

SAFETY BULLETIN

KSU DIVISION OF FACILITIES

THINK SAFE, WORK SAFE, BE SAFE

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Essential Safety Tips



- ◆ Always follow correct procedures.
- ◆ Never take short cuts.
- ◆ Clean up your mess.
- ◆ Be alert and awake on the job.
- ◆ Be attentive to your surrounds.
- ◆ When in doubt contact your manager.
- ◆ Never take risks.
- ◆ Obey safety signs.
- ◆ Take short breaks.
- ◆ Report near misses.



www.complianceandsafety.com



Can you identify the safety violations in this picture? Test Your Knowledge.

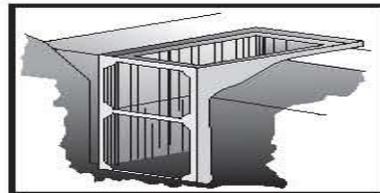
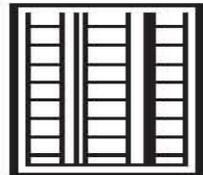
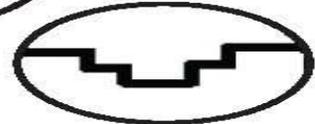


Answer: Lack of Eye and Face Protection, and Machine Guarding

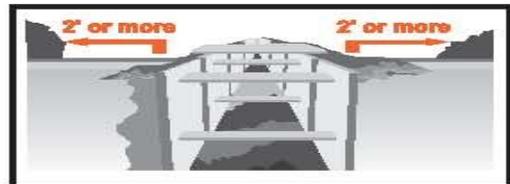
Working Safely in Trenches

Two workers are killed every month in trench collapses. Each worker in a trench shall be protected from a cave-in by an adequate protective system. Some of the protective systems for trenches are:

- Sloped for stability; or
- Cut to create stepped benched grades (Type A or B soil only); or
- Supported by a system made with materials such as posts, beams, shores or planking and hydraulic jacks; or
- Shielded by a trench box to protect workers in a trench.



Excavated or other materials and equipment must be at least 2 feet back from the edge of a trench; and



A safe way to exit must be provided within 25 feet of workers in a trench.



A competent person must inspect trenches daily and when conditions change. An unprotected trench is an early grave. Do not enter an unprotected trench.

For more information:

OSHA[®] Occupational Safety and Health Administration

U.S. Department of Labor

www.osha.gov (800) 321-OSHA (6742)

TTY (887) 889-5627