

Get in S.T.E.P-Safety Takes Every Person

2011 Preparing for the NEW YEAR

The Safety Bulletin will take on a new feature starting this month. It will now include an OSHA FACT Sheet which is an informational bulletin that highlights information on a wide range of OSHA regulatory topics. It is the responsibility of each employee to read and understand the information. You

will be requested by your supervisor to sign each monthly bulletin that is posted or that has been reviewed at a departmental meeting. Once all staff members signatures have been obtained the bulletins will be filed into the Departmental Supervisor Safety Notebook by the supervisor or manager. These bulletins will assist in the preparation to

launch the new Safety Manual due to be released in 2012. If you have any questions about the information do not hesitate to contact the Safety and Training Office, Lynn or I will be more than happy to assist you in anyway we can. Let's make 2011 the safest year ever. Have a wonderful Holiday Season from Lynn, Clay and Sandy.



Training Calendar

January 2011

- January 11th IT Security Training
- January 20th Manhattan Van Training
- January 26th Salina Van Training

Thank You-All KSU Division of Facilities Staff

As we wrap up another year working together to build a comprehensive health and safety management program I would like to thank you for all your hard work and effort. Safety is never about one person or one department.

No safety program is worth the paper it is printed on unless it's fundamental principles live in the hearts and souls of the people it is intended to protect. Once again, the Division has experienced another great year. The total number of injuries

and total lost time hours are down. These numbers reflect your dedication to the program and all your hard work to implement and abide by the safety regulations. We congratulate you on your achievement.

OSHA FactSheet

Using Aerial Lifts

The major causes of injuries and fatalities involving aerial lifts are falls, electrocutions, and collapses or tip-overs. Aerial devices include boom-supported aerial platforms, such as cherry pickers or bucket trucks, aerial ladders and vertical towers (OSHA regulates scissor lifts as mobile scaffolds, not as aerial devices).

Safe work practices for aerial lifts include:

- Ensure that workers who operate aerial lifts are properly trained in the safe use of the equipment. Test the controls and inspect the aerial lift before use each day. Make sure that all controls are clearly marked as to their function.
- Never override hydraulic, mechanical or electrical safety devices. Maintain and operate aerial lifts according to the manufacturer's instructions. Always stand firmly on the basket floor. Do not sit or climb on the edge or rails of the basket. Never use planks, boxes or other items inside the basket to extend your reach.
- Ensure that all wheels of an elevated lift are on a solid base. Use outriggers, if provided. Set the brakes and use wheel chocks when on an incline. Do not exceed the load limits of the equipment. Allow for the combined weight of the worker(s), tools and materials.
- De-energize and lockout/tagout aerial lifts before performing any maintenance or repairs.

Working near Power Lines

Maintain a minimum clearance of at least 10 feet away from the nearest overhead line. In addition, any conductive object that can be contacted must be maintained at least 10 feet from overhead

lines. Conductive objects could be wires, transformers, ducts, pipes or other equipment. Always treat overhead lines as energized, even if they are down or appear to be insulated. (Qualified power line and communications workers and qualified line-clearance tree trimmers are trained to work closer than 10 feet to a power line. See OSHA's Tree Trimming Fact Sheet and Quick Card.) Never lose awareness of the overhead hazard.

Struck-by, Crushed-by, or Caught-in Hazards

Establish and clearly mark a danger zone around the aerial lift support vehicle. Never move the equipment with workers in the elevated platform unless the equipment has been specifically designed for this type of operation. Do not allow workers to position themselves between overhead hazards, such as joists and beams, and the rails of the basket. If the basket moves, the worker(s) could become trapped and crushed between the rails and the overhead object.

Fall Protection

Do not allow workers to belt off to an adjacent pole, structure or equipment while working from an aerial lift. Use a body harness or positioning device with a lanyard attached to the boom or basket to prevent the worker from being ejected or pulled from the basket.

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory impaired individuals upon request. The voice phone is (202) 693-1999; teletypewriter (TTY) number: (877) 889-5627.

For more complete information:
 Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov
(800) 321-OSHA
DSC 10/2005