

SafeSupervisor

YOUR FRONT-LINE MANAGER SAFETY RESOURCE SINCE 1929

CONTENTS

Article

Non-Sparking
Tools ... P. 2

Supervisor Kit 1

Hand and Power Tools

Fatality File ... P. 5

Picture This ... P. 5

Be A Better
Supervisor ... P. 6

Workplan ... P. 7

Inspection Checklist ... P. 8

By the Numbers ... P. 8

Supervisor Kit 2

Working Outdoors

Fatality File ... P. 3

Picture This ... P. 3

Be A Better
Supervisor ... P. 4

Workplan ... P. 9

Checklist ... P. 10

Focus On

Four Elements of a
Safety and Health
Program ... P. 11

Infographic

Five Rules for
Tools ... P. 11

Article

10 Tips for First
Time Supervisors ... P. 12

Motor Vehicle Towing Industry Injury & Fatality Rate Higher Than Other Emergency Responders

A NIOSH study has found a high rate of work-related injury and death in the motor vehicle towing industry. Historically, studies have focused on the safety of other types of first responders, such as fire-fighters, police or emergency medical personnel; NIOSH investigators aimed to address this research gap using data from Bureau of Labor Statistics' Survey of Occupational Injuries and Illnesses, and Census of Fatal Occupational Injuries.

From 2011 through 2016, 6,400 nonfatal injuries and illnesses occurred in the motor vehicle towing industry. The rate for this industry was 204 per 10,000 full-time employees, which is more than double the rate of 98 per 10,000 full-time employees for all U.S. private industries. The leading

causes of injury was contact with objects and equipment, overexertion and bodily reaction from bending, kneeling, crawling or reaching. Most injuries involved sprains, strains and tears.

During the same period, 191 deaths occurred in the motor vehicle towing industry. According to researchers, this translates to 43 deaths per 100,000 workers, which is more than 15 times the rate of 2.8 workers per 100,000 workers for all U.S. private industries. The leading cause of death was motor vehicle incidents (commonly involving workers on the side of the road being struck by passing vehicles) and contact with objects and equipment.

Read more at <https://bit.ly/2VmaQ8j>.

Calming Conflict

Conflict is a normal human condition, constantly creating change and improvements. Conflict can be managed wisely in the workplace, so it does not cause harm.

Remembering that conflict causes significant stress for workers but avoiding conflict is also a common cause of worker absences and can lead to violence.

The job of managing conflict often falls to the supervisor, who must help warring workers reach a peaceful agreement.

Clearing up a misunderstanding is sometimes all that is needed to end a conflict. Here are 7 ways to settle conflict peacefully.

- Get the parties involved to talk to each other in a civil manner. The presence of a mediator, maybe you, can help keep things on track.
- Have each party spell out their position, without interruption. Ask each party to

summarize what the other has said to make sure everything has been understood correctly.

- The next stage is for both sides to offer possible solutions and compromises. If an agreement cannot be reached you may have to make a decision based on company policy.
- In a conflict situation be wary of escalating hostility.
- Get the support of your company's security staff. Be ready to summon them quickly.
- Stay calm. Don't provoke further aggression.
- Follow up to make sure both parties keep the commitments they gave.

Workplace conflict is normal, but if it gets out of control it can lead to violence. Take a zero-tolerance attitude toward violence or threatening behavior and keep conflict constructive.

Non-Sparking Tools

What Are Non-Sparking Tools

Non-sparking tools are made of materials that do not contain iron (non-ferrous metals) reducing the risk of a spark that can serve as an ignition to flammable material. Non-sparking tools do produce "cold sparks" as they are not hot enough to ignite even carbon disulfide, which has one of the lowest ignition points of any known substance.

Where Non-Sparking Tools Should Be Used

For a fire or explosion to be possible, you need 3 things, something flammable, oxygen and an ignition source. Non-sparking tools help to eliminate an ignition source. Any work environment with flammable gases, liquids, dusts or vapors. If hot work is not permitted or requires a permit, non-sparking tools are essential.

There are many applications for non-sparking tools such as Refineries, Distilleries, Chemical Plants, Fertilizer Plants, Glue Factories, Confined Space Maintenance, Gas Plants, Sugar Factories, Grain Silos and many, many more. Most factory maintenance staffs have some work that requires non-sparking tools. Your Safety Data Sheets will outline if you are working with any flammable materials and if you should avoid sparks or ignition sources.

Dangers of Not Using Non-Sparking Tools

Not using non-sparking tools in flammable environments is dangerous and should not be taken lightly. A fire or explosion started from a spark of a standard steel tool can cause mild injuries, property damage, severe injury and even death.

