

KNOW SAFETY

NO MISHAPS

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*Supervisor notes for team meeting discussion.*

4 Key Principles for ORM Hazard Analysis

- Accept risk when benefits outweigh costs
- Accept no unnecessary risks
- Anticipate and manage risk by planning
- Make risk decisions at the right level

Detach and post.

5 Steps for ORM Hazard Analysis

- Identify Hazards
- Assess Hazards
- Make Risk Decisions
- Implement Controls
- Supervise

ABCD of Time Critical Risk Management

- Assess
- Balance Resources
- Communicate
- Do - Debrief

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### Driving and cell phones

*Supervisor notes for team meeting discussion.*

- Detach and post.
- Pull off the road while calling or texting.
  - Program frequently called numbers and your local emergency number into the speed dial feature of your phone.
  - Let your voice mail pick up your calls in tricky driving situations.
  - Keep conversations on the phone and in the car brief so you can concentrate on your driving.
  - Don't take notes, eat or drink while driving.
  - Shaving, putting on makeup, combing your hair or other forms of preening are distractions and should not be done while driving.

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### Flammables / Combustibles

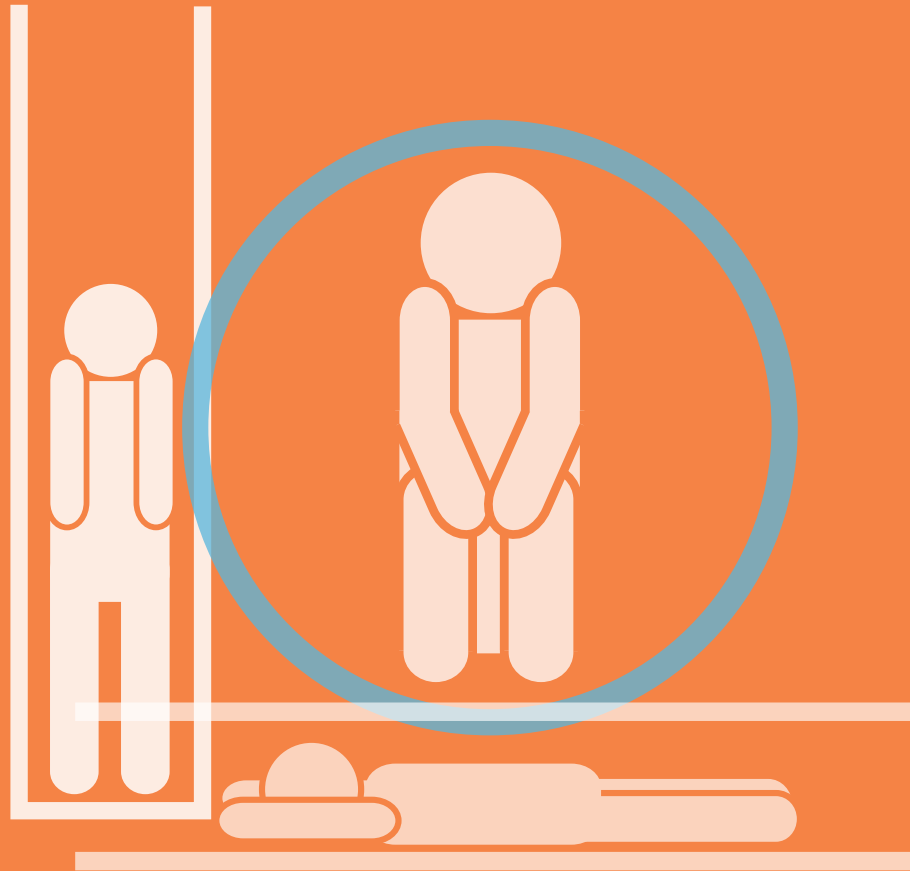
*Supervisor notes for team  
meeting discussion.*

- **Materials**
  - Solid (gun powder)
  - Liquid (gasoline)
  - Gas (propane)
- **Flash Point**
  - Flammable and combustible liquids are classified by their Flash Point
  - Minimum temperature at which a liquid gives off a vapor in sufficient concentration to form an ignitable mixture with air.
- **Storage and Handling**
  - Stored and handled according to Material Safety Data Sheet (MSDS)

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### Confined Spaces

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Types (not limited to)

- Storage tanks
- Process vessels
- Bins
- Boilers
- Ventilation/exhaust ducts
- Sewers
- Underground utility vaults
- Tunnels
- Pipelines
- Open top spaces more than 4 feet deep

Detach and post.

