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SafeSupervisor

YOUR FRONT-LINE MANAGER SAFETY RESOURCE SINCE 1929

CONTENTS

Four Characteristics of Sound Training Programs

The best training programs are accurate, credible, clear and practical.

Accurate. Training materials should be prepared by people who are familiar with the material, updated as needed.

Credible. Ideally, trainers will have some background in safety and health or be a subject matter expert in a health or safety-related field. Practical experience in the field of safety and health as well as experience in training lends to a trainer's credibility.

Clear. Training must be clear and understandable. If the material is only understandable to someone with a college education or someone who understands the jargon, then it won't be effective. Training materials should be written in the language and grammar of the everyday speech of the participants.

If an employee does not speak or comprehend English, instruction must be provided in a language that the employee can understand. If the employee's vocabulary is limited or there is evidence of low literacy among participants, the training must account for this. Workers may be fluent in a language other than English, or they may have low literacy in both English and their primary language. Training needs to be adjusted accordingly.

Practical. Training programs should present information, ideas, and skills that participants see as directly useful in their working lives. Successful transfer of learning occurs when the participant can see how information presented in a training session can be applied in the workplace.

https://www.osha.gov/Publications/osha3824.pdf

Five Great Tips for Time Management

Successful supervisors know how to organize their work and manage their time to get the most out of a day. No matter how busy you are, make plans and decide how to spend your time.

Make a master list of everything you need to do. The idea is to write down all the tasks in one place rather than letting them rattle around in your head. Put them on one piece of paper, a wall-mounted white board or in the computer. This is the place to put long-range jobs such as safety audits next month and short-term ones like having the fire extinguishers serviced tomorrow.

Make a 'to do' list for each day. Check your appointment calendar for what you must do each day, and refer to your master list for other tasks you should and can get done that day.

Keep an appointment calendar. Put definite commitments on it such as safety meetings and production deadlines. This can be a wall calendar, a desk calendar, or a computer calendar.

Make the most of the computer resources available at your company. Use e-mail, internal message systems, voice mail and other services to communicate quickly.

Plan what you want to get done each day, rather than reacting to crises. Block out time for yourself to work on projects. If you have an office, shut the door for awhile each day so you can plow through the desk work with only emergency interruptions. You might want to have an open-door policy at other times of the day, when you encourage workers to drop in to discuss any concerns.

To supervise other people, you need to supervise how you spend your own time.

Get yourself organized and you'll have more time to spend helping your workers to do their jobs quickly, correctly and safely.

High Risk Jobs for Eye and Face Injury and Recommended Protective Eyewear

JOB	HAZARDS	PROTECTIVE EYEWEAR
AUTO REPAIR	▪ Mechanics are more likely than the average worker to be injured on the job; contact with objects and equipment, such as parts and materials, represent a significant hazard. ▪ Eye injuries can occur as a result of sparks from cutting torches and airborne pieces of metal launched from bench grinders.	▪ Goggles ▪ Safety glasses with side shields
CARPENTRY	▪ Carpentry and general repairs pose the threat of eye injury from flying wood, metal and concrete chips. ▪ Other risks include hammering, chiseling, drilling, stripping paint, splitting tiles or concrete slabs, painting ceilings and laying insulation.	▪ Goggles ▪ Safety glasses with side shields for impact protection
CONSTRUCTION	▪ Construction has a much higher rate of eye injuries than any other industry. ▪ In construction, more than 10,000 eye injuries occur each year forcing employees to miss work. ▪ Nails, tiny pieces of metal, splinters and cut wire ends. ▪ Cement mixing, sawing, grinding and chipping produce dust and grit.	▪ Goggles ▪ Safety glasses with side shields
DRIVING	▪ Good vision is a necessity both for the safety of drivers as well as others on the road. ▪ It is also important for drivers to protect themselves against harmful UV rays, glare and airbag injuries to the eye.	▪ Polycarbonate lenses with UV protection and antireflective coating
ELECTRICAL WORK	▪ Due to the nature of their overhead work, electrical workers are at increased risk for eye injuries from flying particles such as nails, small pieces of metal and cut wire ends, falling objects or sparks striking the eye. ▪ Electricians also face a higher threat of burns, which can lead to blindness.	▪ Safety glasses with side shields for impact protection ▪ Arc rated face shield to protect against arc flash
HEALTHCARE, LAB/ HOUSEKEEPING	▪ Infectious diseases can be transmitted through the mucous membranes of the eye as a result of direct exposure or from touching the eyes with contaminated fingers or other objects. ▪ Infections can range from minor to more serious diseases such as HIV, B virus (HBV) or possibly influenza.	▪ Goggles ▪ Face shield
MANUFACTURING	▪ Manufacturing eye injuries are most likely to result from work that generates flying particles, fragments, sparks, dust, hazardous substances or radiation. ▪ Tasks with the highest risk of eye injuries are grinding, welding and hammering. ▪ Other high-risk activities include cutting, drilling, spraying, smelting, sanding, chipping and chiseling.	▪ Spectacles ▪ Goggles ▪ Safety glasses with side shields
PLUMBING	▪ Chemical and material exposure is a common source of eye injury for plumbers. ▪ Plumbers also may receive burns from hot equipment parts, steam lines and the release of hot water or steam. ▪ Cutting or grinding can also cause eye injuries from flying particles.	▪ Spectacles ▪ Goggles ▪ Safety glasses with side shields
WELDING	▪ Chemical burns to one or both eyes from splashes of industrial chemicals or cleaning products are common. ▪ Thermal burns. ▪ Among welders, their assistants and nearby workers, UV radiation burns (welder's flash) routinely damage workers' eyes and surrounding tissue.	▪ Welding goggles ▪ Welding helmets