Non-Sparking Tool Care

Most Non-Sparking Tools are made from a copper alloy. Due to this, copper non-sparking tools should not be used in acetylene environments. When copper comes in direct contact with acetylene, especially in the presence of moisture, acetylide can be formed which is an explosive compound.

Regularly wipe down your non-sparking tools with a soft rag to keep your tool free from contaminants and to help prevent against corrosion.

Choosing Your Non-Sparking Tool

The most popular tools are made of Copper Titanium, Aluminum Bronze, and Copper Beryllium. When choosing your tool, make sure it meets all the properties you require. Each of these tools have different characteristics when it comes to strength, durability, magnetism and safety concerns.

Written By: Jason Oliver - 1stSource Products

1stSource Products was started in 2000 as a wholesale and retail distributor of industrial style products. Located in Jeffersonville Indiana, 1stSource has a full inventory of our product lines for quick shipping.

Our products and services include turnkey and replacement Overhead Head Components, Conveyor Bearings, Ball Transfers, Industrial Hinges, and Copper Titanium Non-Sparking Tools.



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Fatality File

The Deadly Outdoors

Here are two briefs on outdoor workers who died on the job. Two different incidents (one that you may never have heard of or realized it was even a hazard) with one common thread – working outdoors.

Landscaper Dies from Asphyxia When Compressed by Palm Fronds

A landscaper died while trimming a palm tree in the backyard of a homeowner. Neither the victim nor the landscaper who hired him were certified tree trimmers. The palm tree was approximately 60 feet high. The victim was about halfway up the tree when the skirt of dead palm fronds directly above him broke loose and slid down, compressing him against the tree trunk and suffocating him. The fire department performed a technical rescue, but when they reached the victim he was in cardiac arrest.

Investigators determined that, in order to prevent future incidents, landscapers and self-employed tree trimmers who trim or remove palm trees should be performed or supervised by workers trained and certified by organizations such as the Tree Care Industry Association (TCIA) or the International Society of Arboriculture (ISA). Proper work procedures and equipment are used, such as using an aerial lift and cutting fronds from above. Property owners should only hire tree trimmers who are certified by organizations such as TCIA or ISA. In addition, they should only hire

companies that have a current tree trimming contractor’s license (in jurisdictions where this is applicable). Source: <https://www.cdc.gov/niosh/face/pdfs/16ca007.pdf>

Date Palm Worker Dies After Being Stung by Bees

A date palm tree worker died after being stung by numerous bees while working in an organic date orchard. The victim and a co-worker were spraying the dates with high-pressure water when the incident occurred. The victim was reportedly allergic to bee stings and his employer was unaware of his medical condition. The victim was not carrying an epinephrine autoinjector, and the co-worker or others on the farm were not trained in emergency response for bee stings.

Investigators determined that, in order to prevent similar future incidents, agricultural employers should ensure the following. Workers who are allergic to insect stings or bites should be advised to visit a health care professional to obtain a prescription for an epinephrine auto-injector, always carry it with them, and inform their employer and co-workers of their allergy to insect stings or bites. A hazard assessment, prevention steps, and incident response plan for insect stings and bites should be incorporated into the company’s Injury and Illness Prevention Program (IIPP). <https://www.cdc.gov/niosh/face/pdfs/17ca003.pdf>

Picture This

Shrubbery Balancing Act

Pros – He has on shoes and gloves.

Cons – He should not be standing on the railing obviously. One wrong move and he could end up falling and cracking his head on the concrete or being cut and seriously injured by the trimmer. While he’s not working very far off the ground it is absolutely possible that a fall from this height could cause traumatic brain injury or death.

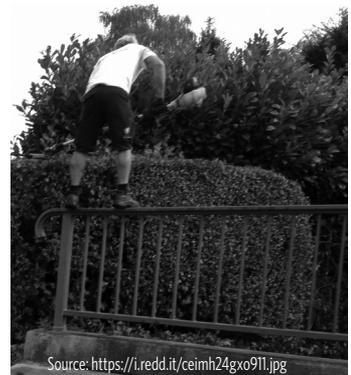
A hedge trimmer is designed to cut through branches the width of your finger – so amputation is also possible. Likewise, a cut from the trimmer to a major artery could cause this worker to bleed out before help can arrive – especially if he is working alone. He should have on long pants and a long sleeve shirt to protect against cuts and scratches from flying branches and debris.

