Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

HARD FACTS ABOUT HARD HATS

No. 1

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

Your crew may give you grief about wearing their hard hats. Here are some of the common reasons people give for not using hard hats and things you can say to change their minds:

"It's too heavy"

A hard hat (15.5 ounces) is only a few ounces heavier than a cloth baseball cap!

"It's too hot"

Not true! Actual measurements have shown that the temperature under a hard hat is 5 to 10 degrees cooler than outside.

"It gives me a headache"

Being smashed on the head by something falling *two stories* will give you a worse one! There are no medical reasons for headaches from properly adjusted hard hats.

"It won't stay on"

Yes, if you're working in a high wind, you'll need a chin strap and a nape strap if you bend over a lot.

"It's noisy"

Wrong again! A hard hat can shield your ears and *reduce* noise. Ear muffs can be mounted to the hard hat in high noise areas.

Hard Hat Tips:

- Check your hard hat everyday! Remember to look for:
  - cracks
  - a dulling of the color or a chalky appearance
  (this may indicate excessive exposure to sunlight or chemicals that may weaken the shell)

If you notice any of these, get a new hat!

- Clean your hard hat often so it will be easier to find problems.
- If your hard hat gets hit with something, get a new one immediately! The shell and suspension will be weakened by the impact.
- Don't put your hard hat on the back window shelf of your vehicle. During a panic stop, the hat will become a *missile* and could hit you (or your passenger) on the head.

Remember, ANSI requires that hard hats:

- Deflect an 8 lb weight dropped from 15 ft
- Limit penetration of a 1 lb plumb bob dropped from 10 ft
- Have an average burn rate not greater than 3" per minute

Try this for show and tell!

Find an old hard hat that needs to be "retired." Ask the crew to look at it and tell you *why* it should be thrown out.

Questions you can use to get them talking:

- What can you do to make your hard hat fit better?
- Why should you wear your hard hat all the time?
- Has anyone had—or heard of someone who has had—an accident that happened because they weren't wearing their hard hat?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

EYE PROTECTION - FLYING PARTICLES

No. 2

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

Can't get your crew to wear their eye protection?

Tell them the story of the one-eyed carpenter.

A carpenter asked his insurance company to pay for the damage done to his glass eye which was broken when a nail he had been driving flew up and struck it. When he was asked how he lost the eye in the first place he replied, "Oh, the same way, a flying nail." A dark world awaits this carpenter if the next nail hits his other eye before he decides to use safety glasses.

It may be difficult getting used to eye protection, but have you tried getting used to a glass eye?

There are two kinds of foreign particles that can get in your eyes on job sites.

The first type is wind carried material like:

- sawdust
- dirt
- rust, etc.

Although a bother, these aren't as serious as the other type: namely high speed chips that go flying when a hard material contacts another hard material. Some examples include:

- A jackhammer breaking rock or concrete
- Drilling or reaming steel
- Cutting masonry products with a powered saw
- Demolishing walls or ceilings
- Striking a chisel or punch with a hammer
- Using a powder actuated gun into steel or concrete
- Cutting with a portable circular saw

Eye protection can be:

- safety glasses
- safety goggles
- face shields
- prescription glasses with safety lenses

Each has a different use depending on whatever conditions exist for your particular job site. It is *very important* to make sure that your eye wear fits correctly. Remember that proper ventilation and sprays can help reduce fogging.

Try this for show and tell!

Find a few old pairs of goggles (different kinds) that have nicks and scratches on them. Point the marks out to the crew telling them that those are the places where debris would have gotten into their eyes if they hadn't been wearing eye protection.

Questions you can use to get them talking:

- What kind of jobs need eye protection?
- Where can you get eye protection?
- Has anyone heard of a serious accident involving someone who wasn't wearing eye protection?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

DRESS THE PART

No. 3

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

The clothing we wear can either protect us from an accident or get us into one.

Make sure to tell your crew that there are certain judgments that must be met regarding the kind of clothing they wear. Remind them that what they wear will depend on:

- weather conditions
- the kind of job they're doing
- the environment they're working in

For example, gloves should usually be worn when handling rough material. However, a worker got injured once when his glove got caught and wound around a drill.

Shoes

Shoes you wear at work need *thick soles and ankle support. Don't* use your worn out dress shoes or sneakers. Skid resistant and chemical resistant sole materials are available. Steel toe caps protect the toes. Engineer's boots have very high sides—up to 15"—to protect the ankles from brush, branches and snakes!

Pants

Pants that are too long are dangerous because you could trip coming down a ladder or stepping backwards. They should not be "cut-offs" and should be made of durable material which protects from scratches and bruises and have a slow flame spread.

Shirts

Shirts should offer protection from the sun and low velocity flying objects. *Never go shirtless—sunburns can be serious!* Shirttails should be long enough to tuck into the pants to protect the lower back.

Be sure to remind your crew to keep their clothes clean. Dusty or oil soaked clothing can cause skin irritations and clothes soaked with oil and grease can result in fatal burns.

Jewelry and Other Accessories

Remind your crew to leave off the decorations. One man lost a finger when his ring caught as he fell climbing down from a truck. Loose watch chains, key rings or work pouches can hook on something and cause you to lose your balance.

Wear enough clothing in cold weather. Wool is warmer than cotton and two light layers are better than one real heavy one. Long johns made of cotton, wool or other natural materials is better than nylon because they absorb moisture and prevent chilling. Nylon melts when exposed to flame and sticks to the skin!

Remember to tell them that, depending on the job, hard hats and eye protection along with other personal protective equipment like gloves, ear muffs, respirators and leather sleeves are essential to their comfort and safety. Ask them if they have ever seen a professional football player in a game in shorts and a tee shirt? Of course they haven't. Tell them that the same thing applies to them; they are professionals too!

Try this for show and tell!

First of all, make sure you set a good example by being properly dressed yourself!

Next, find an old sneaker and drive a nail through it to show how easy it would be to get a foot injury by wearing improper shoes.

Questions you can use to get them talking:

- What kind of clothing is needed on this job?
- When should gloves be worn? When shouldn't they be worn?
- Has anyone heard of a serious accident involving someone who wasn't wearing the right clothing?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

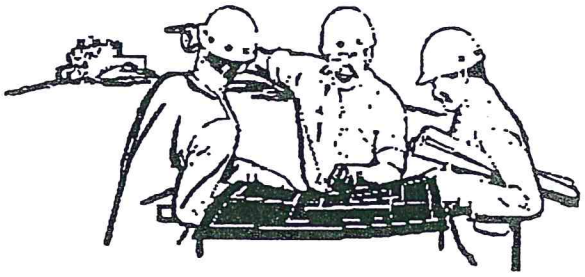
Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

SAFETY RULES

No. 5

How This Talk Applies To My Crew:



Some things to know *before* you give your talk.

