



**SafetyResourcesInc.**

# Safety Bulletin

**November 2003**

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## Developing Employee Orientation for Construction Job Sites

By: Marc Brewer, Safety Specialist, Safety Resources, Inc.

Is your company developing a job site orientation program or revising a current program? If so, you need to ensure that you are giving your employees the best orientation possible to ensure their safety.

Consider the following topics when developing your job site orientation program.

The first step is to describe the purpose of the orientation. Your employees need to understand that orientation is to establish employee awareness of the site safety requirements and to ensure their safety while on the job. By ensuring that everyone understands the purpose of why they are at the orientation, they are more likely to pay attention to what you have to say.

Now that everyone understands why they are at the orientation, you need to identify the site hazards. To do this, first, describe the required Personal

Protective Equipment (PPE). The required PPE is determined by what operations are taking place and what hazards are present on the job site. Second, determine and describe if the owner has any requirements, such as the owner's policies and procedures, restricted areas and/or areas needing security clearance.

To help inform your employees of the site required PPE and other important requirements you can use related videos, handouts, or instructor taught classes.

The third aspect of orientation is explaining site evacuation routes and rally points, which need to be explained and posted around the job-site.

An employee's understanding of the site requirements helps ensure an employee's wellness, safety and security, and allows them to be prepared for an

emergency. Their understanding of the policies and procedures also helps in ensuring a drug-free work place, preventing employee violence and sexual harassment. It also promotes teamwork and diversity among employees.

Once the orientation is complete keep a record of all the employees who have attended the orientation using a signed attendance sheet.

If there should be any misconduct by an employee they should attend the orientation again and be disciplined according to the job site policies and procedures.

Finally, constantly review the job site hazards, and adjust your orientation to the changing hazard conditions.

**All employees need to well orientated before starting any job.**



## Guarding Against Cold Weather Injuries

Source: <http://www.toolboxtopics.com>

Summer and fall are gone and the winter months are upon us. Even though it's cold outside we still have to work and get the job done. There are several things we can do to keep warm and prevent cold weather related accidents.

The first thing we want to do is to keep our body temperature at or about normal, 98.6F. This

can be accomplished by wearing layers of clothing both inside and outdoors. Wear cotton or lightweight wool next to the skin and wool layers over your underwear. Keep dry by having proper rain gear available and a pair of good, waterproof boots. An extra pair of clean, dry socks can really come in handy. Don't

forget to protect your neck and ears; you can lose a lot of heat from these two areas, and a good pair of gloves is essential.

Do you know the signs of frostbite? Our skin will become white and you won't have much circulation. In the worst case, blisters will form but you won't feel any pain. First aid for

## Guarding Against Cold Weather Injuries (cont)

Source: <http://www.toolboxtopics.com>



If portable heaters are not maintained properly they can cause accidents.

frostbite is as follows: NEVER rub the frozen part of the body with snow -- Add extra clothing or use a blanket to cover the frozen area -- get out of the cold and into a warm location -- the frozen area may be immersed in warm water but NEVER use hot water -- if the condition does not improve seek professional medical attention.

Another area of concern during cold weather is the use of

portable heaters. If they are not maintained properly they can cause accidents. Carbon monoxide can result from defective ventilating and from incomplete fuel burn. All portable heaters should be checked by a competent person before being put into use. Locate fuel containers, regulators, piping and hose where they will not be subject to damage. LP gas containers not in use should be stored upright, in a specified

outside location and protected against damage. Containers in use must be kept in an upright position and secured. Always be sure to protect the valves from physical damage. Cold weather is here to stay for a few months -- keep your guard up against cold weather injury.

## Winter Driving Safety Tips

Source: Safety Resources, Inc. Article Archive



***“Preparing your vehicle for the winter season and knowing how to react if stranded or lost on the road are the keys to safe winter driving.”***

Preparing your vehicle for the winter season and knowing how to react if stranded or lost

on the road are the keys to safe winter driving.

Check the following items before your trip: Battery, Anti-freeze, Wipers and windshield washer fluid, Ignition system, Thermostat, Lights, Flashing hazard lights, Exhaust system, Heater, Brakes, Defroster, Oil level (if necessary, replace existing oil with a winter grade oil or the SAE 10w/30 weight variety)

Make sure the tires have adequate tread. All-weather radials are usually adequate for most winter conditions. However, some jurisdictions require that to drive on their roads, vehicles must be equipped with chains or snow tires with studs.

Winter Car Kit: Keep these items in your car: Flashlights with extra batteries, first aid kit with pocket knife, necessary medications, Several blankets,

Sleeping bags, Extra newspapers for insulation, Plastic bags (for sanitation), Matches, Extra set of mittens, socks, and a wool cap, Rain gear and extra clothes, Small sack of sand for generating traction under wheels, Small shovel, Small tools (pliers, wrench, screwdriver), Booster cables, Set of tire chains or traction mats, and Bottled water.

### Additional Tips:

- Maintain a safe following distance behind snow plows. If you are following a plow too closely, your windshield could be shattered by a stray chunk of salt or ice.
- Try to avoid passing snow plows. Although plows are slow-moving vehicles, it is much safer to follow them than to pass them. If you decide to pass, please pass with extreme caution.
- If you are stranded along a roadway, ODOT plow drivers can contact the highway patrol to assist you, but, because of liability reasons, they are not permitted to pull your vehicle out of a ditch or snowdrift.
- Please remember to put your headlights on low beam when approaching a snow plow. Bright headlights can make it very difficult for plow drivers to see the roadway ahead of them.
- Residents who live along state or U.S. routes are advised not to shovel snow from driveways into the roadway. The snow creates a driving hazard.
- Please remember to reduce your speed during snowy and icy conditions and to be especially cautious on hills and curves and at intersections.
- Drive with extreme care on bridges and overpasses. Because cool air flows freely under these structures, they tend to freeze more quickly than roadways.
- Watch for black ice, which is a thin, transparent layer of ice on the roadway that is extremely slippery and hard to spot.
- During snowy and icy conditions, leave early for your destination and listen to a local radio station for road condition updates.



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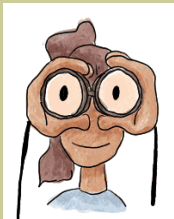
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## CONFIDENCE

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## SOLUTIONS

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### OSHA 30 Construction Outreach Course

- December 11-12, 2003
- Course Cost \$165
- Located in Indianapolis, IN



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