Other – It’s not obvious from this picture if he is wearing safety glasses or hearing protection, but he should be wearing both. Remember, sunglasses aren’t the same as safety glasses – sunglasses aren’t designed to withstand

impact in the way that safety glasses are.

Final Word In general, whenever you are operating trimmers, mowers, or other landscaping equipment always read the manual first. Pick up any items and remove obstructions

before beginning work. Wear sunscreen, and a wide-brimmed hat along with long pants and long sleeve shirt. If you are using an electric trimmer or mower use extreme caution – electrocution is a possibility. Start trimming/cutting close to your power source and work away from it. This will allow your cord to follow behind you instead of getting twisted up underfoot. Finally, wait until the grass or bushes are dry before you mow or trim. Grass and branches will stick to the blades and there’s an increased chance you could slip on the wet grass.



Source: <https://i.redd.it/ceimh24gx0911.jpg>

Be A Better Supervisor - Working Outdoors

The Risks

Working outside in the heat exposes workers to the possibility of a heat-related illness. In fact, heat-related fatality cases show that with temperatures above just 70°F/21°C can present a heat hazard when work activities are at or above a moderate workload. Other hazards of working outside in the summer include exposure to Ultraviolet (UV) radiation, Lyme Disease/Tick-Borne Disease, West Nile Virus, and Poison-Ivy Related Plants.

Be A Better Supervisor

Sun

Sunlight contains ultraviolet (UV) radiation, which causes premature aging of the skin, wrinkles, cataracts, and skin cancer. Here's how employees can block those harmful rays.

Cover up and wear loose-fitting, long-sleeved shirts and long pants. Use sunscreen with a sun protection factor (SPF) of at least 30. Wear a hat with a wide brim hat, not a baseball cap, because it protects the neck, ears, eyes, forehead, nose, and scalp. Wear UV-absorbent sunglasses - they don't have to be expensive, but they should block 99 to 100 percent of UVA and UVB radiation. Check the product tag or label. Lastly, limit sun exposure - UV rays are most intense between 10 a.m. and 4 p.m.

Heat

The combination of heat and humidity can be a serious health threat during the summer months. There are three kinds of major heat-related disorders—heat cramps, heat exhaustion and heat stroke. Train your employees know how to recognize each one and what first aid treatment is necessary.

Lyme Disease/Tick-Borne Diseases

Lyme disease and other tick-borne illnesses (i.e., Rocky Mountain spotted fever) are transmitted by bacteria from bites of infected deer (blacklegged) ticks.

Protection involves wearing light-colored clothes to see ticks more easily; long sleeves and tucking pant legs into socks or boots - high boots and closed shoes are a must; and putting on a hat. Other safe work practices to enforce include the use of tick repellents; encouraging workers to check themselves for ticks directly after work and shower when they get home; and wash and dry work clothes at high temperature.

If any ticks are found remove them promptly and carefully by gripping the tick with fine-tipped tweezers and removing them - DON'T use petroleum jelly, a hot match, or nail polish to remove the tick.

West Nile Virus

West Nile virus is transmitted by the bite of an infected mosquito. Workers can protect against mosquito bites in these ways - applying Picaridin or insect repellent with DEET to exposed skin; spraying clothing with repellents containing DEET or permethrin. (Do not spray permethrin directly onto exposed skin.) Wearing long sleeves, long pants, and socks; being extra vigilant at dusk and dawn when mosquitoes are most active; and getting rid of sources of standing water (used tires, buckets) to reduce or eliminate mosquito breeding areas.

Poison Ivy-Related Plants

Poison ivy, poison oak and poison sumac have poisonous sap (urushiol) in their roots, stems, leaves and fruits. About 85% of the population will develop an allergy if exposed to poison ivy, oak or sumac. Forestry workers and firefighters who battle forest fires have developed rashes or lung irritations from inhaling the smoke of burning plants.

Protection again starts by wearing long-sleeved shirts and long pants, tucked into boots and wearing cloth or leather gloves and applying barrier creams to exposed skin. Educate workers on the identification of poison ivy, oak, and sumac plants and on signs and symptoms of contact with poisonous ivy, oak, and sumac and keep rubbing alcohol accessible. It removes the oily resin up to 30 minutes after exposure.

Fatality File

Laborer Electrocuted When Jackhammer Strikes Underground Power Line

A 38-year-old laborer was electrocuted when the jackhammer he was using struck an underground power line. The incident happened at a hospital parking lot where his employer was a subcontractor hired to install a storm water drainage system. His employer was a site preparation contractor.