Source: https://www.thevisioncouncil.org/sites/default/files/VCASSESafetyReportv4.pdf

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Fatality File

Grinding Disk Strikes Face

A chunk of broken grinder disk smashed a worker's faceshield and hit him in the forehead, causing a fatal head injury.

The employee at a metal castings plant had been using an angle grinder to remove slag from metal cast for use as forklift counterweights. He installed a cutoff saw disk on the angle grinder to cut grooves into the slag. He then switched to an air chisel and another grinder to chip and grind away the remaining slag. He repeated this process a number of times during his shift as he cleaned up the newly-cast counterweights.

About 10 hours into the shift, the grinder disk broke and a piece flew into his face. A co-worker heard an unusual sound and came to investigate. He found the victim lying on the ground and bleeding heavily. Emergency medics were not able to revive him, and a medical examiner pronounced him dead at the scene.

This fatality was caused by incorrect use of the angle grinder. The tool was missing a safeguard. The cutoff saw disk installed on it was 4.13 inches (105 millimeters) larger in diameter than the size recommended by the manufacturer, and the ring size was too large for the shaft of the grinder. The grinder was designed to use a depressed center disk. Instead, the flat-surface cutoff saw disk was installed without adequate support in the center. In addition to failure to follow the manufacturer's instructions, the missing safety guard indicates a weakness in supervision and a failure on the part of the safety committee inspection team.

The employer made several changes after this fatality, including instruction in safe use of grinders and discontinuing the use of cutoff saw disc for cutting grooves in the slag.

There's a lesson for all workers in a fatality such as this: Use the correct tools and use them the way they were designed to be used safely.

Picture This

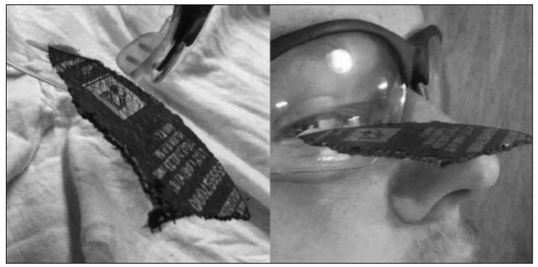
Someone Is About To Get Schooled With Sparks To The Face

This image was taken at a school – one man is using an angle grinder to cut something while the other man holds the piece on a chair for "support".

Using an angle grinder can be extremely dangerous for several reasons. If the wheel isn't the right size or type, or is defective, it could break apart and become a dangerous projectile. One that can take off a finger, put out an eye, or do serious and sometimes fatal damage.

