ITASCA COUNTY
RIGHT-TO-KNOW TRAINING

It is **YOUR RIGHT** to know what hazards you face at work
Itasca County Safety Policies
The safe way is the right way!

Dianne Pruszinske – Risk Manager/Safety Officer

Who is responsible for Safety?
All employees are responsible for maintaining a safe workplace. Look out for each other.
Itasca County’s Goals:

Minimize/Eliminate Workplace Accidents and Injuries

ZERO INJURIES

Written A Workplace Accident & Injury Reduction (AWAIR)

Injury & Illness Prevention (IIPP) Written Plan
Report to Your Supervisor

Unsafe conditions
Accidents that almost happened – “near misses”
Injuries/pain you are experiencing related to work
Ideas to make work easier on employee bodies
When you need personal protective equipment (PPE)
Emergency Procedures

#1 PRIORITY - PROTECT LIFE – YOURS FIRST THEN OTHERS
Fire Extinguishers

Type of Fire Extinguishers
Their uses and their colour coding according to BS EN 3 : 1996
The contents of an extinguisher is indicated by a colour zone on the body of the extinguisher

P - PULL THE PIN
A - AIM THE NOZZLE
S - SQUEEZE THE HANDLE
S - SWEEP THE FIRE
Fire Extinguisher

Use fire extinguisher if fire is smaller than you, and you have been trained on fire extinguishers

If fire cannot be extinguished – evacuate building by nearest exit

Participate in Fire Drills – October is National Fire Prevention Month

Plan your escape route
Tornado/Severe Weather

Go immediately to your designated meeting area

Get into a tuck position

Stay put until you get a signal to move about
Chemical Spills

Notify Supervisor

Follow Material Safety Data Sheet (MSDS) recommended procedures for clean up

Spill kits are available

May need to evacuate
Electrocution

Do not touch the person being electrocuted
Unplug/disconnect electrical supply first
Get first-aid/CPR
Call 9-911
Serious Injury

Notify Supervisor

Call for First Response Team (Trained in First Aid/CPR/AED)

Call 9-911 if needed

Do not touch blood or body fluids

The Incident Response Team will clean up
A.E.D.

LOCATED IN ALL FACILITIES

INCIDENT RESPONSE TEAM MEMBERS ARE TRAINED
Violence/Terrorist Activity

Report anything suspicious to Supervisor

Call 9-911

Avoid contact with suspicious materials/objects
Do Not Touch Blood

Contact trained Incident Response Team for blood clean up – even if it is a few drops

Blood can infect you with a deadly disease

Additional Bloodborne Pathogen Training
Eyewashes/Safety Showers

Know location of eyewash stations at your site

Use eyewash if you get a chemical or object in your eye

Use safety shower if you get corrosives on your body/clothes
Hearing Conservation
Excess Noise Causes Loss of Hearing!
HEARING LOSS IS NOT REVERSIBLE
Hearing Conservation Program

Some employees are in the Hearing Conservation Program based on exposure

Hearing Protection available from your supervisor

Hearing test (audiograms) are provided upon hire and annually
Ear Muffs

One pair provided.

If they become damaged, bring to Supervisor and/or Risk Manager/Safety Officer for a new pair.

Comfortable

Offer excellent protection

Can be uncomfortable when it is hot
Foam Ear Plugs

Discard after each use
Must roll, lift your ear open, insert and hold
Come in various sizes and styles
Can irritate ear canal
Reusable Ear Plugs

Use the same set day after day

Easy to insert

Must be washed in soap and water frequently

HEARING LOSS IS PERMANENT – NO TURNING BACK!
Machine Guarding (1)
Machine Guarding (2)

Leave machine guards in place – do not remove

Do not bypass any guards

Report any problems with guards to supervisors

Guards are for employee protection
Lockout/Tagout

Used by “AUTHORIZED” employees to isolate a machine while it is serviced/repairsed

Specific training for “AUTHORIZED” EMPLOYEES

Do not tamper with or remove locks/tags
Slips/Trips/Falls
Avoid Slip/Trip Hazards

Clean up any liquids on the floor immediately

Keep cords and other objects out of walk areas

Report damaged mats
Good Housekeeping (1)
Good Housekeeping (2)
Forklifts/Powered Industrial Equipment
Forklifts Always Win!

