

## State of Safety Training

# MUNICIPALITIES It's a matter of engagement

### About our company

*The proven tools in SafetyNow ILT make it simple to consistently make every safety meeting more engaging. No wonder that our members find their training is 60% more consistent, 52% more effective, and experience a 35% reduction in their accident & incident rates in their first year.*



### Safety Videos Streaming & Compliant

Hundreds of compliant safety training videos that stream to any device & cover every safety hazard.



### Safety Meetings Engaging & Compliant

Download the training your managers and leadhands need to keep all your workers safe in any situation.



### Reporting & Storage Your Due Dilligence

Keep all your safety documentation in one place to make sure you are protected and covered.

# 10 Sample Safety Talks & State of Safety Survey Results for Municipalities

## City of Rochester

“SafetyNow definitely saved me time setting up Safety Meetings – it has eliminated a lot of the hassles. Our accident rate is almost nonexistent as employees are better trained on safety protocols, and they are overall more engaged with our safety program.”

– Robin Welch, Health & Safety Representative at the City of Rochester

### The Challenge

“I was losing my mind trying to figure out what to talk about and how to present safety meetings,” says Robin Welch, Health & Safety Representative at the City of Rochester. “It took me hours to come up with interesting and relevant content, and trying to find the right structure for the meetings was a frustrating, constantly evolving process,” she adds. As a result, Safety Meetings were often convoluted and uninteresting, leading to a loss of focus on safety in the various departments.

“Employees were often uninterested and confused about our safety program. I really needed a resource that allowed me to put together better meetings that were more content rich and interesting,” says Robin.

### The Solution

SafetyNow had the tools that allowed Robin to get Safety Meetings in minutes instead of hours.

Covering a broad array of topics and integrating a diverse set of tools, SafetyNow was the solution Robin needed to make her meetings more informative and interesting.

“SafetyNow’s Safety Meeting builder has everything I need in a central source. Through its simple, easy to navigate interface, I am able to build awesome safety meetings in minutes instead of hours – and as a result I am in a much better position to actually do a good job presenting the meetings,” says Robin.

There is no more losing my mind trying to figure out what to talk about or how to present it,” adds Robin.

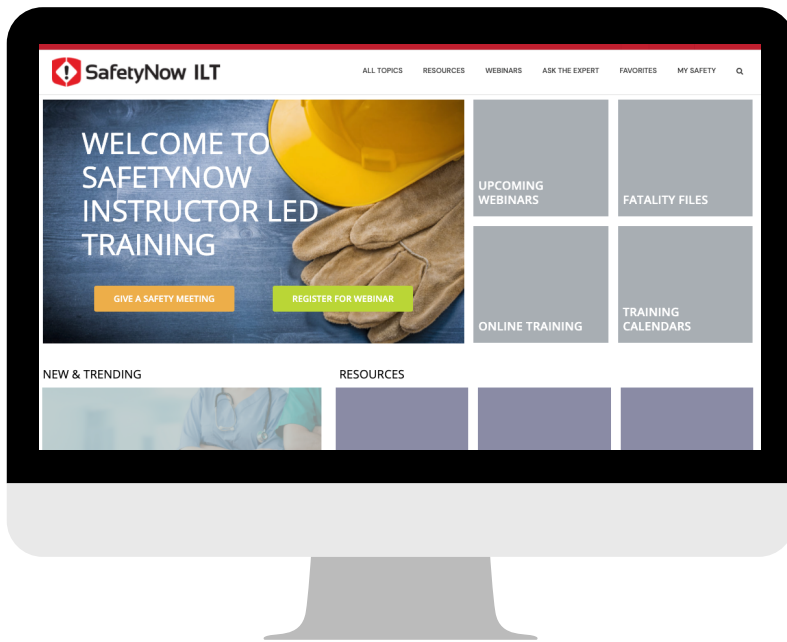
### The Results

SafetyNow has saved Robin time and energy by automating the process of building Safety Meetings. “I can log in and have a topic in minutes. It has great resources and content within those topics – it also allows me to keep notes for follow-up sessions,” says Robin.

“It has definitely saved time, and I can tell the improved meetings have impacted my employees in a positive way – our accident rate is nearly nonexistent, and any accidents we have are very minor,” adds Robin.

“Overall I would absolutely recommend the SafetyNow system so that it can help other people the way it helps me. Also, SafetyNow’s customer service is amazing, and if I have problems I can always get help quickly and easily,” says Robin.

# A NEW & IMPROVED SAFETYNOW ILT

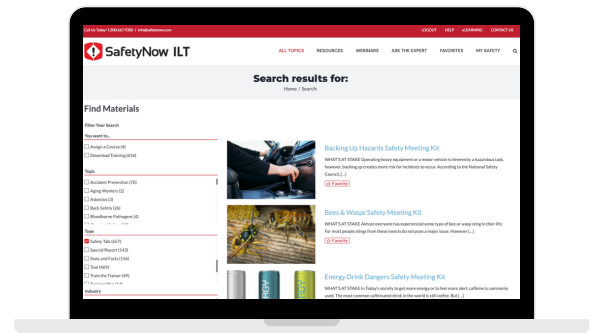


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CARLOS MEDINA  
CITY OF GRIFFIN, CA

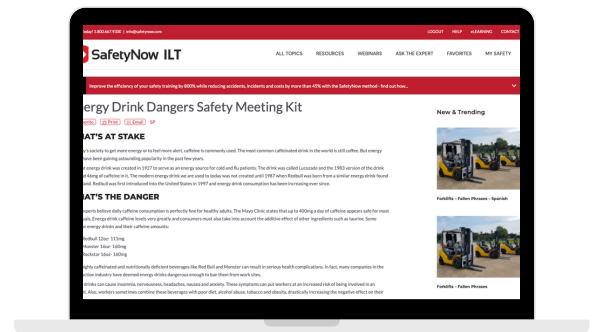
## IMPROVED NAVIGATION & SEARCH

Now it's easy to find what you need. With improved navigation, including intuitive filterable results and additional content types to choose from you can effortlessly find what you need when you need it. Choose from resources such as meeting kits, videos, fatality files and more! What's more, you can mark content a favorite - to access it quickly whenever you need.



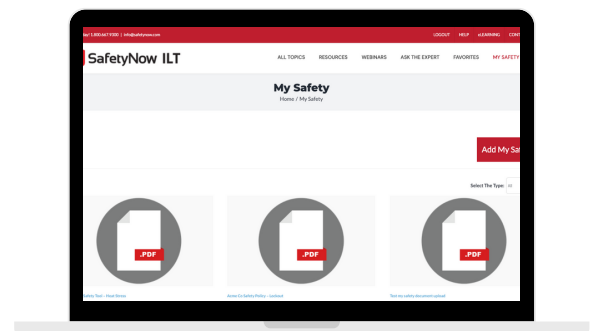
## NEW MEETING KITS

In addition to the hundreds of existing safety talks, we are introducing the new & improved meeting kit. Now you can get all the material you need in one download including a fatality file, stats and facts and other great material on the topic you choose.



## MY SAFETY

A brand-new feature! My Safety allows you to upload your own safety material so you can access it online whenever you need it. No more trying to remember where everything is - now it's just a click away!



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# Utilities: Safely Installing & Removing Overhead Power Lines

## What's at Stake?

When you install or remove overhead lines, you must protect yourself and others against hazards that could expose you to shock, electrocution, falls, flying and falling objects, and burns.

## What's the Danger

Working near high voltage power lines carries considerable risk for anyone in the surrounding area.

When setting, moving, or removing a power pole near any exposed live conductor, the pole could contact the conductor and energize the pole and/or damage the conductor, creating multiple hazards for a work crew.

Electricity can arc out from a point of contact and the area around a conduction point, such as a crane that has touched a live power line, can become electrically charged. This means electrocution can occur even if a worker is not in direct contact with the power line.

Poles, towers, and other elevated structures that aren't strong enough to withstand the stresses placed on them could collapse.

## How to Protect Yourself

5 ways to stay safe when installing or removing overhead power lines:

### 1. Don't touch

- Have the utility company turn off the electricity if possible.
- Wear PPE, including appropriate rubber gloves, footwear and goggles if working on, or near, live lines.
- Use the tension stringing method, barriers, or other physical measures to prevent conductors and cables from contacting live lines or equipment.

### 2. Loading and load safety

- Keep the load line attached to a tower section until it is fully secured.
- Use tag lines (or similar devices) to maintain control of pole and tower sections while raising or positioning them.
- Make sure the load stays balanced and manageable within crane load limits.
- If a pole cannot withstand the load, it must be reinforced using devices like bracing poles and guy wires.

### 3. Use equipment correctly

- To prevent cables from snapping, use reel-handling equipment, including pulling and tensioning devices, with extreme caution.
- Level and align equipment.
- Don't exceed the ratings of any equipment, e.g. Includes stringing lines, pulling lines, rigging, hoists, conductor grips, and load-bearing hardware and accessories.

### 4. Keep a look out

- Check that the "drop zone" under any tower or structure that is being moved or worked on, is clear of other workers.
- Keep an eye on the weather:
  - thunderstorm, workers must not begin or resume work for at least thirty minutes after hearing the last thunderclap;
  - high winds that could reduce minimum approach distances;
  - snow, ice and rain storms.
- Stay alert for any failure of the wire or cable that's being pulled.
- Watch out for failure of any previously installed lines or equipment.

### 5. Conductors

- Stop conductors from sagging into energized lines by using:
  - tensioning equipment;
  - barriers; and
  - other safe and approved means.
- If the energized lines have reclosing devices, they must be turned off during the pulling operation.
- When pulling over energized lines, activate "one-shot" operation to prevent breakers from automatically reclosing after a fault.
- Newly installed conductors can create a risk of induced voltage so:
  - grounds must be installed on the new conductors so that every point is within 2 miles (3km) of a ground;
  - grounds must remain in place until all other installation work is done.
- Additional working grounds must be installed on the conductors at all terminating ends and at locations where workers are tying in the new conductors.

## Final Word

*Installing and removing overhead power lines requires a high level of concentration. Workers must be aware of both the risks involved in working with heavy machinery used to move the structures, as well as the risks of working near live power lines.*

## TEST YOUR KNOWLEDGE

1. A 'one-shot' operation is needed to ensure breakers reclose after a fault.  
 True  False
2. A worker can be electrocuted even if they do not touch a live power line.  
 True  False
3. Newly installed conductors can create a risk of induced voltage.  
 True  False
4. It is safe to keep installing an overhead power line during a thunderstorm.  
 True  False

## What Would You Do?

You are working in the crane, lifting a tower into place. A co-worker is working in the area, between you and the placement site. What would you do?

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Meeting materials to go:  
Safety meeting materials such as presentation tips, PowerPoint presentations, quiz answers and more are downloadable at [www.SafetyNow.com](http://www.SafetyNow.com)

# Safely Handling Materials

## What's at Stake?

Materials handling work is part of many jobs. Think about the different things you lift, move, and store as part of your job – frequently or infrequently.

## What's the Danger

For those that regularly perform materials handling, you know it can sometimes be backbreaking and monotonous work. This can lead to carelessness, complacency, and mistakes due to being bored, losing focus, or worn out physically and mentally.

Which in turn, can lead to unstable stacks of materials, chemical leaks and spills, damaged product, frustration and wasted time searching for materials, and ultimately injuries and fatalities.

## How to Protect Yourself

Follow safety procedures, always practice safe lifting techniques, and get help when you need it, to ensure materials handling work is carried out safely and efficiently.

Here are 10 material handling guidelines:

1. Inspect skid steers, forklifts, hand carts, and other equipment used to move materials, before use.
2. Before stacking any materials, consider the type, height, and weight of the material.
  - Bigger, heavier items should be at the bottom of the stack.
  - Put materials that aren't frequently used towards the back and keep frequently used items near the front of the storage area, shelf, or rack.
  - Keep items within reach. Stacking materials too high or too deep increases the risk of injury when materials are moved.
3. Start with a solid, level base when stacking and storing material and follow guidelines for safe stacking so materials don't fall or roll.
  - When stacking drums, barrels, and kegs, use a symmetrical pattern.
    - If they are to be stacked on their ends, use a sheet of plywood or skid inserted between the levels to provide stability and an even surface for each level.
    - When stored on their sides, block the bottom tier to prevent the bottom drums from rolling out from under the load.
  - When stacking bags or bundles, use interlocking rows to increase the stability of the load.
  - All cylindrical materials such as structural steel, poles, and tubing must be stacked and blocked to prevent spreading or tilting.
    - Pipes, bars, and tubing should be stored in racks that run parallel to the warehouse aisles to eliminate a safety hazard for those who use those aisles.
4. Remove nails from lumber before stacking.
  - Watch for burrs, jagged edges and other hazards when storing materials.
5. Observe the maximum load limits for floors, shelving, racks, elevators and other surfaces.
  - Remember, shelving must be safely anchored to prevent tipping and falling.
6. Maintain appropriate clearances.
  - Emergency responders need to be able to get to a worker, fight a fire, or clean up a hazardous spill.
  - Don't store materials directly under sprinkler heads. Check with your supervisor on clearance requirements.
7. Store non-compatible materials separately.
  - Flammables, oxidizers and reactives all have special storage requirements because of the risk of fire, explosion or chemical reaction.
8. Practice good housekeeping.
  - Clean up trash and spills to prevent slips, trips and falls.
  - Properly dispose of discarded steel strapping to prevent cuts.
  - Keep aisles clear of clutter and stored materials to prevent trips and falls and ensure there is enough room for safe operation of forklifts, pallet jacks and other equipment.
9. Practice safe lifting and carrying.
  - Sacks should be lifted using opposite corners. Once the sack has been lifted, shift it so it rests against your hip or stomach, then swing the sack up and over your shoulder. If you cannot swing it over your shoulder, the sack is too heavy.
  - Irregular objects can be shaped irregularly or unevenly weighted. If the object is unwieldy and you can't securely grasp and lift it, get help and/or use a handcart.
  - Long objects such as pipes and tubing should be carried by two or more persons when possible, walking in step. If you handle it alone, keep the front end as high as possible.
10. Use material handling equipment to move loads when possible.
  - Depending on the job, a forklift, crane, hoist, conveyor or lift table may be appropriate.
  - Use this equipment only if you have been trained and authorized to do so.

## Final Word

*Materials handling is an important part of many jobs, but it can also be hazardous. Practice safe lifting, moving, and storage techniques and follow established safety procedures to keep yourself and others safe.*

## TEST YOUR KNOWLEDGE

1. What are two safe ways to carry long pipes or tubing.  
\_\_\_\_\_ and \_\_\_\_\_
2. Name two reasons why it's important to keep aisles clear.  
\_\_\_\_\_ and \_\_\_\_\_
3. Pipes, bars, and tubing should be stored in racks that run \_\_\_\_\_ to the warehouse aisles.
  - a. Perpendicular
  - b. Vertical
  - c. Horizontal
  - d. Parallel
4. Explain how to store drums, barrels, and kegs – when on their sides and on their ends.  
\_\_\_\_\_  
\_\_\_\_\_

## What Would You Do?

You and your crew are about to unload and move a truckload of materials of various shapes, sizes, and weights from the truck trailer to the different areas in the warehouse. Thinking about safety, efficiency, and time constraints...What would you do?

