

I.D.I. Safety News

Vol. 15 Issue 1

The Safety Sentinel

August 17, 2016

3rd Volunteer Quarterly Safety Meeting: 9/10/16

International Decorators will be hosting our third volunteer quarterly safety meeting of 2016 on **Saturday, September 10th from 7:00am to 9:00am**. This safety training session will be held at our usual location at our shop at 28059 W. Commercial Ave. in Barrington, IL. The safety topic for this meeting is ***Behavioral Based Safety***. We will have a guest trainer presenting the topic. Some of the key safety points that will be covered are: keeping your mind and eyes on task, complacency, frustration, keeping out of the line of fire, and methods to prevent injuries so you can go home to your loved ones at the end of the day in the same condition as you arrived at work. Each field employee that attends will earn 400 volunteer safety training incentive points towards our 2016 Volunteer Safety Training Incentive Program. If you have any questions about this volunteer safety meeting, please contact our Safety Director, Peter Graham. Peter can be reached by e-mail at pgraham@4idi.com or by calling (847) 417-1689. We look forward to seeing you on 9/10/16.

5-Minute Morning Daily Safety Huddles

In early 2016 we rolled out a new mandatory procedure called the ***5-Minute Morning Daily Safety Huddle***. This short morning safety huddle procedure was developed for you, to help set the tone for safety every day before work commences to help prevent you from sustaining an injury or health hazard. The following describes what should occur at the morning safety huddle.

The 5-minute daily safety huddle shall occur first thing in the morning, every morning, with all employees and shall be conducted by a field leader at your job site. This safety huddle is to focus our employees' minds on safety before work commences. The employees shall discuss any job site hazards that anyone has identified and shall discuss what they can

do to eliminate or reduce the hazards to an acceptable level of risk. This safety huddle shall include a task hazard analysis. The employees shall plan their tasks for the day, discuss the hazards of the tasks and what measures they are taking to prevent injury or health hazards due to the tasks and conditions. Examples are; what equipment and materials will be needed to perform the task safely, how to use the equipment safely, PPE to be worn, inspecting electrical cords, inspecting equipment, using safety rails on scaffolds when required, locking scaffold wheels, safe ladder usage, fall protection planning, guards in place on saws and tools that require them, reporting open holes/trenches in the floor, overhead hazards, struck by hazards, etc. The lead person shall seek employee input and involvement in the safety process.

Then after the safety huddle as the day goes on, all employees shall make regular and frequent visual safety inspections throughout the day looking for hazards and reporting them to the lead person. If hazards are identified, all employees shall stay clear of the hazards and prompt corrective measures shall be taken to eliminate the hazards or to reduce the hazards to an acceptable level of risk. If the hazards cannot be eliminated quickly, easily and safely by our employees, and if the hazards were not created by I.D.I., the lead person shall notify the general contractor and seek out assistance with getting the hazards eliminated. If the hazards are not being eliminated timely, the lead person shall notify their Superintendent.

This article is a reminder to all employees to help ensure that the daily safety huddles are occurring and that they are meaningful so that all of our employees benefit from them. If the daily safety huddles prevent one injury from occurring, then they are well worth it!

Is Your Job Site Cluttered!

At our 1st volunteer quarterly safety meeting held back in February 2016, we trained on Hazard Identification and part of that training involved; what

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to do when your job site looks like the scenario in the photos below – by the way, the person in the 1st photo below with no hard hat on is not our employee.



During that volunteer quarterly safety meeting, we broke out into groups and each group appointed a group leader. Each group discussed amongst themselves how they recommend they should handle the situation as seen in the 2 photos to the left. The group leader took notes and then the group leaders went into our conference room and discussed this case scenario and they come up with one plan involving the procedures to be taken when faced with this issue.