- Get and review your company's safety rulebook
- Give your crew copies if they don't already have them.
- Pick out the rules that are currently most important to the safety of your crew.
- Make sure you tell the crew that safety rules have been developed for the *their own good* reminding them that each rule came about as a result of an accident.
- Get the crew's input! Ask them to prioritize the rules that they think are the most important to their safety. If your company doesn't have a set or safety rules—or the rules don't apply to the current or upcoming work—develop a list of key ones.
- When the meeting is over, summarize the rules that were agreed as being most important and make copies for everyone. Over the next few days make individual contract with each one and give them their copy and discuss how they relate to work being done.

Try these for show and tell!

Use your company's safety rulebook as the focus of the meeting so that the workers become familiar with it.

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code, standard or regulation making authority for interpretation or clarification.

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

Alibis

No. 14

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

For a week or so before the meeting, make up a list of all the alibis—or excuses—that you have heard when people have had accidents, haven't followed safety rules or haven't reported unsafe conditions.

During the meeting:

- Remind the crew that safety isn't just luck. It involves following the safety rules, doing a job the right way and watching out for each other.

- Pass out your list of alibis and ask what really should have been done to prevent each situation. Stress safety pre-planning of the task, having the right equipment and how doing it right eliminates the need for excuses and accidents.

- Be ready to point out ways that the following excuses can be eliminated:

  I was in a hurry!
  The job was just going to take a minute.
  I was distracted.
  I had never done the job before.
  Nobody told me how to do it.
  Well, no one was looking.
  It was too heavy.
  It was too dark.
  I didn't get much sleep last night.

Try this for show and tell!

Have workers add to the excuses but require that they also tell what would have prevented the need for the excuse.

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

GASOLINE

No. 17

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

Even if it is only in fueling their vehicles to get to work, your crew comes in contact with gasoline in some capacity everyday. As supervisor, you need to warn them of the hazards of gasoline.

Gasoline is extremely dangerous. Here's why.

- Its vapors will ignite at the surface at a temperature of -45F.
- Its lower explosive limit is 1.4% volume of vapor in air. Vapors can travel significant distances and collect in low places.
- It is only 75% as dense as water; therefore, it will float on top of water.

Water is useless as a fire fighting material because it will *spread* burning gasoline, not smother it.

Other hazards often overlooked are health risks caused by inhaling the vapors or absorbing the liquid through the skin. Inhaling gasoline vapors causes depression of the central nervous system, like alcoholic intoxication. Its solvent action on the skin can lead to contact dermatitis.

Gasoline safety tips

- Use gasoline only as a motor fuel! It is too dangerous to use as a cleaning solvent or fire starter!
- Handle gasoline for refuelling small gasoline engine equipment only in approved flammable liquid safety containers equipped with:
  - flame proof screens,
  - a quick closing lid, and
  - a flexible metal fill hose.
- Eliminate all sources of vapor ignition. This means:
  - No smoking!
  - Avoid static electricity buildup. Always connect portable containers to supply drums/tanks with a bonding wire during filling; always touch the safety container's dispensing hose to the fuel tank being filled *before* pouring or pumping gasoline.

- Do not refuel equipment while it is running. Shut off the engine and allow hot metal surfaces to cool enough so that you can touch them.
- Make sure you don't over-fill the tank.

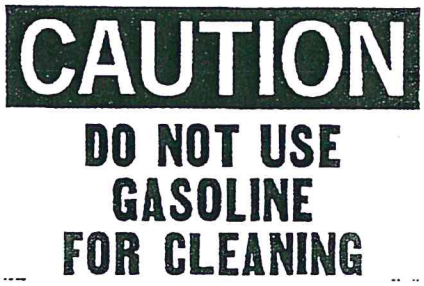
- Keep portable fire extinguishers near flammable liquid storage areas and equipment refueling areas. On construction sites, the most practical fire extinguisher is a Multi-Purpose Dry Chemical type. It should be placed *no more than 30 feet* from locations where a fire could occur.
- Don't breath gasoline vapors unnecessarily. Keep containers and fuel tanks at least arm's length away.
- Wear solvent resistant gloves. If your skin gets splashed with gasoline, wash the area with mild soap and clean water.
- If your clothing becomes saturated with gasoline, remove it immediately. Contaminated clothing should be air dried before laundering.

Try this for show and tell!

Give a fire extinguisher demonstration and *make sure* everybody in the crew knows how to operate one.

Questions you can use to get them talking:

- Can you use water to put out a gasoline fire?
- Has anyone ever had an accident—or know of one—involving gasoline?



sample warning sign

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.0. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

SCAFFOLDS

No. 21

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you should know that over one-third of the serious injuries to workers in the building trades are caused by falls from one level to another. These accidents usually occur because someone is working or standing on an unsafe surface (a makeshift scaffold) or using a scaffold incorrectly or working on one that hasn't been put up properly. They may seem safe but they can be very dangerous. Makeshift scaffolds should not be used and are made of such things as:

- concrete blocks
- boxes
- buckets
- piles of scrap material
- poorly supported wooden planks
- machinery

Take the time to build a *safe* scaffold. We are not in such a hurry that we are willing to sacrifice safety. There are a couple kinds of scaffolds that are acceptable if built right. Some examples of scaffolds and things to remember when erecting them are:

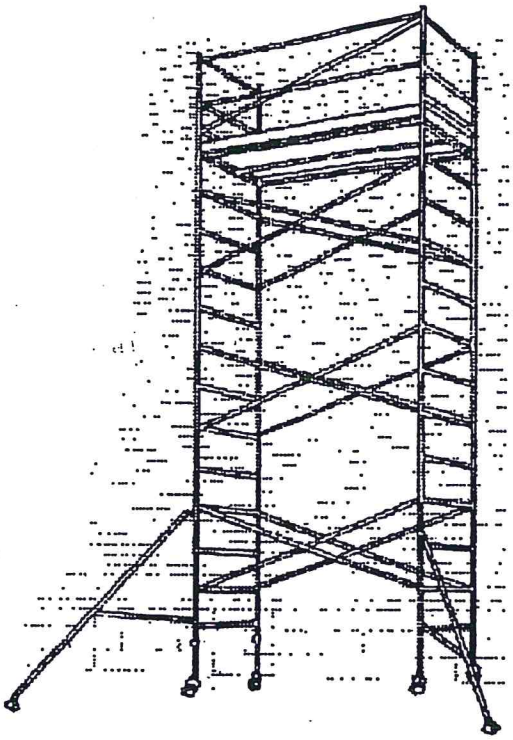
Rolling Scaffold

- They should only be used on a level surface.
- The height should *not* exceed 4 times the minimum base dimension, unless guyed or equipped with outriggers.
- Decking should be full width and secured against displacement.
- They should have guardrails, midrails and toeboards.
- All casters should be locked except when the scaffold is being moved.
- No one should be on it while it is being moved.