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Meeting materials to go: Safety meeting materials such as presentation tips, PowerPoint presentations, quiz answers and more are downloadable at [www.SafetyNow.com](http://www.SafetyNow.com)



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### PERSONAL DEVELOPMENT

SafetyNow ILT includes features like webinars, ask the expert and CEO briefings that help make you a better trainer, manager and more effective leader within your organization. You can also earn certification points too.

# Stay Safe Working in the Heat

## What's at Stake?

Every year, dozens of workers die and thousands more become ill while working in extreme heat or humid conditions. More than 40 percent of heat-related worker deaths occur in the construction industry, but workers in every field are susceptible. There are a range of heat illnesses and they can affect anyone, regardless of age or physical condition.

## What's the Danger

### The Heat

The combination of heat and humidity can be a serious health threat during the summer months. If you work outside (for example, at a beach resort, on a farm, at a construction site) or in a kitchen, laundry, or bakery you may be at increased risk for heat-related illness.

### Heat-Related Illnesses

There are three kinds of major heat-related disorders—heat cramps, heat exhaustion and heat stroke. You need to know how to recognize each one and what first aid treatment is necessary.

**Heat Cramps** are muscle pains usually caused by the loss of body salts and fluid during sweating.

**Heat Exhaustion** is the next most serious heat-related health problem. The signs and symptoms of heat exhaustion are:

Hazards for traffic controllers include:

- Headache
- Nausea
- Dizziness
- Weakness
- Irritability
- Confusion
- Thirst
- Heavy sweating; and
- A body temperature greater than 100.4°F.

**Heat Stroke** occurs when the body's temperature regulating system fails and body temperature rises to critical levels (greater than 104°F). This is a medical emergency that may result in death! The signs of heat stroke are:

- Confusion
- Red, hot, dry skin – lack of sweating
- Loss of consciousness
- Seizures

## How to Protect Yourself

When working in the heat take these general precautions:

- Drink small amounts of water frequently and take frequent short breaks in the shade.

- Wear light-colored, loose-fitting, breathable clothing—cotton is good.
- Eat smaller meals before work activity and avoid caffeine and alcohol or large amounts of sugar.
- Work in the shade if possible and realize that equipment such as respirators or protective coveralls can increase heat stress.
- Find out from your health care provider if your medications and heat don't mix.

### Heat Cramps

If you experience heat cramps start replacing fluid loss by drinking water and/or carbohydrate-electrolyte replacement liquids (e.g., sports drinks) every 15 to 20 minutes.

### Heat Exhaustion

Treatment and response for heat exhaustion:

- Get the person out of the heat or hot area and have them begin drinking liquids.
- Use a cold compress on their head, neck, and face to cool them, or have the worker wash his or her head, face and neck with cold water.
- Encourage frequent sips of cool water.
- Make sure that someone stays with them until help arrives. If symptoms worsen, call 911 and get help immediately.
- Otherwise, get the person to a clinic or emergency room for medical evaluation and treatment.

### Heat Stroke

Workers experiencing heat stroke have a very high body temperature and may stop sweating. They may also not be aware of what is happening to them or be able to take care of themselves. This is a life-threatening emergency and you must get medical help immediately.

- Call 911.
- Until medical help arrives, move the worker to a shady, cool area and remove as much clothing as possible.
- Wet the worker with cool water and use a fan or fan the victim to move the air to speed cooling.
- Place cold wet cloths, wet towels or ice all over the body or soak the worker's clothing with cold water.

## Final Word

*Working in the heat can be dangerous and deadly if you don't take time to get used to it, drink plenty of water, and take frequent, shady rest breaks.*

## TEST YOUR KNOWLEDGE

1. Medical follow-up isn't required for heat exhaustion.  
 True  False
2. Name three things you can do to help prevent a heat-related illness.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Red skin and a lack of sweating is a symptom of which heat-related illness?  
a) Heat cramps  
b) Heat exhaustion  
c) Heat stroke
4. Heat-related illnesses only happen if you're working outside.  
 True  False

## What Would You Do?

It's your first week on the job and you want to make a good impression. The temperature has spiked 10 degrees since yesterday and it's gone from pleasant to downright hot outside. What would you do?

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# Traffic Control During Roadwork

## What's at Stake?

Traffic control during roadwork is necessary to keep workers and road users safe when the usual traffic pattern is changed or restricted. Traffic control signs and traffic controllers, or flaggers, help to keep road crews safe by alerting drivers to upcoming construction zones, new traffic patterns, and to expect workers in the area.

## What's the Danger

On general construction sites, everyone working there knows of the hazards and the rules to follow to keep everyone safe. However, road construction sites are different. They have members of the public driving through them, and these drivers are not always aware of the risks to themselves and the road workers.

Hazards for traffic controllers include:

- collision with vehicles;
- being clipped by wing mirrors;
- construction debris flying up; and
- abusive road users.

## How to Protect Yourself

8 easy ways to keep yourself safe:

### 1. Be prepared.

- Be properly trained.
- Know the traffic management plan.
- Check any equipment to ensure it is in good working order.
- Wear your PPE.

### 2. Stay in touch.

- Work as a team with other traffic controllers.
- Check how you are communicating with other traffic controllers.
- Take your scheduled breaks so you can stay alert and focused.

### 3. Be in the zone.

- Familiarize yourself with the traffic control zone.
- Check that all signage, barriers, etc., in your work zone are correctly placed.

- Check that all signage, barriers, etc., are visible in varying conditions, e.g., daylight, inclement weather.

### 4. See...

- Stay alert.
- Always look at oncoming traffic.
- Do not have or use distracting devices, e.g., cell phone, music player.

### 5. ...and be seen.

- Wear high visibility jacket and hard hat.
- Stand where you can be seen...but not hit!

### 6. Stopping traffic.

- Hold the sign away from your body.
- Allow drivers time to stop.
- Don't assume drivers will stop until they are stationary.

### 7. Go, go, go.

- Confirm with the other traffic control person that it is safe to let traffic resume.
- Move out of the travel lane when you release traffic.

### 8. Expect the unexpected.

- Know what to do in an emergency.
- Do not argue with motorists and call for assistance if you feel threatened.
- Note the license plate and call the police if you see a breach of a highway traffic law.

## Final Word

*Traffic controllers play a vital role in keeping road workers, motorists, and themselves safe around roadwork. They maintain the flow of traffic to keep the inconvenience to motorists to a minimum.*

## TEST YOUR KNOWLEDGE

1. You only need to wear PPE at night.  
 True  False
2. Listening to a music player while working can be distracting.  
 True  False
3. You should check with other traffic controllers before you release traffic on your side.  
 True  False
4. The site manager is solely responsible for verifying that the signage and barriers in the work zone are correctly placed.  
 True  False

## What Would You Do?

A truck driver pulls up to your stop sign and angrily shouts at you for stopping him, saying you are going to make him late for his deliveries. What would you do?

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85% of safety managers think their meetings are not engaging. 76% of safety managers think employees are more interested in their phones than their safety message.

SafetyNow ILT is the largest online library of compliant safety meeting kits - everything you need to deliver an engaging safety meeting on any topic in the click of a button.

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6. VIDEO
7. NARRATION
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# Utility Workers – Pre-Job Briefings

## What's at Stake?

Failure to identify job hazards is a major concern for utility workers. If an employee doesn't know the dangers involved in their job, they won't be able to protect against them.

Employee failure to identify and grasp jobsite hazards has led to numerous electrical utility accidents. Before ever stepping foot on a work site, employees need to know what hazards exist and what steps to take to reduce the risk of accident and injury.

Job briefings help you plan your work and ensure employee safety, protect equipment, and protect the public from whatever could go wrong. They are delivered by a senior person on the site such as a supervisor, project manager or site foreman.

## What's the Danger

Even the most experienced utility workers need regular reminders of what hazards are around them. The best way to keep them aware of hazards is to start EVERY day with a pre-job briefing. Many regulatory agencies require at least one briefing before each work day or shift. Additional briefings are needed if any "significant changes" that might affect employees' safety occur.

An employee who is working alone is not normally required to conduct a job briefing. Even so, an employer must make sure tasks are planned out, just "as if" a briefing had been required. A supervisor should brief the employee on hazards, work procedures, and safety measures.

## How to Protect Yourself

Start by knowing what to expect from a pre-job briefing:

### 1. Discussion of hazards associated with the job

- Be reminded where hazard management plans are kept on the site.
- Wear PPE, including appropriate rubber gloves, footwear and goggles if working on, or near, live lines.
- Use the tension stringing method, barriers, or other physical measures to prevent conductors and cables from contacting live lines or equipment.
- Supervisor completes a briefing checklist.
- Be told the Minimum Approach Distances (MAD) for unprotected parts

of the body.

- Discuss "Extended Reach".
- The presence of any hazardous substances highlighted, especially in power generation facilities.
- Other dangers, such as:
  - high air pressure;
  - high water pressure;
  - pressurized chemical injection systems;
  - steam pressure;
  - heat.
- If you fall backwards, try to keep your head forward (raised) to reduce the chances of striking it on a hard surface.

### 2. Review of hazard management plans

- What is to be done and in what sequence.
- How it is to be done and by whom.
- Possible hazards and how they are to be addressed.
- The status of energy sources.
- Personal protective equipment requirements.
- All changes in procedure and scope of the work.

### 3. How to deal with significant changes

- Different kinds of tasks on the same shift.
- New personnel or spectators.
- Changing weather.
- Significant delays (e.g., interrupting work for a trouble call, then resuming).
- Changing scope of work.
- Unexpected complications, hazards, malfunctions, or distractions.

### 4. To be brief or not to be

- Short briefings are needed for:
  - daily updates;
  - routine work;
  - employees' training and experience are adequate to recognize and avoid hazards.
- Extensive briefings are needed for:
  - complicated or hazardous work;
  - employees who might not have the experience to recognize and avoid hazards.

### 5. Remember these meetings are for you and your safety

- Get involved in the briefing, don't just listen.
- Make suggestions about how to stay safe.
- Raise health and safety concerns.

## Final Word

*Pre-job briefings are an essential way to keep utility workers safe. It is vital that you pay close attention, no matter how experienced you are or how often you have attended such meetings.*

## TEST YOUR KNOWLEDGE

1. Pre-job briefings are delivered by anyone interested in site safety.  
 True  False
2. What is a MAD when working near overhead power lines?  
\_\_\_\_\_
3. Everyone should attend pre-job briefings, no matter how experienced they are.  
 True  False
4. What are 3 details that should be included in hazard management plans?  
\_\_\_\_\_  
\_\_\_\_\_

## What Would You Do?

You attended the pre-job briefing yesterday on a power line installation that you have just started work on. You missed the pre-job briefing for today's work, which is the same work you were doing yesterday. What would you do?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# Picking the Right Fire Extinguisher

## What's at Stake?

Fire extinguishers are not a one type fits all piece of equipment. Different types of fire extinguishers are filled with different kinds of extinguishing agents designed to put out a specific type of fire or fires.

While operating a fire extinguisher is simple, in an emergency, even the simplest of tasks become difficult and if you accidentally choose the wrong type of extinguisher you put yourself and others in danger.

## What's the Danger

Using the wrong type of extinguisher to fight a fire can cause the fire to grow rapidly, cause an explosion, create a hazardous atmosphere, or lead to shock and electrocution.

- A water extinguisher used on electrical or oil fires may cause electric shock or explosion.
- A Type B or C carbon dioxide extinguisher used on a chemical fire may cause violent explosions.

## How to Protect Yourself

Choosing the correct type of fire extinguisher for the fire you are trying to put out is key.

Fires are classified by the type of fuel they use, in other words, what's burning.

1. Class A fires are wood, paper, cloth, trash, and other ordinary materials.
2. Class B fires are fueled by gasoline, oil, paint, and other flammable liquids.
3. Class C fires are started from an electrical source, they are commonly called electrical fires.
4. Class D fires occur when combustible metals burn.
5. Class K are commonly called kitchen fires because they start when vegetable or animal oils and fats burn.

Ask your supervisor if you are not sure what kind of fire extinguishers you have in your work area. The following list is a guide to the different classes of extinguishers and the types of fires they put out.

1. Class A Fire Extinguishers – put out paper, wood, rubber, cloth, and plastics fires.
2. Class B Fire Extinguishers – put out fires caused by flammable liquids including grease, oil, gasoline, and oil based paints.
3. Class C Fire Extinguishers – put out electrical fires from circuit breaker panels, energized equipment, computers, and other electrical equipment.
4. Class D Fire Extinguishers – should be used fires fueled by flammable metals.
5. Class K Fire Extinguishers – put out fires from vegetable oils, animal oils, and other fats used for cooking. Used in commercial kitchens and restaurants with deep fat fryers.

Multipurpose Extinguishers - Some fire extinguishers are marked A-B-C or "multipurpose." These combination extinguishers may contain either a dry chemical or an inert gas and may be used on all three classes of fires.

## Final Word

*Learning the ABCD's and K's of fire extinguisher safety and knowing how to operate a fire extinguisher can help you protect yourself and others when a small fire breaks out.*

## TEST YOUR KNOWLEDGE

1. Type D fire extinguishers should be used on kitchen fires involving cooking oils.  
 True  False
2. Electrical fires require what type of fire extinguisher?  
a) A  
b) B  
c) C  
d) D
3. Use Class B extinguishers on fires caused by gasoline, oil, or paint.  
 True  False
4. Using the wrong type of fire extinguisher could:  
a) Create a hazardous atmosphere  
b) Cause an explosion or fire to spread  
c) Lead to shock or electrocution  
d) All the above

## What Would You Do?

A fire has broken out at work in the breakroom. What steps would you take - what would you do first, second, and third? How would you decide if it was safe to fight the fire? How would you determine what type of fire extinguisher to use? What else would you do?

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Meeting materials to go: Safety meeting materials such as presentation tips, PowerPoint presentations, quiz answers and more are downloadable at [www.SafetyNow.com](http://www.SafetyNow.com)

# INSTRUCTOR-LED SAFETY TRAINING THAT WORKS & SAVES MONEY

Make a Better Investment

**31%**

The average SafetyNow ILT member reports saving up to **31% off their annual insurance premiums in their first year.**

**175<sup>h</sup>**

The average SafetyNow ILT member **saves 175 manhours each year** by having compliant training at their fingertips.

**\$19k**

The **lowest recorded cost saving** in the first year by a SafetyNow ILT member was \$19k in the first year.