One Reddit user commented on this post "Happened yesterday at work, co-worker of mine, "Jim" was using said grinder, kicked back, snagged his untucked shirt, then reeled in and sliced his lower stomach, 18 stitches later..."

The job requires a stable and supported area for the piece being grinded such as a table vice or clamp. Additionally, the men should be wearing hearing protection, safety glasses with side shields, and a face shield. Need proof? Just look at what can happen:



Be A Better Supervisor - How to Do a PPE Hazard Assessment

Are your workers in danger of becoming a statistic? Thousands of people are blinded each year from work-related eye injuries that could have been prevented with the proper selection and use of eye and face protection.

Personal protective equipment (PPE) for the eyes and face is designed to prevent or lessen the severity of injuries to workers. But, to be effective you must first know what hazards your workers are exposed to by doing a hazard assessment.

Hazards

Hazard Type	Examples of Hazard	Common Related Tasks
Impact	Flying objects such as large chips, fragments, particles, sand, and dirt	Chipping, grinding, machining, masonry work, wood working, sawing, drilling, chiseling, powered fastening, riveting, and sanding
Heat	Anything emitting extreme heat	Furnace operations, pouring, casting, hot dipping, and welding
Chemicals	Splash, fumes, vapors, and irritating mists	Acid and chemical handling, degreasing, plating, and working with blood
Dust	Harmful dust	Woodworking, buffing, and general dusty conditions
Optical Radiation	Radiant energy, glare, and intense light	Welding, torch-cutting, brazing, soldering, and laser work
Environmental Factors	High humidity, extreme cold/heat, and sources of motion in the area.	Industrial freezer work, working with molten metals
Human Factors	Length of work with safety equipment, worker fit and comfort, compatibility with prescription eyewear.	Employees with corrective lenses should either wear eye protection that incorporates the prescription into the design or wear additional eye protection over their prescription lenses.

Be a Better Supervisor

Complying with PPE requirements begins with a hazard assessment. Here's an overview of common requirements and how to comply with them.

When Are Assessments Required?

A competent person who has the training and experience necessary to understand the work and the hazards it poses should perform a PPE Hazard Assessment:

- Before a project begins or a site opens.
- Before construction or significant alterations at a site.
- Daily at sites where conditions and hazards change frequently.
- On a frequent and regular basis to catch and prevent development of unsafe and unhealthy conditions.
- When:
  - New work processes are introduced.
  - Work processes or operations change
- Significant incidents suggest that:
  - Hazards have changed.
  - Hazards not identified in previous assessments are present.
  - Current PPE isn't providing enough protection.

Verification of Hazard Assessment

Most safety regulations require employers to provide written verification that a hazard assessment has been completed. The document should:

- Identify the workplace evaluated.
- Identify the person certifying that the evaluation has been performed.
- Include the date(s) of the hazard assessment.
- Include a statement that identifies the document as a "certification of hazard assessment."

What Must Hazard Assessments Cover?

In its simplest form, a hazard assessment used for PPE consists of 3 pieces of information:

1. What work or tasks the employee performs that exposes them to a hazard.
2. What those hazards are.
3. When or where are the work/tasks performed.

When assessing hazards, make sure you don't limit your assessment to just the obvious ones. For example:

- Look at warnings on the machinery you use and read the owner's manual.
- Check with other companies in your industry who have similar processes or equipment.
- Ask experienced employees and newcomers for their insights.

Fatality File

Multiple-Fatality Confined Space Incident

An independent contractor was found dead at the bottom of an eight-foot-deep underground vault at a sawmill. The contractor was there to perform an annual inspection of the backflow device of the mill's waterline.

At 3:30 p.m. the contractor arrived at the sawmill and proceeded with the inspection. This was his fourth year conducting this inspection at the mill. He removed the steel cover of the manhole and lowered a ladder into the eight-foot-deep vault. There was 14 inches of water in the bottom of the vault.

