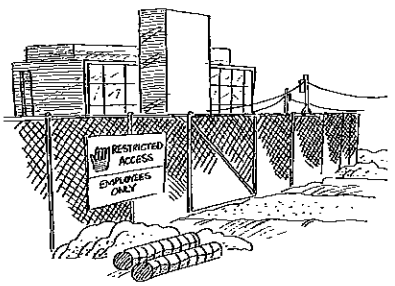
KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—Security

Job site security is important for many reasons. The primary reasons are to protect your employer's investment and equipment, and to protect your own personal equipment. Construction equipment and tools are very expensive, not just a pocket change expense.

What are the threats to site security that you can help guard against? Threats to site security range from vandalism, theft, and fire to protection from and for the little kids who love to climb and play on cranes, bulldozers, and other equipment.

The best way to protect the job site when everyone has gone home are high fences and a mean junkyard dog. This is the way many larger companies protect their assets. Many of them also hire security police. But some companies can't afford these measures, so what other ways do you have to help protect your jobsite?



Lighting

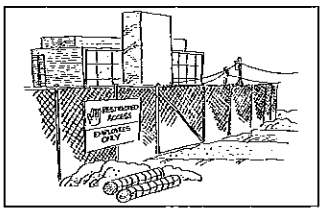
Construction areas, aisles, stairs, ramps, corridors, and storage areas where work is in progress must be lighted with either natural light or lamps. This safety rule not only promotes safe working areas, it can also help deter vandalism and theft. Good lighting after the workday is finished also deters would-be trespassers from coming on-site. Make sure all the lights are working, and report any burned out or broken bulbs to your supervisor or foreman for replacement or repair.

Theft, Vandalism, and Curious Kids

You probably know a construction job going on right now that you could go to and walk away with a nice collection of hand tools, materials, and even heavy equipment. It happens all the time. It is sad that vandalism and theft are such problems in our country, but they are. The best way to protect your worksite from vandalism and kids wanting to see the neat stuff is the same as for theft—worksite control. Somehow your company must control the job site and you should be a willing helper. How can you do this? You and your company can use the following ideas:

- Question strangers and report any strange vehicles or people hanging around during the day to your supervisor.
- Use storage sheds, if provided, for your small tools, or take your tools home at the end of the workday.
- Ensure heavy equipment is locked and the keys are put in a secure location.
- Ask the local police if they would patrol your job site as frequently as they can.
- Ask other businesses or neighbors nearby to report any out of the ordinary activity to you. Provide them with a phone number to call.
- Create or participate in a company security patrol.

KELLER'S CONSTRUCTION TOOLBOX TALKS



Site Safety—General—Security Sign-Off Sheet

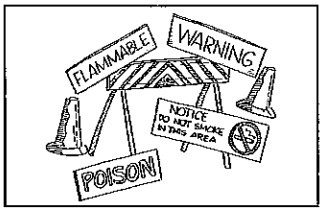
This sign-off sheet documents the employees who have taken part in a training session on Site Safety—General—Site Security at _____ .
(company name)

The session covered potential threats to the job site and ways to protect and secure the job site.

The space below is for each individual who has been trained on this topic to sign his/her names.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**



Site Safety—General—Signs, Signals, & Barricades

Overview Of Topic

Working in and around construction sites is dangerous business. Using the proper signs, signals, and barricades makes the worksite safe by warning employees or pedestrians and other traffic around the site of dangers on and around the site.

The OSHA rules for signs, signals, and barricades are found in 29 CFR 1926, Subpart G, Signs, Signals, & Barricades. Those rules have very specific descriptions for and requirements of signs, signals, and barricades to be used on construction sites including signs for:

- Dangers.
- Caution.
- Exit.
- Safety instructions.
- Traffic.
- Accident prevention.

In addition to the detailed descriptions provided in the regulations, the regulations reference several American National Standards Institute (ANSI) standards to which signs, signals, and barricades must conform as well.

Employee Training

Employees must be trained on the meaning and use of signs, signals, and barricades to allow them to work safely. Use the information provided in this section, as well as the specific signs, signals, and barricades in use at your job sites to train employees on the signs, signals, and barricades they may encounter or use on the job.

Training Tips

Use actual signs, signals, and barricades that are in use or will be in use on your construction site to train employees on what they look like and how and when they should be used.

For common signs, you do not need to provide an example (for instance, everyone knows what a stop sign looks like), but for

uncommon or unusual signs, it might be helpful to show them a sample. The emphasis in this training should also be on their understanding and proper use of such signs around the job site.

Where To Go For More Information

29 CFR 1926, Subpart G—Signs, signals, & barricades.

The 1993 or the Millennium Edition version of Part VI of the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD).

KELLER'S CONSTRUCTION TOOLBOX TALKS

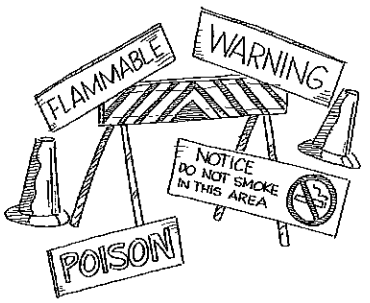
Site Safety—Signs, Signals, & Barricades

Working in and around construction sites is dangerous business. Using the proper signs, signals, and barricades can make your worksite safe by warning you and your coworkers, or pedestrians and other traffic around the site of dangers on and around the site. The OSHA rules for signs, signals, and barricades are found in 29 CFR 1926.200-.203.

