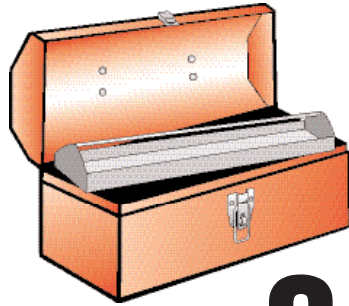


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SafetyAlert 
FOR SUPERVISORS

Presents...



Supervisor's Safety Toolbox

*24 Ready-To-Use Safety-Training
Exercises - Complete With Quizzes
And Tailgate Talks - To Help Keep
Workers Safe.*

Topics Covered

- ✓ Lockout/Tagout
 - ✓ Electrical safety
 - ✓ Head protection
 - ✓ Ladder safety
 - ✓ Forklift safety
 - ✓ Confined space safety
- ...and much more!

Volume 1

The first in a series with information for supervisors to help them keep workers safe.



Supervisor's safety toolbox

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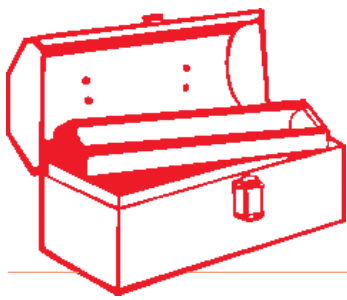
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Supervisor's safety toolbox

Safety meeting blueprint

✓ **Meeting Topic:** Head protection

✓ **Today's Date:** _____

✓ **Attendee Signatures:**

_____	_____
_____	_____
_____	_____

Could you imagine watching a football game where the players weren't wearing helmets? When you consider the number of head injuries suffered by players even with their helmets on, it'd be foolish for them not to use head protection.

Similarly, it'd be risky not to protect your head while handling many jobs in our facility. You want to guard your head whenever

- there's any possibility you could be hit on the head by something falling from above, e.g., when there are people or materials above you
- you could strike your head against a fixed or protruding object
- you could accidentally make contact with electricity

(Name some of the jobs in our facility that require the use of head gear.)

Used the most

The mostly commonly used device to protect the head is the hard hat, which should be able to resist

penetration by objects and absorb the shock of a blow. It should also be water resistant and slow burning.

Different types

But not all hard hats are the same. Class A helmets, for instance, are designed for general service, meaning they provide good impact protection but don't help much with electrical hazards.

Class B devices are more suitable for electrical work, since they guard against falling objects and high-voltage shocks and burns.

You get the least amount of protection when using Class C units, which only help when you bump against fixed objects; they provide no safeguard from falling materials or electrical shock.

(What helmet class is best for most of the jobs here? Are there any tasks that require a different class of hard hat?)

Let's say you need to pick a helmet for a particular job. How can you tell if it offers sufficient protection? Look inside the

unit for a label that shows the manufacturer's name and the hard hat class.

Picking the right helmet is only half the battle, though. To get the most protection, be certain the hard hat isn't damaged.

First, check the suspension system, which includes the headband and the side straps. Does it show signs of deterioration such as cracking, tearing, or fraying? If so, immediately remove it from service.

Signs of exposure

Next, make sure neither the brim nor the shell shows signs of exposure to heat, chemicals, ultraviolet light, or other radiation. What to look for: loss of surface gloss, chalking, and/or flaking.

Again, helmets with these problems should be taken out of service. And be sure all hard hats that have suffered a heavy blow are discarded, too.

Thanks for your attention. And remember, let's stay safe out there!

(Turn over page for Test)

Tailgate talk

Today's Subject:

Hypothermia

Date: _____

Not only can working in cold environments be uncomfortable, it can be dangerous, too. When a person is exposed to cold conditions for an extended time, his or her body temperature drops, and that can lead to hypothermia.