At 4:00 p.m. a truck driver arrived at the sawmill to pick up a load of lumber and noticed the contractor's truck and the open manhole. He walked over and saw the contractor's body in the water at the bottom of the vault. Emergency services were called. The first person to arrive at the scene after EMS was called, was the shipping supervisor, who entered the vault in a rescue attempt. A few seconds later, one of the maintenance men arrived and went into the vault to assist with rescue. Neither man was wearing respiratory protection and within two to three minutes both men had passed out. Two policemen arrived at the scene, entered the vault (without respiratory protection), and had to be helped out. The paramedics arrived and attempted rescue (without respiratory protection) and also had to be helped out.

The firemen arrived on scene, donned their breathing apparatus, and went in to remove the three men at the bottom. Two men were face down in the water (the contractor and the shipping supervisor). The third man (the maintenance man) was in a sitting position against the wall, his head was not in the water.

The three men removed from the hole, the two policemen, and the two paramedics were transported to a local hospital.

- The contractor and shipping supervisor were pronounced dead on arrival by the attending physician.
- The maintenance man was hospitalized in serious condition.
- The two policemen and two paramedics were treated and released.

Oxygen levels in the space were found to be at 7% - far below the required minimum of 19.5%. Exposure to atmospheres containing less than 10% oxygen can rapidly overcome a person and bring about unconsciousness without warning so they are incapable of helping themselves.

A state safety investigator believes the algae bloom and bacterial action in the water caused/contributed to the low oxygen levels.

This is a text-book confined space multiple-fatality incident. The only "lucky" part of this incident is the death toll could have been 7.

View the full Fatality File at **SafeSupervisor.com**

Picture This

Confined Space Whack-a-Mole

This image depicts the kind of confined space work that goes on every day. It also shows something else that happens every day – lack of protective controls while working in a confined space. Take a minute and see how many violations and other safety missteps you can find in this picture.

How many issues did you find? Here's of some of them:

1. The area doesn't appear to be barricaded – at least not what we can tell from the picture.
2. No entry attendants or entry supervisor are present.
3. No visible sign of an entry permit.
4. Atmospheric monitoring instruments are nowhere to be seen.
5. Ventilation system is not set up/being used.
6. There's no retrieval system in place for rescue.

Whether you are a confined space entry supervisor, attendant, or entrant, take time to review the entry procedures and permit for each space before anyone enters the space. If there's not a procedure and permit in place and the space is permit-required – do not begin work until safety procedures have been followed.

Final Word Permit-required confined space entry procedures must be part of your employers confined space entry program. Following these procedures will save your life and the lives of bystanders who may attempt rescue (unprepared and unprotected).

Be A Better Supervisor - Confined Spaces

Let's get serious about confined space safety. Confined spaces can be seriously dangerous and are the leading cause of multiple fatalities in the workplace. Here's why...

A confined space has limited openings for entry or exit, is large enough for entering and working, but is ***not*** designed for continuous worker occupancy. Examples: vaults, tanks, bins, manholes, pits, silos, pipelines.

The Hazards

Oxygen Levels

High oxygen levels in a confined space increase the risk of fire and explosion. Materials that would not normally catch fire or burn in normal air may do so extremely quickly and easily.

Low oxygen levels can lead to unconsciousness and death.

Toxic Atmospheres

At certain concentrations some substances become immediately dangerous to life and health (IDLH). Even brief exposure to these substances can cause death or permanent damage to vital organs.

Explosive Atmospheres

In addition to oxygen enriched atmospheres, other causes for explosive atmospheres include:

1. Ignition of gases and vapors.
2. Combustible dust – i.e. coal and grain dusts.
3. Chemical reactions
4. Substances used in the space – i.e. welding gases, methane, hydrogen, solvents.

Physical Hazards Physical hazards cover a wide range of hazards common to confined spaces.

1. Engulfment
2. Slips, trips, falls
3. Hazardous energy

To help prevent confined space injuries and fatalities employers must have a written confined space entry program. Part of the program includes identifying confined spaces (non-permit and permit-required) on site. Employers must inform exposed employees of the existence, location, and hazards of all permit-required spaces. It is your responsibility to help your employer carry these out these responsibilities.

Be A Better Supervisor

Assessment and Entry Permit

A hazard assessment and an entry permit are required for every permit-required confined space entry. A confined space entry program must:

- Designate an entry supervisor be provided for each permit space entry.
- List entry supervisor qualifications; and
- Describe the entry supervisor's duties.