Accident Prevention Signs and Tags

When you see warning signs at your construction site you should know what they mean and why they are there. Some of the signs you may see and what they mean are:

- DANGER signs warn you of immediate hazards. These signs have a red upper panel, white lower panel, and black outline on the edges.



- CAUTION signs warn of potential hazards or against unsafe practices. Yellow and black are this sign's prominent color.
- EXIT signs point the way to safety. Red letters on a white background are required.
- SAFETY INSTRUCTION signs are white with green upper panel with white letters to convey the main message. Additional wording is black letters on the white lower panel.
- TRAFFIC signs such as on streets or highways control traffic on or around the site.
- ACCIDENT PREVENTION TAGS are used as a temporary means of warning you of an existing hazard, such as defective tools and equipment. These tags have a white or yellow background with red or black letters. They typically state "Do Not Operate," "Danger," "Caution," "Out of Order," or "Do Not Use."

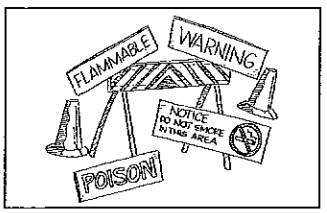
Signs and symbols must be visible at all times when work is being done and must be removed or covered when the hazards no longer exist.

Signaling & Barricades

When signs, signals, and barricades do not provide the necessary protection for operations on highways or streets, flagmen or other appropriate traffic controls must be provided, according to the following rules:

- When hand signaling, use red flags at least 18 inches square or sign paddles, and in periods of darkness, red lights. Signaling directions must conform to ANSI standards.
- When you are a flagman, you must be provided with and must wear red or orange warning clothing while flagging. Warning clothes worn at night must be of reflectorized material.
- Barricades should be used for protection of employees where necessary. Barricades must conform to ANSI standards and form an obstruction to deter passage of people or vehicles.

KELLER'S CONSTRUCTION TOOLBOX TALKS



Site Safety—General—Signs, Signals, & Barricades Sign-Off Sheet

This sign-off sheet documents the employees who have taken part in a training session on Site Safety—General—Signs, Signals, & Barricades at _____ .
(company name)

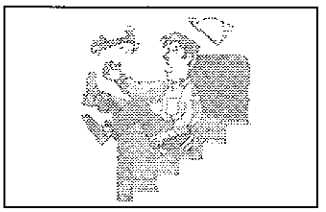
The session covered the following:

- Common signs in use on construction sites, the way they look, and their purposes.
- Rules for flagmen and their signals.
- Basic information about barricades.

The space below is for each individual who has been trained on this topic to sign his/her names.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**



Site Safety—General—Slips, Trips, & Falls

Overview of Topic

Falls are the leading cause of injury accidents. There are three physical factors involved in slips, trips, and falls: friction, momentum, and gravity. They each play a role. Friction is the resistance between objects, momentum is affected by the speed and size of an object, and gravity is the force that pulls you toward the ground in a fall.

OSHA maintains general industry regulations on walking/working surfaces that guard against hazards including clutter, protruding nails, splinters, holes, loose boards, and wet conditions. Construction professionals deal with additional hazards from scaffolds, derricks, and cranes to name a few. Therefore the construction rules focus more on fall protection.

Slips—Slips are a loss of balance cause by too little friction between your feet and the surface you walk or work on. Loss of traction is the leading cause of workplace slips.

Slips can be caused by constantly wet surfaces, spills, or weather hazards like ice and snow. Slips are more likely to occur when you hurry or run, wear the wrong kind of shoes, or don't pay attention to where you're walking.

You can help avoid slips by following these safety precautions:

- Practice safe walking skills. Take short steps to keep your center of balance under you and point your feet slightly out ward.
- Clean up spills right away or report them to the appropriate person. Even minor spills can be very hazardous.
- Don't let grease accumulate at your jobsite.
- Be extra cautious on smooth surfaces such as new floors or floors that have been waxed.

Trips—Trips occur whenever your foot hits an object and you are moving with enough momentum to be thrown off balance. Trips are more likely to happen when you are in a hurry and don't pay attention to where you're going. Remember these rules to avoid tripping:

- Make sure you can see where you're going. Carry only loads that you can see over.
- Keep work areas well lit. Use a flashlight or extension light to make your walking area visible in dark areas.
- Keep your job site clean. Store materials and tools in cabinets or assigned storage areas.
- Arrange equipment so that it doesn't interfere with walkways or pedestrian traffic in your area.
- Extension or power tool cords can be dangerous tripping hazards. Working areas must be kept clear of them. Tape them to wall supports or arrange them so they won't be in the way for other workers.
- Eliminate "loose footing" hazards on stairs, steps, and floors.
- Store gangplanks and ramps properly.

Falls—Falls occur whenever you move too far off your center of balance. To avoid falls consider the following measures:

- Don't jump. Lower yourself from trucks or work stages.
- Check lighting. Make sure work sites are well lit.
- Repair or replace stairs or handrails that are loose or broken.
- Keep passageways and aisles clear of clutter.
- Wear shoes with appropriate non-skid soles.

