CLP SKILLED TRADES SOLUTIONS

Avoiding Cold Stress Injuries

Did you know that cold stress, or hypothermia, can occur at any time of year? In fact, most cases of cold stress develop in air temperatures between 30 and 50 degrees Fahrenheit. People who are exposed to lower temperatures are at risk for injuries ranging from frostbite to serious loss of body heat, which could result in brain damage or death. Here are some ways to protect yourself from cold stress injuries.

Dress warmly, in layers. Preserving an air space between the body and the outer layer of clothing will help retain body heat. Choose fabrics such as cotton or wool, which insulate while still allowing sweat to evaporate. It is especially important to protect the feet, hands, head, and face. These parts of the body are farthest from the heart and the hardest to keep warm. Almost half your body heat can be lost through the head, so cover it up as well.

Keep dry. Wetness greatly increases the chance of cold stress. Always have extra clothing available if there's a chance you could get wet. Keep your feet dry -- they are very susceptible to frostbite.

Take a break. You may think it's wise to keep on working in cold temperatures. After all, working makes you break a sweat and you feel warmer. But if you become fatigued during physical activity, your body loses its ability to properly retain heat. This causes rapid cooling, which can quickly lead to cold stress. When you take a break, be sure to replace lost fluids and calories by drinking warm, sweet, caffeine-free, nonalcoholic beverages and soup.

Eat right. A proper diet provides your body with the nutrients it needs to withstand cold stress. A restrictive diet may deprive your body of the ability to work well in cold temperatures.

Don't work alone. In cold stress-prone environments, a buddy system should be used. Look out for one another and be alert for the symptoms of cold stress.

Learn what to look for. The effects of cold stress may not be apparent to its victim. The first symptoms of hypothermia are uncontrollable shivering and the sensation of cold. The heartbeat slows and may become irregular, and the pulse weakens. As the condition worsens, severe shaking or rigid muscles may be evident. The victim may also have slurred speech, memory lapses, and drowsiness. Cool skin, slow, irregular breathing, and exhaustion occur as the body temperature drops even lower. This is a serious condition requiring immediate medical attention.

Frostbite can occur without accompanying hypothermia. Frostbite occurs when the fluids around the body's tissues freeze. The most vulnerable parts of the body are the nose, cheeks, ears, fingers, and toes. Symptoms of frostbite include coldness and tingling in the affected part, followed by numbness; changes in skin color to white or grayish-yellow; initial pain which subsides as the condition worsens; and possibly blisters. Frostbite can cause irreversible tissue damage and requires immediate medical attention.

If you work in lower-temperature environments, always be alert for the possibility of cold stress. Remember, it doesn't have to be freezing for cold stress to occur. Follow these guidelines to help protect yourself from injury.

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Don't Drive Impaired

Impaired driving is one of America's most often committed and deadliest crimes. Statistics compiled by the National Highway Traffic Safety Administration show that in 2004, over 15,000 people died in alcohol-related crashes involving a driver or a motorcycle operator with a blood-alcohol content (BAC) level of .01 or higher. Of those, nearly 13,000 had an illegal BAC level of .08 or above.

Studies from NHTSA show that Americans support tougher enforcement and consider drunk driving an important social issue, ahead of health care, poverty, the environment, and gun control. Nearly 97 percent of Americans view drinking and driving by others as a threat to their families and themselves. The majority of Americans also support increased enforcement efforts like sobriety checkpoints to protect innocent victims from impaired drivers.

The message is simple – **You drink, you drive, you lose.**

- Before consuming any alcohol, be responsible and designate a sober driver who can get you home safely.
- If you're impaired, call a taxi, use mass transit, or call a sober friend or family member to get you home safely.
- Use your community's Sober Rides program.
- Report impaired drivers to law enforcement.
- Friends Don't Let Friends Drive Drunk. Take the keys, and don't let a friend or family member leave your sight if you think he or she is about to drive while impaired.
- Always buckle up –- it's your best defense against an impaired driver.
- If possible, spend the night where the activity is being held and sleep it off.

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CLP SKILLED TRADES SOLUTIONS

Work Clothes and Safety

You've probably heard the phrase, "clothes to die for." But it takes on a different meaning when we apply it to safety. Has it occurred to you that your clothes may cause you to be injured?