His job duties for this project included digging trenches and laying and connecting storm drain pipe. On the day of the incident, the victim and two other employees were digging trenches and installing storm drains. At the location they were working there was a buried duct bank which was in the way and conflicted with the plans for installing the storm drain.

This duct bank contained three lines of PVC electrical conduit piping encased in concrete. Each line of conduit piping contained four power line cables carrying 7,200 volts each. In order to install the storm drain pipes to the necessary grade, the employees were using an excavator,



Incident scene where the laborer struck the 7,200-volt power line with his jackhammer as he was chipping away at the concrete encasement of the duct bank. Source: Ini.wa.gov

breaker bar, and a rivet-buster-type jackhammer to chip away at the duct bank concrete.

The victim was in the trench chipping the duct bank's concrete when his rivet buster punctured the conduit and contacted the power line cable. He was electrocuted and died at the scene.

Final Word

Inspectors had the following recommendations to prevent future similar incidents: Determine the exact locations of buried power lines before

beginning work. ▪ Always assume that power lines are energized unless you have confirmation from the power line owner or utility company that the lines have been de-energized and grounded. ▪ Do not perform work that may expose employees to contact with energized power lines. ▪ General contractors and subcontractors should plan before the start of a project and coordinate during the project on a site safety plan that identifies and addresses hazards to employees.

Picture This

Hand and Power Tools - Close Calls



Source: Reddit.COM

Among the dangers of tool use, is the risk of being shocked or electrocuted. The worker who submitted the photo did not check to see if the cable he was about to cut was live.

A few seconds later he got his answer. Thankfully the worst he got was a shock and was not fatally wounded.

Source: Reddit.COM



In this second image, the worker who submitted it said his safety glasses saved his sight when this drill bit snapped and flew up in his face.

Correct use, safe work practices, and PPE are a must when using tools!

Be A Better Supervisor - Selecting Hand Tools

The Risks

Using the wrong tool or using a tool incorrectly can cause debilitating ergonomic injuries. An increased risk of injury occurs when workers are frequently exposed to awkward postures, contact pressure, or a pinch grip. Over time, exposure to awkward postures or harmful contact pressures can contribute to an injury.

Be a Better Supervisor

Hand tools that fit a worker's hands and the job they are doing can reduce the risk of injury.

Here are 11 tips for hand tool selection to share with your employees.

1. For single-handle tools used for power tasks: Select a tool that feels comfortable with a handle diameter in the range of 1 1/4 inches to 2 inches. You can increase the diameter by adding a sleeve to the handle.



The power grip provides maximum hand power for high force tasks. All the fingers wrap around the handle.

2. For single-handle tools used for precision tasks: Select a tool with a handle diameter of 1/4 inch to 1/2 inch.
3. For double-handle tools (plier-like) used for power tasks: Select a tool with a grip span that is at least 2 inches when fully closed and no more than 3 1/2 inches when fully open. When continuous force is required, consider using a clamp, a grip, or locking pliers.



Closed Grip Span

Open Grip Span

4. For double-handle tools (plier-like) used for precision tasks: Select a tool with a grip span that is not less than 1 inch when fully closed and no more than 3 inches when fully open.
5. For double-handled pinching, gripping, or cutting tools: Select a tool with handles that are spring-loaded to return the handles to the open position.

6. Select a tool without sharp edges or finger grooves on the handle.



NO

YES

7. Select a tool that is coated with soft material. Adding a sleeve to the tool handle pads the surface but also increases the diameter or the grip & span of the handle.

8. Select a tool with an angle that allows you to work with a straight wrist. Bent handles are better than straight handles when force is applied horizontally (in the same direction as your straight forearm and wrist). Straight handles are better than bent handles when force is applied vertically.

NO

YES



9. Select a tool that can be used with your dominant hand or with either hand.
10. For tasks requiring high force: Select a tool with a handle length longer than the widest part of your hand - usually 4 inches to 6 inches. Prevent contact pressure by making sure the end of the handle does not press on the nerves and blood vessels in the palm of your hand. If the handle is too short, the end will press against the palm of your hand and may cause an injury.

11. Select a tool that has a non-slip surface for a better grip. Adding a sleeve to the tool improves the surface texture of the handle. To prevent tool slippage within the sleeve, make sure that the sleeve fits snugly during use.

See the Ergonomic Checklist for Hand Tool Selection at SafeSupervisor.com.

Source: ChooseHandSafety.com

Workplan - Hand and Power Tools

Cuts and other injuries to the hands are one of the most frequent and common injuries workers face. Hand injuries, including amputations, can keep workers away from the job for several days and can cost employers big money. But they are a preventable and avoidable risk to employees and cost to employers.