Employee Training

For slips, trips and falls, there are no formal training requirements. However you must train your employees to recognize and avoid unsafe conditions and the regulations applicable to their work to control or eliminate the hazards.

Training Tips

Does your company have requirements for shoes and boots; housekeeping; walking, climbing on equipment? If so, you might want to share them during this Toolbox Talk. Or you can refer to other Toolbox Talks on housekeeping, PPE, and fall protection.

Where To Go For More Information

29 CFR 1910.21-30—Walking/working surfaces.

29 CFR 1926.500-503—Fall protection.

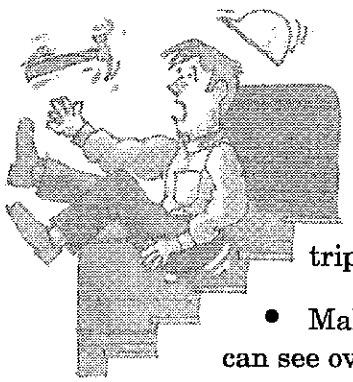
KELLER'S CONSTRUCTION TOOLBOX TALKS

Slips, Trips, & Falls

Falls are the leading cause of injury accidents. There are three physical factors involved in slips, trips, and falls: friction, momentum, and gravity. They each play a role. Friction is the resistance between objects, momentum is affected by the speed and size of an object, and gravity is the force that pulls you toward the ground in a fall.

Slips can be caused by wet surfaces, spills, or weather hazards like ice and snow. Slips are more likely to occur when you hurry or run, wear the wrong kind of shoes, or don't pay attention to where you're walking. You can help avoid slips by following these safety precautions:

- Practice safe walking skills. Take short steps to keep your center of balance under you and point your feet slightly outward.
- Clean up spills right away or report them to the appropriate person. Even minor spills can be very hazardous.



- Don't let grease accumulate at your job site.
- Be extra cautious on smooth surfaces such as new floors or floors that have been waxed.

Trips are more likely to happen when you are in a hurry and don't pay attention to where you're going. Remember these rules to avoid tripping:

- Make sure you can see where you're going. Carry only loads that you can see over.
- Keep work areas well lit. Use a flashlight or extension light to make your walking area visible in dark areas.
- Keep your jobsite clean. Store materials and tools in cabinets or assigned storage areas.
- Ensure extension or power tool cords are not dangerous trip hazards.
- Eliminate hazards due to loose footing on stairs, steps, and floors.
- Arrange equipment so that it doesn't interfere with walkways or pedestrian traffic.
- Store gangplanks and ramps properly.

Falls occur whenever you move too far off your center of balance. To avoid falls consider the following measures:

- Don't jump.
- Check lighting.
- Repair or replace stairs or handrails that are loose or broken.
- Keep passageways and aisles clear of clutter.
- Wear shoes with appropriate non-skid soles.

Site Safety—General—Slips, Trips, & Falls Sign-Off Sheet

This sign-off sheet documents the names of employees who attended this training session on Slips, Trips, and Falls at _____.
(company name)

The session covered:

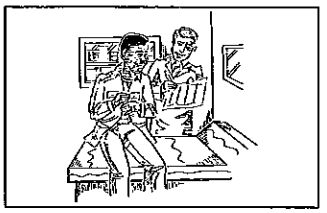
- OSHA's regulations for walking/working surfaces.
- Slips, trips, and falls and what causes them.
- How to avoid slips, trips, and falls.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

_____
Supervisor's Signature



Site Safety—General—Stress

Overview Of Topic

Stress is a physical or mental response to pressures of an event or factors of living in general. No matter how healthy your employees are to begin with, a stressful job can burn them out. Though we tend to speak of stress in a negative context, stress can be positive and negative. See the handout regarding the biology of stress.

Although people react differently to stress factors, sometimes the type of job an employee has plays a role in negative stress. Management style can also add to negative stress. Let trainees know you understand it is stressful if:

- They cannot talk to other people on the job,
- They feel they can't talk openly to their managers,
- They are rarely rewarded on the job for good work, and
- They are given too little control over their job.

Stress can be attributed to "stressors," which are sources of stress like an event, person, place, or mood. Job stressors include:

- New co-worker
- Co-worker loss
- New job tasks
- Workloads
- Customers, supervisors, and co-workers
- Discipline/policy
- Traffic
- New jobs
- Job loss
- Injuries
- Illnesses
- Work challenges
- Budgets
- Work teams
- Job politics
- Deadlines
- Promotions
- Technology
- Work environment: noise, air, chemicals
- Decisions
- Harassment and rumors

As you can see, some of these stressors are physical (i.e., workloads), some mental (i.e., deadlines), and some emotional (co-worker loss). Physical, mental, and emotional stressors, however, tend to have one thing in common—change. Take a look at the stress prevention methods listed in the handout.

While OSHA does not have a specific regulation for stress, it has stated that a case involving stress is usually classified as an illness because it is caused by a non-instantaneous event or exposure. All work-related illnesses are recordable. Therefore, if it seems likely that an event or exposure in the work environment

either caused or contributed to stress, the case should be recorded according to 29 CFR 1904. However, if an Employee Assistance Program (EAP) is a private contractor and does not share information with the employer that a recordable case has occurred, the employer is not held responsible for recording the case.