**15<sup>x</sup>**

On average, SafetyNow ILT members experience up to a **15x Return on Investment** in their first year.

## WHY US?

85% of safety managers think their meetings are not engaging. 76% of safety managers think employees are more interested in their phones than their safety message. **SafetyNow ILT is the largest online library of compliant safety meeting kits** - everything you need to deliver an engaging safety meeting on any topic in the click of a button.

## HOW WE WORK?

### NEVER RECYCLE AN OLD, FLAT, NON-ENGAGING SAFETY TALK AGAIN

Access accurate & compliant instructor-led training materials at the click of a button - on any safety topic - and find out what our members are reporting... **that SafetyNow's training materials are over 10x more effective and 57% more engaging.** What's more, its customized for your industry!

# Protecting Against Electrical Hazards

## What's at Stake?

Thousands of non-disabling and disabling injuries occur annually from work with electricity and on average one person dies every day from an electrical incident on the job. Electrical injuries can cause immediate and severe injuries, permanently disabling injuries, and life-long suffering in the form of pain, sensitivity and other restrictions on mobility and activities.

## What's the Danger

The four main types of electrical related hazards are: shock, electrocution, burns, and falls.

First is shock. The result of electric shock includes any of the following: burns; cardiac arrest; involuntary muscle contraction; organ damage; internal hemorrhages; and destruction of tissues, nerves and muscles.

Shock can happen when a person comes in contact with both conductors in a circuit; provides a path between an ungrounded conductor and the ground; or provides a path between the ground and a conducting material that is in contact with an ungrounded conductor.

The extent of injury depends on the:

- **Strength of current.** The stronger the current the more severe the shock.
- **Duration of contact.** The longer the contact the more severe the shock and greater the potential injury.
- **Moisture on the body.** Sweat and wetness make the body a better conductor and more prone to shock and injury; and the
- **Path of the current.** The two most dangerous paths that current can take through your body are from hand to hand and from left hand to either foot.

The second hazard is electrocution, which is the fatal result of contact with electricity. Electrocution is always fatal.

The third hazard of electricity is fire and explosion. Electric arcs produce some of the highest temperatures known to occur on earth - up to 35,000 degrees Fahrenheit or 19,500 degrees Celsius - four times higher than the temperature on the surface of the Sun. The intense heat from an arc causes sudden expansion of air resulting in a blast. It's possible that a blast

could produce enough energy to propel a 170-pound person through the air at 330 feet per second.

The fourth hazard is falls. Falls can be caused by muscle contractions, or a startle reaction when a person is shocked. This can cause a person to fall from a ladder, scaffold or aerial bucket. The fall can cause serious injury or death.

## How to Protect Yourself

Protecting against these electrical hazards is as easy as following safe work practices, using the right devices and equipment and wearing PPE designed for electrical work.

- All energized equipment must be locked and tagged out prior to beginning work on it, by following procedures for safe de-energization and re-energization of equipment.
- Never bypass locks and tags.
- Always obey all approach boundaries and safe clearance distances.
- Wear and use the right kind of electrical protective equipment for the job, including insulated tools, blankets, gloves, sleeves, face shields and arc flash clothing when appropriate.
- Inspect insulated equipment prior to use and immediately following an incident for holes, tears, cuts, punctures, ozone cutting, embedded foreign objects, swelling, softening, hardening or any other defect. Place defective equipment out of service.
- Use the proper size extension cords and fuses for equipment and machines.
- Ensure electrical equipment is not located in a hazardous environment, such as a flammable storage area or where it will be exposed to moisture.
- Know where emergency shutoffs are on equipment and tools.
- Never use metal ladders when doing electrical work.
- Remove all metal jewelry before starting any electrical work.
- Be aware of overhead and underground power lines.

## Final Word

*Electricity can be just as harmful as it is powerful. You can keep yourself and others safe by following safe work practices and using the right equipment.*

## TEST YOUR KNOWLEDGE

1. The two most dangerous paths that current can take through your body are from hand to hand and from left hand to either foot.  
 True  False
2. Falls are not a hazard of electrical work.  
 True  False
3. Sweat and wetness make the body more prone to shock and injury.  
 True  False
4. Putting electrical tape over frayed wires is a safe way to several more years of use out of a power tool.  
 True  False

## What Would You Do?

A piece of equipment only has a tag on it – no lock. You don't see anyone in the area and you really need to use the equipment to finish a job you're working on. What would you do?

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Meeting materials to go: Safety meeting materials such as presentation tips, PowerPoint presentations, quiz answers and more are downloadable at [www.SafetyNow.com](http://www.SafetyNow.com)

# Hazards in the Office

## What's at Stake?

Every year thousands of workers are injured, and some are killed, "at the office." Broken bones and head injuries from falls, burns, and electrical shock hurt just as badly when they occur in an office setting as when they happen at an industrial site.

## What's the Danger

Office hazards cover the spectrum of workplace hazards common in most other workplace settings. For example, the leading causes of office injuries are slipping, tripping, and falling. Sound familiar? Falls are also a big cause of incidents in industrial, construction, manufacturing, and many other jobsites. Other hazards include, fire, chemicals, materials handling and ergonomics, falling objects and personal safety.

## How to Protect Yourself

### Fall Prevention

- Keep the office free from clutter. Boxes should be stacked out of the way of traffic. Trash and spills should be cleaned up from the floor.
- Re-route electrical cords away from traffic areas.
- Remove any defective chairs or office equipment from service.
- Close drawers so nobody will trip over them; and
- Don't use makeshift climbing equipment such as boxes stacked on chairs or your desk to reach high-up items. Instead, use a stepladder or stepstool and get help if you need it.

### Fire Prevention

- Make sure you know where to find emergency numbers, first aid contacts, and evacuation procedures for your office. If you don't, ask your supervisor for help. Your employer must have this information posted where everyone can see it and must train employees on emergency procedures.
- Know where the fire extinguishers are located. If you are expected to use a fire extinguisher to fight small fires in their beginning stage, your employer must provide hands-on training on how to use an extinguisher to put out a fire.
- Don't overload electrical circuits by

"daisy-chaining" power strips together, or overloading outlets by using adapters to plug in multiple items.

### Chemical Safety

- Know the chemicals you work with or those used nearby. A tour of your office could reveal a surprising number of hazardous materials such as cleaning fluids, art supplies and solvents.
- If hazardous chemicals are present or you work with them, you must be trained on their safe use, including how to read a safety data sheet and where they are located.

### Safe Lifting

- Whenever possible use materials handling equipment such as carts to avoid lifting and moving heavy objects.
- Get help moving heavy and/or hard to comfortably and securely hold objects.

### Ergonomics

- Adjust your workstation so you can work comfortably and avoid strain to your neck, back, shoulders, wrists and other areas vulnerable to injury from repetitive work and static posture.
- Talk to your manager or safety contact if you are experiencing ergonomic issues – the sooner the better!

### Falling Objects

- Filing cabinets can cause serious injury. Open just one drawer at a time. If you open more than that, you risk the cabinet falling over onto you. Load filing cabinet drawers evenly, starting with the bottom ones.
- Make sure shelves are securely anchored, and do not overload them. Do not place heavy objects on overhead shelves.

### Personal Safety

- Get familiar with your company's antiviolen policies.
- Observe rules about lockup, escorts to parking areas, visitor badges and other security procedures.

## Final Word

*Just because you work in an office environment doesn't mean you are immune to hazards. One mishap or error can lead to an injury that could result in a lot of grief.*

## TEST YOUR KNOWLEDGE

1. Whenever possible use \_\_\_\_\_  
\_\_\_\_\_ to avoid lifting and moving heavy objects.
2. Load filing cabinet drawers evenly, starting from the:
  - a) Top down
  - b) Bottom up
  - c) Middle
3. Boxes and electrical cords should be kept out of aisles.  
 True  False
4. List up to three office hazards present at work right now. How can these hazards be corrected?

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## What Would You Do?

You notice a fellow employee butting his cigarette in a small card board box located beneath a table in the common room used by employees. He is very popular with co-employees and liked by supervisors. What would you do?

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# INSTRUCTOR-LED SAFETY TRAINING

## BUILDING BETTER MANAGERS

Investing In Your Personal Development & Success

## SAFETY IS YOUR PRIORITY, MAKING YOU A BETTER SAFETY MANAGER IS OURS

Between auditing the workplace, doing inspections, training, and planning - there is very little time left in the day to fully put out fires, let alone make an investment in improving your skills and knowledge.

**SafetyNow ILT is not only the leading Instructor-Led Training solution in the market, it is also built with your iterative improvement in mind.**

Features like Ask the Expert help you get quick and compliant answers to your immediate problems. But features like CEO Briefings help you become a better c-suite communicator. Webinars from OHS experts in various fields helps you build your overall safety knowledge and get valuable certification points. And Train the Trainer is a feature that helps you and your organization develop stronger and more effective frontline safety trainers that can ensure consistency in your safety message, compliance, and cost-effective results.

# 52%

On average, SafetyNow ILT members report being 52% more effective in their role as a safety manager/director because of the compliant training and tools designed to help them develop their skills.

## Layer Up for Warmth

### What's at Stake?

Working in cold weather can have a chilling effect on your body. You are at risk for impaired motor function, impaired judgment and cold stress injuries and illness.

### What's the Danger

In a cold environment, most of the body's energy is used to keep the internal core temperature warm. Over time, the body will begin to shift blood flow from the extremities and outer skin to the core (chest and abdomen). This shift allows the exposed skin and the extremities to cool rapidly and increases the risk of frostbite and hypothermia. Combine this scenario with exposure to a wet environment, and trench foot may also be a problem.

Some of the risk factors that contribute to cold stress are:

- Wetness/dampness, dressing improperly, and exhaustion.
- Predisposing health conditions such as hypertension, hypothyroidism, and diabetes; and
- Poor physical conditioning.

### How to Protect Yourself

Dressing properly is extremely important to preventing cold stress. The type of fabric worn also makes a difference. Cotton loses its insulation value when it becomes wet. Wool, silk and most synthetics, on the other hand, retain their insulation even when wet.

The following are recommendations for working in cold environments:

- Wear at least three layers of loose fitting clothing. Layering provides better insulation. Do not wear tight fitting clothing.
  - An inner layer of wool, silk or synthetic to keep moisture away from the body.
  - A middle layer of wool or synthetic to provide insulation even when wet.
  - An outer wind and rain protection layer that allows some ventilation to prevent overheating.
- Wear a hat or hood to help keep your whole body warmer. Hats reduce the amount of body heat that escapes from your head.
- Use a knit mask to cover the face and mouth (if needed).
- Use insulated gloves to protect the hands (water resistant if necessary).
- Wear insulated and waterproof boots (or other footwear).

### Final Word

*Keep warm and stay safe this winter. Dress in layers and wear clothing that is insulated and ventilated to protect against cold weather hazards.*

### TEST YOUR KNOWLEDGE

1. In a cold environment, most of the body's energy is used to keep the internal core temperature warm.  
 True  False
2. Tight fitting clothing is the best for layering and keeping you warm.  
 True  False
3. Having a preexisting medical condition, such as diabetes, may make you more susceptible to cold related injuries.  
 True  False
4. Cotton loses its insulation value when it becomes wet.  
 True  False

### What Would You Do?

The weather forecast is calling for a bitterly cold morning but with significant warming in the afternoon. How would you make sure you are dressed appropriately?

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Meeting materials to go:  
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# Avoiding Struck-By Incidents

## What's at Stake?

Struck-by incidents contributed to almost 1,000 construction worker fatalities in the last 5 years according to a new report from the Center for Construction Research and Training. The report states 52% of the fatalities involved workers struck by an object or equipment; the remaining deaths involved workers struck by vehicles. Other findings in the report show:

- 57% of the struck-by vehicle fatalities occurred in work zones.
- 114 deaths were the result of being struck by a passenger vehicle, and 112 workers died after being struck by a truck.
- Highway, street and bridge workers accounted for approximately 1/3rd of those fatalities.
- Highway maintenance workers, power line installers, and excavating or loading machine operators experienced the most struck-by fatalities.

## What's the Danger

Struck-by injuries are produced by a forceful hit between the injured person and an object or piece of equipment. Causes of struck-by events can be broken down to four main categories:

**Rolling Objects:** Hazards for rolling objects happen when an object is rolling, moving, or sliding on the same level as the worker.

- The most common rolling hazard incidents are when a worker is struck or run over by a moving vehicle.
- Rolling object hazards also include when the worker is struck by a sliding object or equipment on the same level.

**Falling Objects:** Falling object hazards exist when the source of injury is from being struck by an object falling from an elevation to a lower level.

- The injured person is crushed, pinned, or caught under a falling object or equipment (a single brick falling and striking a worker).
- This does not include instances when workers are caught under collapsing material or structures (a wall of bricks falling on a worker).

**Flying Objects:** Flying object hazard exists when something has been thrown, hurled, or is being propelled.

- It can include injuries or fatalities from a piece of material separating from a tool/machine, striking a worker.
- Using compressed air to power tools or to clean surfaces can also cause flying object hazards.
- Last, hazards exist if an object is ejected from pneumatic or powder-actuated tools. Powder-actuated tools are more hazardous due to the force behind the fasteners, which are designed to go through wood, concrete and steel... they could definitely go through a worker!

**Swinging Objects:** When materials are mechanically lifted, they have the potential to strike workers.

- Windy conditions are especially hazardous because the load will swing more.
- Depending on where the worker is and the force behind the load, the worker may fall to another level and sustain even greater injuries.
- In addition to swinging, loads can slip from their riggings and strike workers.

## How to Protect Yourself

When operating heavy equipment:

- Stay away from heavy equipment when it's operating; be aware of the swing radius of cranes and backhoes. Be alert to the location of all heavy equipment whether in use or not.
- Stay clear of lifted loads and never work under a suspended load; beware of unbalanced loads.
- Workers should confirm and receive acknowledgement from the heavy equipment operator that they are visible; operators should make sure all workers are in the clear before using dumping or lifting devices.
- Haulage vehicles loaded by cranes, power shovels, etc., must have a cab shield or canopy that protects the driver from falling materials.
- Never exceed a vehicle's rated load or lift capacity.

When operating motor vehicles:

- Wear seat belts when provided.
- Before each shift, check that all parts and accessories are in safe operating condition.
- Only drive a vehicle in reverse gear with an obstructed rear view when there is an audible reverse alarm, or another worker signals that it is safe.
- When parking, set the parking brake and chock the wheels if they are on an incline.
- Use traffic signs, barricades or flaggers when construction takes place near public roadways.
- Wear warning clothing; if working overnight, clothing must be reflective.