Step 1: Tool Assessment

Take stock of the types of tasks, jobs, and operations that require the use of hand or power tools. Are these available and in good working condition? Are workers using the right tools for the work they are performing? Do they need a different tool? Would a power tool lessen the repetitiveness or force needed to do the job?

Step 2: Hazard Assessment

Conduct a hazard assessment wherever hand or power tools are used. The assessment should identify sources of hazards that could expose employees to flying objects, shock or electrocution, sparks, punctures, cuts, and crushing forces. Each hazard assessment will identify hazards, recommend controls, and provide guidance on appropriate personal protective equipment (PPE) selections when a hazard can't be eliminated.

Step 3: Hazard Controls

Remove or eliminate the hazard whenever possible. If that can't be done here are some examples of hazard controls for tool use. Ensure power tools are fitted with guards and safety switches. Provide PPE to protect against flying objects, dust, or and enforce its use. Use caution with gloves and prohibit their use when using powered equipment if there's a chance the glove could get caught.

Establish and enforce a housekeeping schedule that includes keeping workplace floors as clean and dry as possible to prevent accidental slips with or around dangerous hand tools.

Implement an ergonomics program for hand and power tools to prevent repetitive motion and other ergonomic-related injuries. Refer to the *Hand Tool Selection Checklist* at SafeSupervisor.com for additional information.

Step 4: Establish Inspection Procedures

All tools should be inspected before use. Look at handles, tool edges, power cords, hoses & connections, switches, triggers, casings and attachments. Check hand tools for cracks dings and chips. Don't use damaged tools.

Generally, hand tools cannot be repaired and should be thrown away. Power tools should only be repaired by someone trained and qualified to make repairs. See the checklist on page 8 or visit SafeSupervisor.com to edit as needed.

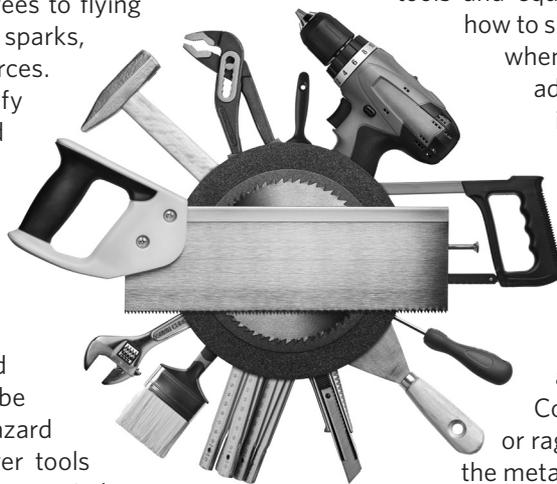
Step 5: Establish Maintenance and Safe Storage Requirements

Tools must be kept clean, sharp, and well-maintained to be used safely and effectively. Set up areas where tools will be protected from the elements and damage from other tools and equipment. Make sure workers know how to safely sharpen knives and blades and when to sharpen them. Here are some additional maintenance and storage items to implement. Clean tools after use. Wipe down with a rag or towel to remove dirt, grease and debris. As you are cleaning, check for damage or defects. If the tool cannot be repaired, tag it and dispose of it. Clean metal surfaces with an approved solution and scrape away any soil and dirt. Completely dry the tool with a towel or rag before it is placed in storage. Coat the metal parts of the tools with a lubricant.

Don't place tools directly on the ground for storage. Place small hand and power tools on shelving. Store short-handled tools in a plastic bin or box. Tie together long-handled tools in a bin or hand them on the wall. Power tools should have all surfaces cleaned and completely dry before storage. Spray lubricant on all metal surfaces. <https://www.ezstorage.com/blog/how-store-hand-and-power-tools/>

Step 6: Training

- Ensure employees have been trained and fully understand operations and maintenance procedures and safe tool use.
- Provide employees with the right PPE and train them how to use and care for it.
- Educate workers on the dangers of loose or baggy clothing, long hair, and jewelry. Long hair must be pulled back and the safest bet is to remove all jewelry before using tools.