Tubular Metal Scaffold

- Should be tied to and braced against the structure at intervals not to exceed 30 feet horizontally and 26 feet vertically.
- They should have guardrails, midrails and toe boards.
- Screwjacks should be adjusted to plumb and level the scaffold.
- All crossbracing should be installed.

- Mudsills should be used on soft ground.
- Planks should be lapped not less than 12" nor more than 18".
- Ice or snow should be cleaned off before it is used.
- Safe means of access should be provided - *Climbing crossbracing is dangerous.*



Try this for show and tell!

Look at some job site scaffolds and talk about what is right about them and what is wrong.

Questions you can use to get them talking:

- Have you seen any makeshift scaffolds on this job? Where?
- Why do we see so many makeshift scaffolds on construction jobs?
- Has anyone ever had an accident—or know of one—involving a makeshift scaffold?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

ASKING FOR TROUBLE (Taking Chances)

No. 22

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you know that accidents occur because we have not thought things through before starting to work.

Think about whether your crew asks the question "Am I asking for trouble?" when they:

- climb a ladder while trying to carry a lot of tools by hand.
- jump out of a truck or from a piece of heavy equipment.
- operate heavy equipment or travel in vehicles without wearing safety belts.
- don't wear eye protection when chipping, grinding or cutting.
- try to lift something by themselves when more than one person or mechanical equipment should do it.

You can think of other examples from your experiences. Remind your crew to use common sense and the benefit of their training to make decisions that result in safe completion of their work. Tell them that if they ever feel they don't have the necessary information to make the right decision, they should ask for help.

Try this for show and tell!

Review some recent accidents and discuss how they could have been avoided. Get the crew to agree that at least some were the result of taking chances.

Questions you can use to get them talking:

- How are workers asking for trouble on this job?
- What can each of us do to prevent trouble from happening?
- Has anyone ever had an accident—or know of one involving someone who was just asking for trouble?

Attended by :

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code, standard or regulation making authority for interpretation or clarification.

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

TEAMWORK-LOOKING OUT FOR ONE ANOTHER

No. 23

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you know how important teamwork is in construction. It plays a big part in each of us returning home safe at the end of each workday.

Remind the workers about the different ways they can help each other avoid accident and injury.

- Don't pass the buck! Never think, "I'll only look out for myself."
- Warn others! They may not be experienced or familiar with their work area enough to recognize a hazard. They could be so distracted or involved in their work that they won't recognize they are in danger.
- Offer safety advice in a sincere and helpful manner.
- Set a good example by following safety rules and using tools and equipment correctly.
- Don't leave a "trap" for the "other" person! We have a responsibility for those who follow after us or use the same materials, tools or equipment. For example, keep machine guards in place.
- Encourage each other to report any injury, no matter how slight. Minor injuries can become serious if not treated promptly.
- Remind others to wear proper clothing and personal protective equipment! Set the example!
- Ask questions about any part of your job you don't understand.

Try this for show and tell!

Give some examples of situations where teamwork should be used and ask the crew to explain to you *how* teamwork could help.

Questions you can use to get them talking:

- What have you seen done to help someone else work safe?
- What "traps" to cause injury have you known one worker to create for others?
- Has anyone ever had an accident—or know of one involving someone who didn't use teamwork?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

WATCHING OUT FOR YOURSELF

No. 24

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you need to understand that you can't watch all your people all the time. So you must identify those people and jobs in your area of responsibility that are most difficult to observe.

Be prepared to tell your crew that although much effort goes into providing them with a safe place, much of the responsibility for working safely falls on them.

During the meeting:

- Remind them that taking chances, engaging in horseplay, using the wrong tool, not wearing personal protective equipment all the time and not following the safety rules are largely decisions one makes for oneself.
- Explain to them that everyone in the company is interested in their safety. However, others can't be looking out for them all the time.
- Emphasize that following the safety rules and wearing personal protective equipment only when someone is watching is only going to result in eventual injury.

Try this for show and tell!

Ask the group what each one of them can do to better provide for their own safety. The discussion should include use of personal protective equipment, not taking unsafe shortcuts, use of equipment guards and eliminating horseplay. Always using seat belts and requiring others to do so in their personal cars is an excellent example.

Questions you can use to get them talking:

- I'd like each of you to mention one thing you have done recently to make this a safer job.

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code, standard or regulation making authority for interpretation or clarification.

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

WHAT DIFFERENCE DOES IT MAKE? (HOUSEKEEPING)

No. 26

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you know how important good housekeeping is in preventing accidents and losses.

Remind your crew that poor housekeeping can lead to many kinds of losses.

- Damage to materials, structure, and equipment.
- Loss of productive work time needed to work around trash and disorganized storage of materials.
- Fires
- All kinds of injuries
  - punctures due to nails in boards
  - twisted ankles
  - trips/falls
  - particles in the eyes

In addition, injuries result because the proper equipment for material handling or work at heights could not be used and work was done without it.

Good housekeeping is a result of planning in advance to determine who will be responsible for:

- trash and how it will be removed
- material storage and how it will be stored.

It requires the cooperation of everyone to keep the equipment and work areas clean and orderly. Everyone has seen the hazards that are created by poor housekeeping. Many people have even experienced first hand an injury or seen an injury that is the result of poor housekeeping.

Try this for show and tell!

Point out an area that needs housekeeping attention on your jobsite. Ask the crew for suggestions as to what can be done to improve it.

Questions you can use to get them talking:

- How is the housekeeping on this job? How can we improve it?
- How is trash removal? Is the dumpster close enough? Enough trash barrels?
- Has anyone ever had an accident—or know of one—involving poor housekeeping?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

HORSEPLAY

No. 28

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you have probably seen your share of how some people try to get laughs and attention by playing "jokes" on other workers. Unfortunately, these people can usually find a few workers unwise enough to encourage them.

Remind workers that safety hazards are present everyday on our jobs. Broken ladders, hand tools in poor condition and flying objects are bad enough, but that the practical joker just adds one more unnecessary hazard.

Some things that have happened as a result of horseplay are:

- A worker lost an eye because someone thought it was funny to throw something at him from a distance.
- Ruptured eardrums or ruptured bowels have been caused by fooling around with air hoses.

Other "practical jokes" that can cause injury are:

- Tripping
- Pushing
- Throwing tools or other objects
- A "hot foot" that catches clothing on fire
- Altering someone's equipment

Injuries from horseplay can result in criminal prosecution. Courts have held that these injuries are not just an accident, but a deliberate act.

Try this for show and tell!

Have the group list the ways somebody could get hurt on the job. Then make the point that with all the real hazards that exist, why would anybody want to take the chance on getting injured by horsing around?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code, standard or regulation making authority for interpretation or clarification.

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

A PLACE FOR PERCENTAGES (YOUR CHANCES OF BEING INJURED)

No. 29

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you know that an unsafe worker has a much greater "chance" of being involved in accidents than a safe worker.