Before Entering

- Properly trained to enter
- Current permit posted
- Attendant outside of space
- Two way communication established
- Instructed as to:
  - Nature of hazards involved
  - Necessary precautions to be taken
  - Required protective and emergency equipment

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### PPE

*Supervisor notes for team meeting discussion.*

#### Mandatory PPE

##### Where

- Construction Sites
- Industrial Areas
- Other areas as posted

##### What

- Hard Hat
- Safety Glasses
- Safety-toes shoes or boots
- Reflective Vest or Clothing
- Ear Protection
- Hand Protection as required
- Respiratory Protection as required

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### Ladders

*Supervisor notes for team meeting discussion.*

#### Categories

- IA. Heavy Industrial Duty (300 lbs)
- Industrial, Heavy Duty (250 lbs)
- Commercial, Medium Duty (225 lbs)
- Household, Light Duty (200 lbs)

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#### Types

- Fixed – permanently attached to building
- Portable – Step and extension

Factors to consider for choosing a ladder

- Work activity, Application, Maximum Height, Materials

#### Inspections

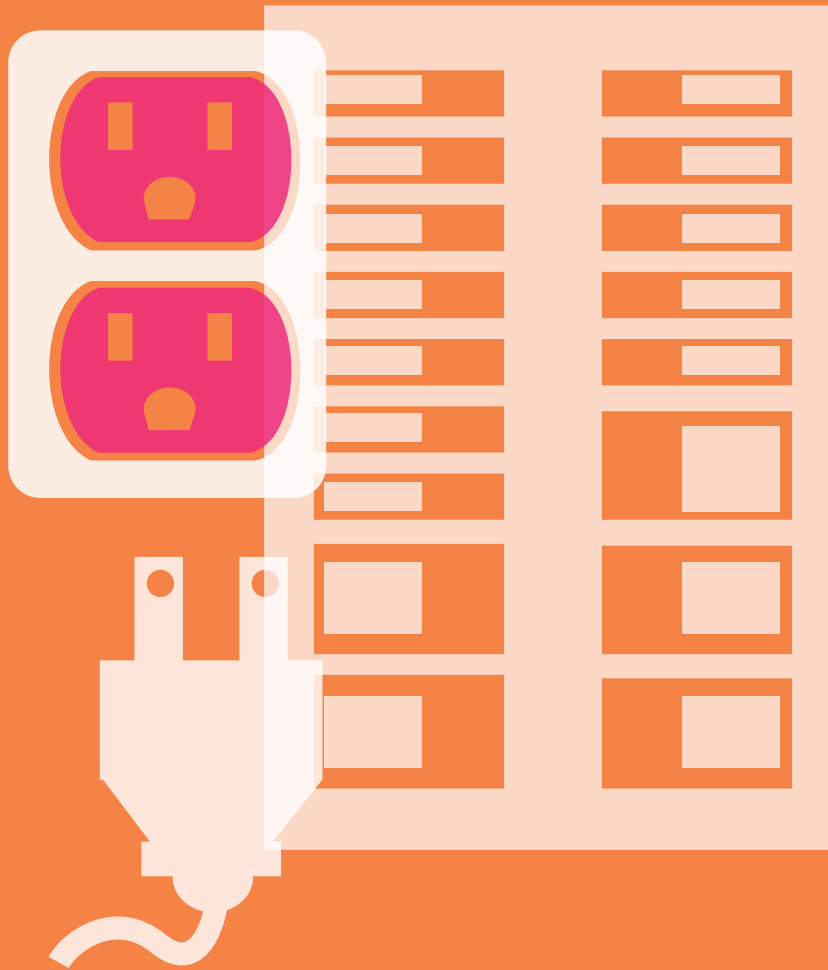
- Tags for date of purchase and identity number
- Keep inspection logs
- Tags for “in service” or “out of service”

#### Points of Inspection

- Side Rails, steps (non-slip), spreaders/movable parts are lubricated, and warning decal installed

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### Electrical

*Supervisor notes for team meeting discussion.*

NAVFAC Prohibits work on Energized Circuits - Exceptions include testing certain circuits, balancing circuits, approved work (JHA/AHA) or approved SOP.

Injuries Associated with Electrical Shock include burns, heart failure and other injuries.

Falls may occur off a ladder or working platforms.