Pre-Use Inspection Checklist for Hand and Power Tools

Before using hand tools inspect for the following:

- The outside of the tool is free of grease, oil and accumulated foreign matter
- The tool has no visible cracks in jaws or handle
- Blades or bits are not damaged, cracked, etc.
- Handles are not cracked, damaged or loose from heads of hammers, axes mauls and other similar tools
- Tips of screwdrivers, chisels or other similar tools show no excessive wear
- Gripping surfaces pliers, wrenches or other similar tools are not worn
- Tools such as chisels and punches do not have mushroomed heads
- Cutting tools such as chisels and axes are sharp
- Tool appears to be in generally good condition

Before using power tools inspect for the following:

- The outside of the tool is free of grease, oil and accumulated foreign matter
- Tool power-source shows no damage (cord, airline, battery, etc.)
- Tool is double insulated and tool housing is not damaged
- If so equipped, electrical cord third prong (ground) is intact
- All shields, guards or attachments required by OSHA or manufacturer are present
- Rotating or moving parts of tool are guarded to prevent physical contact
- Tool is not leaking fluid such as gasoline, oil etc.
- Blades or bits are not damaged, cracked, excessively worn, etc.
- Tool appears to be in generally good condition
- Proper PPE is available

Some portable power tools require a more thorough inspection. Check the manufacturer's recommendation for more advanced power tools. For a more detailed list visit SafeSupervisor.com.

By the Numbers

Hand and Power Tools

200 of 400,000	1,000,000	70.9%	70%	\$730,000	110,000
Surveys estimate that work tools and power tools cause an average of nearly 400,000 visits to the emergency room each year. Of those injured, more than 200 die.	Hand injuries send more than one million workers to the emergency room each year.	According to a recent Occupational Safety and Health Administration (OSHA) study, 70.9% of hand and arm injuries could have been prevented with personal protective equipment (PPE), specifically safety gloves.	70 percent of workers who experienced hand injuries were not wearing gloves. The remaining 30 percent of injured workers did wear gloves, but the gloves were inadequate, damaged or the wrong type for the type of hazard present.	A National Safety Council study reports that the cost of just one disabling hand or finger injury varies from \$540 to \$26,000 per patient. With a serious upward extremity trauma averaging \$730,000 per incident.	110,000 lost-time hand injuries annually.
					

Workplan - 6-Step Heat Stress Workplan

Heat and humidity, either courtesies of mother nature or from man-made equipment and environments are hard on workers. Working in hot environments can easily fatigue workers and quickly lead to serious heat-related illness if not properly managed.

Step 1: Conduct Heat Stress Assessment

Are workers exposed to direct sunlight; is the humidity high along with the temperature; do workers wear PPE or protective clothing (respirators, fire-resistant clothing, and even hard hats); are there heat-producing equipment or processes?

Step 2: Measure Heat Exposure

The Wet Bulb Globe Temperature (WBGT) is a measure of the heat stress in direct sunlight, which considers temperature, humidity, wind speed, sun angle and cloud cover (solar radiation). This differs from the heat index, which takes into consideration temperature and humidity and is calculated for shady areas. The use of the WBGT as a guide to managing workload in direct sunlight is common. <https://www.weather.gov/tsa/wbgt>

It's worth taking the time to learn more about the WBGT and other work/rest schedules, like the Heat Index, but here is an example using the WBGT.

Heat Stress Category (WBGT)	Moderate Work		Hard Work	
	Work/Rest Cycle	Water Intake Per Hour	Work/Rest Cycle	Water Intake Per Hour
White 61-76°F (16-24°C)	40/15 MINUTES	300 ml (12.5 fl oz)	40/20 MINUTES	500 ml (17.2 fl oz)
Green 77-81°F (25-27°C)	40/15 MINUTES	750 ml (25.4 fl oz)	40/20 MINUTES	1000 ml (33.8 fl oz)
Yellow 82-94°F (27.8-32.4°C)	40/20 MINUTES	1000 ml (33.8 fl oz)	30/30 MINUTES	1000 ml (33.8 fl oz)
Red 95-99°F (35-37.2°C)	30/30 MINUTES	1000 ml (33.8 fl oz)	Exercise is forbidden. Very high risk for heat casualties.	
Black >99°F (37.8-40°C)	Exercise is forbidden. Very high risk for heat casualties.			

Step 3: Allow for Acclimatization

The body will get used to working in a hot environment gradually – it can take anywhere from 7-14 days. This is known as acclimatization or acclimating to the heat. What that means is the body becomes better at cooling itself down - it redirects blood to the skin's surface; the heart becomes more efficient; sweating starts sooner, there is more of it and the sweat contains less salt.

During this adjustment period, symptoms of fatigue, dizziness, heat rash, and stomach discomfort are common. Dehydration can cancel the benefits of acclimatization so providing and allowing for frequent intake of water and sports drinks is a must.