Operating general construction tools/equipment:

- When working with machines and power tools be sure to have appropriate PPE and training, and before operation inspect equipment to ensure all guards are in place and in working order
- When performing overhead work, secure all tools and materials, use appropriate guards, barricade the area and post signs, and be sure materials are stored farther than 6-feet from hoist ways/floor openings, and more than 10-feet from an exterior wall.
- When pushing or pulling objects that may become airborne, stack and secure materials

to prevent sliding, falling or collapse, keep work areas clear and secure material against wind gusts.

## Final Word

*Whether struck-by hazards are caused by falling, rolling, flying or swinging objects, being aware, prepared and cautious will help to avoid injuries.*

## TEST YOUR KNOWLEDGE

1. Powder-actuated tools can cause especially dangerous flying object hazards.  
 True  False
2. Workers should confirm and receive acknowledgement from the heavy equipment operator that they are visible.  
 True  False
3. It is only the operator's job to ensure safety before dumping/lifting.  
 True  False
4. Windy conditions are especially hazardous for swinging object hazards.  
 True  False

## What Would You Do?

Ball and socket connectors are used to attach conductor stringing blocks to insulators on the arms of 90-foot metal towers of electrical transmission lines. Normally cotter keys secure the ball and socket connector in place. However, you see that black electrical tape has been wrapped around the socket to keep the ball in place rather than a cotter key. What would you do?

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# INSTRUCTOR-LED SAFETY TRAINING

## SAFETY MESSAGE REINFORCEMENT

Getting Your Safety Message To Sink In After The Meeting

## 70% OF TRADITIONAL TRAINING IS FORGOTTEN IN 24 HOURS

If your goal is to build a safety culture and maintain a zero-incident rate, making sure that your compliant safety message is retained and implemented is key. But **over 90% of safety managers report that their employees are not engaged during safety training**. Most are just showing up for the donuts.

Research shows that up to **70% of traditional safety training is lost in the first 24 hours** (Ebbinghaus Curve).

But both of these scary facts can be overcome - in fact, **SafetyNow ILT members record significant accident & injury reductions; and report a safety message that is up to 60% more sticky**.

How? By utilizing the special reports, games, fatality reports, spot the safety violations and thousands of other tools and resources on SafetyNow ILT that compliment our compliant and engaging training solution to reinforce your safety message after the meeting is over - the time when your employees need to be safety aware.





# The State of Safety Training

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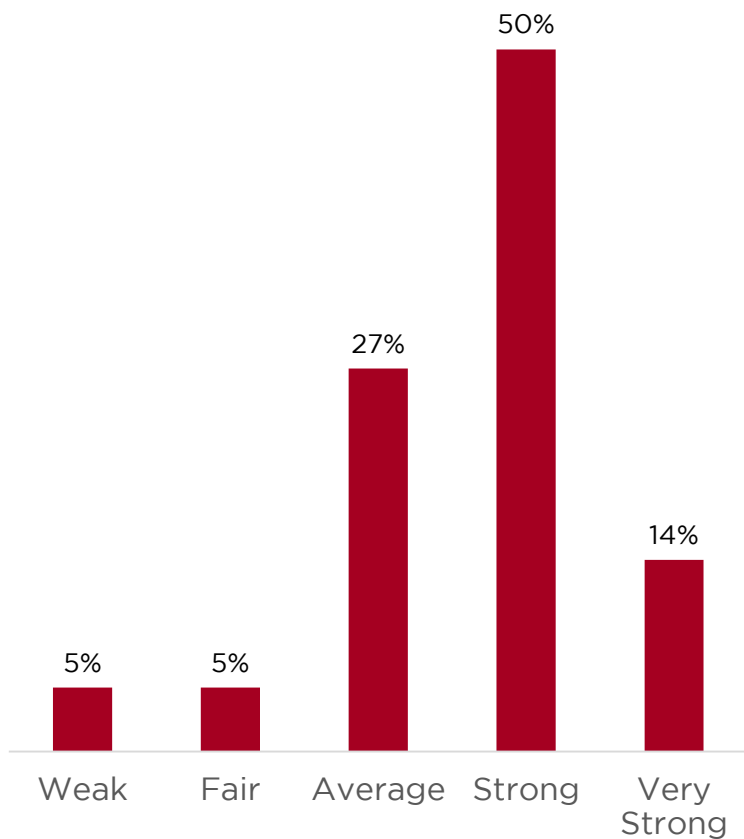
2021 – GOVERNMENT & MUNICIPALITIES

## Executive Summary

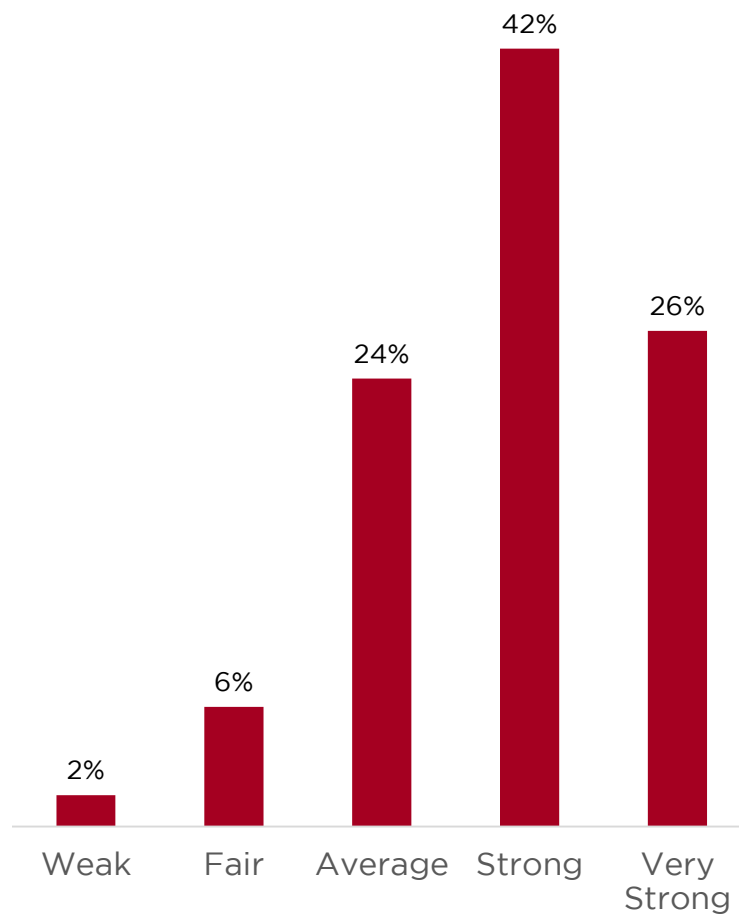
1. We surveyed 1,260 safety professionals in Q1 and Q2 of 2021
2. Most safety professionals have deep experience and are deeply committed across industries, but when segmenting municipalities, safety managers tend to have more experience and a deeper sense of reported commitment.
3. 84% of municipalities have safety meetings at least monthly (34% have daily or weekly meetings)
4. The biggest challenges to safety training are 1) keeping employees engaged, 2) program administration, 3) communicating the value to management, and 4) maintaining consistency in safety training across departments
5. 96.3% of safety professionals believe that blended learning is superior to any one format – the variety improves engagement, comprehension and retention
6. The most effective formats for safety meetings are instructor led presentations (60.5%) and employee stories/interactions (63.3%)
7. The most effective safety training formats outside of safety meetings are on the job safety interventions (74.6%), followed by online learning courses (40.6%)
8. Key factors for evaluating online training courses are modern images (83.9%), industry specific content (80.1%) and use of video (66.2%)
9. Over the next few years, online and mobile training will become more important, especially post-pandemic

# Respondents By Commitment To Safety

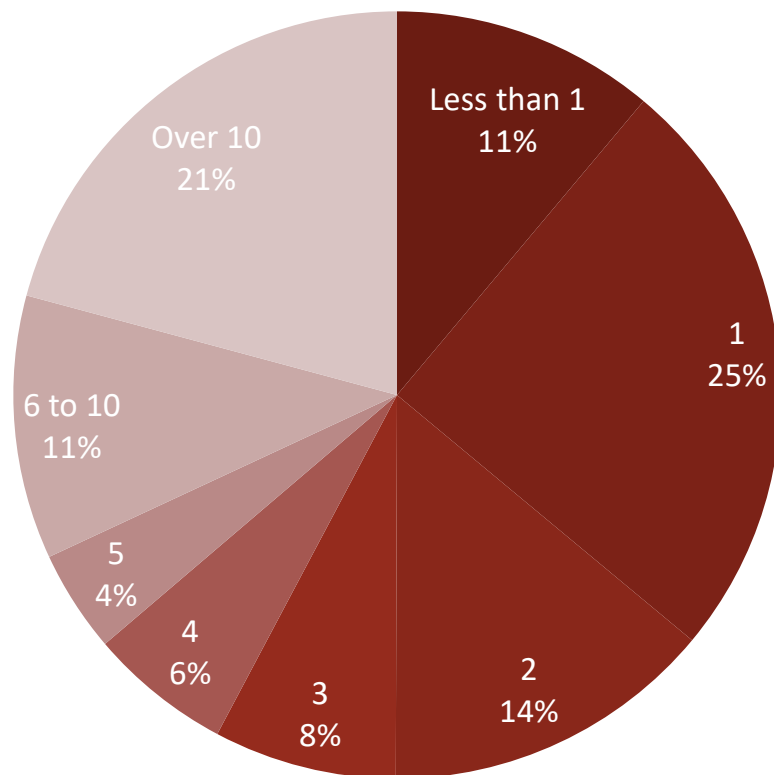
## Municipalities



## All Industries

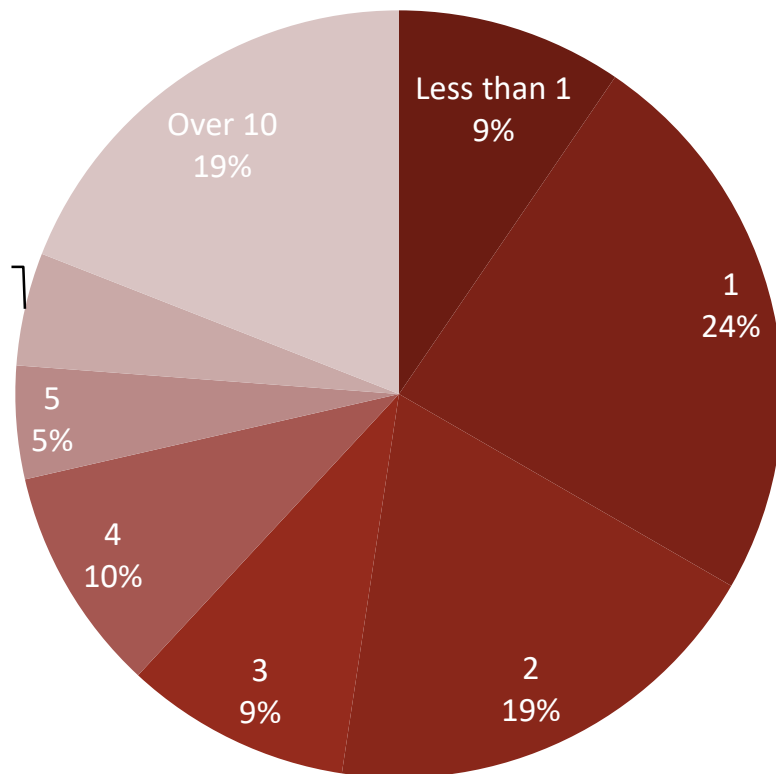


# Number of Employees Dedicated To Safety



The number of employees dedicated to safety at any given company is largely driven by company size. It was found that the larger the company, the more employees were dedicated to safety across all industries. For example, companies over 10,000 people tended to have 10+ people dedicated to safety, while companies under 25 employees tended to have only 1 person dedicated to safety.

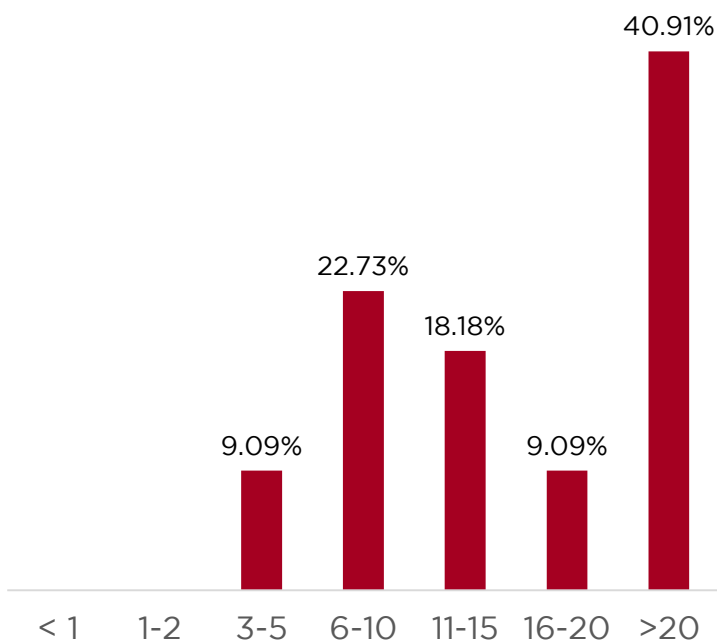
# Municipalities - Number of Employees Dedicated To Safety



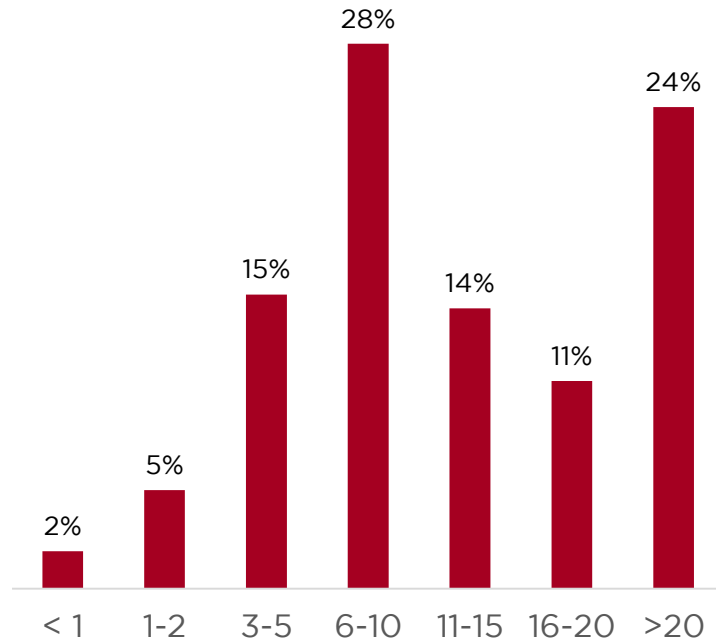
Not surprisingly, municipalities tend to scale smaller when compared across all industries – with less employees dedicated to safety, even given the relative size of employee counts. Why? The bulk of municipal employees are office staff and are generally perceived to require less safety training, guidance and management.