The fact is that the clothes you wear to the job site can affect your safety. A simple example is the length of your pants. If they are too long, you can easily catch your heel in them coming down a ladder or trip yourself while backing up.

Although you don't see very many construction workers wearing ties, which can catch in moving machinery, you do see a lot of long sleeves, which can pose the same threat as a tie. If your sleeves are long, keep them buttoned at the wrist. Don't roll them up or leave them loose. Also keep your shirt tucked in and your belt tight. This may all sound silly, but there are many people who have been maimed or killed because their shirt got caught in moving machinery. Also, it is not a good idea to wear gloves around moving machinery.

Watch your shoes. Make sure they are in good condition and are suited for the job you are doing. Tennis shoes on a construction worker make as much sense as a fireman wearing sandals. Good leather work boots with rubber soles are best for the construction site. In many cases steel-toed boots are a requirement. In cold weather, rubber boots should be worn with woolen inner boots or heavy woolen socks. Never work in wet boots or shoes.

Keep your clothes clean. Clothes that are dusty and greasy can cause skin irritations. Clothes that are soaked with oil and grease can catch fire from a spark or cigarette.

For keeping warm, wool is probably the best fabric. Two layers of lightweight wool are warmer than one very heavy layer. Wool absorbs perspiration, but if it gets soaked and you can’t change clothes, the best thing to do is keep moving. Wool gloves are also warmer than leather or cotton gloves. In cold weather, if you need leather gloves for protection, wear wool-lined leather or wool gloves inside the leather ones.

If you are in cold weather, don't play Mr. Macho or Ms. Cool by not wearing enough to keep warm. You are most likely going to wind up sick if you're not careful. Remember that the clothes you are wearing don't create heat, they retain the heat from your body. Make sure that your gloves, shoes, collars, and belts are loose enough to allow for circulation. And if you don't have enough to keep warm, some paper wrapped around your chest, inside your shirt or jacket, makes a good wind breaker in an emergency.

You've probably also heard the phrase, "dressing for success." But when it comes to personal protection, let's start a new phrase: "Dressing for Safety."

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Accidents Hurt Everybody

According to the Occupational Safety and Health Administration (OSHA), construction is one of the most hazardous industries. But what many people don't consider is that accidents don't just affect the people who are directly hurt. Indirectly, accidents hurt everyone involved, in one way or another. If you don't believe that, imagine this scenario, which is based on a true story:

An injury occurs on a work site. It seems worse than it is, and immediately work on the site stops, so that everyone can attend to the injured party. He may not be seriously injured, but his work has been delayed, his ability to satisfactorily perform his work has been placed in doubt, he may be somewhat impaired as a result, and he has suffered somewhat from having this unexpected, undesirable event happen.

Meanwhile, first reports of the accident reach the public, and the company's office is immediately deluged with calls from news media and others requesting information about the accident. Those calls tie up company phones, interrupting everyone's work, delaying progress, and delaying that company's ability to correct the problem that caused the accident in the first place.

Following the incident, some or all of the following things will occur for the injured party: pain, discomfort, disability, loss of earnings, loss of physical ability to continue in his craft, total disability, or even loss of his life.

Now, let's consider the foreman. He is responsible for making sure a certain amount of work is completed by his crew. Anything that injures or delays one of his men, damages the material or equipment involved, or interrupts the orderly accomplishment of the job, reflects unfavorably on his ability to control and direct the work for which he is responsible. The accident has certainly hurt him.

Suppose we consider the superintendent next. He is charged with completing a specific assignment by a designated date at an established cost. Each incident that delays the construction, damages the material or equipment, injures a workman, or prevents the efficient supervision of the work being performed, also damages his reputation as a manager. He, too, was hurt by this situation.

What about the loss suffered by the company? Every accident that occurs on a job reflects on their ability to engineer and construct a facility, to provide capable supervision, to attract a skilled work force, and to fulfill a contract. The reputation of the company is hurt by its failure to prevent accidents.

Don't forget the loss suffered by the customer, in the form of a delayed contract, the additional insurance cost that must be paid by the construction industry, and even the welfare loss imposed on the public.

Everyone gets hurt in workplace accidents, which is why our industry takes safety programs very seriously, and why you should, too.

