



## Back Safety

### **What leads to back injuries?**

- Lifting excessive weight.
- Using poor lifting technique such as bending over at the waist or twisting with loads.
- Reaching overhead for elevated loads.
- Carrying awkwardly shaped objects.
- Sitting or standing too long in one position for extended periods of time.
- Working in awkward positions for extended periods of time.
- Contributing factors: poor physical condition, extra weight, and poor posture.

### **What are the most common types of back injuries?**

- Muscle and ligament strains and sprains.
- Muscle spasms.
- Herniated, ruptured or slipped discs.
- Degenerative discs.

### **How can back injuries be prevented?**

- Avoid lifting and bending where possible.
- Use carts and dollies where possible.
- Ask for help with heavy loads.
- Always use proper lifting techniques.
- Stretch before lifting.
- Avoid prolonged sitting or standing for extended periods of time.
- Avoid lifting loads above shoulders when possible.
- Slow down during heavy, repetitive lifting and take rest breaks.
- Sleep on a firm mattress, get in shape, and use good posture.

### **What's the proper way to lift?**

- Test the load's weight.
- Place feet shoulder-width apart and close to object.
- Bend the knees.
- Get a secure grip.
- Lift with the legs, keeping back straight.
- Lift evenly and slowly with the load kept close to your body.
- Avoid twisting torso while carrying load; to change directions, use feet.

### **What if I have back pain?**

- Rest your back and avoid heavy lifting.
- For pain relief:
  - Apply cold for first 48 hours.
  - Apply heat after 48 hours.
  - Use over-the-counter pain relievers.
- Gradually begin gentle stretching.
- Consult physician if pain persists after resting for 72 hours or you have a feeling of numbness in your lower limbs.



## Eye Safety

### **Protect your eyes**

- There is no excuse for not wearing your protective equipment.
- Every year, thousands of people are blinded from work-related injuries.

### **Forceful impacts can damage your eyes**

- Caused from swinging chains, cables, tools or any sharp objects.
- Can create a black eye, rupture your eyeball or break bones around your eye.
- Go to a doctor if bleeding does not stop or vision is blurry.

### **Small particles can damage your eyes**

- Caused by grinding, chiseling, sanding, hammering and spraying.
- Particles become airborne and lodge themselves in your eye.
- Can cause blurred vision, sensitivity to light and severe bleeding.
- If you cannot get it out by blinking, go see a doctor.

### **Chemicals can damage your eyes**

- Burns can occur when a chemical substance gets into your eye.
- Initial first aid treatment is to wash your eyes for 15 minutes.
- If pain still exists, go see a doctor.

### **Protect your eyes with safety glasses**

- Regular glasses should not be substituted for protective eyewear.
- Ensure your glasses fit properly. You should have your own pair.

### **Protect your eyes with goggles**

Goggles provide a secure shield around the entire eye to protect against hazards from different directions.

### **Protect your eyes with face shields**

- Face shields offer you full-face protection and guard you against molten metal, chemical splashes or flying particles.
- They will not protect you from forceful impacts.
- You must wear tight fitting goggles under the shield to protect against dust mists and gasses.



## Safety Training Handout Hand Protection

- Protect your hands and fingers from injuries.  
OSHA requires employers to provide employees with hand protection to prevent:
  - Absorption of harmful substances
  - Severe cuts, lacerations, abrasions or punctures
  - Chemical heat or electrical burns
  - Extreme heat or cold
  - Bloodborne pathogens
  
- Gloves are an important form of hand protection.  
Gloves provide an effective barrier between the hand and the hazard.
  - Do not wear gloves if they create a greater hazard; e.g., catching in a machine.
  