Entry into the space cannot occur until the permit is completed and approval to enter is given. *Visit SafeSupervisor.com for a list of information the entry permit is required to have.*

Implement Hazard Controls

Hazardous Atmospheres

All confined spaces should be tested for atmospheric hazards prior to entry and in many cases, testing is required throughout the duration of the work. Testing must be done by a trained user and all testing equipment must be in good condition, properly calibrated, and warning alarms set to the right levels.

Elimination of the substance is the best way to remove the risk – but if that isn't possible other control measures must be used.

Physical Hazards

Protect against physical hazards by using:

- LOTO, Piping isolation
- Barriers
- Hearing protection
- Non-sparking tools
- Pumps to remove water
- Fall protection, Respirators/ supplied air

Communication and Emergency Response

The ability for confined space entrants, attendants, and supervisors to communicate is critical, required, and in some cases, lifesaving.

The preferred method of rescue is to use retrieval systems that make it unnecessary to send in rescue personnel. If retrieval systems won't be effective and you must rely on rescue personnel to enter the space, you must take steps to ensure rescue operations are as safe as possible.

Ongoing

- You must review entry procedures at least once a year and more frequently any time you have reason to believe it's not providing entrants the necessary safety.
- You must reassess non-permit spaces and decide whether to reclassify them as permit spaces when there are changes to the configuration of the space or the work done inside it.
- You can also reclassify permit as non-permit spaces if you can demonstrate it no longer contains the actual or potential hazards that led you to classify it as a permit space.

10 Steps to Creating a Confined Space Entry Program

Working in a confined space is one of the most dangerous of all workplace hazards. In fact, it's been calculated that working in a confined space is 150 times more dangerous than doing the same job outside of the space. While this Workplan is geared toward compliance remember, compliance is often only the minimum set of requirements for safety.

Step 1: Identify Permit-Required Confined Spaces Determine if you have any confined spaces and then classify the spaces as either: **Non-permit confined spaces** - spaces that don't contain or potentially contain hazards capable of causing death or serious harm to entrants; or **Permit-required confined spaces** - spaces that do contain actual or potential hazards capable of causing death or serious harm.

Step 2: Prohibit Unauthorized Entry into Permit-Required Confined Spaces Secure all permit-required confined spaces using physical barriers, locks, warning devices or a combination to bar unauthorized entry. Notify workers of the existence, location and dangers of the space by posting warning signs or other effective means of communication. Decide how you're going to handle the space going forward. Your options are to seal off the space so nobody can enter it; or implement a confined spaces entry program to ensure safe entry into the space.

Step 3: Establish Acceptable Atmospheric Conditions for Entry Common required atmospheric conditions include: (1)Oxygen - 19.5% and 23.5% (23% in some Canadian provinces); (2) Flammable gases, vapors or mists at or below 10% of their lower flammable limit (LFL); (3) Combustible dusts below their LFL; (4) Substances above/potential to be above Permissible Exposure Limits (PELs); and (5) any other atmospheric condition immediately dangerous to life or health (IDLH).

Step 4: Establish Atmospheric Testing Criteria Atmospheric testing of permit spaces is required before entry and as often as necessary during entry to verify acceptable atmospheric conditions are still present. Establish in the entry procedure (1) that workers are required to evacuate the space immediately if atmospheric conditions no longer meet the specified acceptability standards; (2) re-entry is banned after evacuation until new testing verifies the atmosphere is safe.

Testing must be carried out in the following sequence using instruments meant for testing only that condition. **First**: Oxygen; **Second**: Combustible gas; **Third**: Toxic gases and vapors. Use the Confined Spaces Hazard Assessment Worksheet at SafeSupervisor.com prior to each entry and keep it at the site and in your records.

Step 5: Establish Engineering Controls for Atmospheric Hazards A confined space entry program must list engineering controls used to manage hazardous atmospheres in the space. Acceptable methods include (1) **Ventilation** - mechanical systems that force fresh air into the confined space and/or exhaust contaminated air while workers are inside it. (2) **Purging** - introducing substances such as an inert gas, steam or water into a confined space to displace or flush out contaminants before workers enter the space. (3) **Inerting** - introducing an inert (un-reactive) gas such as nitrogen or carbon dioxide into a confined space to completely displace all oxygen. (4) **Isolation** - disconnecting, blanking or blinding or using an equivalent engineered system to prevent a hazardous substance contained in adjacent pipelines from seeping or leaking into the permit space.