# Number of Years of Experience

## Municipalities



## All Industries

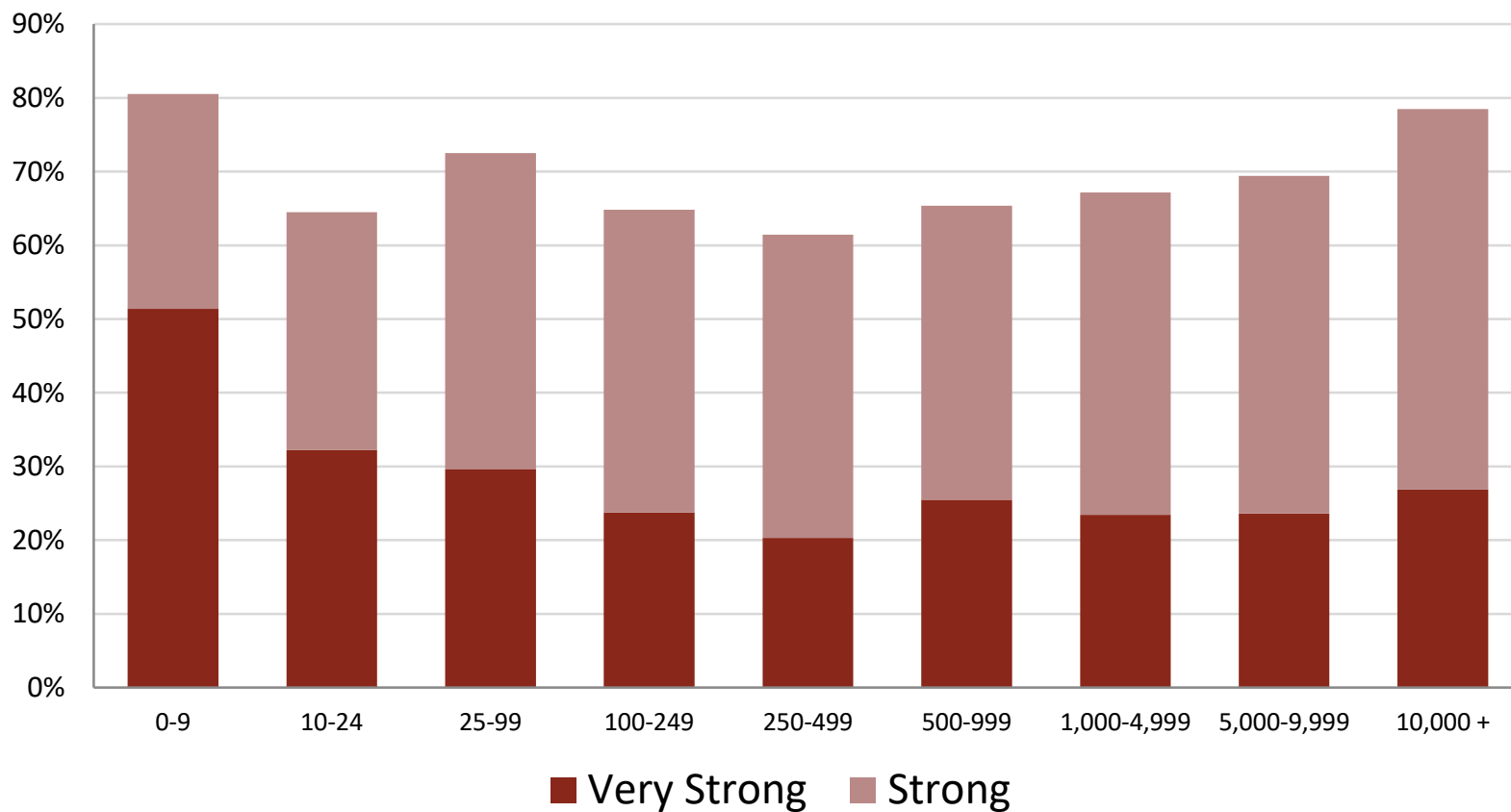


Not surprisingly, municipalities tend to skew towards more experience safety managers with a longer tenure in safety management than the baseline across all industries. In fact, the median tenure for municipalities is >20 years of experience in safety management.

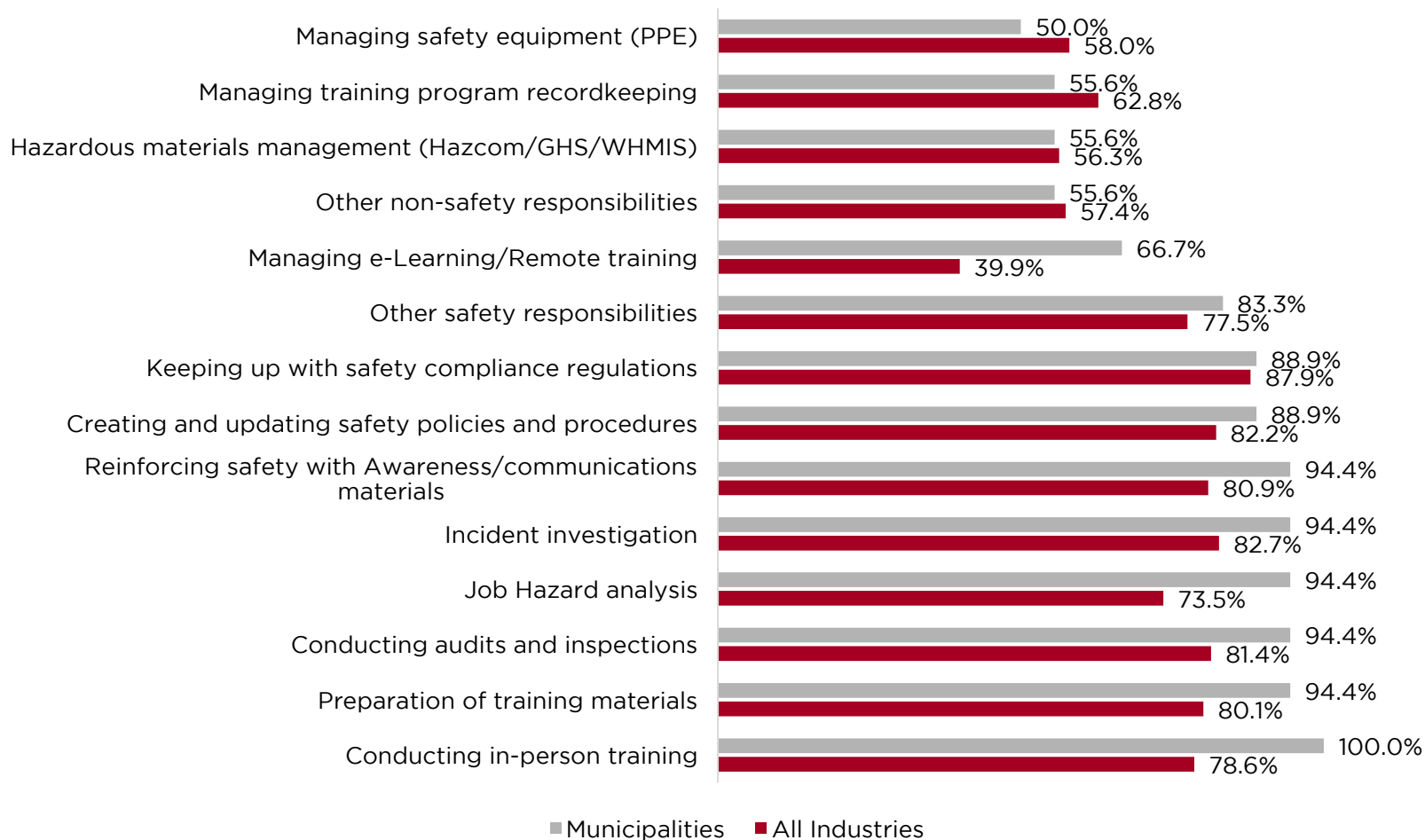


# Commitment To Safety By Size

## Commitment By Number of Employees

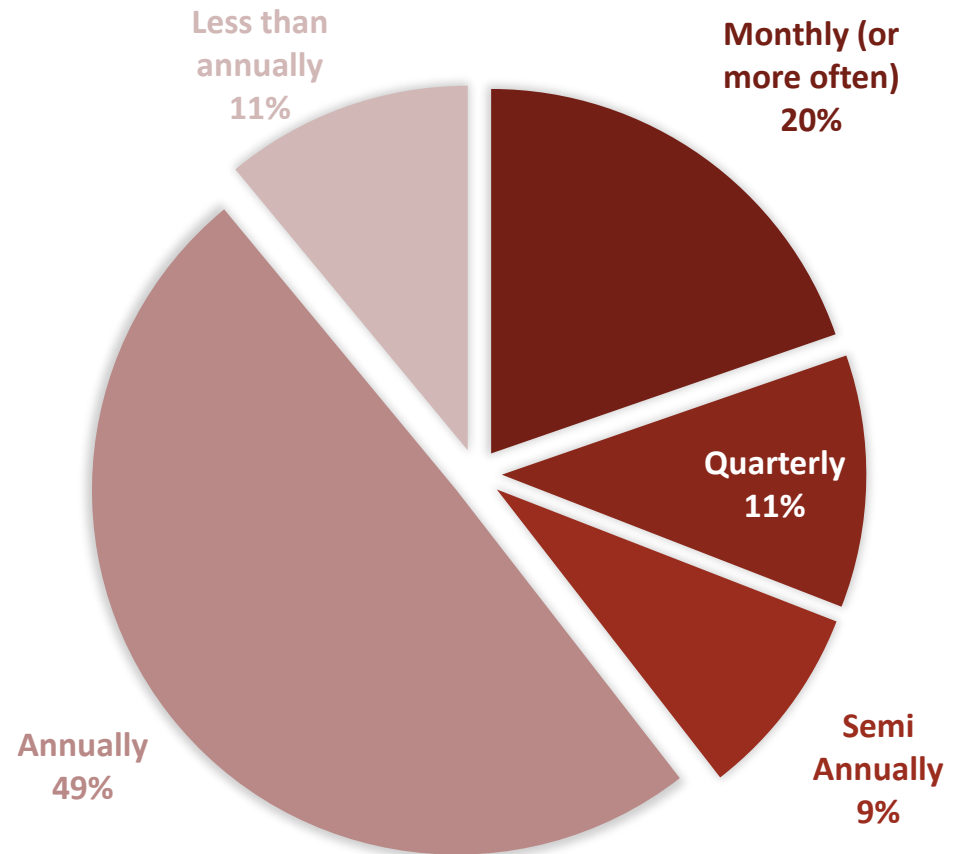


# Responsibilities of Safety Professionals



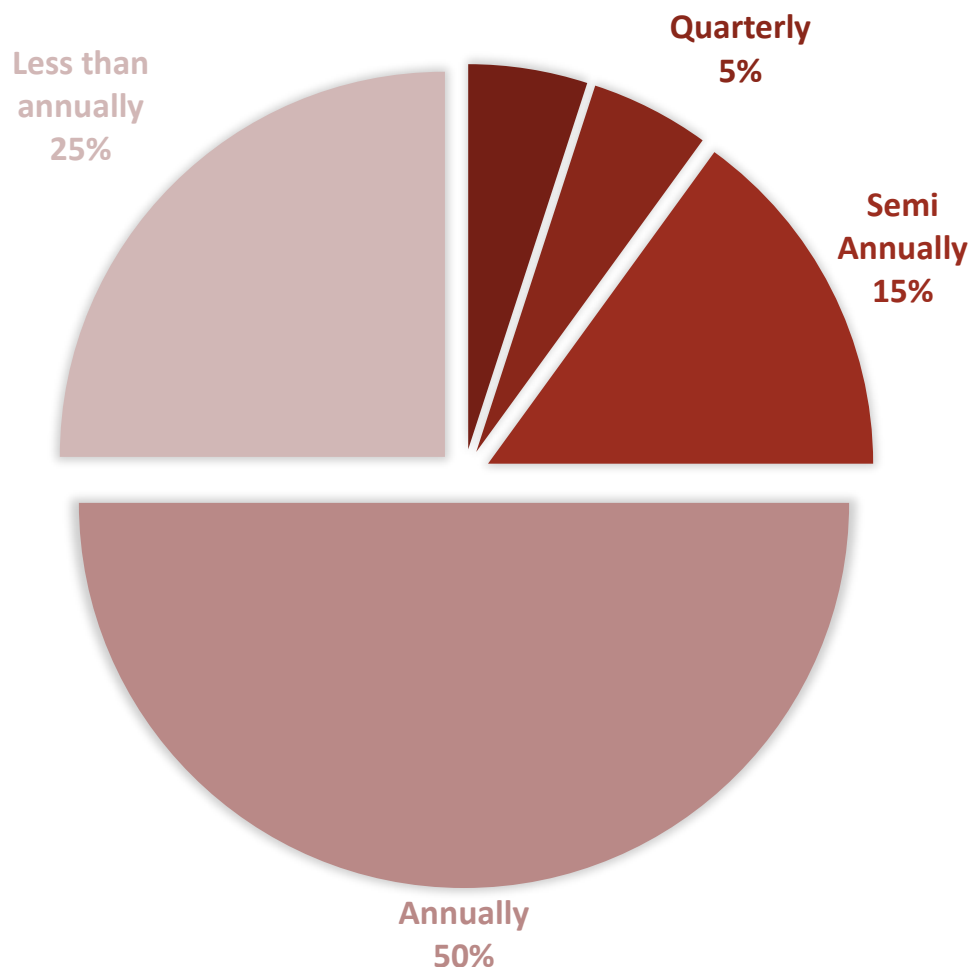
# Frequency of Reviewing and Updating Safety Policies and Programs

89% of companies review their safety programs and policies at least annually, while 31% do it at least quarterly. When asked why they review and update safety policies, the majority responded that *“staying updated with your programs and policies helps avoid future incidents down the road.”*