The percentage of probability is determined by the amount of exposure to safety hazards. For example, a worker shutting down a motor before maintenance—or wearing a hard hat—has a much greater chance of not being injured.

What chance of injury does the person have who fails to follow safety procedures? Studies show that out of 330 accidents:

- about 300 do not result in an injury,
- 29 result in minor injuries,
- and 1 results in a serious injury.

How do you know where you will fall in that 330?

The percentage of probability of an accident occurring *increases* when safe procedures are not followed. The chance of a serious injury also increases when unsafe procedures are *repeated.*

Try this for show and tell!

Talk to the crew about what could be done on the job to reduce the chance that someone will be injured. Ask them to point out specific areas on the site that can be improved.

Questions you can use to get them talking:

- What do you do in your job that increases the percentage of probability of an accident?
- Would each of you tell us something that could be done on this job to lower the chances of someone having an accident?

Questions you can use to get them talking:

- Why does horseplay occur on a construction job?
- How can horseplay be discouraged?
- Has anyone ever had an accident—or know of one—involving horseplay?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

FIRST AID - INFECTION

No. 30

How This Talk Applies To My Crew:

1. Many workers consider injuries such as burns, cuts, bruises, punctures, etc. of so little importance that they do not bother to get first aid. Actually it is dangerous to neglect these seemingly minor injuries since they are very easily infected. A knife cut, nail jab or scraped shin, for instance, can bring serious consequences if infection develops.

2. What is infection? The unbroken skin acts as a protective shield for the body. However, it is exposed to countless germs which are harmless as long as they remain on the surface. When the skin is broken as the result of an injury, the barrier is down and germs swarm into the open wound to multiply and infect it. Once infection develops, unless properly treated, it can spread rapidly, causing severe pain, sometimes permanent disability, and even death.

3. An injury should never be neglected because it doesn't seem serious enough to need first aid. The safe, sensible thing to do is to get first aid for all injuries.

Sometimes we tend to take the attitude, "I nicked myself like this before and never had any trouble." If so we have just been lucky. Infections or other complications do not always follow slight injuries, but the person who thinks they can escape infection time after time is gambling. Someday their luck is going to run out. They can't win all the time.

The recommended treatment for small cuts, abrasions, scratches, etc., is:

1. Put on the latex gloves found in the first aid kit before treating someone and wash hands thoroughly after removing gloves.
2. Cleanse the wound with soap and water (keep soap in the first aid kit)
3. Use clean, dry bandages that are in the first aid kit
4. Refer to the doctor if there is any foreign matter in the wound
5. Refer to the doctor if any sign of infection (pain, swelling, redness) develops
6. Do not apply ointments or antiseptic solutions

Questions you can use to get them talking:

- Where do we get first aid for minor injuries?
- Where are our first aid kits located?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

FIRST AID - SOME DOs AND DONTS

No. 31

How This Talk Applies To My Crew:

When attempting to aid an accident victim, an untrained person may do more harm than good. Even some of the first aid training you have had in the past may no longer be the best approach. If you have not had first aid training within the past year, limit your assistance to what is immediately necessary to save life and limb and remember these "don'ts."

1. Do not treat any injury involving blood or body fluids without first putting on latex gloves.

2. Do not attempt to move a person with injuries to the back, neck, legs or head. Protect them where they lie and especially do not try to get them to stand. Serious aggravation of broken bones, spinal cord injuries or internal bleeding may result.

3. Do not attempt to straighten a twisted limb. Serious damage to blood vessels, nerves or skin may result.

4. Do not use tourniquets; direct pressure with a clean bandage will control bleeding.

5. Do not apply ointments or powders to cuts, scrapes or burns. Use only the clean, dry dressings supplied in the first aid kit.

6. Do not attempt to rub or wipe a particle from a person's eye. Often repeated blinking will do the trick. Do take advantage of eye wash stations or eye wash solution in the first aid kit.

7. Do not raid the first aid kit to replace home supplies. Do notify your supervisor when items are used or missing.

What to do in an emergency:

Questions you can use to get them talking:

- Do we have any trained first aid workers on the job?
- Do you know where to report injuries and where first aid supplies are?
- Do you know where and how to call for emergency doctor and ambulance service?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

WATCHING YOUR STEP ON STEPLADDERS

No. 33

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As a supervisor, you should know that accident studies have shown that stepladders have been involved in a high percentage of the falls experienced by certain trades including electricians, painters, sheet metal workers, pipe fitters and pipe coverers. Does this mean that stepladders are unsafe? Not if they are used properly.

Most stepladder accidents have involved unsafe practices and conditions. It is up to everyone to ensure that the equipment they use is in good physical condition and that they are using it properly.

Here are some ways to prevent some of the most common stepladder accidents:

- *Do not* stand on the top 2 steps of a folding stepladder. If you *must* go higher to perform your work, use a taller ladder.
- Make sure that all four legs of the stepladder are on even footing and that the spreader is fully opened.
- Use the best tool for the job. Don't use a stepladder as a straight ladder. The legs are not designed for this which can result in the base kicking out.
- Make sure that your stepladder is latched in the best position to perform the work. If you must reach out or bend excessively, stop and reposition the ladder.
- Inspect stepladders for damage regularly. Cracked steps and uprights or loose or missing parts can result in total collapse of the ladder. If a stepladder is broken it should be removed from service, repaired or destroyed to prevent future use.

  Do not attempt to repair a broken stepladder! Send it back to the shop!
- Do not loan company ladders to other contractors.
- Do not use a metal ladder near electrical conductors.

Try this for show and tell!

Get a stepladder that needs to be thrown out and ask the crew why it shouldn't be used anymore.

Questions you can use to get them talking:

- Do we have any defective stepladders on the job?
- Do we have the correct height stepladders on this job?
- Has anyone ever had an accident—or know of one—involving a stepladder?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

HAND TOOLS

No. 36

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As a supervisor, you know how important tools are in getting the job done. Tools like hammers, chisels, screwdrivers and pliers all have an important place at your jobsite.

Explain to your crew that each of these tools are designed to perform their own special function and using them for any other job may result in *serious* injury. For instance, how many times has your crew used a screwdriver when they should have used a pry-bar? Or a punch? Or a chisel?

Use the right tool for the job.

Here are some of the accidents which have happened because of using the wrong hand tool or because the tool was damaged:

- A worker was using a wrench to hammer a bolt. The head of the wrench glanced off the end of the bolt and mashed their finger.
- Someone was using a hammer with a loose head. The head flew off and struck another employee.
- A worker was using a pick when a splinter from the handle entered their hand.
- Someone struck two hardened steel tools (hammer and axe) together. They chipped and a piece of steel flew into another person's eye.

Tool Rules

- Use the right tool for the job.
- Take care of your tools.
- Turn in any damaged tools.