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CLP SKILLED TRADES SOLUTIONS

Fall Protection

In 2004, the Bureau of Labor Statistics (BLS) reported that 1,224 construction workers died on the job, with 36 percent of those fatalities resulting from falls. Events surrounding these types of accidents often involve a number of factors, including unstable working surfaces, misuse of fall protection equipment, and human error. Studies have shown that the use of guardrails, fall arrest systems, safety nets, covers, and travel restriction systems can prevent many deaths and injuries from falls.

OSHA has listed 15 general areas where some form of fall protection will be needed if the potential for a fall over 6 feet exists. The list of these 15 types of work and the means allowed for providing fall protection is provided on the chart below.

Remember, these OSHA Construction Standards are there to protect you, and they are the minimum requirements. Knowing the tools that are available to protect you is smart. Using them is even smarter. If there is a potential for falling, you need protection.

SUBPART M - FALL PROTECTION **TYPE OF FALL PROTECTION ALLOWED**										
MEANS ALLOWED FOR PROVIDING FALL PROTECTION										
TYPE OF WORK requiring fall protection	**Guard-rail System**	**Safety Net Systems**	**Fall Protection Plan**	**Warning Line Systems**	**Controlled Access zone**	**Covers**	**Positioning Device Systems**	**Fences Or Bar-ricades**	**Safety Monitor-ing Systems**	**Personal Fall Arrest Systems**
Unprotected sides & edges	**X**	**X**								**X**
Leading edges	**X**	**X**	**X**							**X**
Hoist areas	**X**									**X**
Holes	**X**					**X**				**X**
Formwork & reinforcing steel		**X**					**X**			**X**
Ramps, runways & other walkways	**X**									
Excavations/ Pits, shafts, wells	**X**					**X**		**X**		
Dangerous equipment/ On or above	**X**	**X**								**X**
Overhead bricklaying & related work	**X**	**X**			**X**					**X**
Roofing work - low slope roofs	**X**	**X**		**X**					**X**	**X**

Steep roofs	X	X								X
Pre-cast concrete erection	X	X	X							X
Residential construction	X	X	X							X
Wall openings	X	X								X
Other walking & working systems	X	X								X

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CLP SKILLED TRADES SOLUTIONS

Winter Weather Driving Tips

The leading cause of death during winter storms is transportation accidents, many of which could be avoided if drivers took time to follow these tips for driving safely during snowy and icy conditions.

Perhaps the deadliest danger of all is "black ice." Black ice is ice that forms on a roadway, usually due to snow melting and re-freezing. Since it is almost invisible, drivers may fail to recognize black ice conditions; they may drive at normal speeds, which often results in very serious accidents. Always be alert to the possibility of black ice when temperatures are near or below freezing. Pavement that looks dry but appears darker in color and dull-looking should alert you to the presence of black ice.

In winter weather, you need additional space and time for stopping -- failure to allow for this is a major cause for roadway accidents. During slippery conditions stopping distances can triple. Remember to drive at a slower speed, to anticipate stops at traffic lights and intersections, and to apply brakes sooner than normal, to help ensure accident-free stops. When braking, use a careful, short, rapid application of the brakes. Always allow plenty of extra space between you and other vehicles to minimize the need for quick stops.

Acceleration, turning, and passing also present dangers during winter. Accelerate slowly to avoid loss of traction and subsequent loss of control. Turn slowly, with caution, to avoid sliding into a stationary object, or the path of an oncoming vehicle. Avoid sudden movements. Pass with care because passing lanes are not maintained as well as driving lanes. Again, leave extra space between yourself and other vehicles so there's room to maneuver in case something goes wrong. During a skid, steer cautiously in the direction you want the car to go.

Here are some other tips you should remember for driving safely in winter:

- Always use your seatbelt.
- Turn on your headlights during adverse weather conditions. Overcast skies and falling snow limit visibility. It is important to see and be seen.
- Like all the signs say, bridges and overpasses freeze more quickly than the roadway, because of the cold air surrounding them. Use extra caution on these parts of the road.
- Remember that driving in winter weather conditions causes physical and mental fatigue, and reduces reaction times. Get plenty of rest and adequate nutrition. Don't drive while you're sleepy or on medication that causes drowsiness.
- Prepare your vehicle well ahead of time. Check fluid levels, tire pressure, lights, and the battery. Have a mechanic give your vehicle a winter check-up and make any necessary repairs.
- Stock an emergency kit containing heavy clothes and a blanket, traction material such as sand or kitty litter, tire chains, a small shovel, first aid kit, flashlight, jumper cables, and a bright cloth to use as a flag.