Work Practices should include:

- Bulb guards on temporary lights/no open sockets
- No power tools or equipment used until electrical line has positively been located
- Barriers used to safeguard area so unauthorized personnel do not enter
- GFCI must be used to protect personnel from ground-fault hazards
- LOTO procedures must be used for equipment or circuits that are de-energized

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### Lockout / Tagout

*Supervisor notes for team meeting discussion.*

Hazardous Energy Sources include:

- Kinetic (mechanical)
- Potential
- Electrical
- Thermal (high or low temperature)

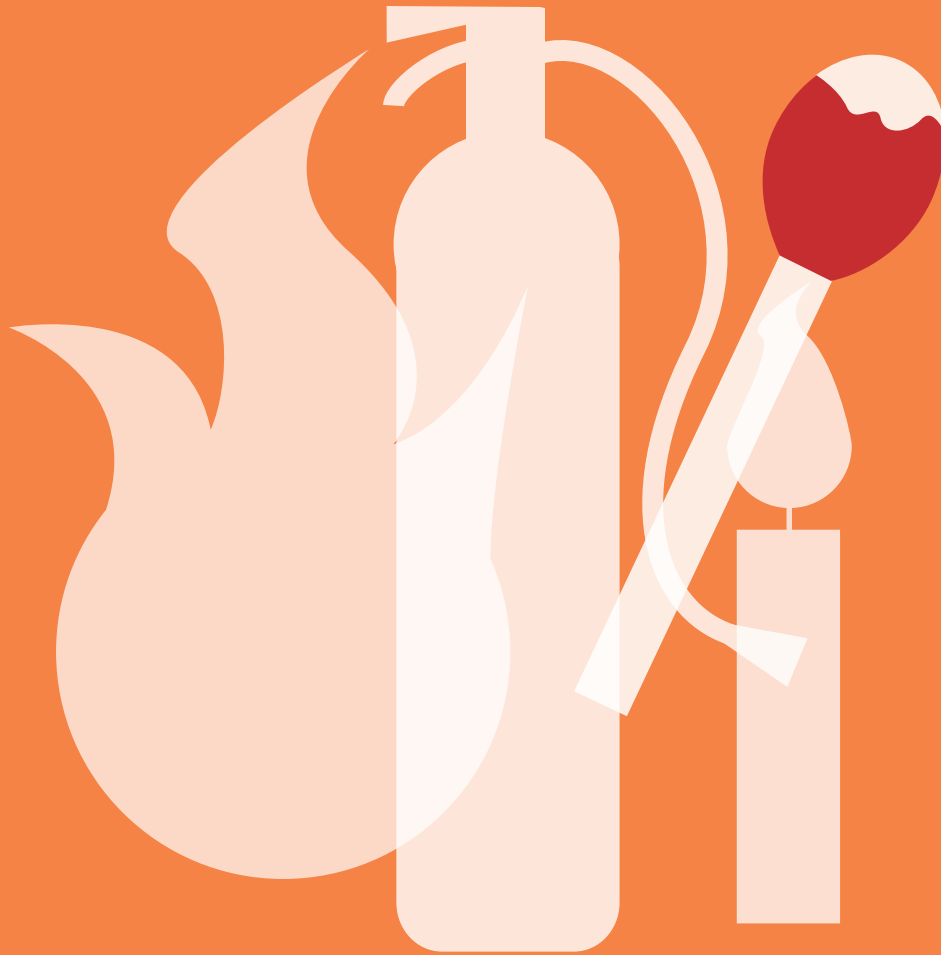
Detach and post.

Lockout means placement of a lock on an energy-isolating device to ensure that the equipment being controlled cannot be energized or operated.

Tagout means placement of a tagout device on an energy-isolating device to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.

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### Fire Safety

*Supervisor notes for team meeting discussion.*

- Install and Maintain Smoke Detectors
- Use Electricity Safely
- Space Heaters Need Space
- A Match is a Tool for Adults
- Be Careful Cooking, don't leave stove unattended
- Practice Candle Safety
- Cool a Burn
- Plan and Practice Your escape
- Crawl Low Under Smoke
- STOP, DROP, AND ROLL

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### Ergonomics: Computer Workstation

*Supervisor notes for team meeting discussion.*

#### Healthy Working Positions

- Hands, wrists and fore-arms: Straight, In line, Roughly parallel to the floor
- Head: Level or bent slightly forward, Facing forward and balanced, In line with the torso
- Shoulders: Relaxed, Upper arms hang normally at the side of the body
- Elbows: Close to body, Bent between 90 to 120 degrees
- Feet: Fully supported by the floor, Footrest may be used
- Back: Fully supported, Sit up straight or leaning back slightly
- Thighs and Hips: Supported by well-padded seat, Generally parallel to the floor
- Knees: About same height as the hips, Feet slightly forward

Detach and post.