Try this for show and tell!

Find a damaged tool that has obviously been used for the wrong job and show it to the crew. Check the gang box for damaged tools.

Questions you can use to get them talking:

- When was the last time you checked your toolbox for damaged tools?
- Has anyone ever had an accident—or know of someone who did—when they used the wrong tool?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

TEAM UP AND CLEAN UP
(HOUSEKEEPING)

No. 41

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

Talk to your crew about the importance of housekeeping in preventing accidents.

Housekeeping is influenced by two things:

- what we do (or neglect to do) and
- the weather.

While we can't prevent bad conditions caused by the weather, we can do what needs to be done.

A general cleanup once a week won't guarantee safety on a construction site. Housekeeping is a job that can't be put off.

Remind the crew to pick up as they go. Housekeeping is everybody's responsibility.

Everyone has seen jobs where it wasn't safe to turn around or even put your foot down without looking twice to be sure there wasn't something that might cause an accident. Not only is it unsafe, but it also makes for poor relations with the owner and the public.

Go over some of the specific items of good housekeeping practice:

- Put all scrap in its proper place.
- Secure materials to prevent shifting or rolling.
- Keep toolboxes clean and orderly.
- Put lunch scraps, newspapers, discarded rags, etc., in the trash.
- Don't leave open containers of flammables: gasoline, paint, oil, grease, adhesives.
- Store materials so there is always a clean path around and between work areas and in and out of the jobsite.
- Provide for good drainage.
- Sweep up dirt and trash.

Try this for show and tell!

Ask someone to find a particular tool in a gang box or tool container. Then discuss how much easier and safer this could be done if everyone using the equipment practiced good housekeeping.

Questions you can use to get them talking:

- Is there any area on this job which presently needs a clean-up?
- Are the trash containers on this job adequate and are they being used?
- Has anyone ever had an accident—or know of one—that was caused by poor housekeeping practices?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

PORTABLE ELECTRIC TOOLS

No. 43

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

How many times, as supervisor, have you heard these words spoken about power tools?

"It's only 110 - it can't hurt me."

There are many accident reports that show that a 110 volt shock can be *fatal.* It's not the voltage that will get you; it's the amperage or current.

Check if your job is using an assured grounding system or GFCI.

Explain to your crew how they are protected from electrical faults. Tell them about:

- third (grounding) wire (complete with grounding prong) on the outlets and extension cords,

  this provides a low-resistance path to ground. Should they come in contact with a fault in the cord or tool, the current will take the path of least resistance: going to the ground through the third wire *rather than through their body.*

- Ground Fault Circuit Interrupters (GFCI).

  this device measures current on the hot wire and the neutral wire—they should be the same. If they are not, that means that the current is leaking. In that case, the GFCI will trip when it senses a difference as little as 5mA (milliamperes).

  Nuisance tripping of a GFCI can be corrected with some simple investigation. If a long extension cord is used, insert a portable GFCI at the working end. Look at all connections, are any wet or in water? Test the tool, it may have a fault in it. Test the GFCI, they can also break. But don't bypass it!

- Assured Grounding System

  This requires frequent checking and color coding of all tools and cords. Normally done on a job by the electrical sub-contractor. If used on your job, you should explain the operation in detail.

You should also remind them to check the casing on their double insulated tools, if that is what they use, since any crack in the case can cause a shock.

As most everyone knows, working with electricity in wet conditions is dangerous because water is an excellent conductor of electricity.

Electric tools should not be used in the rain or allowed to become wet by being splashed or dropped into water.

If someone is using a tool and feels a tingle, tell them to have it checked out. This could be their only warning!

Tell the crew to check their own power tools for obvious defects.

- Is the cord cracked of frayed?
- Has the case cracked or is it bent from abuse?
- Is the extension cord three wire and is the third prong in place?

If they are not satisfied with its appearance or operation, they should turn it back in for repairs. Warn them not to try to repair it themselves!

Remind them that if extension cords are used on site, they must be rated for heavy or extra-heavy duty service. The cord should also be protected from mechanical damage.

Try these for show and tell!

Try to find some power tools that need to either be thrown out or repaired. Ask the crew to take a look at them and tell you why they should not be used anymore.

Or point out the type of grounding you have at your site and explain how it works to the crew. (OSHA allows both an assured grounding system or the use of GFCIs.)

Questions you can use to get them talking:

- Do any of your tools have frayed cords where they enter the tools?
- How many of you have been injured with a power tool? What happened?
- Could an extension cord be cut in a door or opening?
- Do all tools/cords have a third prong (except double insulated)?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

PRE-PLAN TO PREVENT ACCIDENTS

No. 44

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As a supervisor, you know the importance of preplanning for safety reasons. Talk to your workers about removing the hazards *before* they result in accidents.

Since hazards vary on most construction sites we must be constantly aware of hazards that might be encountered in upcoming phases. This is similar to inspecting our vehicles before we go on vacation.

Your crew can take part in the preplanning process by helping to control anything with accident producing potential.

Sometimes the control factor is as simple as:

- wearing a hard hat or safety glasses,
- securing ladders,
- discarding broken tools or
- wearing gloves.

Remind the crew to discuss the safety aspects of any new job with you before they start.

Try this for show and tell!

Show the crew your job's preplanning sheet (if you have one). Talk about the safety aspect of the upcoming work.

Questions you can use to get them talking:

- What are the most expected accidents on this job? How can we preplan to prevent them?
- Has anyone ever had an accident—or know of one—that occurred because someone didn't pre plan??

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code, standard or regulation making authority for interpretation or clarification.

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

LIFTING AND MATERIAL HANDLING

No. 45

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

Being the supervisor, you know that handling construction materials is a routine part of the job. Your crew has to lift and carry many objects every day. These include items that are:

- heavy or awkward sizes, or
- difficult because they have handled them repeatedly for many hours.

That's the reason why so many construction workers end up with back injuries. About 1 out of every 4 workers who lose time from work suffers from an injury caused by handling heavy materials.

Your crew has probably all heard about the "right" way to lift; with knees bent and keeping a straight back. Do you really think that works? Is it really possible on the job to always lift exactly that way? No.

So what can we do to reduce the chances of getting a back injury? Well, the first thing to do is to think of the toughest handling jobs at the site.

Once you locate the toughest jobs, you can think about ways of making them easier to do. Maybe that means getting a mechanical aid. Or maybe it means having your suppliers deliver the materials closer to where you'll be using them. Sometimes you may have to get help from another worker so that 2 or 3 will be doing the job together.

But what about those situations where they are stuck having to lift, push or carry something by themselves. Tell them about these common sense rules:

- **Lift Comfortably** - Choose the position that feels best—with or without a straight back.
- **Avoid Unnecessary Bending** - Do not place objects on the ground if they must be picked up again later. Use a table, platform or hoist if these are available.
- **Avoid Unnecessary Twisting** - Turn your feet, not your hips or shoulders. Leave enough room to shift your feet when handling so as to not have to twist. Do not twist and bend at the same time.

