

# January 2024

- [Cold Weather Policy Change](#)
- [Extension Cord Safety](#)
- [Fire Extinguisher Operation](#)
- [Working Around Forklifts](#)

# Cold Weather Policy Change

# Cold Weather Policy Change

TBT 1/22/24

When temperatures at the jobsite reach -10 degrees F or below, outside work will be suspended.

- This temperature can be the actual air temperature or what it is with the windchill factor. (Refer to National Weather Service Windchill Chart)
- Outside work is defined as any work area that is not heated.

Working in these conditions will only be acceptable with the approval of the Safety Department & your Manager.

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# Extension Cord Safety

# Extension Cord Safety TBT

The use of extension cords in the workplace is an important element of electrical safety that employers and employees need to consider. One of the most important things to remember is that an extension cord is meant for temporary use. General Industry defines temporary as 90 days. Install permanent wiring in conduit when usage is no longer temporary.

Let's review a list of *Do's & Do Not's* when using extension cords.

## **Do Not:**

- Use an indoor extension cord outdoors.
- Overload cords with more than the proper electrical load.
- Run cords through doorways, holes in ceiling, walls or floors.
- Move, bend, or modify any of the cord plug's metal parts.
- Daisy chain, or connect, multiple power strips together.
- Force a plug into an outlet.
- Use cord where it is wet.
- Cover with anything other than a cord protector.
- Drive over or drag cord.
- Hang cord with nails or staples.

## **Do's:**

- Inspect cord for physical damage before use.
- Check wattage rating on the appliance or tool that will use the cord.
- Make sure the cord bears the mark of an independent testing laboratory such as UL.
- Use GFCI protection when using cord in wet or damp areas.
- Pull the plug, not the cord, when removing from the outlet.
- Unplug cords when not in use.
- use cord protectors if a cord must lay across an aisle way.
- Keep slack in cord to prevent tension on the electrical terminals.

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# Fire Extinguisher Operation

## Fire Extinguisher Operation TBT 1/2/24

### "PASS"

The steps to operating a portable fire extinguisher seem simple to remember. But when faced with a real fire, many people in this situation have reported their mind "goes blank". As a result many were unable to get the extinguisher to function properly, or they failed to extinguish the fire.

Toay we are going to review the four steps to follow when using a portable fire extinguisher.

#### "P" stands for "PULL" the pin.

The pin in the handle keeps you from accidentally discharging the extinguisher during normal handling, and must be removed for it to function. There should be a thin plastic break away or tamper seal holding the pin in place. It easily breaks when you pull out the pin.

#### "A" stands for "AIM" at the base of the fire.

This step is crucial because you must direct the extinguishing media towards the material/fuel that is actually burning so it can extinguish the flame.

#### "S" stands for "SQUEEZE" the handle.

This causes the extinguishing media to discharge from the extinguisher.

#### "S" stands for "SWEEP" from side to side.

Move the hose in a sweeping motion across the base of the fire as you approach, to make sue the extinguishing media completely covers the burning material and puts out the fire. Then, keep an eye on the area for a while in case the fire re-ignites.

*Remember that you should never, ever, attempt to put out a fire with an extinguisher if you are unsure about your ability to do so safely and effectively!*



# Working Around Forklifts

## Working around Forklifts

Working around forklifts presents a multitude of potential hazards. Here is a brief overview of some common hazards associated with working around this equipment and steps you can take to minimize those hazards to protect yourself and others:

- **Struck by forklift:** It is commonly stated that "Pedestrians have the right-of-way" when working near forklifts. The sheer weight of these vehicles makes them difficult to stop quickly, with or without a load. Be on the lookout for forklift traffic and give them plenty of room. Always make eye contact with the operator before crossing paths.
- **Caught between forklift and stationary object:** Never place yourself between the forklift and any stationary object, such as a workbench, trailer, vehicle, or materials. This unsafe act could put you in the path of the forks or the counterweight. Forklifts have varying and sometimes multiple steering options and could move in an unexpected direction.
- **Poor Visibility:** The operators limited visibility or blind spots can result in accidents. Especially when moving large loads and/or in congested areas. Take steps to accommodate these situations such as: designated forklift pathways vs pedestrian, drive lift in reverse or get a spotter.
- **Standing under elevated load:** Do not ever place yourself or body parts under the forks or a suspended load.
- **Hitching a ride on a forklift:** There is no safe or designated location for a passenger on a forklift. Only the operator, alone.
- **Unqualified operator error:** Inexperienced or unauthorized forklift operators may make mistakes that can endanger themselves or others. Do not operate a forklift if you are not trained. If you are trained but still unsure, read the manual and ask questions before continuing.

Before operating the forklift, ensure the daily forklift inspection has been completed.

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