

IMPORTANT POINTS

As much as it's important for time-cards to be handed in on time, it's as important that they are properly filled-in and signed by your supervisor at work. You have in your employment kit a copy of a timecard as it should be filled-in. Please refer to this example. If you need further information, please do not hesitate to ask either Dispatch or Jackie Bennett-Kelly.

Using your cellular telephone to call and text while at work is forbidden as it can be a hazard, unless it is an emergency. If the phone call or text you receive is an emergency, you need to obtain approval from your supervisor to call or text back.

All incidents or accidents that happen while at work and because of the work that you are doing have to be reported to LaborTek Immediately **WITHOUT EXCEPTIONS**

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How many times have you come close to having an accident, shrugged it off as a near miss, and gone on your merry way without giving it another thought? I want all of you to give it thought. Many times, the difference between a near miss and an accident is just a fraction of a second in timing or a fraction of an inch in distance. Next time, the difference may not be there.

Near misses are warnings of accidents in the making. If we accept the warnings and look for the causes, we may be able to prevent similar situations from developing.

Let's say you're going up a gangplank onto a bridge footer. Your foot slips, but you're young, agile, fast, and empty-handed. So you regain your balance with no harm done. The reactions of the next person to come along are a little slower than the first. Then comes the third worker—just as fast as the first two but unable to maneuver because he's carrying a heavy load. He slips and falls off the

CLOSE CALLS

plank with the load on top of him. How seriously he's injured is a matter of luck—perhaps only scratches, but maybe a broken ankle or rib or neck!

Now the loose cleat, sand, mud, or ice is discovered, and the condition is corrected. But it's like locking the garage after the motorcycle is stolen. Two people saw the thief but didn't recognize what was happening, so didn't report anything.

There are a few accidents that occur without some advance warning—and that is what a near miss is. If we heed that warning and check into the hazard, most accidents can be eliminated. So, I want all of you to keep your eyes open for those advance warnings. Don't shrug off the near misses as only close calls; find out why they happened and who can take corrective action.

Don't take unnecessary chances or ignore warnings, and don't think "it can't happen to me." It can happen to you if you don't take precautions to protect yourself.

Right PPE for the Job

Personal protective equipment (PPE) should be used to reduce or prevent a worker's exposure to health and safety hazards at a work site. There are many different types of PPE including respirators, safety boots, goggles, ear plugs/muffs, hard hats, gloves, chaps and fall arrest devices.

-Safety Glasses, Goggles, or Face Shields – are required if employees are exposed to hazards such as flying particles, chemical splash and vapor, infectious materials, and harmful light radiation

- Protective Gloves - shall be used to protect the hands against skin absorption of harmful substances, chemical burns, electrical hazards, abrasions, cuts, and punctures.
- Hard Hats – are required when there are overhead hazards, electrical hazards, or there is the potential to bump the head against fixed objects
- Safety Boots – are required when the feet are potentially exposed to crushing, puncture, electrical, and slip hazards.
- Electrical PPE – is required when employees are potentially exposed to live electrical conductors
- Respirators – are required when respiratory hazards cannot be safely controlled with engineering or work practice controls
- Ear Plugs & Ear Muffs – are required when employees are exposed to hazardous noise - >85 dBA 8 hour time weighted average