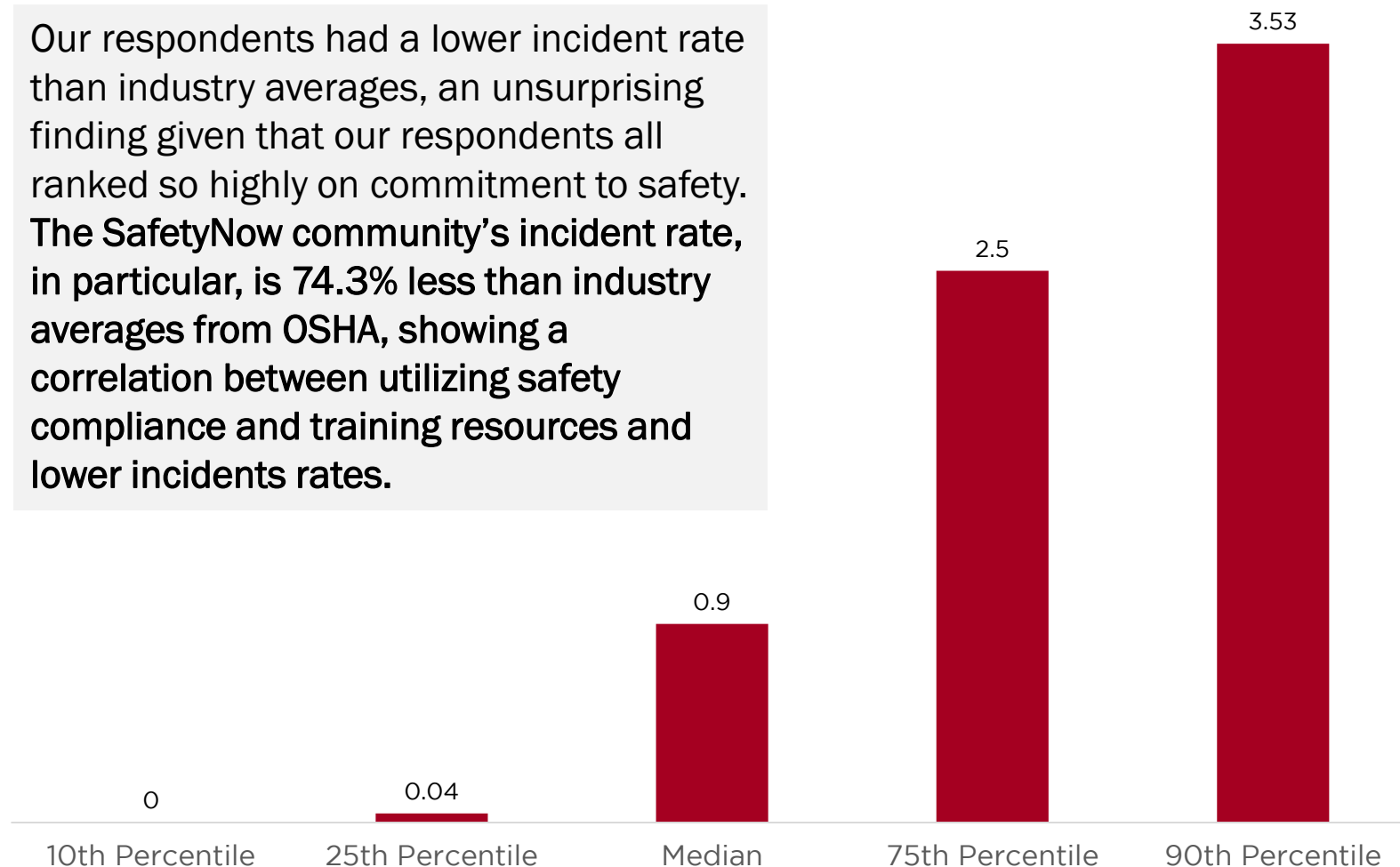
# Municipalities - Frequency of Reviewing and Updating Safety Policies and Programs

90% of Municipalities review and/or update their safety policies on defined schedules of semi-annually or annually. Unlike other industries, Municipalities tend to follow a very regimented process of review and auditing with regards to safety management.

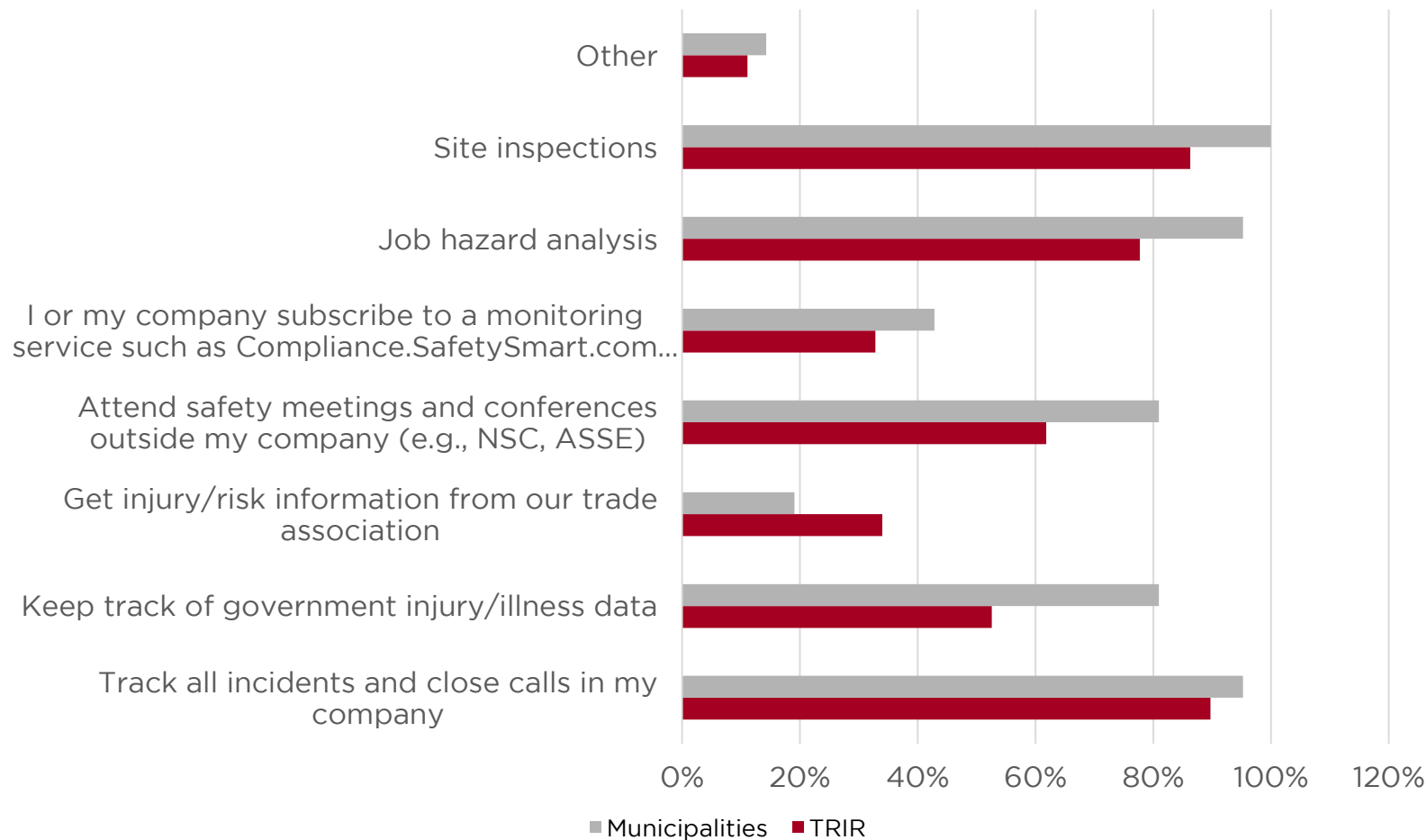


# Total Recordable Injury Rates

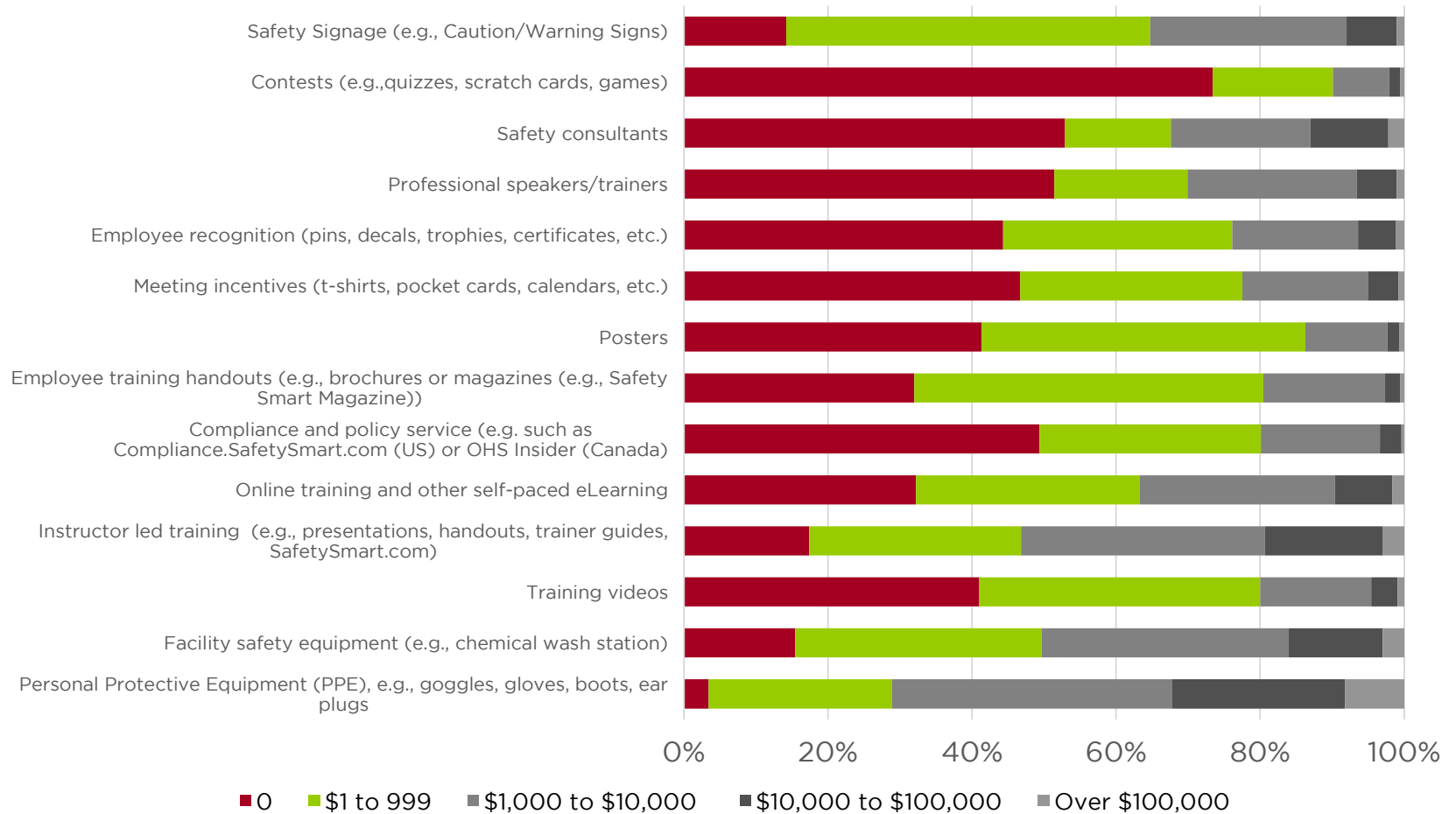
Our respondents had a lower incident rate than industry averages, an unsurprising finding given that our respondents all ranked so highly on commitment to safety. **The SafetyNow community's incident rate, in particular, is 74.3% less than industry averages from OSHA, showing a correlation between utilizing safety compliance and training resources and lower incidents rates.**



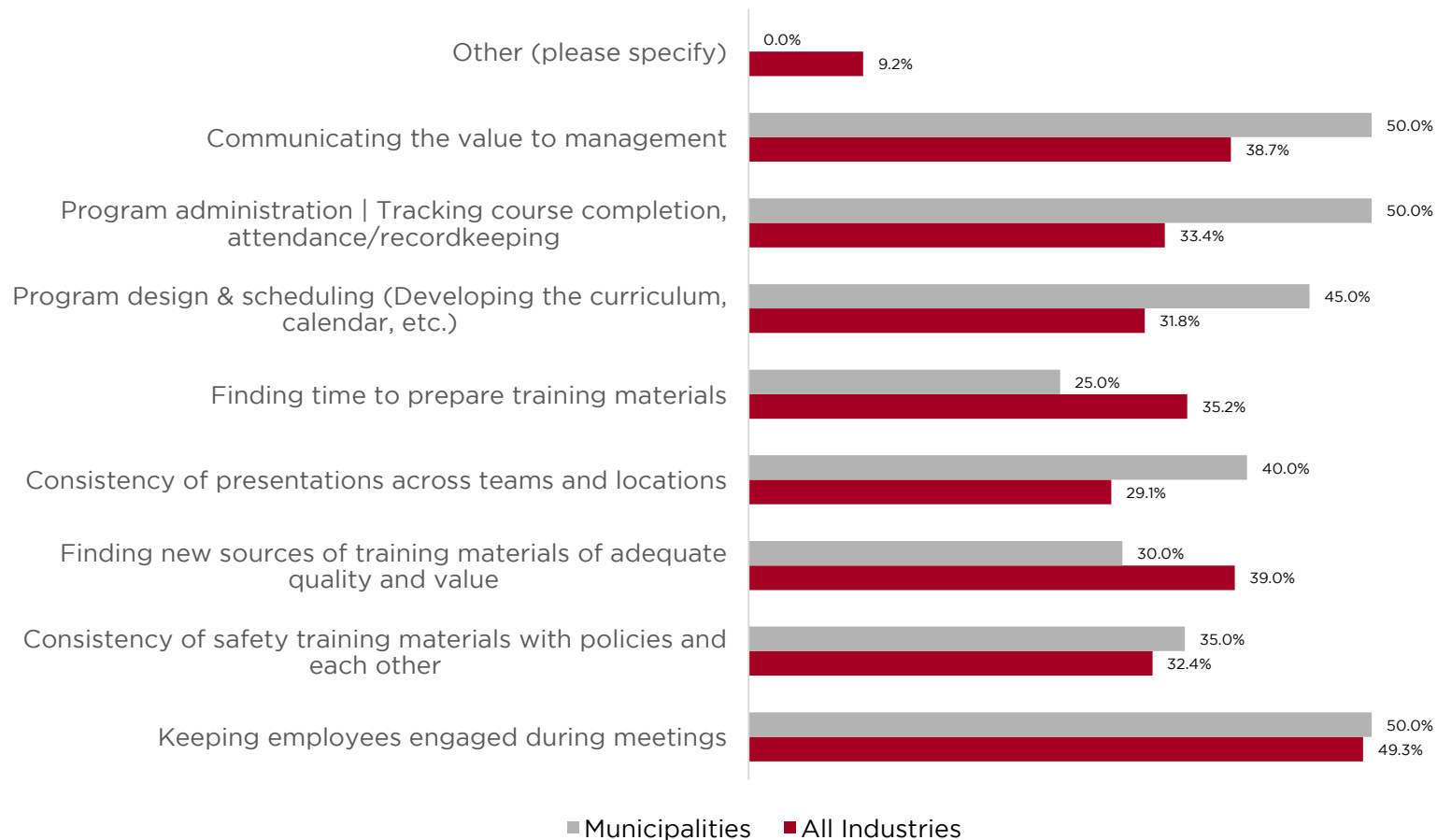
# How Does Your Company Monitor Workplace Risks?