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Protecting Your Eyes

There really isn't much to be said about protecting your eyes, other than you would be foolish not to do so at all times while on the job.

Eye protection devices have been used in the construction industries since 1910. While the original eye protection devices were somewhat limited, today there are eye protection devices for every type of exposure.

While the wearing of eye protection at all times is strongly encouraged, many projects demand that workers wear eye protection. Just a few of these are:

- Chipping, sledging, and hammering on metal, stone, or concrete
- Use of manual, pneumatic, and power impact tools
- Caulking, brushing, and grinding
- Drilling, scaling, and scraping
- Babbitting, soldering, and casting hot metals
- Handling acids, caustics, and creosoted materials
- Gas welding, cutting, and brazing
- Drilling overhead
- In environments of excessive dust
- Electric arc welding and cutting, and other operations that expose the eyes to flying particles, dust, hot liquids, molten substances, gases, fumes, and liquids.

Some people just don't like to wear safety glasses and goggles. One of the complaints is that goggles tend to fog up, which happens when sweat vaporizes and coats the inside of the lens. If you have this problem with goggles and glasses, wear a handkerchief or sweatband around your forehead to keep perspiration out.

Another complaint is that eye protection devices are uncomfortable, but this is usually because the eye protection device does not fit properly. Make sure that you have the device properly adjusted for the correct fit, or simply get another that fits betters. You can see a lot better out of a properly fitted eye protection device that you can out of a glass eye.

Like all safety devices, eye protection is there for you and your eyes. Be smart and use eye protection at all times when on the job. What have you got to lose? Your sight.

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The NFPA's Hazard Rating Diamond

The National Fire Protection Association (NFPA) has developed a rating system to identify and rank the hazards of a material. You've probably seen the colorful labels used to communicate these hazards. The label is diamond-shaped, made up of four smaller diamonds in blue, red, yellow, and white. A number or special symbol is placed on these four diamonds. Let's go through the meanings of the colors, numbers, and symbols used on the NFPA diamond.

Many people take one look at the NFPA diamond and assume it's too complicated to understand, because the system is actually easy to learn and really useful. This diamond label provides a wealth of information about the material. So what do those colors mean?

The **blue diamond**, appearing on the left side of the label, conveys **Health Hazard** information for persons exposed to the material. A number from 0 to 4 is written in the blue diamond. The higher the number, the higher the hazard, as follows:

0 - No hazard.

1 - Can cause irritation if not treated.

2 - Can cause injury. Requires prompt treatment.

3 - Can cause serious injury despite medical treatment.

4 - Can cause death or major injury despite medical treatment.

The **red diamond**, appearing at the top of the label, conveys **Flammability Hazard** information. Again, the numbers 0 to 4 are used to rate the flammability hazard, as follows:

0 - Will not burn.

1 - Ignites after considerable preheating.

2 - Ignites if moderately heated.

3 - Can be ignited at all normal temperatures.

4 - Very flammable gases or very volatile flammable liquids.

The **yellow diamond**, appearing at the right side of the label, conveys **Reactivity** (or Stability) information. The numbers 0 to 4 are also used to rank reactivity hazards, as follows:

0 - Normally stable. Not reactive with water.

1 - Normally stable. Unstable at high temperature and pressure. Reacts with water.

2 - Normally unstable but will not detonate.

3 - Can detonate or explode, but requires strong initiating force or heating under confinement.

4 - Readily detonates or explodes.

The **white diamond**, appearing at the bottom of the label, conveys **Special Hazard** information. This information is conveyed by use of symbols that represent the special hazard. Two of most the common symbols are shown here:

W - denotes the material is water reactive

OX - denotes an oxidizing agent

Some facilities use the white diamond to convey personal protective equipment requirements when using the material. You may see a picture of gloves, safety glasses, or a respirator in the white diamond.

