SAFETY STAND DOWN

May 2010

This information is to help you organize your Stand Down. This is a suggested agenda for the onsite supervision. Please review prior to facilitating the material.

Purpose

The focus of this Stand Down is to have the workers using hand/power tools, aerial or scissor lifts, ladders or fall protection equipment review and inspect their equipment. This review will help project supervisors; employers and worker ensure they are using safety tools and equipment.

Step 1 Pre-Planning

- Determine the number of subcontractors and employees on-site
- Request the appropriate number of hard hat stickers from TEXO. Stickers can be requested by call 972-647-0697 or emailing texo@texoassociation.org (**Put Stand Down Stickers on Subject Line**). Stickers should be picked up prior to the safety Stand Down
- Coordinate through subcontractor's supervisors the number of workers using hand/power tools, aerial or scissor lifts, ladders or fall protection equipment.
- Provide subcontractors supervisors with the appropriate number of audit sheets for employees in the above listed group

Step 2 Stand Down

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- Assemble the workforce together and review the topic pages, or assemble the workforce into four separate group and review the specific topic based on the workers using hand/power tools, aerial or scissor lifts, ladders or fall protection equipment.
- After reviewing the topics provide the workforce time (approximately 15-20 minutes) to conduct a self audit of the hand/power tools, aerial or scissor lifts, ladders or fall protection equipment they are using.

Step 3 Reporting

- Each subcontractor should collect the self audits. Self audits should be reviewed and all concerns or issues noted corrected as soon as possible.
- Every worker who completes and turns in a self audit to their supervisor should receive a TEXO Safety Stand Down Hard hat Sticker.
- Each subcontractor supervisor should provide a summary report (see supervisors report) to the General Contractor.
- Each General Contractor should provide a summary report (see GC Report) to TEXO.

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HARD HAT STICKER REQUEST

TEXO Safety Stand Down hard hat stickers can be requested by phone, fax or email

By Phone: call 972-647-0697
If ordering by phone, please provide the following information:

General Contractor:
Project name
Project location
Approximate number of stickers needed
Who will pick-up or deliver stickers?

By Fax: send this page to 972-247-1930; Attention Dorothy Shaw
By email: send this page to texo@texoassociation.org (**Put Stand Down Stickers on Subject Line**)

General Contractor: _____

Project name_____

Project location_____

Approximate number of stickers needed _____

Who will pick-up or deliver stickers? _____

HARD HAT STICKERS MUST BE PICKED UP ON OR BEFORE MAY 4TH.

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SAFETY STAND DOWN SUPERVISORS REPORT

This form is to be used by each subcontractor who participates in the Safety Stand Down. This form should be returned the General Contractor.

Subcontractor Name: _____

Project Name: _____

The total number of employees on-site_____

Total number of employees who conducted a self audit in the following categories:

Hand/power tools _____

Aerial or scissor lifts _____

Ladders _____

Fall protection equipment _____

Supervisor name: _____

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SAFETY STAND DOWN GENERAL CONTRACTORS REPORT

This form is to be used by each General Contractor who participates in the Safety Stand Down. This form should be returned TEXO.

General Contractor Name: _____

Project Name: _____

The total number of subcontractors on-site _____

The total number of workers participating in the Safety Stand Down _____

Total number of employees who conducted a self audit in the following categories:

Hand/power tools _____

Aerial or scissor lifts _____

Ladders _____

Fall protection equipment _____

GC Superintendent Name: _____

Please return this form to TEXO by fax or email

Fax: (972) 247-0930

Email: texo@texoassociation.org

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PERSONAL FALL ARREST EQUIPMENT INSPECTION

Fall protection systems must be inspected before and after each use. Regular wear, damage or corrosion can cause hidden damage that could result in the harness or lanyard failing. If you need it, you need it to work properly. The following is a guideline for check fall protection equipment:

Full Body Harness:

- Check D-Rings and their metal or plastic wear pads (if any) for distortion, cracks, breaks and rough or sharp edges.
- Buckles should be inspected for unusual wear or distortion, cracks and rough or sharp edges. Check rollers for distortion.
- Webbing needs to be visually inspected for frayed or cut fibers, chemical, heat, or corrosion damage. Also, checked for broken, cut or burned stitches that are visible
- Tongue/ belts should have no additional punched holes.