Step 6: Establish Control Methods for Physical Hazards Protect against physical hazards by using fall protection, respirators/supplied air, LOTO and pipe isolation, hearing protection, pumps to remove water, barriers, and non-sparking tools.

Step 7: Establish Safe Entry and Exit Procedures An **entry procedure** must list (1) safety measures required by regulations, e.g., hazard assessment; (2) verification of acceptable conditions of entry; (3) the engineering controls used to eliminate/control atmospheric hazards.

Entry must be overseen by an "entry supervisor". There must be one or more "attendants" who constantly monitor the space, communicate with authorized entrants, and summon help in an emergency. *No one must ever enter a confined space without specific training and protective gear. Entry permits must (1) be issued by the entry supervisor before entry; (2) posted at the entry site whenever authorized entrants are inside the space; and (3) list essential information about the entry and safety.

Step 8: Provide PPE and Safety Equipment Provide authorized entrants equipment such as respirators and hardhats, rescue or retrieval systems, and communication equipment.

Step 9: Provide Rescue and Emergency Response Provide for rescue of authorized entrants if emergencies arise after they enter the space. The preferred method of rescue is a retrieval system which makes it unnecessary to send in rescue personnel.

Step 10: Conduct Training and Instruction Confined spaces safety training must be provided to: (1) authorized entrants; (2) attendants; (3) entry supervisors; and (4) rescue personnel.

Confined Space Reclassification Form

Instructions: A Permit-Required Confined Space may be reclassified as a non-permit confined space if:

1. The space does not contain actual or potential atmospheric hazards; and
2. All hazards may be eliminated without entry into the space.

The reclassification is valid only while the confined space remains free from hazards. If hazards arise during entry, the space must be evacuated immediately and re-evaluated for hazards.

The reclassification is valid only for the specific entry indicated below.

Location: _____

Description of Space: _____

Purpose of Entry: _____

Description of Hazard Originally in Space	Methods Used to Eliminate Hazard	Methods of Verifying Hazard Has Been Eliminated

Instructions: Attach all atmospheric testing data relied on in reclassifying the space as a non-permit confined space.

Additional Comments: _____

_____

Certifying Employee: _____ Date: _____

By the Numbers

Confined Space Injuries and Deaths

Permit required confined spaces have long been – and still are - the leading cause of multiple fatalities in the workplace. According to investigations of confined space incidents by the National Institute for Occupational Safety and Health (NIOSH):

60% of confined-space fatalities are would-be rescuers.

85% of the time a SUPERVISOR was present.

29% of the dead were SUPERVISORS.

31% had WRITTEN Confined Space Entry PROCEDURES.

0% used the WRITTEN PROCEDURES.

15% had Confined Space TRAINING.

0% had a RESCUE PLAN.

60% of "WOULD-BE" RESCUERS died.

0% of the spaces were TESTED prior to entry.

95% were AUTHORIZED by supervision.

0% were VENTILATED.

Workplan - How to Implement an Eye and Face PPE Program

The use of proper eye and face protection, such as safety glasses, goggles, face shields and helmets can prevent countless eye injuries. Safety regulations require employers provide eye and face protection whenever there is a hazard potential and engineering and administrative controls couldn't eliminate the hazard or provide enough protection. This Workplan focuses on implementing an Eye and Face PPE program but can easily be modified to include all PPE.

