



SAFETY E-NEWSLETTER



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The Nine Elements of a Sound Project Site Specific Plan

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A Project Site Specific Plan (PSSP) is a critical and practical part of ensuring safety on a worksite. An effective plan gives contractors the opportunity to list the hazards their workers will encounter on the site, so that they can identify and implement corrective actions before work begins. Ideally, it will allow them to eliminate those hazards before any of their workers set foot on the site.

While some contractors may believe that an informal plan will be adequate for their needs, our experience has



taught us that it's more effective if a formalized preplanning process is used. Over time, we have developed a framework for safety preplanning that gives contractors the flexibility to develop their own plans and approaches while ensuring that they cover all of the aspects we expect them to address. Having the preplanning process documented helps to ensure that contractors do not skip over any critical areas. In addition, it ensures that key information from the contract documents – which contractors in the field generally don't see – is clearly communicated to everyone.

Generally speaking, safety preplanning begins at the top. You start by identifying the scope of work for the task that will be completed, and the hazards and corrective actions that will be put into place to protect workers on

the site. Next, you break down the division of safety responsibilities among those involved with the project. There are many ways to formalize this process, but one of the most effective is to break it into the nine points we'll discuss here.

1. The responsible party. The plan should identify the individual who is responsible for implementing the plan, his or her qualifications and training, contact information, and the specific role(s) he or she will play during the course of the project.

2. Safety training. When will jobsite safety meetings with workers, supervisors and subcontractors take place? What will the format of those meetings be? What training requirements will workers need to safely complete the scope of the work?

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AT SUMMER'S END...

Remember when you went back to school after the long summer and your mind was focused on everything but school? In fact, you may have some of the same feelings coming back to work if you've just returned from vacation.

Knowing that the kids are

probably not thinking much about safety, **we have to watch out for them**, especially in school zones and at bus stops! Big children, little children, and even adults will now be using the crosswalks, sidewalks and driveways around our schools. Watch for reduced

speed limits in these zones in the morning and afternoon and obey them. Keep a sharp lookout for stopped school buses, flashing red lights, and the child that waits until the last second to catch the bus and darts from one side of the street to the other.

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S	words, knives, and similar costume accessories should be short, soft, and flexible.
A	void trick-or-treating alone. Walk in groups or with a trusted adult.
F	asten reflective tape to costumes and bags to help drivers see you.
E	xamine all treats before eating them for choking hazards and tampering. Limit the amount of treats you eat.
H	old a flashlight while trick-or-treating to help you see and others see you.
A	lways test make-up in a small area first and remove it before bedtime to prevent skin and eye irritation.
L	ook both ways before crossing the street and use established crosswalks wherever possible.
L	ower your risk for serious eye injury by not wearing decorative contact lenses.
O	nly walk on sidewalks or on the far edge of the road facing traffic to stay safe.
W	ear well-fitting masks, costumes, and shoes to avoid blocked vision, trips, and falls.
E	at only commercially-wrapped treats. Avoid eating homemade treats unless you know the chef well.
E	ntering homes for treats should be avoided unless accompanied by a trusted adult.
N	ever walk near lit candles or luminaries. Be sure to wear flame-resistant costumes.

Ten Commandments of Safety

1. **LEARN** the safe way to do your job **BEFORE** you start. Be sure you have received the training required to perform your work safely. If you are not sure of what safety training or procedures are required **ASK** before beginning work.
2. **THINK** safety and **ACT** safely at all times. Stay aware of your surrounding.
3. **OBEY** our safety rules and regulations - they are for YOUR protection.
4. **WEAR** proper clothing and protective equipment (PPE).
5. **CONDUCT** yourself properly at all times - horseplay is prohibited.
6. **OPERATE** only the equipment and tools you are trained and authorized to use.
7. **INSPECT** all tools and equipment for to make sure they are in good condition before starting work. Damaged equipment or tools should be removed from service and repaired or replaced. All damaged fall protection equipment will be destroyed immediately.
8. **ADVISE** your supervisor promptly of any unsafe conditions and practices, and any damaged equipment and/or tools.
9. **REPORT** all injuries (no matter how minor) to your supervisor.
10. **SUPPORT** your safety program and take an active part in safety meetings.

