

# **EMPLOYEE SAFETY ORIENTATION**

## **Safety Is Your Top Priority**

**Participants Guide**

## DISCLAIMER

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# Safety is Your Top Priority

The company has many safety safeguards in place to make sure you stay safe at work. But unless everyone makes safety their top priority, all the equipment, processes and tools in the world won't do much good to keep you from getting hurt on the job.

This handout provides basic safety guidelines to:

- Help you be aware of potential safety risks
- Give you information and advice on how to stay safe
- Reduce your chance of getting hurt

## Be Safety Aware

The best way to stay safe is to do a safety assessment every time you do something, not just the first time. Doing a safety assessment means being aware of hazards by looking around your work area from all directions, seeing what's there and asking yourself some basic questions:

- Is there something I could trip on?
- Could I slip or fall?
- Is what I have to move heavy?
- Could I strain my back?
- Could something swing around and hit me, fall on me or knock me over?
- Do I really know how to use this tool, operate this equipment or use these materials?
- Do I need help with this job?

After you do your assessment, ask yourself: what's the worst thing that can happen if I don't do something about what I'm seeing?

If the answer is I could get hurt or a co-worker could get hurt then fix the situation immediately if you know how to do it safely. If you can't do it yourself or don't know how, get help. If you are not completely comfortable with what's going on, talk to your supervisor.

Get in the habit of doing a safety assessment every day.

# Personal Protective Equipment (PPE)

In your job you might need to wear Personal Protective Equipment or PPE. PPE protects parts of your body from hazards. You need to know what you need to wear, when you need to wear it and how to use it to stay safe.

Most importantly you need to... wear it every single time you do your job. The one time you don't, is the one time you could get hurt.

## Hearing Protection

Over time, hearing loss can get worse and become permanent. Use the 3-foot rule to determine if you need to wear hearing protection:

If you have to **raise your voice** so someone at arm's length away can hear you, the noise level is too high and you need to wear hearing protection.

There are two types of hearing protection:

1. Ear plugs
2. Earmuffs

Make sure the protection you wear fits well and is comfortable. Replace it at the first sign of wear.

## Hand Protection

To protect your hands:

- Wear the right gloves for the job
- Get the right fit – not too tight or too loose
- Replace the gloves at the first sign of wear

JOB	GLOVES
Keep hands clean around paint, oil, grease or detergents.	Lightweight work gloves
Protect hands from abrasion.	Cloth work gloves

Dealing with sharp objects like sheet metal or splinters.	Cut-resistant work gloves
Protect hands from chemicals	Gloves that are rated for the chemical you are using.

Ask your supervisor for help if you aren't sure which gloves to wear.

## Head Protection

If something can fall on your head, you need to wear a hard hat.

- Make sure it fits comfortably and won't fall off if you lean over
- Adjust the suspension for a good fit
- Keep the suspension adjustments in the back of the hat
- If you have to wear your hat backwards, reverse the suspension
- Don't wear a ball cap under the hard hat
- Keep the hat clean and don't cover damage with stickers

Replace the hard hat at the first sign of damage.

## Eye Protection

Safety glasses, goggles and shields protect your eyes from flying debris, splashing chemicals, radiant energy, glare and intense light. Choosing the right type of protection for the job hazards you face is important.

JOB HAZARD	EYE PROTECTION
Debris, dust, particles in the air.	Safety glasses with side shields.
Welding or torch cutting.	Welding helmet or goggles with correct tint for type of welding.
Nearby welding or torch cutting.	Tinted safety glasses
Heavy concentration of particles in the air or chemicals that could splash.	Goggles that fit tight to the face.
Flying debris or splashing chemicals.	Face shield <b>over</b> safety glasses.

Replace eye protection that is scratched, damaged or doesn't fit properly.

## Foot Protection

Foot protection keeps your feet safe from things falling on them, stepping on sharp objects, getting wet and from falling on slippery surfaces. Choosing the right type of protection for the hazards you might encounter is important.