And while acclimatized workers will generally be able to work longer in a hot environment than unacclimated workers, caution must still be taken, and heat stress is still possible.

Step 4: Prevent Dehydration

Extreme temps and high humidity can make workers

more susceptible to becoming dehydrated. Symptoms of dehydration include thirst, fatigue, muscle cramps, nausea, dizziness or confusion, excessive perspiration, and hot, dry skin.

Provide water nearby on the job site and ensure everyone drinks even if they're not thirsty. As a general guideline, the recommended amount of water intake is one quart per hour of active work or exercise for the average adult. That is the equivalent of 128 ounces (3.78 liters) every four hours at minimum. It is also suggested that the water intake be distributed over a period of time, such as every 15-30 minutes per shift.

Step 5: Manage Heat Exposure

In addition to allowing for acclimatization and preventing dehydration, there are other steps you can take to help workers manage heat exposure. Establish a first-aid response system with trained first-aid providers and a way to record and report heat stress incidents. Use the buddy system so workers can look out early signs of heat stress in each other. Provide shaded shelter and allow for frequent breaks.

Provide lift aids for material handling — dollies, carts, lifting devices — to reduce physical activity. Organize the work to reduce the pace of activity – if possible, postpone strenuous work until a cooler time of the day. Another option is to use job rotation and rotate workers in and out of hot areas.

Fans can be helpful under certain conditions – since fans do not cool the air, so air currents flowing over the body must be cooler than your body temperature to cool you down. Provide fans when air temperature is below skin temperature (98.6°F/ 35°C) and the humidity is below 70%. Consider cooling or dehumidifying the workplace. When the temperature exceeds 98.6°F/ 35°C and the relative humidity is above 70%, the use of fans will increase worker's temperature because there will be little evaporation of sweat.

Step 6: Provide Training

Train workers on the different types of heat-related illnesses, their signs and symptoms, and response and treatment. Educate them on the importance of staying hydrated and that thirst is not an indicator of hydration – which is why they must drink fluids regularly even if they aren't thirsty. Finally, make sure they understand that medications they take, and activities done outside of work, including drinking alcohol, can affect their response to heat.

Hot Weather Checklists - Planning Ahead and Daily

Use the following checklists to prepare for hot weather and to make sure all precautions are in place.

Planning Ahead for Hot Weather: Employer Checklist

- Develop a list of hot weather supplies (e.g., water, shade devices, etc.). Estimate quantities that will be needed and decide who will be responsible for obtaining and transporting supplies and checking that supplies are not running low.
- Create emergency action plan for heat-related illnesses (who will provide first aid and emergency services, if necessary).
- Develop acclimatization schedule for new workers or workers returning from absences longer than one week.
- Identify methods to gain real-time access to important weather forecast and advisory information from the National Weather Service and ensure the information is available at outdoor work sites (e.g., laptop computer, cell phone, other internet-ready device, weather radio).
- Determine how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.
- Train workers on the risks presented by hot weather, how to identify heat-related illnesses, and the steps that will be taken to reduce the risk.

Water

- Is there plenty of fresh, cool drinking water located as close as possible to the workers?
- Are water coolers refilled throughout the day? (Has someone been designated to check and make sure water is not running low?)

Shade

- Is shade or air conditioning available for breaks and if workers need to recover?

Training Do workers know the:

- Common signs and symptoms of heat-related illness?
- Proper precautions to prevent heat-related illness?
- Importance of acclimatization?
- Importance of drinking water frequently (even when they are not thirsty)?
- Steps to take if someone is having symptoms?

Emergencies

- Does everyone know who to notify if there is an emergency?
- Can workers explain their location if they need to call an ambulance?
- Does everyone know who will provide first aid?

Knowledgeable Person

- For high and very high/extreme heat index risk levels, is there a knowledgeable person at the worksite who is well-informed about heat-related illness and able to determine appropriate work/rest schedules and can conduct physiological monitoring as necessary?

Physical Monitoring

- Are workers in the high or very high/extreme heat index risk levels being physiologically monitored as necessary?

Work Reminders

- Drink water often.
- Rest in shade.
- Report heat-related symptoms early.

These tables are adapted from concepts appearing in OSHA's Heat-related Illness Prevention Training Guide (PDF).

Focus On: Four Elements of a Safety and Health Program

Not sure where to start when it comes to creating a safety and health program? Or maybe you want to review and update your current program.

In this series of articles, we will cover the four basic elements common to all good safety and health programs.