OSHA is in the process of developing a final revision of 29 CFR 1904 which clarifies recordability of mental illness and stress. The proposed rule states that mental illness will not be considered work-related, except mental illnesses associated with post-traumatic stress.

Employee Training

While stress awareness and prevention training is not required by OSHA, you can train your employees to manage job-related stress:

- Define stress and job stressors.
- Discuss the biology of stress, including the medical, psychological, and occupational conditions employees may suffer.
- Point out stressful professions and management styles.
- Share stress prevention methods.

Training Tips

Ask trainees to list each of their professions and bunch them into high, medium, or low stress categories. This will get them talking about what makes their jobs stressful. Ask trainees what they think triggers stress at work. List these on a chalkboard, then share the ones on the previous page. Advise your employees to be aware of changes at work, as well as changes at home. How an employee adapts to these changes will determine whether they will cause positive or negative stress. Pass out cartoon clippings that depict characters under stress going through medical, psychological, and occupational conditions employees may suffer. Tell them to look for signs of being in a survival mode. Suggest books on stress.

Where To Go For More Information

29 CFR 1904—Recording and reporting occupational injuries and illnesses.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Stress on the Job

Stress is a physical or mental response to the pressures of an event or factors of living in general. Though we tend to speak of it in a negative context, stress can be positive or negative.

Stress biology

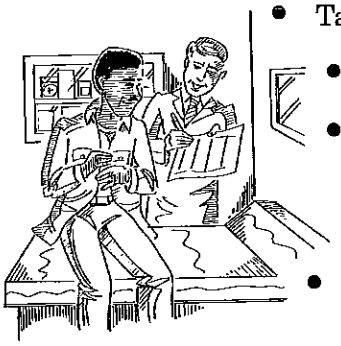
Biologically, when stress occurs, your body releases hormones which speed up your breathing and heart rate, increase your blood sugar levels and blood pressure, and improve blood clotting. Your body gets into a survival mode, readying itself for a physical emergency. This can be a good thing. You have energy and mental agility to get the job done. You are alert and perform well.

As stress continues, your body temporarily adjusts to the stress. If stress is removed during this adjustment period, your body returns to normal. However, if stress goes on for prolonged periods of time, your body fails to adjust and wears out, weakening your defenses to disease. A body cannot run on high speed forever. This can lead to "burnout." Some stress adds challenge, opportunity, and variety to your life. Too much stress can work against you.

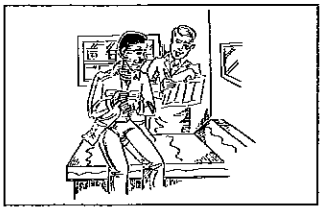
Medically, too much stress can cause you to suffer high blood pressure, pain, breathing trouble, cancer, digestive disorders, insomnia, and fatigue. Psychologically, you may suffer frustration, irritability, anger, impatience, worry, a lack of self-confidence, poor listening, and alcohol or drug abuse. To compound matters, your job can be affected too. Stress can lead to accidents, a loss of priorities, rushing, competition, and anger or inappropriate behavior.

Stress prevention

You can deal with stress in the workplace by watching for the warning signs. Become aware of when you are under stress. Look for signs of being in survival mode. Once you are aware of what stresses you, you can manage your stress by using one or more of the following stress-reduction techniques:



- Take breaks and learn to relax fully.
- Release stress with exercise.
- Maintain proper rest and diet so that you can deal with stressful situations.
- Practice deep breathing to relax.
- Manage your time. Set priorities and do the most important things first.
- Build your self-confidence.
- Share your work if you can't do it all.
- Laugh to release tension. Have fun.
- Avoid taking medication or drinking alcohol to eliminate stress temporarily. Your problem will not be solved.
- Share your stress with others. Talk to a friend.



Site Safety—General—Stress Sign-Off Sheet

This sign-off sheet documents the employees at this company, _____, who have taken part in a training session on Site Safety—General—Stress. The session covered:

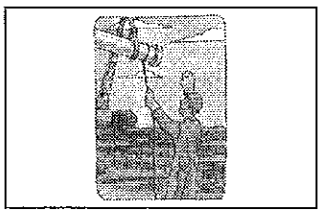
- Definition of stress.
- Job stressors.
- Biology of stress, including the medical, psychological, and occupational conditions employees may suffer.
- Stressful professions and management styles.
- Stress prevention methods.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

Supervisor's Signature



Site Safety—General—Struck-By, Hit-By Hazards

Overview of Topic

In October, 1994, OSHA kicked off its Focused Inspections Initiative for construction sites. If an inspector comes calling and you have implemented effective safety and health programs/plans, then you could receive a focused inspection. A focused inspection concentrates on the four leading causes of death at construction sites: falls from elevation; struck-by, hit-by; caught in/between; and electrical hazards. This Toolbox Talk will concentrate on one of those hazards, struck-by, hit-by hazards.

What is a struck-by, hit-by hazard?

Employees were dismantling grain spouts at a grain elevator. A ten foot section of a spout weighing 600 pounds was being pulled through a vent hole by a winch. As the spout was being pulled through the opening to the outside, the spout became wedged.

