



# Safety Matters

Talking Points for

Cool Insuring Agency, Inc.: Your workplace safety partner

## Material Handling

Moving bulky items on the job? Then you need to keep safety in mind! Consider these material handling recommendations to avoid injuries as you work.

The best way to handle boxes or cartons is to grasp the far side top and bottom corners. Long pieces of pipe, bar stock or lumber should be carried over a padded shoulder with the front end held high to avoid hitting other employees. Also, exercise special caution when rounding corners.

It is also very important to use the right tool for the job. Do not attempt to use your fingers as a pry, a wrench for a hammer or a screwdriver for a chisel.

### The Basics

Beyond these recommendations, take the following precautions while handling materials on the job:

- Wear work gloves to protect your hands during tasks. Gloves can prevent cuts and scratches, and many types also provide a better grip. Most work gloves are ventilated for your comfort, so there is no good excuse not to wear them.
- Conserve space in your work area, but do not pile items too close to a wall or column. Instead, provide proper clearance at the top and on all sides of piles is necessary for safety.
- When materials are piled, they should be in stacks that will stand steady. Sometimes this means the

materials must be crisscrossed or interwoven with corrugated boards. If objects roll while stacked, they should be chocked to prevent serious injuries.

- Pick up items that you drop on the floor. Tripping and slipping hazards could put you or your co-workers out of work for a long time.
- Before lifting, make sure there are no obstructions or slippery spots on the route you intend to travel.
- Use your legs, not your back, to lift loads properly. Shift your feet rather than twisting your body when you need to turn.
- If a load is so bulky you cannot properly grasp it, or you cannot see around it, always seek help in moving or lifting it.
- Avoid taking shortcuts on the job to save time. Skinned knuckles or pinched fingers are instant reminders that something was done incorrectly.

### Safety Takes Teamwork

It is often the simplest shortcut that leads to injuries. That's why we're counting on your practice these simple safety tips to stay out of harm's way.

**It's often the simplest shortcut that leads to injuries. Learn the right way to handle materials to stay out of harm's way.**

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# safety matters

Construction  
Toolbox Talks for

From your safety partners at Cool Insuring Agency, Inc.

## Excavation Site Safety Practices

Each year, trench collapses are one of the leading causes of injury and death on construction sites. Of these incidents, most of the victims were new employees who lacked training and guidance prior to entering the job site. Sadly, most accidents were preventable.

Whether you are new or a seasoned employee, it is essential that you adhere to Occupational Safety and Health Administration (OSHA) regulations to ensure the safety of the entire work crew.

### Trench Requirements

- Trenches 5 feet or more in depth require a protective system.
- Trenches that are 4 feet or more require a safe means of entrance and exit.
- Trenches that are 20 feet or more require an exit system designed by a registered professional engineer.

### Protective Systems

The designated competent person should inspect the area and determine which protective system will suit the job site and soil most effectively. This is essential, as equipment movement, underground utilities and vibrations can cause a surcharge load on the sides of the trench, forcing it to cave in on the workers inside. The following are the most commonly used protective systems:

- Sloping: Protects workers by cutting back the trench wall at an angle inclined away from the excavation
- Shoring: Protects workers by installing

aluminum hydraulic supports to prevent soil movement

- Shielding: Protects workers by using trench boxes to prevent cave-ins

In addition to one of these three safety measures, a low-traffic zone must be designated around the trench allowing only essential equipment to enter. This will minimize the amount of vibration to which the trench is exposed.

### Avoiding Accidents

Excavation accidents can occur if the underground utilities are not located and removed prior to digging a trench. Contact your local one-call system to locate all of the utility lines. Then, label or remove them to prevent injury.

Trench accidents can also happen if safe entrance and exit routes are not present or adequate for the situation. Workers may slip back into the trench as they are trying to climb up a ladder if it is unsupported, placed on a steep slope or is poorly built.

To prevent injury while entering and exiting a trench, only the designated competent person should approve the structural device used. Workers should also place the ladder in a trench shield while trying to enter and exit to avoid a cave-in.

By complying with OSHA regulations and following these safety precautions, the risk of injury at your job site will be greatly reduced. wants everyone on our team to keep safety in mind!

**Do not enter a trench without inspecting it at the start of a shift or after a rain shower to ensure that all safety precautions are still in place.**