ABC MOURNS THE LOSS OF CHAIRMAN

It is with great sadness that we report the passing of the Alabama ABC Chairman Mr. John Connor after a courageous battle with cancer.

During his twelve years plus with the ABC of AL, he served the construction industry in countless ways, most recently as your 2008 Chairman of the Board. "John consistently wanted to give back to

the industry he worked in. ABC of Alabama is truly a better association due to his dedication and involvement," stated Jay Reed, ABC of Alabama President.

During his seventeen years with Robins & Morton, he demonstrated outstanding leadership. In the past six years as Chief Financial Officer he made significant contributions to the success of the company.



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Adjust your schedule to allow extra time to get to work in the morning, and use extra caution on rainy days.

If you're the one returning from vacation, make sure you reacquaint yourself with the safety rules at your workplace. To get up to speed, check with your supervisor to see what has changed while you were gone.

Check your safety equipment, dust it off and make sure it's working properly before using it. Think carefully about what you're doing and don't take any chances.



Vacations are great. They take our minds off our work and it's a chance to relax. You deserved it and hopefully really enjoyed it, but now it's back to the old grind. Just remember, now that you're back on the job, don't relax when it comes to safety.

Whether "back to school" or "back to work," it's up to each of us to practice safety. Watch out for that child and watch out for yourself. If we all use just a little extra caution, we can significantly reduce "back to school" accidents and keep ourselves from becoming an end of summer statistic.



YOU ARE RESPONSIBLE

Every person determines their own fortune, and that fortune, good or bad, depends on the individual's acceptance of personal responsibility.

At a young age, we are taught to assume responsibilities. ("Look before you cross the street... playing with matches is dangerous... be home before dark..."). Even today, as adults, we still learn and decide whether to accept certain obligations. Young or old, we make individual choices.

When responsibilities are shunned or rejected, someone must cope with the results. Police officers, judges, juvenile officers and social workers respond to most of these rejections in our society. In safety, doctors, nurses and funeral directors deal with the consequences of rejected responsibilities.

By accepting and practicing safety responsibility, you ensure your future both at home and on the job. You do the same for your fellow worker as well, because socially and morally you are responsible for preventing accidents to others as well.

If you see an unsafe act, do something about it. Point it out so others are aware and can avoid future mistakes.

Point out to other employees when safety is not being practiced. After all, it is their responsibility to prevent an accident to you as well.

Use good work habits. Don't be impulsive, and remember that hurrying can hurt.

Develop the attitude that "if I do something wrong, I'm taking the chance of getting hurt," then do the job the right way.

If you are a supervisor, help new employees learn that safety is the rule and not the exception. Teach them proper safety responsibility before you turn them loose.

Practice leaving personal problems and emotional stress away from the job. Remember, that accidents do not just happen, they are caused. Correct little mistakes before they grow into permanent bad habits. Safety responsibility is up to you.

"PRACTICE SAFETY - Do not learn it through Accidental Experience."



McGriff Honors Kennedy of Wyatt
McGriff Honors Corey Kennedy with his own Eagle for being named ABC's Safest in the Industry.



National Preparedness Month (NPM) is a nation-wide effort held each September to encourage Americans to take simple steps to prepare for emergencies in their homes, businesses and schools.

Step 1 Get a Kit Gather Necessary Items for your kit. Basic examples of supplies needed include water, food, first aid kit, flashlights and extra batteries.

Step 2 Make a Plan Make sure you have a family emergency plan in place. Include in this plan family information and phone numbers.

Step 3 Be Informed Make sure you have the necessary information to make wise decisions during a crisis.

Step 4 Get Involved Everyone can contribute in keeping our hometowns safe.

<http://www.ready.gov/america/npm08/intro.html>

Working as a Team

Working together in harmony with your colleagues promotes balance, consistency, orderliness and safety. Teamwork increases performance and productivity which enables your company to complete contract obligations and get paid on time. An old proverb states, "Many hands make the work-load light." This has always been true. Two workers united in

a task can accomplish nearly three times as much as a lone workman. Looking out for each other and collaborating on a project speeds up the process.

Teamwork means cooperation among all members of the company, and then by extension, all affiliated contractors on the project. In order to promote a

safe, efficient and smooth-running project, the concept of teamwork should begin with top management and trickle down the ranks. If the basic principle of good communication, consideration and courtesy are established at every level of the project, the spirit of cooperation will prevail.