Several employees used pry bars to free a collar which was under tension. The spout popped out of the vent striking and killing an employee who was standing beside the spout.

This is just one of thousands of stories that can be told about struck-by, hit-by hazards. Twenty-two percent of all construction related deaths are caused by struck-by, hit-by accidents.

The rest of this Toolbox Talk is made up of specific OSHA struck-by, hit-by rules you can discuss with your employees.

Personal protective equipment

Employees working in areas where there is possible danger of head injury from impact, or falling of flying objects, or from electrical shock and burns, must be protected by protective helmets.

Scaffolding

Where employees are required to work or pass under a scaffold, the scaffold must be provided with a screen between the toeboard and guardrail.

Overhead protection must be provided for workers on a scaffold exposed to overhead hazards.

Fall protection—protection from falling objects

Toeboards, when used as falling object protection, must be erected along the edge of the overhead walking/working surface for a distance sufficient to protect employees below.

Materials which are piled, grouped, or stacked near a roof edge must be stable and self-supporting.

Canopies, when used as falling object protection, must be strong enough to prevent collapse and to prevent penetration by any objects which may fall onto the canopy.

Cranes, derricks, hoists, elevators, and conveyors

Accessible areas within the swing radius of the rear of the rotating superstructure of a crane, must be barricaded to prevent an employee from being struck or crushed by the crane.

All employees must be kept clear of loads about to be lifted and of suspended loads.

Structural steel assembly

Tag lines must be used for controlling loads.

Excavations

No employee can be permitted underneath loads handled by lifting or digging equipment. Employees must be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

Employees must be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations.

Employee Training

There are no specific OSHA training requirements for struck-by, hit-by hazards. The OSHA rules at 29 CFR 1926.21(b)(2) say that you must instruct employees in the recognition and avoidance of unsafe conditions and the regulations applicable to their worksite to control/eliminate any hazards or other exposure to illness or injury.

Training Tips

Survey your jobsite and discuss with your employees any safety and health issues that fall in the "struck-by, hit-by" category.

Where To Go For More Information

29 CFR 1926.21—Safety training and education.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—Struck-By, Hit-By Hazards

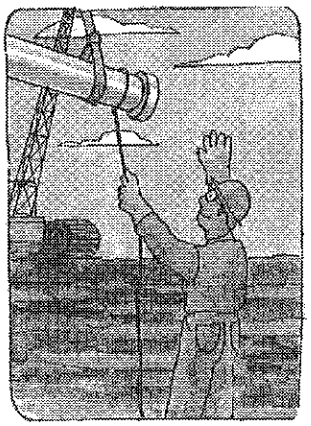
What is a struck-by, hit-by hazard?

Employees were dismantling grain spouts at a grain elevator. A ten foot section of a spout weighing 600 pounds was being pulled through a vent hole by a winch. As the spout was being pulled through the opening to the outside, the spout became wedged.

Several employees used pry bars to free a collar which was under tension. The spout popped out of the vent striking and killing an employee who was standing beside the spout.

This is just one of many stories that can be told about struck-by, hit-by hazards. Twenty-two percent of all construction related deaths are caused by struck-by, hit-by accidents.

Here are some specific OSHA rules made to control struck-by, hit-by hazards at your jobsite.



Personal protective equipment

When working in areas where there is possible danger of head injury from impact, or falling of flying objects, or from electrical shock and burns, you must wear your hard hat.

Scaffolding

Where you are required to work or pass under a scaffold, the scaffold must be provided with a screen between the toeboard and guardrail.

Overhead protection must be provided when you are on a scaffold with overhead hazards.

Fall protection—protection from falling objects

Toeboards, when used as falling object protection, must be erected along the edge of the overhead walking/working surface for a distance sufficient to protect workers below.

Materials piled, grouped, or stacked near a roof edge must be stable and self-supporting.

Cranes, derricks, hoists, elevators, and conveyors

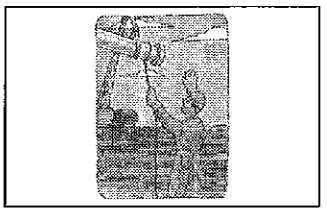
Accessible areas within the swing radius of the rear of the rotating superstructure of a crane, must be barricaded to prevent you from being struck or crushed by the crane.

All employees must be kept clear of loads about to be lifted and of suspended loads.

Excavations

You must not be permitted underneath loads handled by lifting or digging equipment. You must be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

You must be protected from excavated or other materials or equipment that could pose a hazard by falling or rolling into excavations.



Site Safety—General—Struck-By, Hit-By Hazards Sign-Off Sheet

This sign-off sheet documents the names of employees who attended this training session on Site Safety—General—Struck-By, Hit-By Hazards at _____ .
(company name)

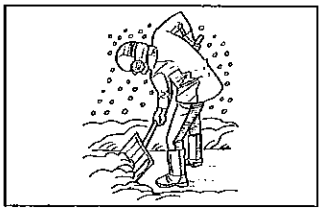
The session covered:

- What is a struck-by, hit-by hazard?
- Various OSHA regulations to illustrate struck-by, hit-by hazards.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**



Site Safety—General—Weather Factors

Overview Of Topic

Weather factors at jobsites have significant impact on the health and safety of construction workers. Conditions such as extreme heat, extreme cold, high winds, electrical storms, and rain or snow all present unique problems for your employees.