- Select gloves designed to protect against specific job hazards.
  - **Insulated** gloves protect against heat and cold.
  - Choose fire-retardant materials for exposure to open flames.
  - Choose reflective materials for exposure to radiant heat.
  - **Neoprene, rubber, vinyl** and other materials to protect against chemicals.
  - No gloves protect against all chemicals.
  - Check the MSDS for instructions.
  - **Special insulated rubber gloves** protect against electrical shock and burns.
  - **Metal mesh** or other cut resistant gloves protect against sharp objects when prepping food.
  - **Leather** gloves protect against rough surfaces, chips and sparks, and moderate heat.
  - **Cotton** gloves protect against dirt, splinters, and abrasion and help grip slippery objects. **Cotton is not good protection with rough, sharp or heavy materials.**

- Other PPE can provide added hand protection.
  - **Hand pads** can protect against heat, rough surfaces, and splinters.
  - You cannot wear hand pads if you are doing delicate work.
  - **Thumb or finger guards or tapes** can provide extra protection on dangerous material jobs.
  - **Long cuffs and wristlets** can keep chemicals or heat outside the glove.
  - **Barrier creams** can help protect skin when gloves cannot be worn. However, a barrier cream is not a substitute for a glove.
  - Creams must be applied frequently and only on clean skin.
  
- Inspect gloves before putting them on.
  - Do not wear gloves if they are torn, cracked or otherwise damaged.
  - Make sure the gloves cover the hands completely with a snug, but not uncomfortable, fit.
  - Bandage cuts or scrapes before putting on chemical resistant gloves.
  
- Remove chemical-protective gloves with special care.
  - Rinse gloves thoroughly before taking them off.
  - Remove contaminated gloves so contamination does not touch your skin.
  - Wash hands thoroughly after removing gloves.
  - Place gloves in the proper containers for decontamination or disposal.
  - Store clean gloves right side out, cuffs unfolded, in a cool, dark, dry place.
  
- Other precautions to protect your hands.
  - Do not clean your hands with solvents or industrial detergents.
  - Check materials for sharp edges, splinters, hot or cold temperatures, etc. before handling them.
  - Keep your hands away from moving machine parts.
  - **Always cut away from your body.**
  
- Respond quickly to hand injuries.
  - **Chemical contact:** Wash skin thoroughly for 15 minutes.
  - **Cut:** If cut is large and bleeding, apply direct pressure and raise hand over the shoulder.
  - **Burn:** Soak a minor burn in cold water and cover with a sterile bandage. Get immediate medical help for a burn that is charred or blistered.
  - **Amputation:** Put the body part on ice and take it with you to a hospital immediately.
  - **Broken bones:** Keep the hand still and get medical attention.
  
- Hands are always on the job and need protection against hazards.
  - Wear the proper gloves and take every precaution to protect your hands against injury, burns, and exposure to hazardous substances.

## **KNIFE & BLADE SAFETY**

*Hire Dynamics* requires their employees to practice Knife and Blade safety on the job.

1. Inspect blade before use. The blade should be properly seated and handle should be closed and fastened.
2. The work area should be clear of obstructions.
3. Keep work adequately secure and always keep knife under control.
4. Use sharp blades. They are actually safer than dull blades. When a blade gets dull it is harder for the blade to do its job. You have less control and you will have to use more force causing the blade to slip or break.
5. Use from a stable well balanced position.
6. Make sure your cutting path is clear.
7. **CUT AWAY FROM YOU.** When cutting thick material make several passes cutting a little at a time. **BE PATIENT!** Extend only as far as needed for thickness and get better cutting leverage and control.
8. Your knife will conduct electricity creating a potential shock hazard. Work away from potential shock hazards.
9. **NEVER PUT A KNIFE/BLADE IN YOUR POCKET.** Do not leave an unattended knife with the blade exposed. Retract the blade, and do not store loose blades.
10. Use only for intended purpose. **NEVER USE AS A SCREWDRIVER OR CHISEL FOR PRYING.**

### **DISPOSAL OF BLADES**

Wrap old blades in tape before discarding. Never sharpen a dull blade, replace or snap off and discard. Snap off away from your face. Never use a single edge blade out of the knife.

### **CHANGING BLADES**

Use caution when replacing blades if it requires removing a screw for opening. Never hold knife in one hand while removing the screw. Place the knife on stable surface to remove the screw.

## LOCK/OUT TAG OUT POLICY

### Purpose:

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

### Compliance With This Program:

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout.

All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment. Violation of the Lockout/Tagout policy will result in disciplinary action up to and/or including termination.

### Some examples of Lockout/Tagout Devices:



Main Disconnect



Line Valve



Circuit Breaker