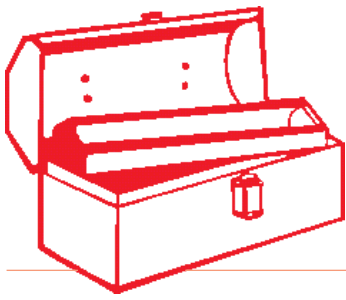
Say you notice a coworker shivering uncontrollably, speaking slowly, or acting clumsily. The person may have hypothermia, which can be fatal.

To determine if someone is hypothermic, take his or her temperature. If it's below 95°F, seek medical attention.

What to focus on

If medical help isn't readily available, there are five things I'd like you to do today – and every day – should you think a coworker is suffering from hypothermia:

- 1. Get the victim into a warm room** as soon as possible.
- 2. Remove any wet clothing.**
- 3. Warm the center of the body first** – chest, neck, head and groin – with an electric blanket, if available.
- 4. Get the victim to drink** warm beverages that don't contain alcohol.
- 5. Keep the person dry and wrapped** in a warm blanket once his or her body temperature begins to rise.



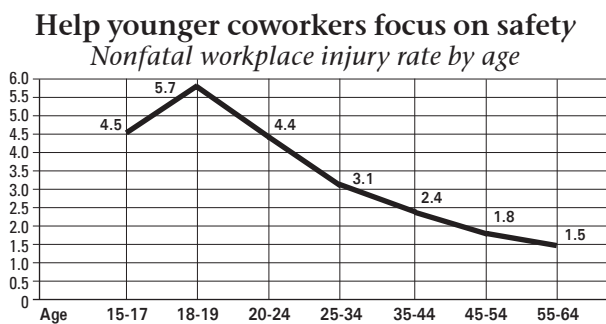
Supervisor's safety toolbox

Safety meeting blueprint: Test your knowledge

Meeting Topic: Head protection

- | | | | |
|---|---|---|--|
| <p>1. You need to use head protection whenever</p> <p>a. There's any possibility you could be hit on the head by something falling from above</p> <p>b. You could strike your head against a fixed or protruding object</p> <p>c. You could accidentally make contact with electricity</p> <p>d. All of the above</p> <p>2. Class C helmets provide the highest level of head protection. True or False?</p> <p>3. When you identify head gear that shows signs of wear and tear, you should</p> <p>a. Use it until the end of the shift</p> <p>b. Immediately remove it</p> | <p>c. Use it one last time, and then discard it</p> <p>d. None of the above</p> <p>4. Name some jobs here that require the use of head protection.</p> <p>5. What's the best way to find out a helmet's class?</p> <p>a. Look on the outside of the gear for markings</p> <p>b. Call the manufacturer</p> <p>c. Check inside the hard hat for a label that lists the manufacturer and the class</p> <p>d. All of the above</p> <p>6. A hard hat should be</p> <p>a. Colorful</p> <p>b. Fashionable</p> <p>c. Able to resist penetration by objects</p> | <p>d. None of the above</p> <p>7. Head gear that has suffered a heavy blow should be immediately discarded. True or False?</p> <p>8. Class A helmets</p> <p>a. Are designed for general service</p> <p>b. Provide good impact protection</p> <p>c. Don't help much with electrical hazards</p> <p>d. All of the above</p> <p>9. When handling electrical work, the most suitable hard hat type is</p> <p>a. Class A</p> <p>b. Class B</p> <p>c. Class C</p> <p>d. None of the above</p> <p>10. If you're checking the</p> | <p>suspension system of a hard hat, you should look for</p> <p>a. Cracking</p> <p>b. Tearing</p> <p>c. Fraying</p> <p>d. All of the above</p> <p>11. There's no need for hard hats to be water resistant, since they're never used in wet conditions. True or False?</p> <p>12. Class B hard hats</p> <p>a. Are more suitable for electrical work than Class A or Class C</p> <p>b. Provide protection only when you bump against fixed objects</p> <p>c. Are designed for general service</p> <p>d. All of the above</p> |
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Did you know?