Step 1: Conduct a PPE Hazard Assessment

Many jobs and tasks have the potential to cause injury eye and face injuries. Doing a thorough hazard assessment allows you to identify hazardous processes, areas, jobs, and tasks where PPE is necessary and required. Common sources of injury include:

Impact	Forcible contact from flying objects, such as large chips, fragments, particles, sand, and dirt from chipping, grinding, machining, masonry work, wood working, sawing, drilling, riveting and/or sanding.
Heat	Emission of extreme heat from furnace operations, pouring, casting, hot dipping, welding or other similar operations.
Chemical	Liquid splash and droplets, fumes, vapors and irritating mists from acid and chemical handling, degreasing and plating.
Dust	Nuisance or fine dust from woodworking, buffing or general dusty conditions.
Optical Radiation	Ultraviolet (UV) and blue light, infrared (IR), glare and intense light from welding, torch-cutting, -brazing, -soldering, and laser work.
Electrical	Arc flashes and sparks from working around electricity.
Environmental Factors	Working environment and the temperature of area where safety equipment is being used such as high humidity and sources of motion in the area.
Human Factors	Length of work with safety equipment, worker fit and comfort, compatibility with prescription eyewear; employees with corrective lenses should either wear eye protection that incorporates the prescription into the design or wear additional eye protection over their prescription lenses.

Step 2: Select and Provide the Right Types of PPE

When selecting the most suitable eye and face protection consider these factors:

- Level of protection against hazards.
- Proper fit and comfort.
- Allows for unrestricted vision and movement.
- Durable and easily cleanable.
- Allows for unrestricted functioning of any other required PPE.

All protective eye and face wear must comply with the American National Standards Institute (ANSI) or Canadian Standards Association (CSA) standards Z87.1/ CSA Z94.3.e

Step 3: Provide Training

Workers must be trained on the hazards that exist in the workplace and the hazards of their specific jobs and tasks. If these activities require them to wear PPE, they must be trained on:

- When PPE must be worn, and disciplinary action taken when requirements aren't followed.
- The kind/type to wear
- How to recognize hazards and what to do if they have questions about what PPE will best protect them.
- Correct and safe donning and doffing procedures.
- Safe use and useful life of their equipment.
- When PPE should be replaced and how the replacement process works.

Refresher training should be done:

- Annually when required – i.e. hearing protection and respirators.
- When tasks or processes change, and the PPE requirements change.
- When a different or new type of PPE is being used.
- When workers are observed not wearing or caring for their PPE properly.

Step 4: Keep Documentation

It's important to document everything related to your PPE program.

Documentation is important because it lets you gauge the effectiveness of your PPE requirements and ensure all workers receive the necessary training. It is also your best defense if there are problems in the future either with workers who are non-compliant or when regulatory inspections take place.

You are establishing due diligence if you can document four key provisions of your PPE program:

1. You performed a written hazard assessment and you selected and provided the right PPE to your workers.
2. You developed specific rules and procedures for workers regarding the use of the PPE.
3. You provided appropriate training to workers regarding all aspects of the use of PPE.
4. You enforced your rules about PPE whenever you saw violations of them.

EYES, FACE, AND HEAD PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT FORM

Use and modify this sample form to help you determine what hazards workers are exposed to and what PPE must be worn to protect them.

Facility _____ ***Dept.*** _____ ***Date*** _____

Supervisor _____ ***Job*** _____

EYES & FACE				
HAZARD	**YES**	**NO**	**ELIMINATED, GUARDED?**	**PPE REQUIRED**
Flying particles				
Molten metals				
Liquid chemicals				
Acids				
Caustic liquids				
Chemical gases or vapors				
Light radiation				
Other				
HEAD				
HAZARD	**YES**	**NO**	**ELIMINATED, GUARDED?**	**PPE REQUIRED**
Flying objects				
Falling objects				
Work done overhead				
Elevated conveyors				
Hitting against fixed object				
Forklift hazards				
Exposed electrical conductors				
Other				
Comments:				

Certification

This hazard assessment has been performed to determine the required type of PPE for each affected worker.

The assessment includes:

- Walk-through survey
- Specific job analysis
- Review of accident statistics
- Review of safety equipment selection guideline materials
- Selection of appropriate required PPE

Assessment Certified by (Supervisor) _____ Date _____

Focus On: Six Ways You Can Die In A Confined Space

Confined spaces are notorious for hazards, often hidden that you can't see or smell. Too many times when a hazard in a confined space is recognized it is too late for the entrants in the space to save themselves. Here are six hazardous and deadly confined space situations.