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Everything from hazard communication to fall protection and safety equipment should be addressed as needed. When a meeting occurs, be sure to document that it happened, who participated, and what topics were covered.

3. Safety inspections. What steps will the site supervisors take to ensure that safety procedures are being followed and expectations being met? How often will inspections take place? To whom will the inspectors report? How will deficiencies be handled? Again, it's important to document inspections and observations. In particular, observations are key metrics, because they allow safety professionals to identify trends that suggest areas where an additional focus may be needed.

4. Hazard identification. By examining each phase of work, related hazards can be identified and countermeasures prescribed. Those countermeasures should include everything from thorough descriptions of safe operating procedures to the types of personal protective equipment that workers will need. The PSSP should spell out how hazard identification will be performance on the site. One approach is to use Job Safety Analysis (JSA) forms that craftspeople complete every day. Those forms can then become the basis for identifying and defining proper safety methods as well as for communicating that information.

5. Common areas. Regulatory agencies have standards about how safety documents will be posted in the job trailer, gang box and staging areas. The plan should spell out what is expected at each to ensure compliance.

6. Emergency evacuation. The contractors should be aware of what they and their workers will do in the event of severe weather, major accidents, fires, chemical releases and other potential emergency situations. The PSSP should detail who is responsible for developing those plans and how they will ensure that employees are aware of the proper procedures, such as through practice drills. How will work-related accidents and injuries be managed on the site? In addition, how will they be reported to safety personnel and the owner?

7. Incentives and recognitions. If the contractor or owner has some type of recognition or incentive policy for safe work practices, include the details and describe how it will apply to the project. Programs such as these provide positive reinforcement of contractor safety behaviors and giving contractors the opportunity to feel that they are completing something positive.

8. Communications. How will details of all required training and the owner's own safety requirements be communicated to craftspeople on the site? In addition, this section should address the types of training those responsible for supervising safety will or have received. What procedures will be used to ensure that all of the information in the safety plan will be implemented and enforced among workers, supervisory staff and subcontractors?

An onsite location for the contractor's Material Safety Data Sheets should be identified, as well as the location for the owner's copies of the MSDS. The contractor's policy on substance abuse should be detailed, along with details of the owner's substance abuse policy. It's important to explain how those policies will be implemented on the site and what

actions will be taken in the event of violations.

If the contractor has any non-English-speaking personnel on the site, the plan should explain how all of these materials will be communicated to those workers. That explanation should identify a back-up strategy if the primary method falls through and how jobsite emergencies such as evacuations will be communicated.

9. Incident investigation. Incidents do happen on jobsites, so the PSSP should explain how they will be investigated and who will perform the investigation. It should also detail how lessons learned through incidents will be explained and communicated to everyone on the site and how soon that will happen.

A framework such as this nine-point PSSP is comprehensive, but it's straightforward and simple for most contractors to follow. All of those aspects improve the likelihood that it will provide a safer worksite. And, should an incident occur on the site, this information will help you make a convincing case that safety measures were covered and understood.

7/1/2008





PENN NATIONAL INSURANCE

ABC members receive a 10% premium discount on general liability and auto coverage when you purchase your business insurance through Penn National Insurance.

AND depending on the group premium volume and claims experience, you could earn a dividend too!



Upcoming Events

September 9

A Contractor's Role in a LEED Project

ABC Office
8:00 AM-10:00 AM

September 19

Sporting Clay Shoot

Selwood Farm
"Sold Out"

September 22

Safe Day Task Force

ABC Office
11:30 AM

September 25

Building Green in Alabama

The Harbert Center
8:00 AM-6:30 PM

October 8

CPR/AED/First Aid/Blood Borne Pathogens

ABC
7:30 AM and 1:00 PM

October 10

Confined Space Entry

ABC
7:30 AM-4:30 PM



October 7

Excellence Judging

October 10

Montgomery Fish Fry

11:30 AM-1:00 PM

October 17

CEO Construction Economic Forecast

ABC
7:30 AM

October 24

Designing for Construction Safety

ABC
9:00 AM-11:00 AM

November 7

Excellence in Construction Banquet

Cahaba Grand CC
6:00 PM

Third Thursdays

Bullet Proof Manager Series

ABC

Forward your suggestions for newsletter topics and articles to:

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