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GENERAL SAFE WORK PRACTICES

Arkansas Workers' Compensation Commission
Health & Safety Division

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To prevent injuries, some basic safe work practices should be observed by everyone - regardless of your job.



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Training - to make workers aware of safety rules.



In the construction industry, accident prevention training should be given frequently.

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Drugs or Alcohol - Anyone under the influence of drugs or intoxicating substances that could affect their ability to perform the job safely should not be allowed on the job.



Even some medications can impair one's ability to work or operate equipment safely.

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Plan and Supervise Work - To prevent injuries, work should be planned and supervised when handling materials.



Do not enter confined spaces, such as manholes, underground vaults, tanks, silos that have little ventilation unless you know it is safe to enter. Toxic fumes or gases can accumulate to make these spaces hazardous.


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Machine Guards - Must be on the equipment before it is used. Broken guards or other hazards should be reported to the supervisor. Do not operate the machinery until the guard has been repaired or replaced.



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Do not tamper with any electrical equipment, machinery or air or water lines that are not within the scope of your duties.



Leave that work to the electricians or mechanics.

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Report any injury immediately. Don't wait.

Even if you think you don't need medical treatment, report the injury anyway.

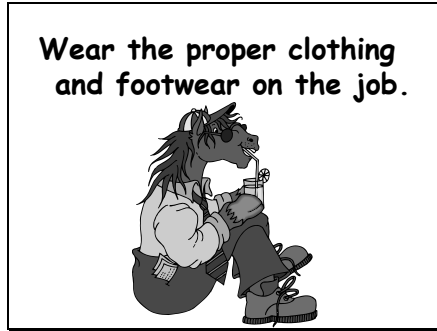


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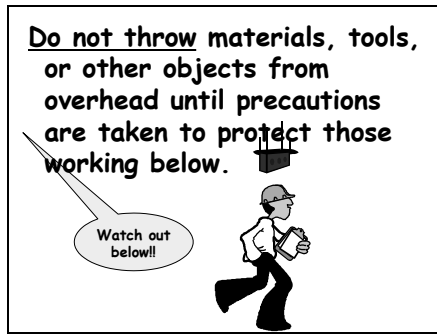
Lift safely - Use your legs and not your back.



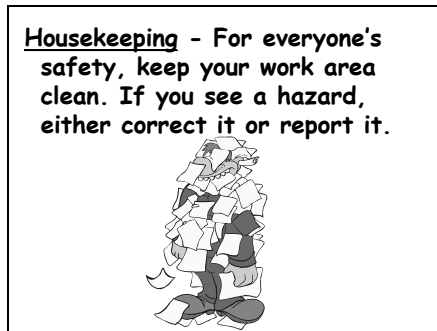
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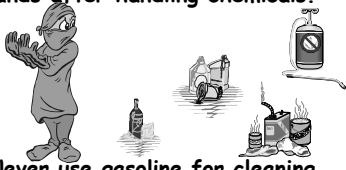


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Use Personal Protective Equipment (PPE) when handling chemicals or hazardous substances. Wash your hands after handling chemicals.



Never use gasoline for cleaning purposes.


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When using ladders - Inspect to make sure it is in good condition. Use the proper ladder for the job. Never stand on the top 2 steps of the ladder. When using straight ladders, make sure the ladder extends at least 3 feet above the landing.



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Scaffolds - any damage to scaffolds or other supporting structures must be reported immediately to the supervisor and repaired before use.



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Hot Work - Never weld around combustible or flammable materials. Never weld on enclosed tanks or vessels until it has been determined that no possibility of explosion exists. Always have someone standing by with a fire extinguisher while welding.



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Tools - Maintain tools and equipment in good serviceable condition. Damaged tools or equipment should be removed from service and tagged "defective".



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Use the right tool for the job!
Screwdrivers should not be used as chisels.

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Do not lift electrical tools by the power cord.

Inspect the power cord and plugs of electrical tools before using to make sure they are in good condition and not cut or frayed. You cannot simply wrap electrical tape over a cut or frayed cord.




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Loose or frayed clothing, long hair, dangling ties, rings, bracelets or necklaces should not be worn around moving machinery where they could become entangled.

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Lockout-tagout procedures must be used when servicing, repairing or adjusting machinery. Do not attempt to operate machinery that is locked out and tagged out. A lock and tag means that someone is working on that machine and could be seriously injured if the equipment was inadvertently started.



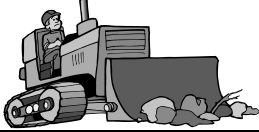
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When working under vehicles supported by jacks or chain hoists, use protective blocks that will prevent serious injury if the jacks or the hoists should fail.


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Excavations - All excavations must be visually inspected before backfilling to ensure it is safe to backfill. Excavating equipment, such as tractors, bulldozers, and scrapers, should not be operated near tops of cuts, banks or cliffs if employees are working below or if there is a possibility of overturning.




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Watch out for moving vehicles and equipment on the job site. The operator may not be able to hear or see you. It's your responsibility to watch out for them.



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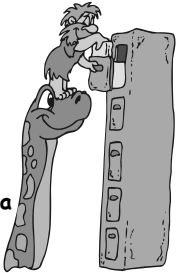


Common Sense - A lot of safety is simply using common sense and good judgment. If something looks like it might cause an injury, take the steps to ensure that the injury does not occur.

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Teamwork - It takes everyone's cooperation and efforts to make a safe work environment.

Take time for safety - Safety can make a difference.



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