1. Management Commitment and Employee Involvement
- The manager or management team leads the way, by setting policy, assigning and supporting responsibility, setting an example and involving employees.
2. Worksite Analysis
3. Hazard Prevention and Control
4. Training

Part 1 - MANAGEMENT COMMITMENT AND EMPLOYEE INVOLVEMENT

If you demonstrate concern for employee safety and health and make it a priority your employees will make it a priority too.

Here are some ways to do that:

- Hold a meeting with all employees to communicate your safety and health policy and discuss your objectives for the safety and health program. Institute a system where everyone is held accountable for not following safety and health rules.
- Make your support visible by getting personally involved in the activities that are part of your safety and health program. Post your safety and health policy where all employees can see it. Review all inspection and accident reports and ensure that follow-up occurs when needed. Ensure you, your managers, and your supervisors follow all safety requirements even if you are only in an area briefly - i.e. if you require a hard hat and safety glasses in an area, wear them yourself when you are in that area.
- Make clear assignments of responsibility for every part of the safety and health program, and make sure everyone understands them. Then, give those with safety and health responsibility enough people, time, training, money and authority to get the job done. Follow up and make sure the job gets done. Recognize and reward those who do well and correct those who don't.
- At least once a year, review what you have accomplished and re-evaluate whether you need new objectives or program revisions.

Next month we'll look at worksite analysis.

<https://www.osha.gov/Publications/smallbusiness/small-business.html#intro>



FIVE RULES FOR TOOLS

REMEMBER THESE TIPS WHEN USING HAND AND POWER TOOLS



MAINTENANCE & STORAGE

Keep the tools in good condition with regular maintenance and proper storage

RIGHT TOOL

Use the right tool for the job



DO NOT USE DAMAGED TOOLS

Examine each tool for damage before use - DON'T use damaged tools.

USE IT CORRECTLY

Operate tools according to the manufacturers' instructions.



WEAR PPE

Use the right personal protective equipment (PPE).



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10 Tips for First-Time Supervisors

Here are 10 great tips for first-time supervisors from Sharlyn Lauby's blog HR Bartender. Psst, here's a secret - these tips are great for any supervisor.

1. **Don't try to be everyone's friend.**

This doesn't mean you shouldn't be friendly. There's a difference. But it's not realistic to think that you can be everyone's friend. Especially if at some point you need to discipline an employee or deliver bad news. This is particularly true if you've "moved up through the ranks" and are supervising recent coworkers.

2. **Fair and equal are not the same thing.**

Employees want to be treated fairly. It's possible to be fair and not give everyone the same thing. Recognition is a good example. Everyone enjoys being recognized but all people do not want to be recognized the same way.

3. **Ask for feedback and input.**

You don't have to know everything. Often, we put additional pressure on ourselves by assuming incorrectly that being a supervisor means we need to have all the answers. Being a supervisor means we should be able to find all the answers, not that all the answers are located in our heads.

4. **Learn how to run a good meeting.**

People complain about meetings all the time. Developing a reputation for chairing a good meeting will do wonders for your career - because people will attend your meetings and participate at a high level. This leads to productive conversations and measurable results.

5. **Find time to relax.**

Let's not sugar coat it - most times becoming a supervisor includes extra work. We must be able to effectively manage our workload without getting burned out. Our team relies upon us to be healthy and energetic. Otherwise, we're a drain on the organization.

6. **Find someone you can trust (and vent to) about work**

Sometimes as a supervisor, you will have access to confidential information. And you'll hear things that can be frustrating. Supervisors don't always have the ability to share everything with employees. Find a place where you can talk confidentially. It could be human resources, someone at home, or a colleague. Just make sure you can trust that the source will handle the conversation appropriately.

7. **Take every opportunity to improve your people skills.**

No matter how long you're in the corporate world, never turn down training. You can even learn something from bad training.

8. **Learn how to say "no" comfortably.**

The answer to everything is not "yes". Being able to say "no" when necessary will allow you to keep your sanity. See #5.

9. **Understand how you manage change.**

Business is all about change. No sooner do we get into our rhythm with a project or process and it changes. Get used to it. Become self-aware about how you personally process change and what resources you need to manage change successfully. Agility is critical.

10. **Master the art of delegation.**

Remember #8? You do not have to complete every task. You are responsible for making sure the task is completed. But you don't have to do it all yourself.

Becoming a supervisor is about developing your team. When your team can effectively do the work, then you can attend training, take a vacation or go to a meeting and the department doesn't fall apart. That's the work of a supervisor.

Source: [Sharlyn Lauby:10 tips for First Time Supervisors](#)