To determine the NFPA Hazard Ratings for a material that does not have the label affixed, check the Material Safety Data Sheet (MSDS). NFPA Hazard Ratings are commonly displayed there. Guidebooks are also available from safety supply vendors to assist with this task.

Taking a quick glance at the NFPA label provides a great deal of information, which is useful for learning the hazards of a particular material and how to use it safely. Follow the warnings on the NFPA label or any label affixed to a container of material. Remember, when you're working with hazardous materials, your safety depends on you.

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Handling Toxic Materials

If you look up the word "toxic" in most any dictionary, you'll find that it means "poisonous." Most people want nothing to do with poisonous materials, but many people work with them every day. In fact, toxic materials have thousands of uses in industry. Many of the benefits we enjoy, such as safe water and food, medicine, transportation, and communications are made possible through the use of toxic materials. Here we'll explore toxic materials, their hazards, and how to work with them safely.

"Toxicity" refers to a material's ability to harm living things. Some toxic materials, or toxins, may irritate the nose, eyes, and skin. Others may damage the body's internal organs. Other toxins may cause suffocation, sterility, cancer, or other diseases. Some can be immediately fatal. Some materials don't appear toxic at all to adults, but can seriously damage an unborn child, and others may cause cell mutations, creating abnormalities in future generations. A material's toxicity is determined by two things: the amount of the material necessary to cause harm, and the possible extent of the damage.

The potential negative health effects sound awful, and indeed many of them are. But don't forget that thousands of toxic materials are used safely every day. Toxicity research has been done for years, and exposure limits for many toxic materials have been developed. In order for a toxic material to do harm, the body must be exposed to it. Exposure to a toxic material can occur in many ways. The material can be inhaled or ingested, make contact with the skin, or be absorbed through the skin or eyes. Slight exposure does not necessarily mean minimal damage -- the more highly toxic a material, the lower the permitted exposure.

There are many ways to control exposure to toxic materials. The most common ways are the use of ventilation controls and personal protective equipment (PPE), such as gloves and respirators. Companies are required to make sure exposures to toxic materials are kept below established exposure limits. They're also required to inform you of the hazards of the materials you work with, and to inform you of exposure monitoring results. If you work with toxic materials, make sure you know exactly what you're working with. Follow the instructions of your company's policies and the respective Material Safety Data Sheets (MSDS) for use, storage, and disposal of toxic materials. Make sure you know what PPE is appropriate, and use it faithfully. If you use toxic materials, always practice common sense hygiene by washing your hands before you eat. You may be required to wear special clothes or shower after your shift. All of these procedures are designed to help keep you healthy, so be sure you follow the requirements. Of course, if you do have any problems with a toxic material you are using, report it immediately.

Toxic materials can be used safely for many beneficial purposes, but they demand an attitude of healthy respect. You need not fear the toxic effects if you know how to control them properly. Don't learn about toxic material hazards the hard way! Take the time to learn about the hazards of the materials you work with now, and how to protect yourself and others from the danger.

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CLP SKILLED TRADES SOLUTIONS

Horseplay on the Job

Construction is a profession, not a sport. Of course, part of enjoying our jobs is liking our co-workers and occasionally having a good laugh. That is perfectly normal and acceptable. But horseplay and pranks on a job site are never welcome, and will not be tolerated.

Even under the best of circumstances, construction is dangerous. We don't have room for carelessness, for practical jokes, or for fun and games. When you enter a job site, come ready for a full day's work, and a full day's production run. At the end of the day, you return home safe and sound, where you can have all the fun you want.

Take, for example, the following stunts that have been pulled at various job sites:

One worker, Harry, though putting an air hose into Pete's collar would be funny. Unfortunately, when Pete turned around to see what Harry was doing, the air hose caught Pete's eyeball full force and blinded him for life.

Sam, the excavator operator, was on the verge of retiring after 30 years. His shop foreman thought it would be funny to play a prank on Sam, as a sort of "going away present." The foreman greased the floor of the excavator's cab, causing Sam to slip, fall out of the cab, and suffer a broken hip.

One crew decided to play "Cops and Robbers" with power-actuated hand tools. Staples flew around the job site, breaking window panes and windshields, barely missing a ten-year-old boy passing by on his way home from school.

Most of us probably have stories like these, but inevitably these jokes aren't funny. They're almost criminal.