The following are the 10 steps the group leaders developed and are now our standard procedures:

1. Take picture(s) showing the job site area of concern.
2. Clean up our mess – any equipment or materials that belong to I.D.I. that can be cleaned up quickly, easily and safely.
3. Take more pictures after cleaning up our mess.
4. Assess the situation. (is it now safe to work in?)
5. If the area is still cluttered with other contractors equipment and materials, cleanup what you can if it can be done quickly, easily and safely.
6. Take more pictures showing improvements and current conditions.
7. Assess the situation again to determine if it is safe to work in. If not – move to the next step.
8. Seek out assistance from the general contractor if they are on site.
9. Text before and after photos to your Superintendent along with a description of the situation and communicate about the issue.
10. Superintendent will communicate with the employee and determine our course of action.

The above procedures are in place for your safety. If you have any questions about these procedures, please contact your Superintendent to discuss.

When Are You Required to Report Injuries!

We are just putting out a reminder as to when employees are required to report work related incidents & injuries.

The answer is: **Immediately.**

If you sustain an injury while at work or if you were involved in an incident which could have caused injury

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(near miss) you are required to report it immediately to your lead field supervisor. If there is no lead field supervisor at your job site, you are then required to report it your Superintendent. This requirement is in place for several reasons. We need for you to report incidents so we can help you get timely and quality medical care and so we can assist you in your recovery. We need to determine the root cause of the incident so our Safety Committees can review how and why the accident occurred so we can develop corrective measures to prevent a reoccurrence of the event to another employee. We also need incidents reported immediately so we can notify the general contractor as all incidents are required to be reported to them. If you have any questions regarding how, why and when to report injuries, please contact our Safety Director, Peter Graham.

Incident Review!

We had an employee sustain a right hand injury from using his hand as a hammer. The employee was using an Allen wrench to change a chop saw blade and the bolt holding the blade would not come loose. The employee used his right hand with downward force to strike the Allen wrench and he injured his right hand. The injured worker sought medical care and was diagnosed with a right wrist sprain & bruising. The doctor applied a splint and placed the injured employee on light duty restrictions. The injured employee was on restricted duty until he recovered and obtained a full duty release. Our safety committees reviewed this incident and simply determined that an employee should not use his hand or any body parts as a hammer. Some ways to loosen the tightened bolt are to use a tool such as a hammer and lightly tape on the Allen wrench to loosen it, use a piece of conduit on the Allen wrench to pry it loose and to maybe put some lubricant on the bolt.

We had an employee who was installing metal control joint over drywall seams on a wall. He was using a hand stapler with ½” staples to fasten the control joint. The stapler jammed. The employee removed the jammed staple and then fired the hand stapler in mid-air with his right hand. A ½” staple then shot out of the stapler and flew in the air and

penetrated into his left index finger causing a puncture wound & minor swelling. The injured employee sought medical care for possible infection which required some anti-biotics and ointment. The injured employee was allowed to work full duty.



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Our safety committees reviewed this incident. It was determined that no one should fire a hand stapler in mid-air. A hand stapler should only be activated when it is depressed against materials.

We also had 2 employees sustain lacerations while using a utility knife. One of them involved tendon damage to the tendon that helps the left small finger function appropriately.



This injury occurred on 6/21/16 and it required surgical repair, splinting, and ongoing physical therapy. The injured employee remains on restricted duty until 9/20/16. We were able to accommodate the light duty restrictions in both incidents so these were fortunately, no lost-time injuries.

All employees need to follow the below mentioned procedures. When using a utility knife, cut away from your body. Don't have body parts, such as fingers and hands in the line of fire, meaning in the direction of the way the utility knife blade is cutting towards. When done using the utility knife, secure it in your tool pouch with the blade pointed down

towards the bottom of the pouch. Do not leave the utility knife with an exposed blade unattended. Lastly, gloves provide a layer of protection from laceration type hazards. If gloves can be worn and don't create a greater hazard, then gloves shall be worn to help reduce the risk of injury.

The main reason we report on these incidents are to help prevent reoccurrences to other employees. Please learn from these and follow the corrective procedures so these types of injuries don't happen to you!