JOB HAZARD	FOOT PROTECTION
Things falling, dropping or rolling on your toes.	Steel-toed boots or shoes.
Stepping on sharp objects.	Boots with puncture-resistant soles.
Slippery, greasy, wet floors.	Boots or shoes with gripping soles.
Working in water.	Liquid-proof boots.
Working with corrosive chemicals.	Boots rated to be resistant to those specific chemicals.

Replace footwear as soon as you see signs of wear or if they get damaged.

## Respiratory Protection

Anytime you work in areas that have contaminants in the air such as chemicals, dusts, debris, vapors and mists, you need to wear respiratory protection. Your employer will:

- Have you complete a health screening to make sure you are able to safely use respiratory protection
- Tell you what type of protection to wear
- Train you on how to wear and use it safely
- Instruct you on how to maintain, clean and store it safely

Making sure it seals tight on your face is important. Men with facial hair may need to change to a clean-shaved fashion style.

Always do the following every time you use a respirator:

- Only use the respirator designated for the type of airborne hazard in the workplace.
- Inspect your respirator before every use.
- Fit check the seal every time you put on a respirator.
- Replace your respirator according to your company's change schedule.
- Maintain your respirator according to the manufacturer's instructions.
- Store your respirator in a clean location.

## Material Handling

It's important to know how to move heavy materials correctly so you don't get hurt. Using good body mechanics to lift, push and pull reduces stress on your body and minimizes your chance of getting injured.

Check the weight of everything before you try to lift it. Get help or use a tool like a handcart, a hoist or a pallet jack if it is too heavy for you.

When you can lift something:

- Keep your back arched, head up and bend at the knees
- Lift using your legs in one smooth motion
- To change directions, turn your whole body by shifting your feet

When you are lifting or lowering something onto a pallet:

- Straddle the pallet corner with your feet
- Keep your back arched, head up and bend at the knees
- Lift using your legs in one smooth motion
- To change directions, turn your whole body by shifting your feet

Avoid bending over to do your work, instead try to adjust the work surface to a more comfortable height. Also remember to move or stretch on a regular basis, switch to different tasks for a while and to use the right tools for the job to avoid too much body stress.

# Preventing Slips, Trips and Falls

Most slips, trips and falls are caused by slippery conditions, hazards in your path or wearing improper footwear.

When walking:

- Take your time and be aware of the surface you are walking on
- Take small steps and avoid accelerating or changing directions quickly when surfaces are wet or slippery
- Clean up any spills or debris such as packaging or trash
- Mark and report hazards such as a broken tile or hole in the floor
- Move or report tripping hazards such as electrical cords, hoses or boxes
- Wear slip-resistant soled shoes or boots

When getting out of a truck:

- Look down at the ground to know what you are stepping on to that could be slippery or uneven
- Maintain three points of contact – three of your four limbs are firmly planted or gripping a solid surface

When working on a ladder:

- Set up the ladder on a solid, even surface
- Position the ladder so you are facing your work
- Use the 4 to 1 rule for extension ladders – the base of the ladder is 1 foot away from the structure for every 4 feet of height
- Climb slowly and maintain three points of contact
- Avoid carrying tools up the ladder – use a hand line, a tool belt or have a co-worker hand them up to you

If you ever notice a situation where anyone could slip, trip or fall, fix it immediately if you can do it safely or let your supervisor know so it can get taken care of.

## Working Safely Around Forklifts

Forklifts are heavy pieces of equipment that can cause serious injuries and even death when they accidentally hit someone, tip-over or lose a load.

When working around a forklift always assume that the **forklift driver can't see you and doesn't know you are in the area.**

- Never step out in front of a moving forklift– stop, make eye-contact with the operator and wait for him or her to signal that it is okay for you to pass
- Check both ways when crossing a traffic aisle
- Use safety mirrors to check around blind corners
- Listen for warning alarms or horns
- Never stand under a load

Give the right of way to a forklift to stay safe.