Although horseplay results in many accidents, and occasionally, in death, carelessness can often be just as dangerous, and just as wrong. The majority of construction deaths every year are the result of falls from high elevations. Yet many people don't lock the wheels on scaffolding before mounting it; secure the tops of extension ladders; or put ladders in trenches that are four feet deep or more. They stand on ledges of roofs or outcroppings; they use extension cords with exposed, bare wires; they jump between scaffolds; they stand next to jack-hammers without hearing protection; and they grind or saw PVC pip without wrap-around goggles.

Indifference to safety endangers you and everyone on the job site. If you see horseplay or carelessness on your site, report it immediately. After all, it could hurt you.

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CLP SKILLED TRADES SOLUTIONS

Preventing Welding Hazards

Welding operations can be found in almost every type of industry. Welders must be qualified to do the work, and part of their education includes welding safety. Here we'll discuss the physical hazards of welding and how you can protect yourself from those hazards.

If you are a welder, or work near a welding operation, you may encounter any of these hazards:

Excessive Noise
Fire or Excessive Heat
Electrical Shock
Ultraviolet Radiation

Any one of these hazards can cause an injury, so you must know how to protect yourself.

Excessive noise: You must wear hearing protection if the noise level exceeds regulatory standards. A noise evaluation should be included in the routine safety evaluation for every job, with the potential for noise exposure. If you are required to use hearing protection, use it. Also, make sure you use the right kind of hearing protection. Not every type is suitable for every situation. Most importantly, don't be misled by thinking that you don't need the protection because you don't currently have a hearing problem. Hearing loss happens gradually, and very little can be done to restore hearing once it's damaged. If you are concerned about the noise level in a welding area, report your concern.

Fire and excessive heat are hazards with great potential for injury and damage. If welding is done in an area where a fire hazard exists, a welding permit should be used in accordance with established procedures. These permits may also be called "hot work" permits. These precautions are based on regulatory requirements. In addition, a trained fire watch must be posted to look for fires during and after the welding job. Combustible and flammable materials must be cleared from the welding area. A spark or a piece of hot slag could easily ignite these materials and cause a tragic fire. To protect yourself from burns from these sparks and pieces of slag, wear appropriate Personal Protective Equipment (PPE) such as aprons, gloves, leggings, and footwear.

Electrical shock: As with any task involving energized equipment, welding also presents an electrical shock hazard. To protect yourself from these electrical hazards, thoroughly inspect your welding equipment before you use it. Look for loose connections and damaged components. Make sure electrical equipment is grounded properly each time it is used.

Ultraviolet (UV) radiation can cause burns to the skin and eyes. Welding hoods and special welding goggles with UV filter lenses and side shields are designed to protect your eyes and face from UV exposure. Appropriate gloves and aprons must be used to protect exposed skin. Welding curtains may be used for the same purpose, to protect others in the vicinity of the welding area. This equipment must be used faithfully for every welding job in order to prevent UV burns. Flash burns to the eyes are extremely painful and can cause permanent damage, including blindness.

Follow company policies for using PPE to prevent hearing loss and UV burns, and follow them consistently. Correct any situations that pose a fire or electrical shock hazard. If you do have a safety concern about welding hazards, report it to your supervisor or your company's safety office immediately.

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CLP SKILLED TRADES SOLUTIONS

What To Do In Case Of Fire

Most fires start out small, but after a few minutes they can be out of control. It's important to know what to do, to act fast, and to sound the alarm. This week's safety brief deals with what to do in case of a fire.

THINK FAST AND ACT WITH CAUTION: When you first discover a fire, determine what to do immediately. If the fire is small and you have the proper fire extinguishers, **PUT IT OUT.**

SOUND THE ALARM: Do not underestimate any fire. If the fire is too much for you to handle, report it immediately.

WARN THE PEOPLE: Warn all people in the area immediately so they can get to places of safety. This is especially important in the case of fires in buildings.

STAND BY: Stay near, but at a safe distance from the fire. Meet the firefighters to tell them where the fire is. They can waste valuable minutes if they have to find it themselves.

FIRE FIGHTING: Everyone is responsible for preventing fires. But everyone is not obligated to fight major fires. In general, never join in the firefighting unless your help is requested by the firemen.