# Safety Investments By Category - Overall



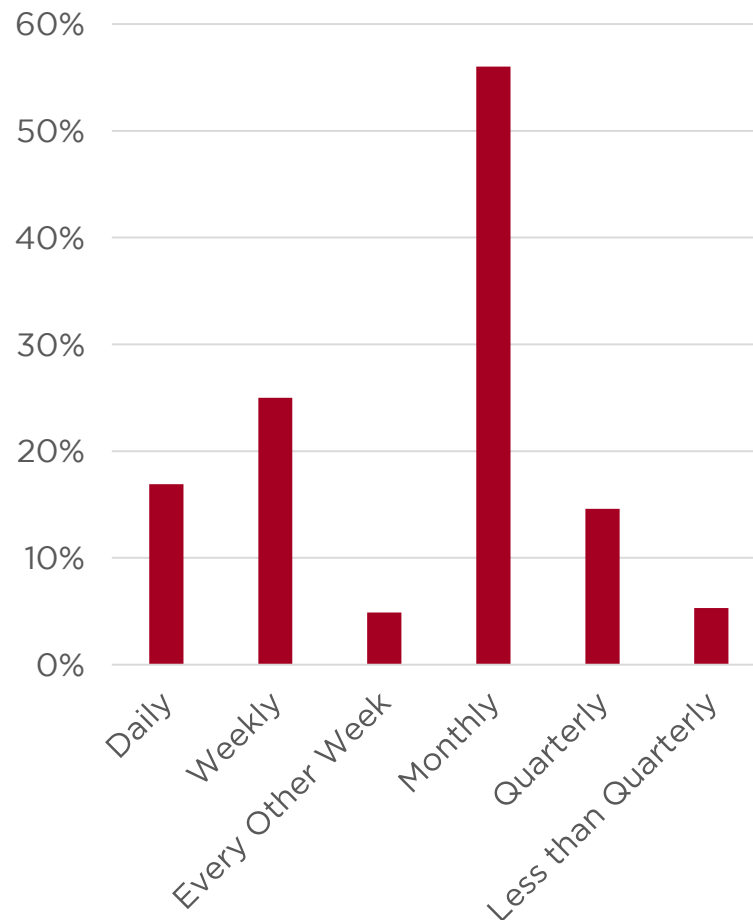
# Largest Safety Training Challenges:



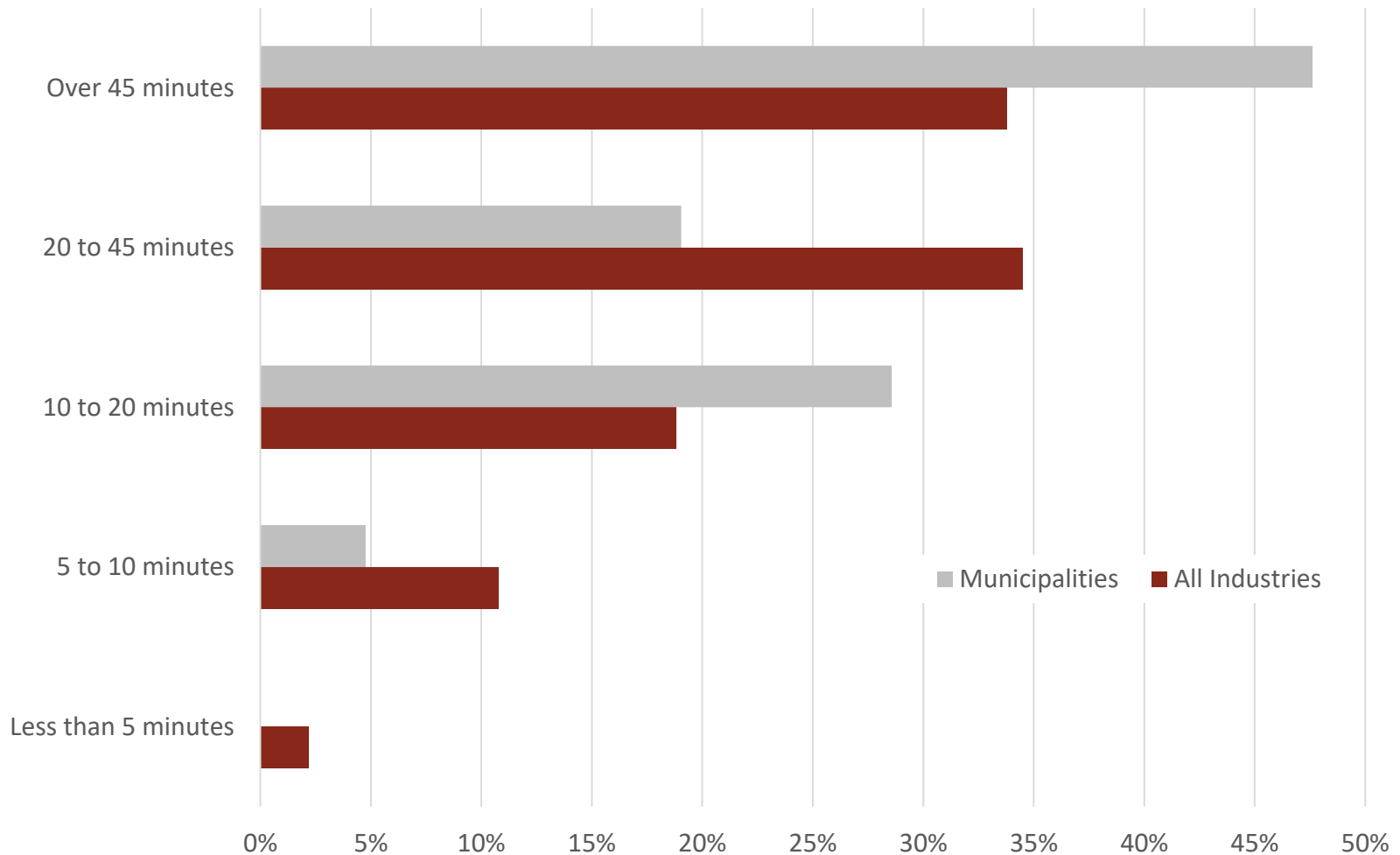


# Frequency of Safety Meetings

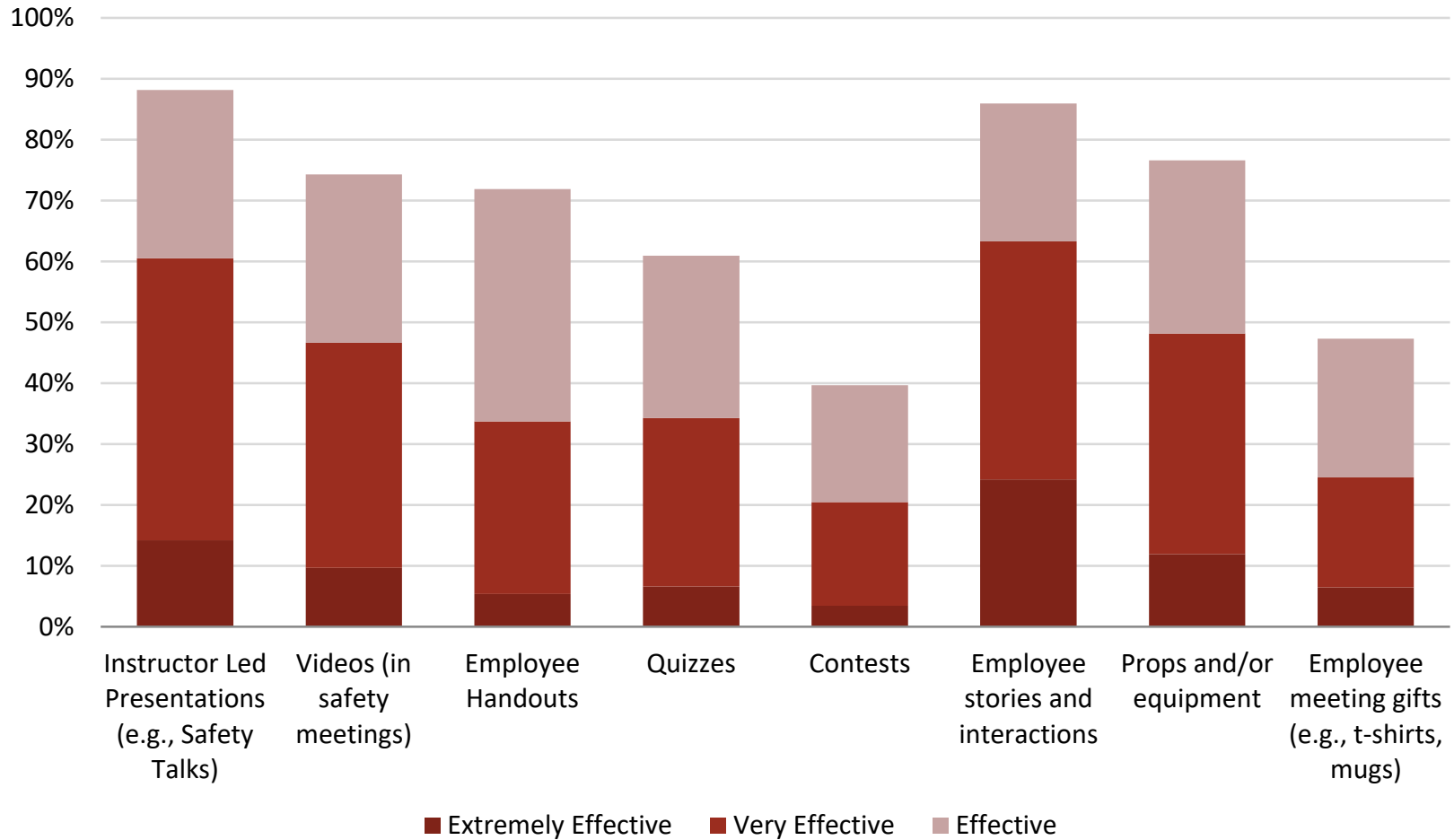
Hosting safety meetings often helps keep safety top-of-mind at your company. 92% of respondents noted that their companies hold regular safety meetings, with 84% holding their meetings at least monthly.



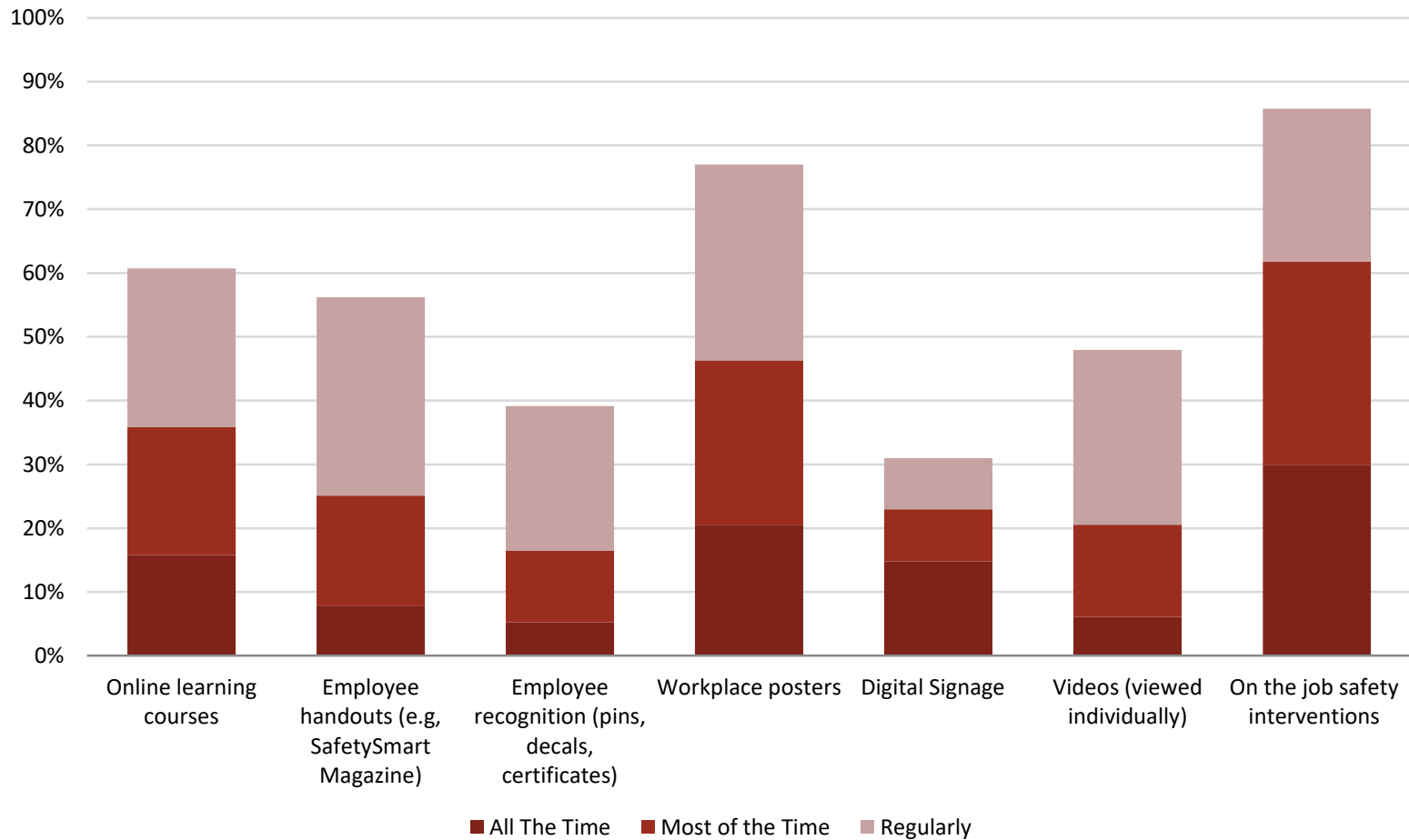
# Length of Safety Meetings – Average Number of Minutes