- **Avoid Reaching Out** - Handle heavy objects close to the body. Avoid the long reach out to pick up an object. Get help with bulky loads.
- **Avoid Excessive Weights** - If the load is too heavy, don't try to handle it yourself. Get help or use a mechanical aid if one is available.
- **Lift Gradually** - Lift slowly and smoothly. Avoid jerking to lift or pull a load. Get a good grip on an object to prevent it from slipping.
- **Stay in Good Physical Shape** - Get proper exercise. Sit-ups with knees bent are particularly good for the back. Eat well balanced foods and keep your weight down.

Try this for show and tell!

Demonstrate some safe lifting techniques and have the crew do them along with you. Talk about job operations where lifting could be eliminated or improved.

Questions you can use to get them talking:

- What do you do when there's something on the job which is too heavy to lift by yourself?
- What do you thing are the heaviest and most difficult items to handle on this job?
- Do we have enough mechanical aids available for you? Do we need more? Or a different type?
- Do you believe that the old "lifting with a straight back" really prevents injuries?
- Has anyone ever been injured—or know of someone who has—because they didn't lift something correctly or lifted something that was too heavy for them?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

FALLS

No. 46

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you should know that falls are one of the most common accidents in the construction industry. In total, they kill 7,000 per year and account for 22.5% of all construction injuries.

The most common causes of falls in construction are:

- poor housekeeping
- tripping hazards caused by uneven surfaces
- poor lighting
- weather (rain, snow and ice and mud)
- failing to look where you are stepping

Most falls *can be prevented* by taking an extra second or two to so such things as:

- pick up stray pieces of lumber
- move the extension cord
- clean up after your work has been completed
- highlight short projections through floors—such as pipes or conduits—to increase their visibility
- cover small floor holes by planking over the hole and cleating or wiring the planks
- warn others about mud, water and ice and more importantly, clean it up.

Tell your crew to do what they can to prevent falls but if conditions exist, to tell you so that they can be corrected.

Remind them that the fall they prevent could be their own.

Try this for show and tell!

Prepare a rough sketch of the job including parking areas and surroundings. Ask the crew to point out where any falls have happened and the most likely place for them to occur.

Questions you can use to get them talking:

- Are there any areas here where people could trip?
- Has anyone ever had an accident—or know of one—involving a fall?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

KEEP THE JOB CLEAN

No. 49

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you know that cleaning up at the end of the job is always part of the punch list. However, you should also know that job clean-up can't be a one-shot deal.

It's more effective to eliminate a hazard at its source rather than trying to control it later. For example, it makes more sense to repair a leaking pipe than to keep mopping up the floor.

Tell your crew that good housekeeping pays off in three ways:

- It helps us operate more efficiently and get the job done quicker.
- It helps us get the job done safely. It is a fact that most falls on the same level could have been prevented by good housekeeping practices.
- No one likes working in a mess! You are more likely to take pride in your job and keep it clean if it's clean to begin with.

How to help?

- Pick up things they drop that might cause someone to trip and fall.
- Store materials neatly.
- Clean up scrap as they work.
- Keep walkways clear at all times.
- Take care of tools. Don't leave them where they could cause accidents.

Try this for show and tell!

Have the group nominate and vote on areas of the job that have the worst housekeeping. Develop solutions for improving housekeeping in these areas.

Questions you can use to get them talking:

- What can we do to improve housekeeping on this job?
- Have any of you noticed any housekeeping problems in your work area?
- Has anyone ever had an accident—or know of one—involving bad housekeeping practices?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

THE MACHINE YOU CANNOT BUY (YOUR HANDS)

No. 50

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

Ask your crew to suppose they could buy two pocket size machines that could dress, wash and feed them. Machines that could write messages, operate tools and machinery, put things together and take them apart to provide a source of income.

These machines exist but they are not for sale because of course, they are our hands.

Remind your crew that their hands are delicate and easily injured. They are exposed to more hazards than any other part of the body.

Finger and hand related injuries account for 18% of all disabling injuries. Hands can be:

- caught in machines
- crushed by objects
- cut by saws, wires and other objects
- burned, punched and scraped
- sprained
- bruised
- strained
- twisted
- fractured
- amputated.

Chemicals or hazardous materials present their own special or unique hazards. Before using any chemicals or hazardous materials, the Material Safety Data Sheet (MSDS) on that material should be reviewed to determine what personal protective equipment is required that includes the necessary hand protection.

Ask your crew to think about what life would be like without their hands. Tell them to think about how many hundreds of times they use them each day.

Try this for show and tell!

Show your crew several different pairs of gloves that are available to protect their hands.

Questions you can use to get them talking:

- Does everyone have adequate hand protection for their job?
- Does everyone know where the Material Safety Data Sheets are located?
- Has anyone ever had a hand accident—or know of someone who has?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

DERMATITIS

No. 53

How This Talk Applies To My Crew:

Dermatitis is a medical term for a variety of skin complaints. It is a very common work-related medical problem and can be caused by a large number of different substances and activities. These include: irritating chemicals, chemicals that cause allergies, clothing materials and even heat and cold. Most mild cases can be cleared up by a few simple precautions. So it's particularly sad that many of the severe cases are caused by the very medications and home remedies that are popularly used in self treatment. In fact, dermatologists, doctors who specialize in skin problems, make a good part of their living by treating the damage caused by amateurs.

Around construction work, you can find many materials that can cause dermatitis. Common ones are used in concrete and masonry work: cement, lime, form oil, curing compounds, epoxies. Other materials containing chemicals which affect many people are paint, lubricants and preservatives such as creosote. Just being outdoors puts your skin at extra risk. Poison ivy is a significant cause of lost time in some areas and extremes of heat and cold can do a job on your skin. Some people are unusually sensitive to sun and certain chemicals or medicines can aggravate this sensitivity.

You might get used to irritating materials like lime and think that you're immune to skin problems. But materials can also affect the skin through a process called allergy. *Allergic* means that only some people are sensitive. Poison ivy is an allergy that affects most people but most allergies only affect a few. Unfortunately you can't predict who's going to become allergic or when. You may have been working with a material for years and never had any trouble and suddenly become sensitive. Once this happens you may never be able to handle that material again even with gloves and protective clothing.

So you want to protect yourself against becoming sensitive because trying to protect yourself afterwards may be too late. These precautions should be followed as a matter of routine:

- Wear boots and gloves when they are provided for your use.
- Wear long sleeve shirts and tuck your pants into your boots.
- Apply a heavy duty sun screen (SPF 15) to exposed areas of the skin.
- Otherwise do not use a protective skin cream unless it has been specifically prescribed for you by a doctor.
- Put on clean clothes every day.
- Rinse dust, paint, powders etc. from exposed skin with plain water as soon as practical and take a shower after work everyday.
- Avoid harsh soaps and never use solvents to clean your skin.
- Get medical attention when you first notice a skin rash and do not attempt to treat it yourself other than avoiding the substance that may have caused it.

