




TS TOP SAFETY™

Safety Around the Clock.

MAY 2014

Preventing OSHA's Top 10 Violations

Here are the top 10 most frequently cited violations following 2013 worksite inspections by OSHA and some suggestions on how to avoid them being cited at your workplace.

- 1. Fall protection:** Make sure that you are protected from falls when you're at levels 4 feet and higher by using handrails, guardrails, safety nets, safety harnesses with lifelines and other safeguarding methods. Wear properly fitted fall protection equipment and check for damages before and after use. 
- 2. Hazard communication:** Read all Safety Data Sheets (SDSs) for products and any other instructions before using chemicals, materials, equipment and tools. If you can't find information, ask your supervisor. 
- 3. Scaffolding:** Don't take shortcuts. Construct and use scaffolds in accordance with manufacturer recommendations. Don't use them as ladders. 
- 4. Respiratory protection:** Wear respiratory protection when working in areas that are oxygen deficient or contain harmful airborne hazards. Before wearing a respirator, make sure your health care provider gives you the OK, you're fit tested and that it's the correct respirator and filter for the job. 
- 5. Electrical wiring:** Make sure electrical wiring is up to code and inspected regularly for wear and tear. 
- 6. Powered industrial trucks (forklifts):** Follow safe operating procedures for lifting, moving, lowering and stacking loads. Drive at slow speeds. 
- 7. Ladders (construction grade):** Maintain 3 points of contact with the ladder (2 feet/1 hand or 2 hands/1 foot should be in contact with the ladder at all times). 
- 8. Lockout/tagout:** Lockout and/or tagout all equipment before servicing or cleaning it to avoid injury or loss of life. Do not remove. 
- 9. Electrical general:** Don't overload electrical circuits; you could cause an outage, or worse, start a fire. Don't use liquids around electrical equipment. Turn off all electrical equipment before making a repair or clearing a jam. 
- 10. Machine guarding:** Never remove the protection when operating the machine – it's there for a reason. Always replace machine guarding after maintaining or repairing equipment. 



Electrical Safety Month
Motorcycle Safety Month
17-23 Boating Safety Week



Safety Corner

3 MOTORCYCLE SAFETY TIPS FOR CAR DRIVERS

According to the Motorcycle Safety Foundation, more than half of motorcycle mishaps involve another vehicle. As a driver, keep a lookout for motorcycles and keep these tips in mind:

1. Double-check your mirrors. A motorcycle can be easily hidden in a car's blind spot or behind objects because of its smaller size.
2. Allow more following distance, by at least 3 or 4 seconds. Motorcyclists often slow by downshifting or merely rolling off the throttle, which doesn't activate the brake light.
3. Predict that a motorcycle is closer than it looks: Check traffic before turning at an intersection or into (or out of) a driveway.



Reach your personal best with Smart Moves at www.personalbest.com/extras/May14tools.

How to Safely Store Compressed Gas

If you work with compressed gas, you know there are hazards including risks of explosions. Follow these safety practices when storing compressed gas:

- Read the Safety Data Sheet (SDS) for specific storage requirements and emergency procedures.
- Be sure the storage area is well ventilated and dry.
- Store away from ignition sources and electrical circuits.
- Close valve completely before storing.
- Separate gasses by type – even when empty. Store empty cylinders separately from full containers.
- Store compressed gases in the manufacturer's correct position, secured with a lock-down device and clearly labeled **full** or **empty**



Extending Safety: Using Extension Cords Correctly

One of the most important things to remember about using extension cords is that they are for **temporary use**. Follow these other guidelines for using them safely:

Decide which extension cord to use depending on wattage, indoor or outdoor use and conditions. Check power tool or equipment manufacturer's instructions for guidance.

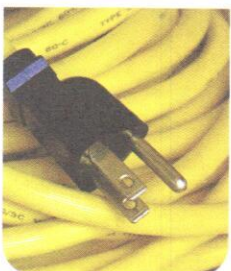
Look for the UL Mark on extension cords you purchase or use. This means they have been checked for safety hazards.