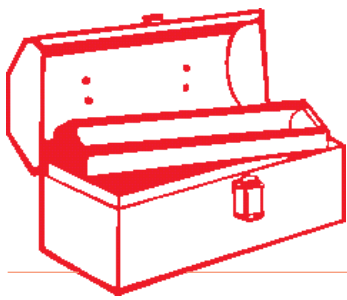


Remember that younger coworkers are those most likely to get hurt on the job. For instance, in a recent year, for every 100 workers on average, 5.7 of those ages 18-19 were treated in hospital emergency rooms for a job-related injury.

Source: National Electronic Injury Surveillance System

Test your knowledge: The answers

1. d
2. False. Class C helmets provide the lowest level of head protection.
3. b
4. Company specific
5. c
6. c. While it would be nice if hard hats were fashionable and colorful, it's more important that they resist penetration.
7. True. Once there's any chance a hard hat could've been damaged, it must be immediately taken out of service.
8. d
9. b
10. d
11. False
12. a. For electrical work, you want to make sure you're using a Class B hard hat.



Supervisor's safety toolbox

Safety meeting blueprint

✓ **Meeting Topic:** Cold-related injuries

✓ **Today's Date:** _____

✓ **Attendee Signatures:**

_____	_____
_____	_____
_____	_____

You may be surprised to learn that cold-related problems aren't always caused by air temperatures that are below freezing.

For instance, a severe windchill could lower your body temperature enough to impair your judgment. Or your clothes could get wet on a cool day, and that could lead to cold-weather injuries.

What the risks are

When you're exposed to cold conditions for extended periods, you're most at risk for two conditions: frostbite and hypothermia.

The less severe – but more common – of the two is frostbite. If you have redness or pain in any skin area, you may be suffering from frostbite. Other symptoms include a loss of feeling, and skin that appears white or grayish/yellow and feels unusually firm or waxy.

Most often, frostbite affects your fingers, toes, nose, or earlobes first. Unfortunately, you might

not even know you have frostbite until someone else points it out. That's because your frozen tissues are numb.

(Has anyone ever suffered frostbite? Where were you when it happened?)

While frostbite shouldn't be taken lightly – it can lead to the amputation of affected areas – the more serious cold-weather injury is hypothermia. When your body begins to lose heat faster than it can produce it, stored energy gets used up. If your body temperature drops below 95°F, you're hypothermic.

Affects the brain

One of the worst things about hypothermia is that if a person's body temperature drops too much, the brain is affected. That means the victim may not be able to think clearly or move well. So, as with frostbite, a person could have hypothermia and not even be aware of it.

Fact: Hypothermia is a potentially fatal condition.

It's characterized by uncontrollable shivering, slow or slurred speech, memory lapses, clumsiness, drowsiness, exhaustion and skin that's bluish/purple.

(Has anyone ever had hypothermia? How did you get it?)

Since we're concerned you could suffer cold-related impairments under certain conditions here, we want you to take precautions on days when you could be exposed to cold-related stress.

Probably the most important step is to wear at least three layers of clothing. The outer layer should be GORE-TEX® or nylon to break the wind and permit ventilation.

For the middle layer, wear wool or a synthetic fabric to absorb sweat and retain insulation in damp environments. And the inner layer should be cotton or synthetic weave to allow ventilation.

Thanks for your attention. And remember, let's stay safe out there!

(Turn over page for Test)

Tailgate talk

Today's Subject:

Slip prevention

Date: _____

If someone were to slip and hurt himself or herself in our facility, we might be tempted to say the victim was responsible for the incident. In reality, though, we'd all have to wear the hat.

That's because the prevention of slips and falls requires us to work together.

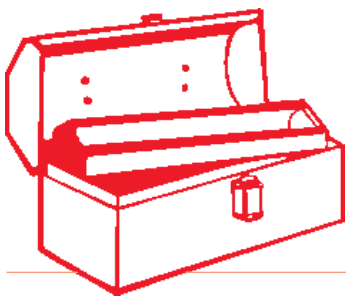
What to focus on

There are three things I'd like you to do today – and every day – to reduce slips and falls here:

1. Keep aiseways and walkways clear. Sure, it can sometimes be a hassle to remove tools and materials from high-traffic areas. You get interrupted in the middle of a job, and you don't have time to put items back. But those materials are a risk to others who don't expect them to be there.