1

You can suffocate from lack of oxygen inside the space. Other chemicals can displace the oxygen and turn the atmosphere deadly in a matter of seconds. Oxygen levels should be between 19.5% and 23.5%. Anything lower is an oxygen deficient atmosphere. Anything higher is an oxygen rich atmosphere which leads to an increased risk of fire and explosion.

You can be poisoned from breathing toxic or contaminated air inside the space. This air can come from work done in the space or exhaust from machines, equipment, and other work done outside the space.

2

3

You can be killed by an explosion caused by ignition of flammable or combustible substances. Hot work, sparks, and high temperatures/pressures are often found inside confined spaces.

You can be trapped inside the space and unable to evacuate from a fire or other emergency.

4

5

You can be hit and killed by a vehicle or equipment while entering or exiting the space. This is common in road and utility work where confined spaces are in or near roadways and other traffic areas.

You can drown or suffocate if the space is engulfed with water, soil or other materials.

6

Supervisor Secret: Preventing Injuries Away from the Job

Not all fatal accidents happen at work. Many of us practice safe work procedures on the job but forget those practices at home. This is somewhat understandable. At work, supervisors and safety managers are constantly watching us.

But when we get home, we become the boss and we get complacent. And we all know that complacency leads to trouble.

Home Injuries & Their Causes

According to the National Safety Council, there were 161,374 fatalities from unintentional injuries in 2016. In fact - 72% of these unintentional injury-related deaths occur off-th-job. The seven leading causes were:

- Poisoning
- Motor Vehicle Crashes
- Falls
- Choking and Suffocation
- Drowning
- Fires & Burns
- Natural and Environmental Incidents

If these numbers don't wake you up then consider this: A fatal injury in the home occurs every 16 minutes and a disabling injury occurs every four seconds.

What Can We Do?

Well, the answer is quite simple: All we have to do is think in the same safe manner at home as we do at work. Take a moment to consider the task you're about to perform and how you can perform it safer. Here's a "Safe Plan of Action" to provide your workers for working around the house safely:

- **Plan ahead.** Make sure you have the proper PPE for the task—gloves, safety glasses, long pants or long-sleeve shirts, steel-toed shoes with steel shanks, etc. The easiest way to do this is to visualize yourself doing the job and try to identify any potential hazards.
- **Check your tools and equipment.** Using the wrong tool can be dangerous. I regularly inspect all my power/hand tools and ladders to make sure they're not damaged and are suitable for the job. I look for signs of obvious wear and tear that could cause failure during use. Remember that falls are near the top of the list as the cause of injuries and/or fatalities.
- **Lift right.** Just like at work, poor lifting techniques are a common cause of injury at home. While lifting or bending, don't strain your body. If you can't lift something easily, use a hand truck (or other lifting device) to move it.
- **Practice ladder safety**. Avoid overreaching while working on ladders or raised platforms. It's much safer to move the ladder and stay as vertical as possible.
- **Guard against heat stress.** During the summer months, if you're going to be working outdoors or indoors in spaces that aren't air-conditioned or well ventilated, remember to drink plenty of water to avoid heat exhaustion. Take regular breaks when needed.
- **Watch for overhead power lines.** Remember how dangerous overhead power lines are. Get a helper to assist in carrying long items such as metal pipe, extension ladders or other conductive materials.
- **Ask the right question.** I've saved the most important step for last. Ask yourself: "Is this safe?" I can't stress this enough. This quick question could save your life.

Here's a story you might want to relay to your workers: On a jobsite years ago, there was one individual who resented his supervisor for correcting his unsafe work practices all the time. He even resorted to calling the supervisor names as he walked by.

One lunch hour, the supervisor took his brown bag into the field and spotted the worker sitting with co-workers. He asked if he could join his group. It was obvious that he didn't want the supervisor there, but gestured with his hand that he could sit down if he wanted. The supervisor then asked him, "*When you go home at night and walk though the door, what happens?*"

After some hesitation, he replied, "*My dogs usually run to me and my daughter and wife give me a kiss. Then we sit down for supper.*"

This was exactly the response he was hoping for. The supervisor told him, "*It doesn't matter to me that you hate me or call me names. Every day that you can go through that door and be greeted by your family and pets is one more day that I have done my job well.*"

The two were friends for the rest of the work project and still keep in touch today.