Lanyard:

- Snaps and hardware need to be inspected for distortions, cracks, corrosion, or pitted surfaces;
- Inspect lanyards on each side of webbing to reveal any breaks or cuts. Also, examine the web for swelling, discoloration, cracks, or charring. These are signs of chemical or heat damage.
- Shock absorber should be examined looking for the warning flag or signs of deployment. If these signs of stress are shown remove the lanyard from service.

Anchor Points

- Anchor points (what you attach the lanyard to) should be able to hold a car.

Storage:

- The equipment should be stored so it is not damages from tools or equipment.

Replacement:

- If your harness or lanyard is damaged or does not pass a regular inspection ask your supervisor or a safety person to look at it and request a new one.

Item	Pass	Fail
Harness		
Lanyard		
Anchor strap or retractable		
Anchor point		
Storage		

Name _____Company_____Date_____

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LADDER INSPECTIONS

Ladders should be inspected before each use. The inspection is very easy and quick. When setting up a ladder:

- Check the surrounding
- Look for the area to be clean and the ground to be level and stable.
- Move any items in the area that could create a trip or falling hazard. Check the base of the ladder to see if it is secured from displacement or movement while climbing.

Inspecting the ladder

- Inspect the rungs to see that they are in good shape.
- Make sure there is not mud or other material that could make the rungs slippery. Inspect the braces and hinges to make sure they are in good working order.
- Inspect the rails for cracks and that they are in good shape to work on.
- Check the height of the ladder to insure it is the correct size to reach the work area.
- Look for the label on the ladder to make sure it is rated for the load you will put on it.
- Make sure the ladder is secured at the top and not moving too much.
- Make sure the landing area is clear of mud, grease or any other items that could create a hazard.
- If any of the items on the ladder are not in good working order, do not use it.
- Tag the ladder out of service and remove it from use.

Item	Pass	Fail
Condition of ladder		
Rungs / Steps		
Sides / Rails		
Hinges / extension locks		
Labels visible		
Area around bottom is clear		
Proper height		

Name _____Company_____Date_____

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INSPECTING YOUR POWER TOOLS FOR SAFETY

Before using your power tools on your jobsite it is important that you inspect each tool before each use.

Locate your tool that you plan to use and begin inspection by:

- Start with the cord, is it double insulated? If not there should be the 3 wire type with ground prong present.
- . Check the cord to make sure there are no cuts or bare wire exposed.
- Check the guards (are the manufacturer provided guards in place without alteration)?
- Next check your power tool for and after market modifications that do not belong.
- Are there any visible cracks or defects on your power tool?
- From there you want to move on to your attachments. Are all of the attachments functioning properly? Are they attached correctly? Are there any mushroomed heads or cracks in attachments, blades, or bits?
- Finally, if any issues are found tag the tool DO NOT USE and remove it from service.

Item	Pass	Fail
Guards		
Cords		
Cracks or Defects		
Modifications		
Attachments		

Name _____Company_____Date_____

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AERIAL LIFTS

Aerial Lifts can be the safest piece of equipment if you follow these simple rules and inspection procedures. Remember that only trained personnel can operate the equipment.

- Before operating your equipment check the following:
- Is the user manual present? If manual is missing, contact your supervisor immediately.
- Did you conduct an inspection of the equipment before using it?
- Is the daily inspection documented?
- The work area where the lift may be positioned must be free of debris and or trash,
- The ground or area where the lift will be used must be smooth and level.
- Are there any over head dangers? Remember that you must be a minimum of 10' away from power lines.

Make sure that your equipment is in good operable condition, this can be assured by performing a pre operation inspection before you start your equipment.

- Make sure the safety chain is in place and in good condition.
- Make sure the rails are not bent, cracked or broken.
- The tires must be fully inflated (if applicable) and no rubber missing from them.
- Make sure you remove any trash or any liquids that may cause a slipping/tripping hazard from the platform and make sure the equipment has a safe access to the platform.

Item	Pass	Fail
User manual		
Work area clean and level		
Documented daily inspection		
Safety chain and rails are in place		
Platform clear of trash		

Name _____Company_____Date_____