2. Warn of spills. If something were to spill, you'd naturally notify maintenance that it needs to be cleaned up. But don't stop there. Make others aware of the spill by placing yellow or red cones around it, or by putting up homemade warning signs.

3. Practice hazard notification. Say you notice a possible tripping hazard in our facility. You can help everyone by letting me, another supervisor, or maintenance know about it.



Supervisor's safety toolbox

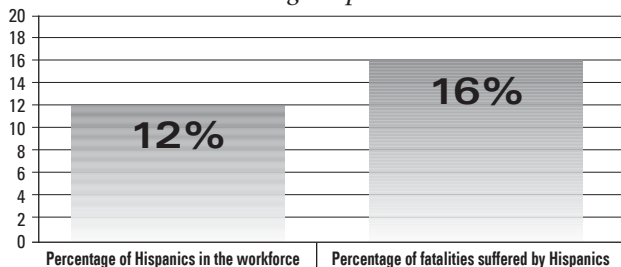
Safety meeting blueprint: Test your knowledge

Meeting Topic: Hazard communication

- | | | | |
|---|--|--|--|
| <p>1. Our company's hazard communication program requires that labels be</p> <ul style="list-style-type: none"> a. Colorful b. Prominently displayed and legible c. Hard to find d. None of the above <p>2. When you transfer a potentially hazardous chemical from one container to another, you have to make sure the new container has a label, too. True or False?</p> <p>3. Labels on chemical containers include information about</p> <ul style="list-style-type: none"> a. The identity of the chemical b. The name and address of the chemical manufacturer or importer | <ul style="list-style-type: none"> c. Appropriate hazard warnings d. All of the above <p>4. Where are our Material Safety Data Sheets (MSDSs) located?</p> <p>5. Which of the following is a risk of chemicals?</p> <ul style="list-style-type: none"> a. Explosion b. Skin contact c. Ingestion d. All of the above <p>6. We don't want you to know about the chemicals used by our company because nothing can be done to protect you from them anyway. True or False?</p> <p>7. Which of the following is <u>not</u> a component of our</p> | <p>hazard communication program?</p> <ul style="list-style-type: none"> a. A list of the chemicals in this facility b. A list of all the personal protective equipment used by our company c. The designation of a responsible person to oversee the program d. Written MSDSs <p>8. The chemical labels in our facility always identify the substance by its technical name. True or False?</p> <p>9. How often should you check the label on a chemical container before you begin working with the substance inside it?</p> <ul style="list-style-type: none"> a. Once a month | <ul style="list-style-type: none"> b. Never c. Always d. Regularly <p>10. Which of the following statements could you expect to see on a chemical label?</p> <ul style="list-style-type: none"> a. Flammable b. Causes lung damage c. Do not use near an open flame. d. All of the above <p>11. What should you do if you can't read the label on a chemical container?</p> <ul style="list-style-type: none"> a. Immediately contact your supervisor b. Work with it, then inform your supervisor after your shift is over c. Nothing d. None of the above |
|---|--|--|--|

Did you know?

Keep an eye on non-English speakers
Fatalities among Hispanic workers



When working with non-English speakers, try to use hand signals and other visual clues to ensure that they understand the dangers of the job. Turns out that Hispanic employees suffer job-related deaths at a higher rate than would be expected based on the total number of Hispanic workers.

Source: Bureau of Labor Statistics

Test your knowledge: The answers

1. b
2. True. The only exception is when you're transferring the chemical to a small, portable container and you plan to use all of it on the same shift.
3. d
4. Company specific
5. d
6. False. In fact, when you know the dangers of a substance, you can use safe work practices and safety gear to reduce the risk of injuries.
7. b. While a list of safety gear might be helpful, it's not a program requirement.
8. False. The label could identify the substance by its trade name.
9. c
10. d
11. a