CORRECT EXTINGUISHERS: Different fire extinguishers are recommended for each type of fire. For *CLASS A* fires (wood, textiles, rubbish) use foam or water. For *CLASS B* fires (grease, motor vehicle, flammable liquids) use foam, dry chemical, carbon dioxide, or vaporizing liquid. **NEVER** use a water-type extinguisher on live electrical equipment. You can be electrocuted instantly by the electrical current following the water stream to your body. **NEVER** throw a stream of water on a *CLASS B* fire. You can splatter flaming liquids over a wide area, spreading the fire out of control.

To summarize, you should adhere to the following guidelines:

- No matter where you are, know where the fire extinguishers are and how to use them correctly, so that you can act quickly.
- Know what to do, and do it quickly.
- Act safely and with caution.
- Sound the alarm.
- Warn others in the area.
- Stand by to direct the firefighters to the fire, and stay back and out of the way unless you're asked to help.

If you follow these simple guidelines, you may be able to put out a small fire, or at least keep a small fire under control.

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Using Tools Safely

Your tools enable you to perform your job. When they aren't in proper working order, or when you don't handle them properly, you can't perform your job, meaning that you might be endangering yourself or others. Keep the following information in mind when handling any hand tools, power tools, or other similar equipment.

Before handling any tool, whether it was furnished by the company or by you, check to see that the tool has been maintained in a safe condition. Personnel assigned to tool rooms are responsible for the inspection and repair of tools under their control.

Hand Tools

- Insulated or non-conducting tools should be used when working near energized electrical circuits.
- Tool handles must be tightly fitted. Wooden handles should be carefully checked, and tightened with wedges, if necessary; split or splintered handles should be replaced.
- All impact tools, such as chisels, punches, and wedges, should be regularly dressed to eliminate "mushrooming" or other distortions.

Power Tools

The majority of power tool accidents are caused by improper handling or poor maintenance. The following applies to all types of power tools:

- Only authorized personnel should operate or repair power tools.
- Maintenance of power tools should be systematic. All worn or damaged tools should be promptly repaired or replaced, and all tools should be cleaned, tested, and inspected regularly.
- Do not use power tools if safety devices, such as shields, tool rests, hoods, and guards have been removed or otherwise rendered inoperative.
- When using tools under conditions that expose you to the hazards of flying objects or harmful dusts, you must where the required personal protective equipment provided.
- All electrically powered tools must be properly grounded, or of double-insulated construction. Outlets used for 110 volt tools should be protected by ground fault circuit interruption devices, or as per the Assured Equipment Grounding Conductor Program.
- Never use gasoline-powered tools in unventilated areas. Gasoline should only be dispensed only in UL-approved safety cans.
- Portable grinders should be provided with hood-type guards with side enclosures, which cover the spindle and at least 50% of the wheel. All wheels should be inspected regularly for signs of fracture.
- Bench grinders must be equipped with deflector shields and side cover guards. Tool rests must have a maximum clearance of 1/8-inch from the wheel, and tongue guards adjusted to a maximum clearance of 1/4-inch.
- Hoses supplying pneumatic tools should have couplings secured to prevent accidental disconnections.
- Air-supply lines should be protected from damage, inspected regularly, and maintained in good condition. Secure couplings by positive means.
- Air sources supplying hoses exceeding 1/8-inch ID should be protected by excess flow valves to prevent "whipping," in the event of hose separation or failure.
- The pressure of compressed air used for cleaning purposes must be reduced to 30 PSI or less

Powder-Actuated Tools

- Only employees who have furnished evidence of having been trained in its use may be allowed to operate a powder-actuated tool. Anyone exposed to this type of tool must wear eye protection. If it is used for extended periods of time, you must also wear hearing protection.

- Do not load tools until just prior to use. Never leave loaded tools unattended.
- Never use these tools in an explosive or flammable atmosphere. Cartridges (the power source) should be kept separated from all other material.
- Make sure you account for all cased power loads. Police the area and remove any used cases.
- Powder-actuated tools must meet all applicable requirements of ANSI 10.3.
- Fasteners should not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile.
- Avoid driving into materials that are easily penetrated, unless these materials are backed by a substance that prevents the pin or fastener from passing completely through, creating a flying missile hazard on the other side.

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