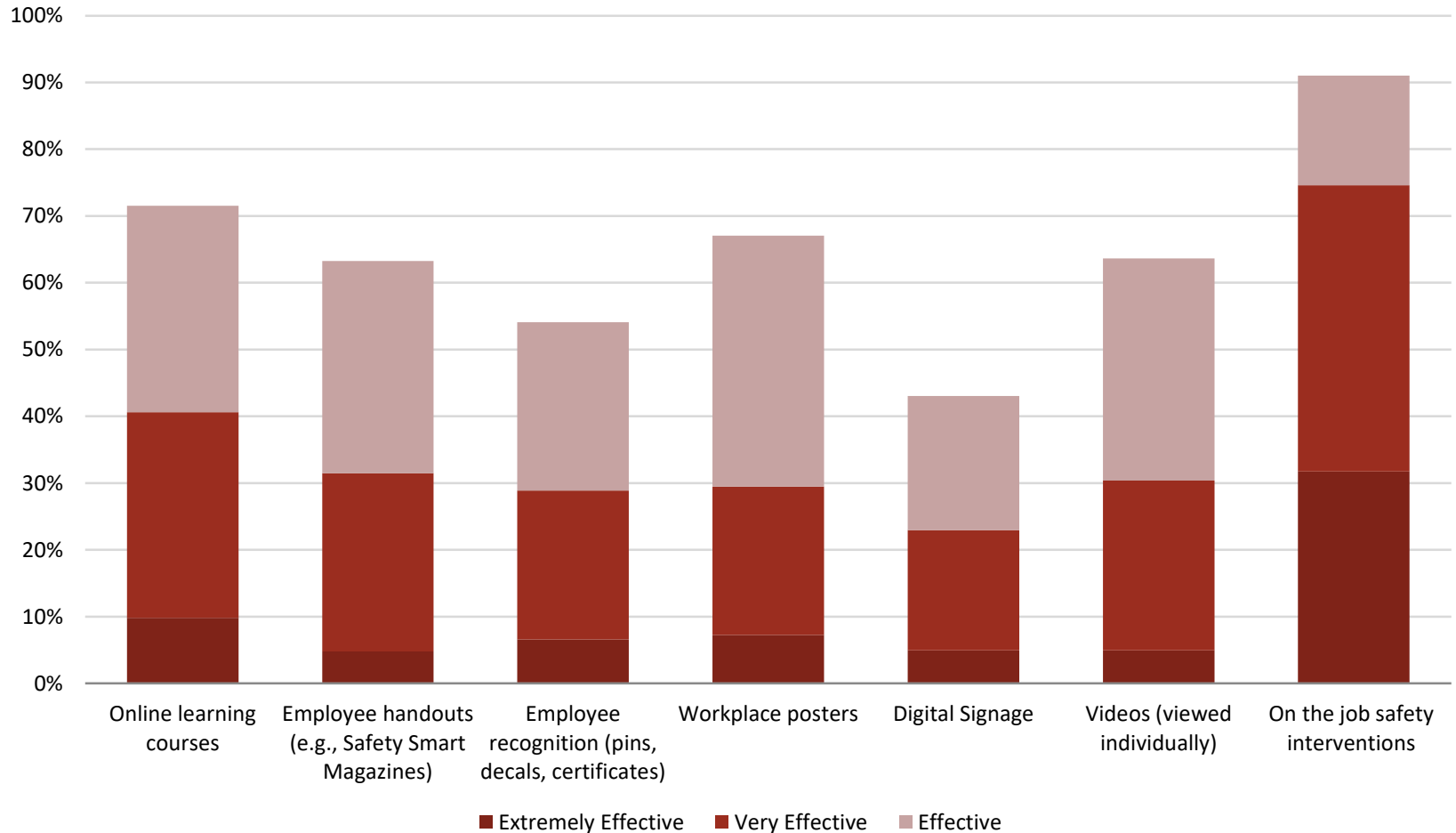
# Effectiveness of Tools Used In Safety Meetings



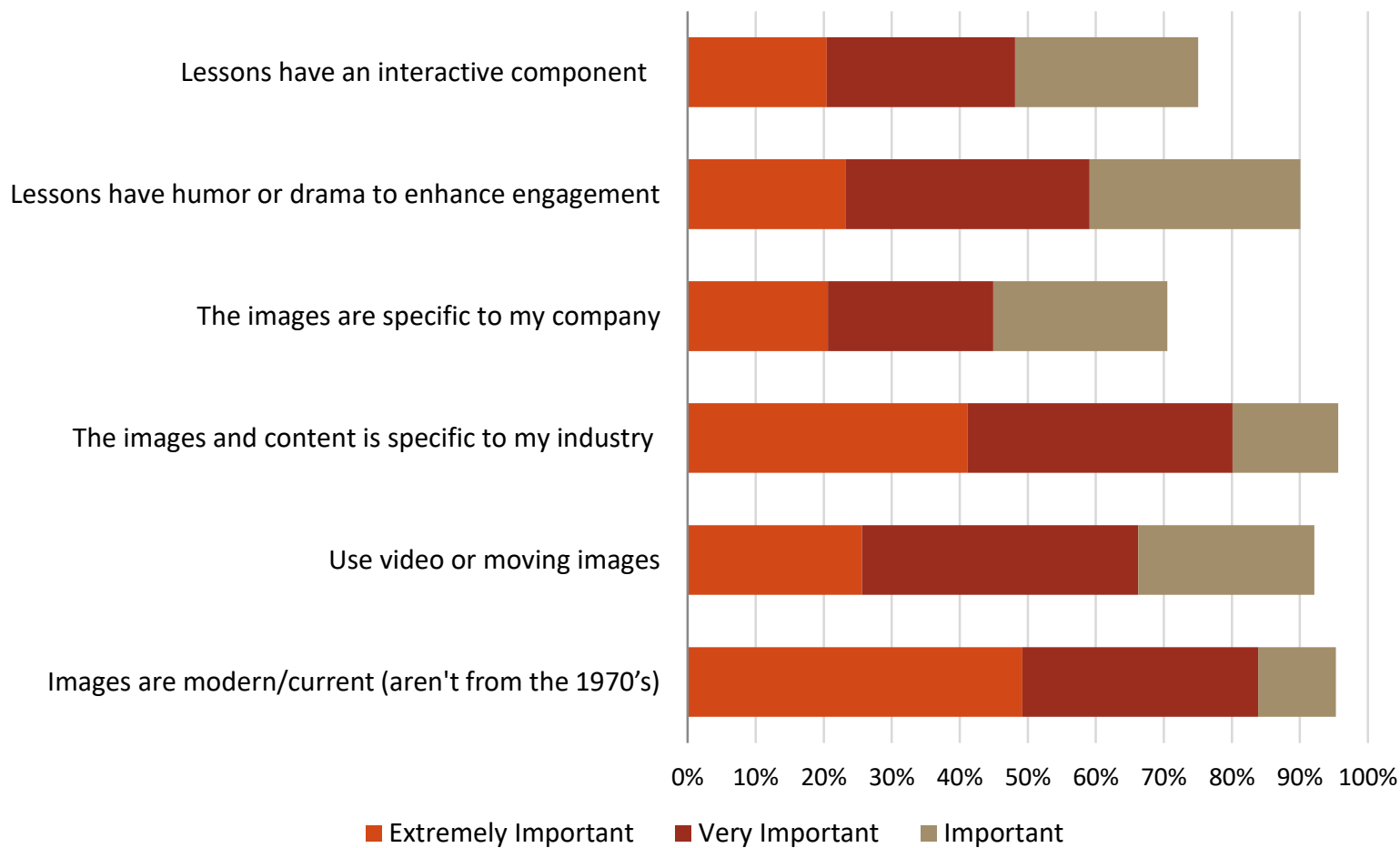
# Tools Used Outside Safety Meetings



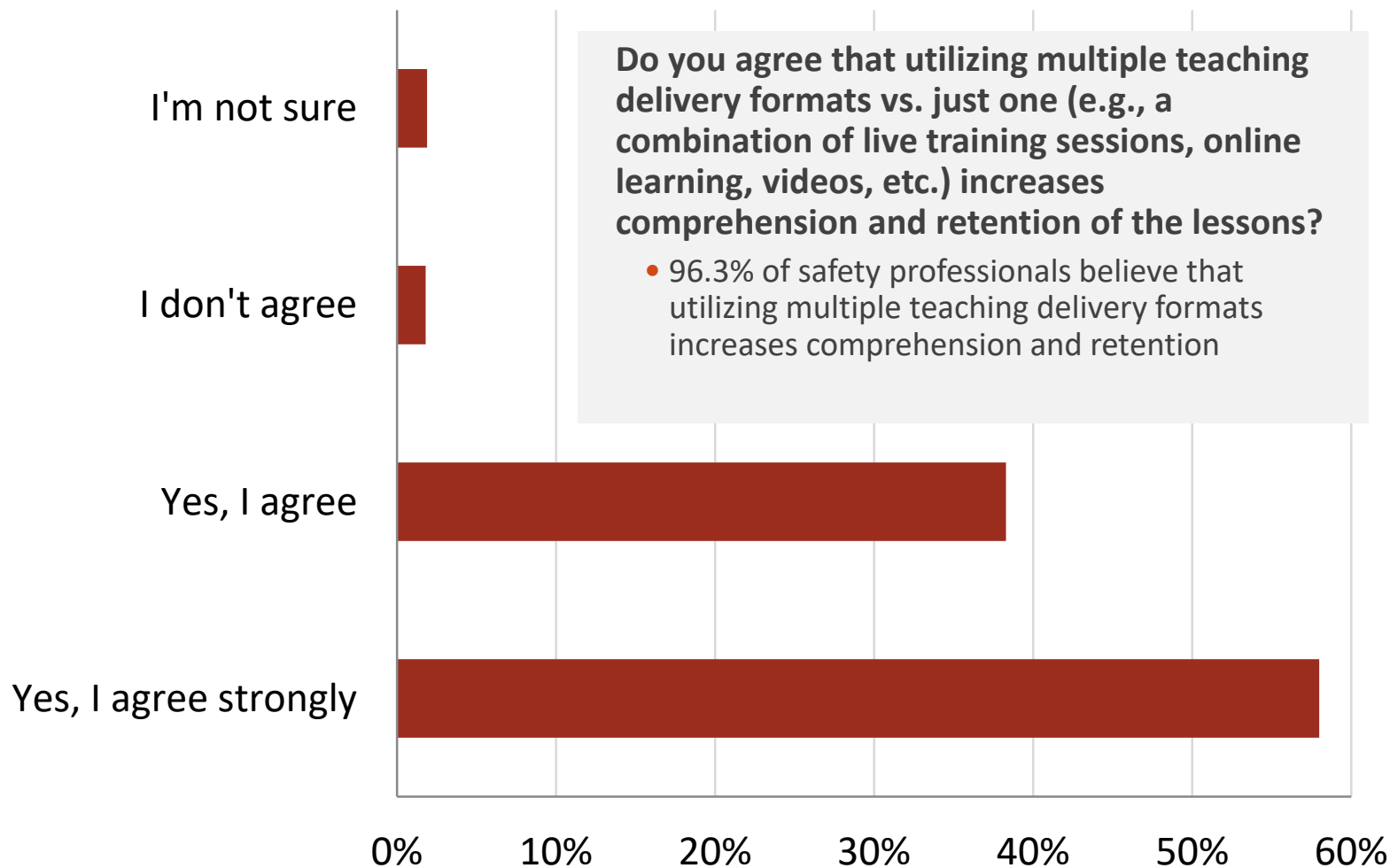
# Effectiveness of Tools Used Outside of Safety Meetings



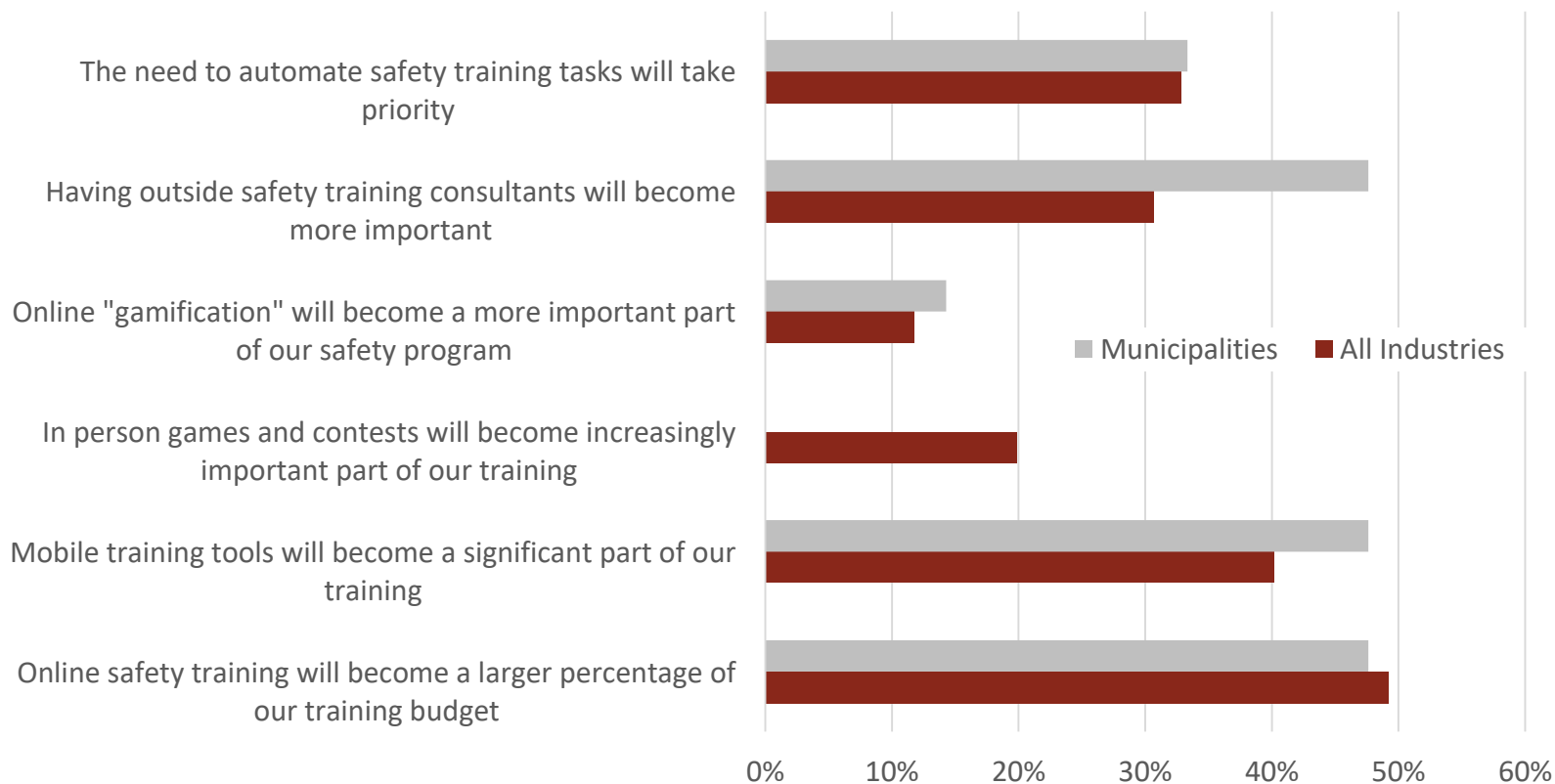
# Importance To Online Training Courses



# The Importance of Blended Learning



# The Future of Training Programs



**Which of The Following Statements Do You Agree With Regarding Your Company's Safety Training Program?**



# Safety Program Priorities