## Hazard Communication

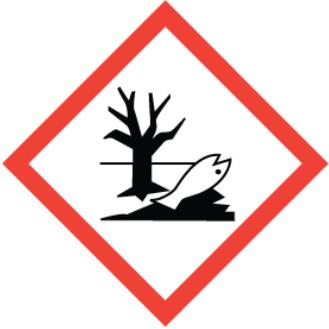
If you work with chemicals, you need to be able to read a chemical label and a Safety Data sheet so you can stay safe.

All chemicals must have a manufacturer's label that includes:

1. Name of the product and the name of the manufacturer or supplier
2. Shipping name, shipping numbers and part numbers
3. An emergency phone number
4. A signal word and a hazard statement
5. One or more pictograms along with a precautionary statement

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There are 9 pictograms. The pictograms show what kind of hazards a chemical has.

Health Hazard 	Flammables 	Oxidizers 
Irritant 	Gases Under Pressure 	Explosives 
Corrosives 	Environmental Toxicity 	Acute Toxicity 

Most of the information you need will be on the product label. If you need or want more detailed information ask to see a Safety Data Sheet. Your company is required to keep a Safety Data Sheet for every chemical used in the facility and you have a right to ask to see one at any time. Ask your supervisor if you need one.

Here is an overview of each section:

## **Section 1 – Product Identification**

This section includes the product name, the part number the Chemical Abstracts Service or CAS number, synonyms or other common names for the product, a short product description and the product type. Section 1 also tells what the product is used for and provides the name of the supplier, the supplier name, address and an emergency telephone number.

## **Section 2 – Hazard Identification**

This section provides information on the hazard classification which includes the GHS signal word (Danger or Warning), one or more pictograms and the hazard statements. Section 2 also details the Precautionary Statements which include information on Prevention, Response, Storage, Disposal and any other hazards.

## **Section 3 – Composition and Ingredients**

This section identifies the ingredients contained in the product including any impurities and stabilizing additives. The section will show the Chemical Name, Common Names and Synonyms, CAS Number and other unique identifiers.

## **Section 4 – First-aid Measures**

This section shows all of the first aid measures for eye contact, inhalation, skin contact and ingestion. The first aid section also includes details on immediate and delayed health effects and provides information on when to seek medical help.

## **Section 5 – Fire-fighting Measures**

This section includes recommendations for fighting a fire involving the chemical. Information includes what to do if there is a fire, how to extinguish the fire, what could happen if the chemical burns and what equipment and special precautions fire-fighters must take.

## **Section 6 – Accidental Release Measures**

This section provides information on what to do if the chemical spills, leaks or is released, how to contain and clean up the released chemical, what emergency procedures to follow and what experts should be brought in to help.

## **Section 7 – Handling and Storage**

This section gives information on safe handling processes, protective measures to take to minimize the risk of the chemical spilling or being released and recommendations for safely storing the product.

### **Section 8 – Exposure Controls and Personal Protection**

This section describes the permissible exposure limits to the product, what engineering controls need to be taken and what personal protection equipment is required for workers.

### **Section 9 – Physical and Chemical Properties**

This section details the product's physical and chemical properties including information on the product's appearance, color, odor and viscosity. Other important information might be the product's flash point – the temperature that the product will burn; the vapor density – how heavy the vapors are compared to air; the upper and lower explosive limits – the percentage range in air that the product will burn; and the pH – pH below 2 or above 12 can cause burns to skin, clothing and can be corrosive to materials in the workplace.

### **Section 10 – Stability and Reactivity**

This section tells if the chemical can be unstable and cause reactions. It defines what reactions can be and what conditions to avoid to prevent reactions.

### **Section 11 – Toxicological Information**

This section describes what health effects that exposure to the product can cause. It defines how the product can get into the body, and the symptoms and effects of exposure.

