



Toolbox Talks

In-Shop & On-Site Safety Tips Part 1

Most of you probably have house cleaning responsibilities at home. For some of you, it's a regular weekly chore. Whatever the case may be, you'll agree that good housekeeping practices are important at home. However, what we sometimes overlook is that good housekeeping is a key duty on the job too. The orderly arrangement of work areas, whether in-shop or on-site, is vital to the safety of all workers, regardless of whether they are involved with machines & tools or with appliances & furniture.

It's a fact that approximately 6,000 people are killed on the job annually in the United States & an estimated 19,500 in home accidents. 17% of the on-the-job deaths are caused by falls, many of which result from just plain poor housekeeping practices.

Falls often result from tripping over loose articles, such as tools left in aisle ways & work areas. Wet spots on the floor or trash & other articles left in stairways also take their toll.

During periods of rain & snow, you know what happens when you & the kids track water into the house from outside. Tracked-in water is a serious problem at work too. Wet spots cause slips & falls. They should be cleaned up immediately, regardless of who was responsible for their being there.

There are trash receptacles placed in several strategic areas, so there is no excuse for waste paper, soda cans or bottles, or other materials being thrown on the floor.

A word of caution: if a bottle should be broken on the floor, don't attempt to pick up the glass with your bare hands, wear gloves or sweep up the pieces. The same procedure should be used for cleaning up nails & other sharp objects.

Let's face it: it is just a lot easier to do your job when your work area is kept neat. Keep your tools & equipment off the floor & stored in the proper places. This not only reduces tripping hazards, but protects the equipment you use to earn a living.

When storing materials or equipment on the job, take time to make the piles neat. It's unsafe to stack them too high, & if possible, it's best to keep them away from other equipment or articles that are used often.

We're all dependent on each other for safety. It's up to each of us to hold up our end of the deal. When each of us keeps their own area in order, the whole shop or job site is a safer place to work.

Housekeeping for Safety

Shop/Warehouse Safety

Whether in a free-standing facility or an adjunct to a manufacturing operation, you should be aware of the hazards affecting employees working in shop warehouses.

Several problems exist that affect the safe storage of materials. These include bad pallets, damaged racks, irregular dimensions, inadequate space, load limits of racks & mezzanines, lack of spacing between back-to-back racks, & insufficient guarding on mezzanine.

In addition, potential causes exist that can lead to injuries from manual handling of materials. These include lifting, back sprains & strains, & hand injuries. The personal protective equipment (PPE) you wear will vary depending on what hazards are present. Proper PPE may include hard hats, safety shoes, gloves, aprons, eye & face protection, & hearing protection.

Also, slips, trips, & falls are a major source of injuries throughout any warehouse. Things that can cause a slip, trip, or fall include:

- Cords, hoses, & banding material
- Carrying material with blocked vision
- Leaking containers, spilled liquids, or slippery material
- Rain, snow, or ice
- Paper
- Broken pallets
- Unguarded openings on elevated work platforms or levels
- Lack of safety harness when working in overhead racks
- Uneven floors, lack of handrails, or floor holes
- Insufficient lighting.



All information found at www.safetytoolboxtalks.com & www.osha.gov



Toolbox Talks

In-Shop & On-Site Safety Tips Part 2

When an accident happens, a first aid program that meets the requirements of the law & is tailored to the type & size of the workplace can literally make the difference between life & death or between recovery & permanent disablement.

Supervisors should have information readily available that list emergency contacts in case of a serious injury. The emergency notice should state the phone numbers of the closest ambulance service, fire/rescue unit, police station, & hospital. The amount of time it takes to look up one of these important numbers can make a big difference to a seriously injured person. The location of first aid equipment & rescue equipment should also be posted prominently.

First aid equipment & supplies should be stored where they can be reached quickly & easily in case of an accident. These supplies should be inspected frequently, making sure they are kept in sanitary & usable condition & re-stocked after use. Larger workplaces may need more than one fully equipped first aid kit.

In isolated work sites, emergency supplies & an action plan are especially important. If first aid is not given properly, it can sometimes hurt rather than help an injured or ill person or even be harmful to the person giving the first aid. All workers should know where the emergency first aid equipment is located & what medical professional or medical facility should be contacted if a medical emergency should occur.

Note: an emergency action plan for DMT Electric is posted near the front & back doors of the shop, listing the nearest Urgent Care Facility, Windham Police & Fire, & Poison Control contact information. Site specific emergency action plans are readily available to all employees in the DMT Safety Plan Folder on the server, & a copy is also included in each job folder for projects that require any field employee to stay on site for an extended length of time. Also, be prepared to take a CPR & First Aid certification course online in the near future. It's important that all field employees know how to react in emergency situations.

First Aid Awareness



Emergency Exit Routes

How would you escape from your workplace in an emergency? Are you sure the doors will be unlocked & that the exit access, such as a hallway, will not be blocked during a fire, explosion, or other crisis? Knowing the answers to these questions could keep you safe during an emergency.

What is an exit route?

An exit route is a continuous & unobstructed path of exit travel from any point within a workplace to a place of safety.

An exit route consists of three parts:

- **Exit access** - portion of an exit route that leads to an exit.
- **Exit** - portion of an exit route that is generally separated from other areas to provide a protected way of travel to the exit discharge.
- **Exit discharge** - part of the exit route that leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.

How many exit routes must a workplace have?

Normally, a workplace must have at least two exit routes to permit prompt evacuation of employees & other building occupants during an emergency. More than two exits are required, however, if the number of employees, size of the building, or arrangement of the workplace will not allow employees to evacuate safely. Exit routes must be located as far away as practical from each other in case one is blocked by fire or smoke. Exception: If the number of employees, the size of the building, its occupancy, or the arrangement of the workplace allows all employees to evacuate safely during an emergency, one exit route is permitted.

What are some other design & construction requirements for exit routes?

- Exit routes must be permanent parts of the workplace.
- Exit discharges must lead directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside. These exit discharge areas must be large enough to accommodate the building occupants likely to use the exit route.
- Exit route doors must be unlocked from the inside. They must be free of devices or alarms that could restrict use of the exit route if the device or alarm fails.
- Ceilings of exit routes must be at least 7 feet, 6 inches high.
- An exit access must be at least 28 inches wide at all points. Where there is only one exit access leading to an exit or exit discharge, the width of the exit & exit discharge must be at least equal to the width of the exit access. Objects that project into the exit must not reduce its width.