



Emergency Preparedness

Even when we think about disasters or consider preparing for them, most of us think they will never happen to us. The truth is, emergencies can happen to anyone without a moment's notice. Having a plan in place before a disaster or emergency strikes is the first step to being prepared. A second important step is ensuring that the plan is reviewed annually and updated to handle any changes that have taken place in the previous 12 months. A third step is to make sure that everyone on the jobsite understands it.

Natural and man-made disasters include hurricanes, tornados, earthquakes, fires, ice storms, structural collapses, hail storms, thunderstorms, snowstorms, terrorist acts, severe flooding, and hazardous material incidents. Some types of emergencies may require everyone to shelter-in-place, while other types will require site evacuation. Some disasters may require you and your family to leave the community you live in. Plan ahead for all types of emergencies, whether at work or at home.

As you make your plans, consider this short list of emergencies and the different ways to respond to them:

Hurricanes are tropical cyclones with very strong winds ranging from 74 miles per hour for a category 1 hurricane to more than 155 mph for a category 5 hurricane (like Katrina in 2005). Hurricane season begins June 1st and ends in November. Fortunately, hurricanes give you plenty of time to tie down anything that might become airborne, secure your work area or residence, pack, gas up, and get out of

town. If you decide to stay through the storm, make sure you have enough food, water, prescription medications and other supplies for a minimum of 72 hours.

Tornados are violent storms that can destroy an entire neighborhood in seconds. If a tornado is headed your way, go to a safe place right away. If you are at home and live in a single-family home, seek shelter in a bathroom or interior closet on the lowest level or in a basement or a storm cellar.

Earthquakes are infrequent but when they occur they can be devastating. If you live or work in an earthquake zone, check with local authorities for what steps to take.

Fires can happen at any time. Prevention is key. Store flammables in approved containers. Dispose of flammable packaging and scrap materials properly. Never smoke around flammable liquids or combustibles. Review escape routes and post emergency phone numbers at home and on the job. Install smoke detectors in your home.

Winter storms aren't here yet, but start to think about what to do in case of an ice storm or heavy snowstorm. Have a plan in case you lose power or get snowed in. Get your car or truck tuned up before the winter season begins.

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SAFETY REMINDER
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Emergency preparedness is important all year round. As the seasons change, take time to dust off, review, and update your plan.

NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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

REVIEWED MSDS # _____ SUBJECT: _____

MEETING DOCUMENTATION:

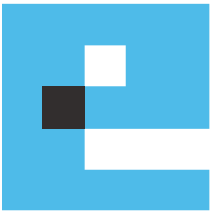
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Weekly Safety Meetings

Safety Training for the Construction Industry

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Premium Membership

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Live Circuits Can Kill You

Electricity powers our homes, it powers our hand tools, and it provides power to lights when we flip a switch. But what we can't forget is that electricity also has the power to injure or kill if we don't respect it and work safely around it. Electrical hazards include shocks, burns, explosions, fires, falls from elevations, and electrocutions.

Whether it's a 110 volt wire in a residence or a 230,000 volt transmission line, always behave as if all electrical circuits are energized until you have a qualified electrician determine that they are de-energized and locked out.

Following is a list of safety tips to keep in mind when working around electrical wiring and tools:

- First, like every other task, wear all the necessary Personal Protective Equipment (PPE).
- Remove watches, rings, and other jewelry that can become electrical conductors.
- Inspect all electrical equipment for insulation breaks, cracks, frayed cords, missing ground prongs, and exposed wires.
- Remove defective electrical equipment from service immediately. Tag it: "Do Not Use."
- Always use tools and equipment according to the manufacturer's instructions.
- Use double-insulated tools and equipment.
- Disconnect power tools when servicing or repairing them and when changing bits and cutters.

- Don't use electric tools in wet locations.
- Do not modify tools or cords.
- Never work on an energized (live) electrical circuit.
- Use locks and tags (LOTO) before working on any electrical circuit.
- Use ground-fault circuit interrupters (GFCIs).
- Unplug cords from receptacles by pulling on the plugs, not the cords.
- Do not remove ground prongs from cord- and plug-connected equipment or extension cords.
- Make sure all electrical extension cords are the right size and rating for the job.
- Look for overhead power lines and stay at least 10 feet away from them.
- Be careful when using equipment that can contact power lines, such as cranes, backhoes, and ladders.
- Use non-conductive wood, plastic, or fiberglass ladders when working near power lines.
- Contact utility companies to find buried power line locations before digging.
- Leave electrical repairs to qualified personnel.