### **Section 12 – Ecological Information**

This section provides information on what impact the product can have on the environment. It may affect water, air and soil quality.

### **Section 13 – Disposal Considerations**

This section tells how to safely dispose the product, ways to recycle or reclaim the chemical and what to do with used and empty containers.

### **Section 14 – Transport Information**

This section gives information on how to ship and transport the chemical by road, air, rail or sea so it remains stable and properly contained.

## **Section 15 – Regulatory Information**

This section covers any other additional regulatory information that may be required for certain products that isn't covered in any other section of the Safety Data Sheet.

## **Section 16 – Other Information**

This last section will include information such as abbreviations or acronyms used in other sections, it lists when the Safety Data Sheet was created or revised and any important changes that were made from previous versions.

# **Lockout Tagout**

Lockout-Tagout protects you and our maintenance and service technicians from being hurt by powered equipment that is being repaired or serviced.

- Locks prevent the accidental starting of equipment or they control the unintentional release of hazardous energy by keeping a switch, valve or disconnect in the off position
- Tags tell workers that the equipment is shut down for a specific reason
- Only Authorized workers may lockout, tagout and restart equipment
- Do not remove a lock, tag or lockout device
- Do not try to restart any equipment with a lock device or a tag on it even if it appears that the service work is complete

If you need to use equipment that is in lockout-tagout mode, contact your supervisor for direction on what to do.

# **Bloodborne Pathogens**

Pathogens are viruses and bacteria in blood that can give you a disease. The most common are HIV, Hepatitis B and Hepatitis C. All have serious long-term effects. These pathogens from someone else's infected blood can get into your body through your nose, mouth, a cut, sore, rash or even dry, cracked skin.

There are three ways to protect yourself from the hazards of bloodborne pathogens:

1. Be aware – always assume that everyone's blood or body fluids are infected

2. Use personal protection – single use gloves can help keep you safe
3. Be smart – if you touched any blood or body fluids:
  - a. Immediately rinse cuts, sores or cracked skin with a flood of clean water.
  - b. Thoroughly wash the area with soap and warm running water, rinse well and dry with a clean towel
  - c. If you don't have soap and water, use a hand-sanitizer, but as soon as you can wash up
  - d. Report the incident to your supervisor

## Emergency Response

A workplace emergency is an event that requires immediate action. The best way to handle an emergency is to be prepared:

- Know what to do when you hear an emergency alarm, horn, bell, flashing light or other signal
- Know evacuation routes, exits and meeting places or shelters to report to after leaving the building
- If you aren't trained to be an emergency responder, know how to call for help
- Stay calm
- Warn others of the situation if you are the first to recognize the emergency
- Follow directions of safety leaders and emergency responders
- If someone is hurt, call for help – do not move the person unless they are in physical danger
- Don't leave shelters or re-enter the facility until you have been given an "all clear" signal
- For fires, first pull an alarm and then get out of the building – don't try to fight the fire unless you are trained by your employer to do so

Follow all company procedures, stay calm and follow directions from your supervisor for the specific emergency.

## Reporting Injuries

Report all injuries no matter how small and report all near misses so the company can investigate and make sure proper safety procedures are in place so the incident won't happen again.

If you or a co-worker gets injured:

- Get medical attention immediately
- Notify your supervisor
- Don't tamper with the accident scene
- Make notes so you can remember the details later
- Complete any required forms or reports

Always report any injuries, incidents or close calls so work can be done to make sure something similar doesn't happen to someone else.

## **Employee Safety Tips**

- Make safety your first priority
- Do a safety assessment every time you do your job
- Follow safety procedures every time you do your job
- Wear Personal Protection Equipment every time you do a job that requires it
- Immediately mark a safety hazard so others notice it
- Tell your supervisor about any safety hazard so it can be fixed
- Ask for help if you are ever unsure of anything