Extreme heat can cause heat stroke, heat exhaustion, heat cramps, fainting, or prickly heat, and these conditions can be intensified by certain medications and over-the-counter drugs, or the use of social drugs and/or alcohol.

Cold weather, especially when coupled with wet and/or windy conditions can cause hypothermia or frostbite. Extreme cold weather can make touching bare metal hazardous, and can freeze water pipes and sprinklers in the fire suppression system. Workers handling gasoline, kerosene, or similar liquids can develop immediate frostbite. Heating systems can malfunction or create noxious fumes in confined spaces.

High winds can cause materials such as sheets of plywood or insulation to "sail" and can create hazardous conditions. Makeshift wind breakers on lifts can catch the wind and cause tipping. Exposed workers can be made to lose their balance when working on elevated surfaces, and winds can make the use of cranes dangerous.

Electrical storms pose a threat of electrocution in some situations. Severe storms must be monitored, and when necessary and prudent, workers are to be moved to safer locations.

Rain, sleet, and snow can make walking surfaces slick, and cause potential electrical hazards if equipment or cords get wet. If trenching or digging is going on, excessive dampness can create the possibility of a cave-in, or if water build-up is great, a drowning hazard.

It may be a good idea to provide employees with adequate weather warning and address weather conditions in your emergency action plan. See 29 CFR 1926.35.

Employee Training

You should train employees in:

- Recognizing signs and symptoms of heat stress, hot weather first aid procedures, and taking precautions for working in heat stress areas. Explain heat abatement procedures used at the site.
- Recognizing signs and symptoms of hypothermia and frostbite, how to examine the body for signs of frostbite, cold weather first aid procedures, and taking precautions for working in cold stress areas. Explain the operation of heating equipment used at the site.
- The hazards posed by excessively windy conditions, and proper precautions to take to prevent injury or damage to the worksite. Trainees must know how to use fall protection equipment. They should understand how wind indicators work and procedures for reporting high wind conditions.
- The hazards posed by electrical storms, and appropriate precautions to take to avoid those hazards.
- The hazards posed by rain, sleet, or snow on a jobsite, how to recognize potential problem areas, and appropriate safety precautions for working in wet environments.

Where To Go For More Information

29 CFR 1926.35—Employee emergency action plans.

Keller's Construction Toolbox Talks—First aid & medical—Cold related illnesses & injuries.

Keller's Construction Toolbox Talks—First aid & medical—Heat related illnesses & injuries.

Keller's Construction Toolbox Talks—Safety and health program management—Emergency action plans.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Weather Factors and Site Safety

Severe or inclement weather can cause hazards on the job. It is your job to understand those hazards and how to prevent injury or accidents associated with them.

When working in hot weather, you should:

- Know the warning signs of heat stress, and check your co-workers for these signs.
- Know appropriate first aid measures.

When working in cold weather, you should:

- Know the warning signs of hypothermia and frostbite, and check your co-workers for these conditions.
- Know appropriate first aid measures.
- Be cautious when touching bare metal or working with gasoline, kerosene, and similar liquids.

When working in high winds, you should:

- Understand the hazards created by high winds and how to prevent accidents or injuries.
- Know how wind indicators work and understand how to use fall protection equipment.
- Know the competent person who can authorize work in winds.

When working during electrical storms, you should:

- Know the hazards created by electrical equipment.
- Understand how to protect yourself from those hazards.

When working in rain, sleet, or snow, you should:

- Understand the hazards posed by wet, icy, and slippery working conditions.
- Understand how to protect yourself from those hazards.

Site Safety—General—Weather Factors Sign-Off Sheet

This sign-off sheet documents the employees at this company, _____, who have taken part in a training session on Site Safety—General—Weather Factors. The session covered:

- Hazards of working in cold weather and how to identify signs of cold stress exposure.
- Hazards of working in hot weather and how to identify signs of heat stress exposure.
- First aid for cold stress or heat stress exposure.
- Hazards of working in high winds, and how to use wind indicators.
- Identification of the "competent person" on the jobsite who can authorize work in windy conditions.
- Hazards posed by electrical storms and how to protect workers from those hazards.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

Supervisor's Signature

Site Safety—General—Worker Fatigue

Overview Of Topic

Fatigue is defined as the condition of being physically or mentally tired or exhausted. Extreme fatigue can lead to uncontrolled and involuntary shutdown of the brain. Fatigue can be dangerous. It can lead to major accidents, even death. You may recall some of the world's major accidents in recent years: Challenger Shuttle Disaster, Three Mile Island Nuclear Power Plant Accident, and the Exxon Valdez Oil Spill. Fatigue seems to have played a role in these accidents. If your employees work with machinery, flammable liquids, explosives, radiation, hazardous waste, chemicals, electricity, scaffolds, or ladders, or they operate a forklift or other vehicles, the errors caused by fatigue can be critical.

