

Buffalo District Safety Office Update

September 2001

Fire / Emergency Evacuation Plans:

- Building Fire/Emergency Route Escape Plans are being updated as we speak and will be distributed
- Know your Primary & Alternate Routes to exit a building during an emergency
- Assist co-workers who need help and check your work areas for co-workers who did not hear the order to evacuate
- In Buffalo, if an evacuation is needed, all employees will evacuate on foot to the Rich Parking Lot
- Field Offices – Make sure you have one central relocation point and everyone knows its location
- Once at the relocation point, supervisors are to do a 100% head count-Do Not leave until authorized
- Notify local response agencies (fire-police) of missing employees who may not of evacuated
- In Buffalo we have activated the “77” All Page System to report emergencies. Supervisors, please make sure all employees understand how to activate the emergency notification system

OSHA & COE HIERCHARY OF CONTROLS:

- All hazards need to be recognized and evaluated, and steps need to be taken to eliminate those hazards.
- OSHA & the COE’s uses a simple 3-Step Process to address this – they are;
- **STEP-1**....Try to **ENGINEER** out the hazard, i.e. ventilation, fall protection barrier, sound insulation, machine guards, etc.
- **STEP-2**....If you cannot engineer out the hazard, then **ADMINISTRATIVE CONTROLS** will be put in place to warn employees that a hazard exist, i.e. signs/tags/labels **HEARING – FALL PROTECTION REQUIRED, DO NOT ENTER, DANGER-CONFINED SPACE ENTER BY PERMIT ONLY**, etc.
- **STEP-3**....If you cannot engineer out the hazards and administrative controls are not adequate to prevent employees from getting hurt or killed, then you **must** wear **PPE-Personal Protective Equipment**, i.e. hardhats, steel toe boots, eye protection, hearing protection, fall protection, etc.

Accident Case Reviews / May-Aug 01:

- An employee tripped on a protruding nail and strained his knee & ankle. Take time to inspect your walking/work surfaces to insure they are free of slip/trip hazards.
- Two employee’s strained their lower back due to repetitive lifting of a heavy object. Do not exceed your physical limits. Use mechanical device’s when possible to do the lifting or get help from co-workers. Don’t be fooled-back supports have limited value.
- An employee had a sprained foot when he lost balance/slipped while jumping from one surface to another. No superman tricks allowed. Make sure you are wearing the proper boots for the job/surface, and don’t take a chance. Wait until its safe to proceed.
- An employee tripped on an uneven sidewalk and had knee abrasions and a sprained hand. Make sure walking surfaces are even and make sure your vision/line of sight is not blocked.
- An employee slipped on moss/wet surface and received an open laceration and abrasions. Make sure walking surfaces are safe before proceeding.

HAZCOMM PROGRAM (Hazard Communications-Employee Right to Know Act):

- If you work with chemicals as part of you job – then the HAZCOMM Program applies to you no matter what the chemical, i.e. part cleaners, spray lubes, gasoline, oil’s, etc.
- Supervisors are required to TRAIN their employees that fall under this program. It consist of 3 Simple Parts;

PART-1.....The employer must have a written program >http://lrbintranet/pages/admin_advisory/safety/LRB385-1-1SOHRegulation.pdf Appendix – L.

PART-2.....A Material Safety Data Sheet (MSDS) must be available for each and every chemical product used in the work area, to include an inventory listing the average daily quantity kept on-site. Also, ALL products are required to be marked with Hazard Warning Labels. If you need an MSDS for a product, one good source is the manufacturers Web Site.

PART-3.....Supervisors will train the employees about the Hazards of the Chemicals they use. The best way to do this is to have each employee read/review the MSDS. Make sure you document that the employee has been trained.

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“Safety is Good for Business”