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

WINTER CLOTHING AND FROSTBITE

No. 55

How This Talk Applies To My Crew:

Construction work is mostly done out of doors or in unheated areas and work clothing should be suitable for those conditions.

Medium clothing worn in layers will provide more warmth than single bulky garments, permit more freedom of motion and make it easy to remove the outer layer if it gets too warm. Thermal or insulated underwear is preferred.

The practice of wearing gloves but no coat makes no sense because chilling of the body reduces the flow of warm blood to the hands and feet.

Sturdy insulated and waterproof boots or shoes should be worn in cold weather. Two pairs of medium weights socks are better than one pair of heavy socks.

Hard hats with winter liners will protect both against the cold and overhead hazards.

To warm chilled parts of the body remove the covering and apply heat in the form of warm air or comfortably warm water. Do not massage the part. In particular, rubbing with snow will aggravate frostbite. Be sure that gloves and socks are dry before you go back to work.

Frostbite requires prompt medical attention.

Fingers, cheeks, nose and ears are the most commonly affected parts and then the feet. Often there is no pain, only a feeling of coldness or numbness and the victim may not even be aware that they have frostbite. Mild frostbite will be firm and cold to the touch and will become flushed on rewarming and then develop blistering.

For first aid cover the frostbitten part with warm dry clothing and get the person to a warm place as soon as possible. Warm drinks are helpful but alcohol or smoking will aggravate the injury. Quickly rewarm the part using warm water; but do not use water that is uncomfortably hot to the touch. Other than covering with clean dry bandages that may be found in a first-aid kit, blisters should be left alone.

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

YOU CAN PREVENT ACCIDENTS

No. 56

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, it is your job to tell your crew how they can prevent accidents on the jobsite. Here are a few ways to convince them:

- Safety is their responsibility. Tell them that you are working to keep this site safe, but that you can't be everywhere!
- Remember, safety works both ways. There will be times when someone will be in a position to help them.
- Remind them to report unsafe working conditions to you or to the safety person. They may be the first to see a hazard or defect that could cause an accident. Report those frayed electric cords, cracked ladder rungs and unprotected floor openings immediately!
- Tell them to keep their work area clean and orderly. Pick up the things they drop that may cause someone else to trip or fall. Keep materials stored neatly and keep walkways clear.
- They can also help new workers on the job. If they have questions about their work, help train and instruct them. Show them the best (and safest) way to do the job.

Try this for show and tell!

Think of new workers as green hands! Pass around a set of green rubber gloves to illustrate green hands. Remind your crew that it's everyone's responsibility to watch out for new people to help avoid accidents.

Questions you can use to get them talking:

- Is there anything else we should be doing to train new workers in safety?
- I'd like each of you to mention one thing you have done recently to make this a safer job.

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code, standard or regulation making authority for interpretation or clarification.

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

THERE'S NO SUBSTITUTE FOR THE REAL THING (PROPER TOOLS AND PROCEDURES)

No. 57

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you know that oftentimes, a worker will use materials or equipment that they shouldn't just to get the job done. You need to tell your crew that this can lead to serious injury. How many times have you seen the following?

- How often are concrete blocks used to support scaffolding instead of the proper screw jacks and pads? Concrete blocks may be handy to support a scaffolding system, act as a step stool or support some other form of elevated platform. But you don't really know if the concrete blocks have hidden cracks and could possibly collapse. They are just not designed for such loading.
- How many times have you seen someone using a five gallon paint can as a step ladder? What's to say that the lid may collapse, resulting in a serious fall injury? Or, the can could even tip. Wouldn't it be better if we utilized a step ladder or build a horse scaffold system?
- How many times have you seen someone use a screwdriver as a prying bar (one worker attempted to pry a heavy piece of equipment with a screwdriver and the shaft broke causing the other piece to fly causing a severe eye injury).

Whenever your crew has to confront an unusual task—especially when it requires specialized tools—they should pre-plan, not use make-shift. Here are some ways they can do that:

- Before they go to work, tell them to think of what activities and job requirements they may find and to then break down the job tasks into individual steps.
- Determine what exposures or hazards may be encountered while performing the task and then come up with safe procedures and equipment to do it.

They should also make sure ladders, scaffolding or other climbing equipment are in good working order.

Try this for show and tell!

Before the meeting, ask some of the people in your crew to think of some acts or tasks—both safe and unsafe. Have them perform them during the meeting and ask the rest of the crew to pick which ones are safe to do and which ones are not.

Questions you can use to get them talking:

- Has anyone ever had an accident—or know of one—involving the wrong tool or piece of equipment?
- What are some of the misuses of tools and equipment on this job? What can we do about it

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

FALL HAZARDS

No. 60

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you should know that falls are one of the most frequent and painful injuries that happens to construction workers. No one is immune from them. These falls can be broken down to three types:

- Falls from heights
- Falls on the same level
- Falls into trenches or excavations

The good thing about fall hazards is that *most* can be easily prevented. But it takes two things: those being *recognition* of the fall accident potential (or accident waiting to happen) and *fixing* it!

Ask yourself these questions before your talk to your crew:

Falls from Heights

- Are your workers exposed to falls over 4 feet? If they are, do they have proper railings to keep them from falling?
- Are they properly tied-off or are nets used on exposed fall from height hazards? Can the fall exposure be corrected by covering and protecting openings?
- When is a worker properly tied off?
  (**answer** = correctly used belt, lanyard, independent life line.)

Falls on the Same Level

- Do you schedule time for clean-up before the end of the work day?
- Are electrical cords arranged so that workers don't trip over them?
- What is the biggest tripping hazard at your job site?

Falls into Trenches and Excavation

- Are adequate ladders provided to get in and out of a trench or excavation? (Every 25 feet, 3 foot overrun).
- Do you have the right length ladders for the job?
- Are all ladders in good condition?
- Are trenches that are left open covered or marked?
- Are trenches provided with easy access (ramps or walkways) from one side to the other so your crew doesn't have to jump or leap over them?

Try this for show and tell!

List all the fall hazards on this job and discuss them with the crew, asking them if everything possible is being done to control them.

Questions you can use to get them talking:

- Has anyone ever had an accident—or know of one—involving any one of these kinds of falls?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.0. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

HOT TIPS (SAFETY RULES)

No. 62

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

Here are some "hot tips" to discuss with your crew. Get familiar with them and be ready to answer your crew's questions:

- *Know your job and follow instructions.*
- *Use the right tools.*
- *Keep your work area clean and orderly.*
- *Use personal protective equipment.*
- *Handle material safely and know your lifting limits.*
- *Use ladders and scaffolds correctly.*
- *Watch out for moving equipment and only operate it if authorized.*
- *Dress for the job and again, wear all required personal protective equipment.*
- *Always wear a seat belt when in a vehicle.*
- *Know where to get first aid and report all accidents.*

Questions you can use to get them talking:

- These ten rules are just a starting point. How many more safety rules can we list? Why are safety rules necessary? What should be done with those who violate safety rules?