Check extension cords for damage and don't use if compromised.

Never run extension cords under carpets, through ceilings or walls – they can overheat.

Place extension cords away from high-traffic areas such as walkways or doorways – they could cause a tripping hazard.

Never use staples or nails to attach cords or cord bundlers to a surface, such as a baseboard or a wall. They could puncture the insulation and create a shock or fire hazard.

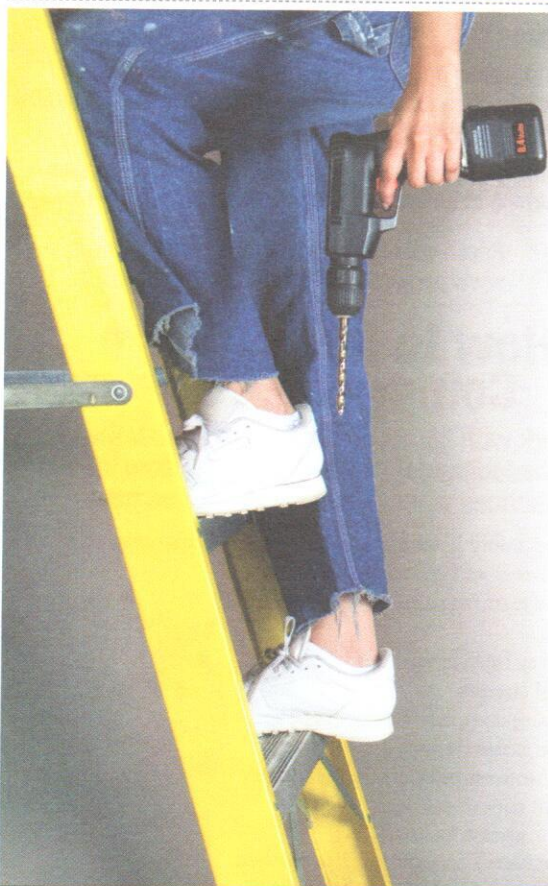


Drowning: What to Watch For

If you're a boater, swimmer or anyone who spends time by the water, remember – **drowning is quiet**. The victim rarely splashes and screams for help. Instead, look for these signs as identified by former U.S. Coast Guard rescue swimmer Mario Vittono:

- Head is low in the water; mouth at water level.
- Head is tilted back with mouth open.
- Eyes are closed or appear glassy, empty and unable to focus.
- Hair is over forehead or eyes.
- Not using legs – remains upright in the water.
- Hyperventilating or gasping.
- Trying to swim in a particular direction but not making headway.
- Trying to roll over on the back.
- Appears to be climbing an invisible ladder.

Supervise children at all times. Never leave them alone near water – not even for a minute.



DIY Dos and Don'ts

Ready to get those projects completed around your home? Before you swing that hammer or step on that ladder, read this important safety advice:

- Do** inspect your tools for wear or damage before use. Maintain your tools so they stay clean and sharp.
- Do** read and follow all power tool directions before operating them.
- Do** make sure you set your ladder on a flat surface and check rungs before climbing. Make sure they are stable and dry. Keep metal ladders away from electrical lines.
- Do** call 811 before you dig. The depth of utility lines varies, and there may be multiple utility lines in 1 common area. Knowing where underground utility lines are buried before you dig will help protect you from injury and prevent damage to utilities and service disruptions.
- Don't** attempt to overextend your body on a ladder to reach something.
- Don't** paint or stain in a poorly ventilated area. If using spray paint or an oil-based paint, use a respirator with organic vapor cartridges.
- Don't** forget to wear protective gear such as work gloves with a reinforced palm when handling sharp objects, ear protection when exposed to loud noise and safety glasses if there is any danger of flying objects or chemical splashes.
- Don't** get distracted. Put your cell phone away while using power tools.

Finally, keep a first aid kit handy – even the most careful DIYers have accidents.