Forklifts can kill
Always watch out for a moving forklift
Stay alert where forklifts are operating
Stay out of forklift aisles
EYE CONTACT!!!!!!
Only employees that have been
Trained/Certified can operate forklifts
Ergonomics

Proper Ergonomics is key to good health!
Proper Lifting - Powerlift

Work with an upright body
Arms close to your body
Do not bend from the waist
Bend at the knees
Stand with feet wide apart (wide stance)
Lift like an elevator using your legs/thighs
WHY YOU NEED TO STRETCH

Stretching is the key to maintaining your flexibility, in other words, how far and how easily you can move your joints. As you get older, your tendons (the tissues that connect muscle to bone) begin to shorten and tighten, restricting your flexibility. Your movement becomes slower and less fluid. You don’t stand up as straight. You walk more stiffly and with a shorter stride. You find it more difficult to step up to a curb or bend down to pick up the trash. Stretching your rear thigh, hip and calf muscles can make a big difference.

Flexibility is one of the keys to good posture. When your front neck muscles are short and tight, your head angles forward. When your shoulders and chest are tight, your shoulders round inward. When your lower back, rear thigh and hip muscles are tight, the curve of your back becomes exaggerated. A regular stretching routine can reduce pain and discomfort, particularly in your lower back. In fact, the pain often disappears when you begin doing simple stretches for your lower back and rear thigh muscles.

What’s more, flexibility exercises can correct muscle imbalances. Say that your front thigh muscles are strong, but your rear thighs are tight and weak. This is a common scenario. As a result, you end up relying on your front thighs more than you should. Chances are, you won’t even notice this, but it will throw off your movement in subtle ways. You may have a short walking stride or bounce too high off the ground. Muscle imbalances can eventually lead to injuries such as pulled muscles. They also contribute to clumsiness, which in itself can lead to injury. Finally, if you’re any kind of an athlete, even a bowler or Saturday afternoon softball player, stretching may help you perform better. The ability to move freely in a wide variety of directions makes you a better athlete.
Press hands together in front of abdomen
With hand still pressed together, push toward stomach
Hold for 10 seconds
Repeat 3 times

You will feel this in your wrists, hands and forearm muscles
Stretch Forearms and Wrists (1)

**Forearm and Wrist Muscles**
Hold arm away from body with palm faced away from pelvis
Use other hand to gently pull on palm of outstretched hand
Hold for 5 Seconds
Alternate between hand and repeat 3 times each
Palms-Out Forearm Stretch for Forearm and Wrist Muscles

1. Interlock your fingers in front of your chest.
2. Straighten your arms out in front of you.
3. Turn the palms of your hands outwards.
Stretch Arms

Raise both arms to your sides even with your shoulders
Point your hands straight up
Do 5 arm circles forward, then 5 small arm circles backward
Point your hands down
Do 5 arm circles forward then 5 small arm circles backward
Repeat 3 times

You will feel this in your arms, shoulders, upper back, wrists and hands
Stand with feet wider than shoulder distance apart and chin up
Roll your shoulders forward five times
Return to neutral position
Roll your shoulders backward five times

You will feel this in your shoulders
Employee Right To Know

HAZARDOUS MATERIAL IDENTIFICATION GUIDE

- Health
- Flammability
- Reactivity
- Protective Equipment

<table>
<thead>
<tr>
<th>Type Hazard</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health</td>
<td>4 - Extreme</td>
</tr>
<tr>
<td></td>
<td>3 - Serious</td>
</tr>
<tr>
<td></td>
<td>2 - Moderate</td>
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<td></td>
<td>1 - Slight</td>
</tr>
<tr>
<td></td>
<td>0 - Minimal</td>
</tr>
</tbody>
</table>

Hazard Rating

- A: Health
- B: Flammability
- C: Reactivity
- D: Protective Equipment

- 1: Extreme
- 2: Serious
- 3: Moderate
- 4: Slight
- 5: Minimal

NFPA Label

- 1: Health
- 2: Flammability
- 3: Reactivity
- 4: Protective Equipment

- W: Flammable
- X: Health

Ask your supervisor for special handling instructions.
Excess Heat Can Kill

Drink 8 ounces of water *per hour* on hot days

If you become ill on a hot day get medical attention immediately
Chemicals

All chemicals used are hazardous
Do not get them on your skin or in eyes
Wear gloves/goggles provided
Material Safety Data Sheets
A/K/A Safety Data Sheets

In ring binders

One for each chemical used

Discuss MSDS/SDS sections
MSDS/SDS Process

- New products come in
  - MSDS must be provided to Risk Manager/Safety Officer
    - Analyze the chemical
    - Inform you of the hazards
    - Inform you of the PPE requirements
    - Update the Chemical Inventory Listing
    - Update Book
No Longer using the Chemical
Next Steps

• Communicate this to the Risk Manager/Safety Office

• Chemical will be removed from Chemical Inventory Spreadsheet

• Remove MSDS/SDS from Binder

• MSDS/SDS Must be Kept for 30 Years After Last Exposure (basically forever)
Chemtrec