Here is a general look at the causes, warning signs, and ways to fight fatigue:

Causes	• Sleep loss • Changes to circadian rhythms • Night work • Exertion (i.e., using jackhammers, bending back, or working overhead) • Overexposure to toxic chemicals (i.e., lead, asbestos, benzene, zinc oxide fumes, silica, diesel exhaust, sulfuric acid)	• Noise • Heat • Illness • Insufficient bright light exposure • Poor nutrition • Caffeine and cigarettes • Alcohol • Insufficient exercise • Lack of interest in a task
Warning signs	• Job performance slows • Job quality is reduced • Poor memory • Trouble solving problems • Bad decisions • Errors • Near-miss accidents	• Can't stay on the road, weaving • Eyes become fixed on an object for several seconds at a time • Trouble focusing/keeping eyes open • Head droops • Neck muscles feel stiff and/or sore • Can't stop yawning
Ways to fight fatigue	• Get 8 hours of sleep before work • Sleep at the same time each day • Take all scheduled work breaks. • Use rubber grips on jackhammers • Acclimatize to heat and drink fluids • Find out if fatigue is a side effect of being exposed to the chemicals to which you are exposed • For daytime sleep, find a cool, dark, quiet location and use earplugs, soft music, or a fan to block out noise	• See doctor about sleep disorders, medications, and using bright light • Eat a well-balanced diet • Avoid caffeine, alcohol, and cigarettes • Walk/stretch to help you stay awake • Work carefully; don't rush • Drive carefully to and from work • Take time *in your schedule* to be with family and friends

Employee Training

While there are no training requirements regarding fatigue, as a trainer, you may want to:

- Define fatigue.
- Outline who and which jobs or duties are prone to physical fatigue.
- Discuss the site chemicals that may cause fatigue. Cover protection methods and what to do if someone becomes fatigued.
- Touch on noise and hearing protection.
- Briefly cover heat exhaustion.
- Go over the locations of break areas and drinking water along with your policies for their use.
- Discuss your sick day and alcohol policies.

Training Tips

You may wish to combine fatigue training with your heat-related, noise, and hazard communication training programs.

Where To Go For More Information

29 CFR 1926.62 (App. C)—Medical surveillance guidelines [for lead].

29 CFR 1926.1101 (App. I)—Medical surveillance guidelines for asbestos, non-mandatory.

29 CFR 1926.1128 (App. C)—Medical surveillance guidelines for benzene.

DOT 49 CFR 392.3—Ill or fatigued operator.

DOT 49 CFR 395—Hours of service of drivers.

DOT, Publication No. FHWA-MC-97-001—Commercial Motor Vehicle Driver Fatigue and Alertness Study.

KELLER'S CONSTRUCTION TOOLBOX TALKS

Too tired to work?

The challenge of just making it through a work shift while fighting fatigue is a battle workers deal with more and more today. Fatigue is the condition of being physically or mentally tired or exhausted. Extreme fatigue can lead to uncontrolled and involuntary shutdown of the brain. If you work with machinery, flammable liquids, explosives, hazardous waste, chemicals, electricity, or ladders, or you operate a forklift or other vehicle, the errors caused by fatigue can be critical.

What causes fatigue?

- Sleep loss
- Changes to the body's circadian rhythms
- Night work
- Exertion
- Heat
- Noise
- Illness
- Excessive exposure to toxic chemicals
- Insufficient bright light exposure
- Poor nutrition
- Caffeine and cigarettes
- Alcohol
- Insufficient exercise
- Lack of interest

How can you fight fatigue?

- Get eight hours of sleep before starting work.
- Sleep at the same time each day. Rotate shifts clockwise (from day to evening to night).
- Take all scheduled work breaks.
- Get acclimatized to working in the heat to avoid heat fatigue. Drink plenty of fluids.
- Take a look at the health effects listed on the chemical labels or the material safety data sheets for the chemicals you use frequently. Is fatigue a side effect of exposure? Protect yourself by using proper personal protective equipment.
- When trying to sleep during the daytime, find a cool, dark, quiet location. Use ear plugs, soft music, or a fan to block out noise.
- See your doctor about sleep disorders, and medications for illness.
- Eat a well-balanced diet beginning your "day" with high protein foods and ending with carbohydrates. Do not eat great quantities before bedtime.
- Avoid caffeine, alcohol, and cigarettes.
- Exercise will give you stamina and help you to fall asleep later.

Site Safety—General—Worker Fatigue Sign-Off Sheet

This sign-off sheet documents the employees at this company, _____ , who have taken part in a training session on Site Safety—General—Worker Fatigue. The session covered:

- The definition of fatigue.
- Which jobs or duties are prone to physical fatigue.
- Site chemicals that may cause fatigue. Protection methods and what to do if someone becomes fatigued.
- Noise and hearing protection.
- Heat exhaustion.
- Locations and policies for drinking water and break areas.
- Sick day and alcohol policies.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	**Print Name Here**

_____
Supervisor's Signature

Site Safety—General—Working in Windy Conditions

Overview Of Topic

Performing construction work on windy days can be an annoyance at best and a deadly danger at worst. There are some prohibitions against doing certain types of construction work when it is windy. Some are OSHA requirements and some are just common sense.

Scaffolding

Work on or from scaffolds is prohibited during storms or high winds unless a competent person has determined that it is safe for employees to be on the scaffold and those employees are protected by a personal fall arrest system or wind screens. Wind screens must not be used unless the scaffold is secured against the anticipated wind forces.

Ladders

Make sure that ladders do not get blown over on windy days, trapping workers on roofs or other elevated levels. In addition, falling ladders can kill or injure workers standing on the ground.