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

HEAT STRESS

No. 64

How This Talk Applies To My Crew:

Every year we hear reports of people who become ill or die as a result of summer heat. Heat is an environmental hazard that can cause specific illnesses, decrease productivity, and increase accidents. Tolerance for heat varies greatly among people, although no one is entirely immune to heat stress problems. The heat illnesses are heat cramps, heat exhaustion, and heat stroke. Dehydration is the culprit because vast quantities of sweat must be produced to cool the body.

What are the signs of heat illnesses?

- Heat Cramps: Brief, periodic cramps in the muscles of the arms, legs or abdomen.
- Heat Exhaustion: Tiredness, weakness, thirst and dizziness, with occasional headache, nausea, diarrhea and fainting; skin is moist.
- Heat Stroke: Confusion, delirium, loss of consciousness, convulsions, coma, and dry skin..

What can construction workers, particularly those who must work outdoors, do to prevent heat illnesses?

- Drink plenty of fluids frequently, especially water. A glass every half hour when temperatures are high is more effective in the prevention of dehydration than larger amounts taken less frequently.
- Wear light weight clothing, and include a shirt which serves as a shield from the sun's rays.
- Get adequate sleep.
- Avoid alcohol or stimulants when performing heavy physical activity in hot environments.
- If symptoms of heat exhaustion develop, the worker should report the situation to their supervisor immediately and go to a cooler area of the work site.
- First aid and/or physician care may be necessary.
- Heat stroke is an immediate threat to life. Cooling with cold water or even ice must be begun at once. At the same time, medical aid should be called.

The addition of salt to drinking fluids or in tablet form is unnecessary, and in some people may be harmful. Additional salt can be used with foods, according to taste.

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

THE CURE CAN BE AS BAD AS THE DISEASE (OVER-THE-COUNTER MEDICINES)

No. 66

How This Talk Applies To My Crew:

You are aware of the national campaign to stop the use of illegal drugs and the special emphasis in the work place on drug testing and other controls. It certainly is true that illegal drugs are a very serious hazard, but if we look at actual job-related deaths and injuries, the most commonly found drugs are widely used prescription medicines or medicines that you can get at the drug store or even the supermarket without a prescription, *over-the-counter medicines*.

Because these medicines are so easily obtained and used for minor illnesses and complaints, we assume that they are perfectly safe. If, however, you look at the label, you will generally see that a number of precautions are listed like: "take no more than four a day," "discontinue use if dizziness occurs," "may cause drowsiness," "consult your doctor if symptoms persist"; and you will also note that they haven't made it easy to get the pill out of the bottler.

Over-the-counter medicines can impair performance and increase the chance of accidents. Equally as dangerous is the condition or illness you are trying treat. It may limit your ability to work safely and the medicines you take are not likely to give more than partial relief.

- If you need medicine for a painful condition, either that condition or the medicine may well limit your mobility or delay your responses.
- If you have a fever, you shouldn't be climbing or using hazardous machinery.
- If you are having trouble sleeping, you are more prone to fatigue. Sleep medicines or mild stimulants only mask the symptoms.
- Many people are susceptible to the amounts of antihistamine in cold pills. The side-effects are lowered alertness and slowed responses. If you exceed the recommended dose, the effects will, of course, be worse.
- The hazardous effects of antihistamines, tranquilizers, mild sedatives and pain relievers are greatly magnified when combined with alcohol.
- The side-effects of these medicines will be worse when you take them for a physically stressful illness like the flu.

So, if you have an illness that could keep you from working, don't try to treat it yourself.

Don't take medicines if you have to drive, work at heights or with power tools, unless approved by your doctor. Be sure that the doctor knows what you do at work. Don't use refills without checking with the doctor and don't use somebody else's prescription medicine.

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Belfi Brothers & Co. Inc.
4310 Josephine St.
P.O. Box 9582
Philadelphia, PA 19124

LOSS PREVENTION
CONSTRUCTION SAFETY TALKS

RIGHT TO KNOW

No. 68

How This Talk Applies To My Crew:

Some things to know *before* you give your talk.

As supervisor, you need to tell your crew about the right to know program. Sometimes called Hazard Communication, it's a program for letting them know about the hazards of materials used at the job site so that they can take steps to protect themselves from over exposures.

The program has three main parts: training, labeling and material safety data sheets (MSDS). Here's how it works:

MSDS

Chemical suppliers send MSDS's with the materials you order. They contain information on what hazardous chemicals might be in the material you use. It also tells whether or not that material is toxic, flammable, reactive or radioactive.

If the material is toxic, it explains what protective equipment may be needed to reduce or prevent over exposure. It also explains how to store the material properly and how to handle spills that may occur. If the material is flammable or combustible, it also explains how to extinguish it properly should it catch fire.

Labels

Your main sources of information about hazardous chemicals are labels on containers. They should contain much of the same information as MSDS's but are usually less detailed. As such, there are a few rules about labels your crew should understand.

- Do not use materials from unlabeled containers. This also goes for containers where the label is impossible to read because it has been torn, defaced or damaged.
- Make sure your crew understands all of the warnings and precautions on the label before using or working with the material. If they're not sure, tell them to ask you or to check the MSDS.

Other aspects of hazardous material use your crew should understand includes the importance of:

- Providing ventilation to dilute vapors.
- Watching for and avoiding sources of ignition such as welding, cutting, open flame heaters, dryers or grinding operations.
- Avoiding skin contact with adhesives and other skin irritants by using suitable gloves and careful work practices.
- Wearing the correct respirator if necessary.

Training

The training your crew receives on using these materials takes into consideration the potential hazards of the material and how it is to be used. If they do not understand something about the hazards or how it is to be used safely, now is a good time for them to bring it up.

Other Trades

On some jobs they may have to work with or near chemicals that belong to or are used by other trades, contractors or the owner. Even if the chemicals belong to someone else, they are entitled to know about the hazards. The MSDS's on any job are shared information and available to all contractors and trades. If they are concerned about a substance being used by someone else, tell them they can ask you.

Questions you can use to get them talking:

- How do you find out if an adhesive has flammable vapors?
  (**answer**: Read the label. If there is no label or if it has been torn off, ask the foreman. And check the MSDS.)
- Has anyone ever had an accident—or know of one—involving hazardous materials?
- What hazardous substances do we use on this job?
  (**answer**: review the MSDS sheet for those particular substances.)

Attended by : _____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____