~ Table Saw Safety ~



The table saws that we provide come with a blade guard that is bolted in place. The blade guard is there for a reason. The blade guard is there to protect you from the blade so that you don't cut off a finger or your hand. It also is there to help keep debris from the materials that you are cutting from flying towards you. Our Safety Director, Safety Pete, was at a job site recently where he came across one of our table saws that had the blade guard removed. No one was using the table saw at the time and in fact, we didn't have any carpenters on site at the time. There are times when table saws are returned to the shop with the blade guard removed.

For your personal safety, you cannot use a table saw with the blade guard removed. Using a table saw with the blade guard removed is an OSHA violation and a violation of our company's safety policies.

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This unsafe act can lead to serious injuries and high dollar fines. We don't want to have to call one of your loved ones to tell them that you cut off your hand because you were using a table saw and you intentionally removed the blade guard. The photo above shows a table saw with the blade guard removed. This in turn exposes the table saw user to the spinning blade. Please contact our Safety Director, Peter Graham with any questions. He can be reached at (847) 417-1689.

Recent Issued Written Safety Warnings

Over the past 12-month period, I.D.I. has issued a total of 23 written safety warnings for unsafe acts. We want to put the word out so that everyone is aware of the written warnings to help prevent re-occurrences and to help prevent others from committing the same unsafe acts. 6 were for not wearing eye protection, 4 were for no hard hats and no safety glasses, 4 were for being exposed to falls of 6' or more to lower levels, 3 involved scissor lift misuse, 2 involved misuse of a utility knife, 1 was for no hard hat, 1 for not locking baker scaffold wheels with the platform set at 6' high, 1 was for an employee who broke a window and 1 for disconnecting temporary lighting leaving the neutral wire exposed.

Our Superintendents and our Safety Director do not like having to issue written safety warnings, however, we do have to enforce our safety policies for the benefit of our employees and your loved ones. ***If we overlook safety violations and unsafe acts, we would be disregarding the value of your lives.***

Please do your best to not be issued a written safety warning and also to help others. If you witness an I.D.I. employee committing an unsafe act, please stop them for their own safety. If you have any questions about our safety policies, you are encouraged to contact our Safety Director, Peter Graham at (847) 417-1689. I.D.I. employees can also access our "Employee Safety Packets" in both English and Spanish from our website. You can log onto

www.4idi.com and look for the safety section. Once you are in the safety section you will see buttons marked as **Employee Safety Packets (English)** and **Employee Safety Packets (Spanish)**.

Assured Grounding Program

Just a reminder: We are currently to be using **Red Tape** on all 3-pronged electrical cords (extension cords and 3-pronged electrical tools) for the period of 7/1/16 – 9/30/16. All electrical cords need to be visually inspected daily to ensure they are in good safe condition. Any cord found not to be in good safe condition needs to be immediately removed from service. Examples of an electrical cord that is not in good condition are – missing a ground prong, exposed electrical wires, cuts in the outer insulation, etc. All cords need to be visually inspected daily and tested with a receptacle tester quarterly. If the cord is in good safe condition and passes the test, you should remove the previous quarter's tape and apply the red tape at both ends of the cord about 1" – 2" from the ends. If you are a Safety Coordinator and you do not have a receptacle tester, you should advise your Superintendent and we will provide you with one. If you have any questions regarding our Assured Grounding Program, you can call our Safety Director, Peter Graham at (847) 417 -1689.

Make Safety Personal!

I would like to end this safety newsletter with what safety is truly all about. Safety is about caring for your fellow co-workers/I.D.I. family members. If you care about yourself and those working around you, you are more likely to stop others from taking short cuts on safety and from committing unsafe acts. Don't look the other way when you see someone doing something unsafe. Tactfully address the safety concern with them as you may prevent someone from being injured. If you look the other way and someone gets hurt from something you could have prevented, how would that make you feel? Help us to live up to our safety mission statement:

"Everyone goes home alive and in the same condition as they arrived; your loved ones count on it!"