• 1-800-424-9300
• Established in 1971 by chemical industry
• Public service hotline for emergencies involving chemicals
• 24/7 communication center staffed by trained emergency specialists
• Immediate access to over 30,000 manufacturers, shippers, carriers, public organizations and private resources
• Over four million MSDS
• Translation for more than 170 languages
• Located in Arlington, VA
The National Fire Protection Association (NFPA) Label
BLUE – HEALTH HAZARD

4 – Deadly

3 – Extreme Danger

2 – Hazardous

1 – Slightly Hazardous

0 – Normal Material
RED – FIRE HAZARD

4 – Below 73°F

3 – Below 100°F

2 – Below 200°F

1 – Above 200°F

0 – Will not Burn
YELLOW - REACTIVITY

4 – May detonate

3 – Shock and heat may detonate

2 – Violent chemical change

1 - Unstable if heated

0 - Stable
WHITE – SPECIFIC HAZARD

Oxidizer – OX

Acid – ACID

Alkali – ALK

Corrosive – COR

Use NO WATER

Radiation Hazard
The Hazardous Materials Identification System (HMIS) Label
HMIS Label Information

• Developed by the National Paint & Coatings Association (NPCA)
• Meets OSHA’s Haz Com Standard (29 CFR 1910.1200)
• HMIS uses bars/NFPA uses colored diamonds
• HMIS conveys full health warning information/NFPA primarily for fire fighters and other emergency responders
• HMIS not intended for emergency circumstances
• OSHA permits either one as long as it meets our internal labeling performance requirements.

• Main Difference:
  – NFPA label – White for special hazards/HMIS label – White for PPE
• Both are acceptable/you may see both
GHS Pictograms

Flame
- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self Reactives
- Organic Peroxides

Skull & Crossbones
- Acute Toxicity (Severe)

Flame Over Circle
- Oxidizers

Exclamation Mark
- Irritant
- Skin Sensitizer
- Acute Toxicity (harmful)
- Narcotic Effects
- Respiratory Tract Irritation
- Hazardous to Ozone Layer

Corrosion
- Corrosives

Health Hazard
- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Exploding Bomb
- Explosives
- Self Reactor
- Organic Peroxides

Environmental Hazard
- Aquatic Toxicity

Gas Cylinder
- Gases Under Pressure

OSHA Compliances - Service TLS www.oshacompliancepartners.com Toll Free: (888) 329-2793 (714) 566-1984
Labels

Check labels prior to use for:
  Identity of chemical
  Name and address of manufacturer
  Appropriate hazard warnings

All containers must be labeled

Regard unlabeled containers as dangerous

Do not remove labels
CONTAINERS

**Manufacturer's Container**

*Label*

**“Other” Container**

*Label*

**“Immediate Use” Container**

*NO LABEL REQUIRED*

**LABEL CONTENTS**

- Name (Identity)
- Hazard Warning(s)
- Name & Address of Manufacturer, importer or other responsible party.

**LABEL CONTENTS**

- Name (Identity)
- Hazard Warning(s)

**NO LABEL REQUIRED**

- Must be used during your shift
- Cannot store in your tool box from one day to the next
Electrical Safety (1)

_Electricity Can Kill!_
Electrical Safety (2)

Report to your Supervisor

Missing Ground Pins

Damaged Electrical Cords

Shocks from Equipment

Sparks from Equipment

Ensure all live wiring is shielded
Electrical Safety

CAUTION

Area in front of this electrical panel must be kept clear for 36 inches. OSHA-NEC regulations.
Compressed Air (1)

Can cause blindness
Can cause serious injury
Wear eye protection
No horse play
COMPRESSED AIR HAZARDS

If used for cleaning purposes, must be maintained less than 30psi:
29 CFR 1910.242(b)

- 12psi of air can "pop" an eyeball from its socket
- At 4 inches, 40psi can rupture an eardrum, cause brain hemorrhage, or possible death
- Less than 80psi of air, striking a small wound on the hand, has been known to inflate the arm to "the size of a grapefruit" due to air bubbles in the bloodstream
- 4psi of air in the mouth can rupture the lungs and intestine
- Air can enter the navel through a layer of clothing inflating and rupturing the intestines

BOTH of these guns can KILL

NEVER
- Look into the "business" end
- Point it toward any part of the body, yours or others

Additional Information on Back
The Safety/Hazard Quadrant

- Probability: HIGH
  - Severity: HIGH
    - X
  - Severity: LOW
- Probability: LOW
  - Severity: HIGH
  - Severity: LOW
Questions?