SAFETY REMINDER

Electrical safety is achievable. It takes diligence, personal commitment, and training.

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First Responders

You never expect to be the first to arrive upon the scene of an emergency, but what if you are someday? What if you arrived to find complete destruction, confusion, injured co-workers, a fire, an entrapment, a cave-in, or mass casualties? Would you know what to do? It's hard to imagine all the possibilities, but if you keep your cool and you're properly trained, you will know where to begin, what to do, and who to call for help. In other words, as a trained first responder, you should be able to handle any situation that you encounter.

To be an efficient and helpful first responder, you must:

1) Look out for your personal safety. If you get hurt, you won't be able to help those victims in the emergency.

2) Use your education, training, and skills. Stay up to date on your training, which may include first aid, CPR, firefighting, chemical spill cleanup, and hazardous chemical handling.

3) Be an effective communicator. Giving instructions, reassuring victims, and communicating with others are essential elements for helping get out of a dangerous or harmful situation. Know how to communicate with outside emergency assistance agencies. Before an emergency occurs, build relationships with other agencies.

4) Be familiar with your surroundings. You'll be able to make any emergency response more efficient and will be more likely to save lives if you know the jobsite inside and out. Know where access and egress points are located. Keep paths of travel—especially to exits—clear from clutter and

materials. Know where to find emergency cutoff valves, switches, and disconnects. Walk through the jobsite with emergency response in mind. Take notes, look at plans, check fire extinguisher locations, and make sure emergency exits are clear.

5) Consider meeting with professional first responders. Invite individuals from your local fire department, rescue squad, and emergency service provider to come by your project and walk the jobsite with you. Ask for their input. Inform them of the location of plans, emergency keys, and contact information should an emergency occur after normal working hours. If possible, conduct joint training with them.

6) Conduct emergency drills on a regular basis. Discuss what to do in different types of emergencies with your co-workers. Where should they gather and meet up in case of an emergency? What are the evacuation routes? Where are fire extinguishers? When and how should they be used? Where are emergency numbers listed?

Lots of information needs to be processed and many decisions need to be made during an emergency. Don't wait until people start yelling for help. Plan ahead!

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SAFETY REMINDER
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As a first responder, you need to be prepared for the unexpected. No two emergencies are the same, and many people are counting on you. Don't let them down.

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Lockout/Tagout

Machinery, equipment, and processes can be powered by one or more of many different energy sources including electricity, coiled springs, compressed air, steam, pressurized water, hydraulics, combustion, or even gravity. Lockout/tagout—or LOTO—programs describe how to identify and control all sources of energy that can pose a hazard to you and your co-workers. Any time and every time you need to do maintenance on machines or equipment, clear jams, remove guards, disable safety devices, or change bits and cutters, you have to follow LOTO procedures.

The LOTO program has detailed descriptions and procedures designed to help you identify and isolate power sources. The goal is to prevent the unexpected release of energy or movement of parts. This prevents re-energizing by blocking parts and preventing movement. Using the LOTO program effectively will save lives and prevent injuries.

In some cases you'll use a lockout device to keep a breaker from being turned on. You may need to block a part to physically prevent it from moving—like using a jack stand to support a car instead of relying on the jack itself. Other times you may need to block a line by closing and locking a valve or inserting a blank in the line; then you'll have to bleed off residual pressure in the part of the system you're working on. Whatever the case, make sure that you lock out at the energy source. Locking out at the control switch may not be good enough to keep you safe. For instance, you should never lock out an electrical circuit at a light switch; you should lock it out at the breaker.

Remember that there should be one lock and one key per worker. Never give your assigned key to another person. Everyone working on the machine, system, circuit, etc., should apply his own lock. Always remember that **locks and tags don't de-energize machinery or equipment—people do!**

When you need to conduct maintenance or repairs on any machinery, you need to think, plan, and check:

- If you are in charge of locking or tagging out machinery or equipment, think through the entire procedure. Identify all parts of any system that need to be shut down. Determine what switches, equipment, and people will be involved.
- Check voltage on all circuits. Check pressure on all gauges and fluid lines. Notify all affected employees that the machinery, equipment, or process will be out of service.
- Carefully plan how restarting will take place. Inspect the area before removing any locks. If there is a shift change before machinery can be restored to service, locks and tags from the next shift must be installed or the locks and tags from the prior shift must remain in place along with their owners.

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SAFETY REMINDER
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Follow lockout/tagout procedures consistently. Don't be tempted to take shortcuts for small jobs, even if the LOTO procedures take longer than the job itself!

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