Personnel platforms

Not only is hoisting employees on a personnel platform dangerous, it is doubly dangerous when windy conditions are involved. 29 CFR 1926.550(g)(6)(v) indicates, "Hoisting of employees shall be promptly discontinued upon indication of any dangerous weather conditions or other impending danger." The ASME B30.5-2000 standard goes even further, saying that hoisting should not be done when the wind speed is over 15 mph. A 15 mph wind is not that strong!

Material storage

Make sure that you store materials on your jobsite so that the wind can't blow them around. §1926.250 covers the requirements for safely storing materials like lumber, steel bar stock, and bagged material. Ensure that the racks holding the material are also strong enough to resist the forces of the wind.

Be especially careful about storing materials on roofs or scaffolds during windy conditions. At the end of the workday make sure that all materials are secured.

Material handling

When moving materials, especially with heavy equipment, be aware of the direction and strength of the wind.

Hole covers

§1926.502(i)(3) indicates that "covers should be secured when installed so as to prevent accidental displacement by the wind, equipment, or employees." If the covers are not secured they can become a flying missile and strike workers. In addition, the hole is now open creating a fall hazard.

Wind can intensify the effects of the cold

Working in windy, cold environments can be dangerous. More than 700 people die of hypothermia each year in the United States. Encourage workers to wear proper clothing for cold, wet, and windy conditions. Layer clothing to adjust to changing temperatures. Wear a hat and gloves, in addition to underwear that will keep water away from the skin (polypropylene).

Employee Training

The employer shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury.

Training Tips

Demonstrate safe material storage techniques that you use on your jobsites. Discuss applicable cold weather protection techniques that employees can use to protect themselves from the wind.

Where To Go For More Information

29 CFR 1926.21—Safety training and education.

29 CFR 1926.451(f)—Use.

29 CFR 1926.50—Medical services and first aid.

29 CFR 1926.550(g)—Crane or derrick suspended personnel platforms.

29 CFR 1926.502(i)—Covers.

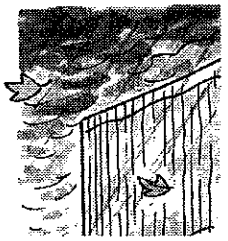
KELLER'S CONSTRUCTION TOOLBOX TALKS

Site Safety—General—Working in Windy Conditions

Performing construction work on windy days can be an annoyance at best and a deadly danger at worst. There are some prohibitions against doing certain types of construction work when it is windy. Some are OSHA requirements and some are just common sense.

Scaffolding

Work on or from scaffolds is prohibited during storms or high winds unless a competent person has determined that it is safe for you to be on the scaffold. If so, you and other employees must be protected by a personal fall arrest system or wind screens. Wind screens must not be used unless the scaffold is secured against the anticipated wind forces.



Ladders

When working with ladders, make sure they don't get blown over on windy days, trapping workers on roofs or other elevated levels. In addition falling ladders can kill or injure you or other workers standing on the ground.

Personnel platforms

Not only is hoisting employees on a personnel platform dangerous, it is doubly dangerous when windy conditions are involved. 29 CFR 1926.550(g)(6)(v) indicates, "Hoisting of employees shall be promptly discontinued upon indication of any dangerous weather conditions or other impending danger." The ASME B30.5-2000 standard goes even further saying that hoisting should not be done when the wind speed is over 15 mph. A 15 mph wind is not that strong!

Material storage

Make sure that you and your employer store materials on the jobsite so that the wind can't blow them around. §1926.250 covers the requirements for safely storing materials like lumber, steel bar stock, and bagged material. It's important that the racks holding the material are also strong enough to resist the forces of the wind. Be especially careful about storing materials on roofs or scaffolds during windy conditions. At the end of the workday make sure that all materials are secured.

Material handling

When moving materials, especially with heavy equipment, be aware of the direction and strength of the wind.

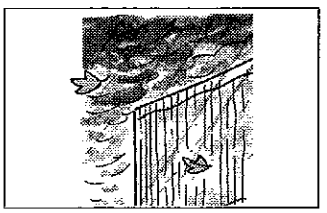
Hole covers

When working around open holes make sure, after installing covers, that the covers are properly secured to prevent accidental displacement by the wind, equipment, or other employees.

Wind can intensify the effects of the cold

Working in windy, cold environments can be dangerous. More than 700 people die of hypothermia each year in the United States. You and your coworkers should wear proper clothing for cold, wet, and windy conditions. Layer clothing to adjust to changing temperatures and make sure you wear a hat and gloves.

Talk to your supervisor if you have questions or concerns about this topic.



Site Safety—General—Working in Windy Conditions Sign-Off Sheet

This sign-off sheet documents the employees at this company, _____, who have taken part in a training session on Site Safety—General—Working in Windy Conditions. The session covered:

- Why performing construction work on windy days is hazardous.
- How to safely work on scaffolding, ladders, and personnel platforms in windy conditions.
- How to store materials so they don't pose a hazard during windy conditions.
- How wind can intensify the effects of cold temperatures.

The space below is for employees to "sign-off" that they were in attendance.

Date of Training: _____ **Job Location:** _____

Employee Signature	Print Name Here

_____
Supervisor's Signature