

# Emergency Action Plan

When an emergency happens on the jobsite, it's important for everyone to know how to keep safe, how to respond, and where to get help. Planning ahead is the key to success.

An Emergency Action Plan (EAP) is a written document required by OSHA. It should be developed at the beginning of each new project. The plan should contain procedures for emergencies that could reasonably occur, like a fire, tornado, explosion, etc., and it should describe how everyone involved should respond in each situation. The plan will also assign specific responsibilities to key people.

The point of an EAP is to have a plan in place before an emergency happens. Having a plan should mean less panic, quicker results, fewer people injured or killed, and less property damage. Your Emergency Action Plan should include the following items:

- **Evacuation procedures and emergency escape routes.** The EAP should outline who is authorized to order an evacuation, under what conditions an evacuation would be necessary, how to evacuate, and what routes to take. The EAP may describe conditions under which it's safer to shelter-in-place, and where you should go. The EAP may direct you to take certain actions before you evacuate or while you leave, such as shutting windows, closing doors, and turning off equipment. You should find plans to help visitors, people with disabilities, and people who don't speak English.

- **Means of reporting.** Depending on your plan, you may report an emergency by dialing 911, calling an internal number, pulling a manual fire alarm, or by other specific means.
- **Procedures for any workers who stay behind to perform critical operations before they evacuate.** If it is safe to do so, some employees may need to stay behind to shut down processes, systems, or equipment that may cause additional damage or put first responders in more danger.
- **A way to account for all employees after an emergency evacuation.** The plan may designate someone to make sure everyone got out safely. He or she might make a final sweep of the area, looking in bathrooms, closets, etc. Alternatively, the plan could specify a roll call or checklist at the rally point to make sure everyone is accounted for.
- **Rescue and medical duties for employees.** Tell your supervisor if you're trained in first aid, confined space rescue, firefighting, etc.
- **Contact information for additional help or resources.** This list could include the company owner, other contractors, local utility companies, weather information, rescue services, etc.

## SAFETY REMINDER

**Make sure you review your company's EAP and check to see if you have any assignments.**

**NOTES:**

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

S.A.F.E. CARDS® PLANNED FOR THIS WEEK:

REVIEWED MSDS #

SUBJECT:

## MEETING DOCUMENTATION:

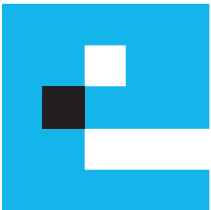
JOB NAME:

MEETING DATE:

SUPERVISOR:

ATTENDEES:

*These instructions do not supersede local, state, or federal regulations.*



## Burns

There are many different burn hazards on a construction project. You can get a sunburn from working outside. Hazardous chemicals, especially acids and bases, can burn your skin; even dry cement can cause serious chemical burns. An electrical burn can come from an arc flash, live wires, power lines, or simply by touching the terminals of a car battery. You can get a flash burn from working near someone who is arc welding. Thermal burns can be caused by contact with a flame, hot engine parts, scalding water, hot liquids, or steam. You can also be burned by extremely cold materials like liquid nitrogen.

**First-degree burns** affect only the outer layer of skin. Although they can be painful, they cause minimal damage. These burns cause redness and minor inflammation. The skin will be dry, and peeling may occur as the burn heals.

**Second-degree burns** are more serious and the damage extends beyond the top layer of skin. The skin will be red, sore, and swollen. Some blisters may form and the burn may weep or ooze. You need to keep this kind of wound clean and bandaged properly. Sometimes, second-degree burns take weeks to heal completely.

First- and second-degree burns usually heal with first aid and home care. But be sure to see your doctor if the burn affects an area of skin that is larger than 3 inches in diameter, if it's on your face, or if it's over a major joint.

**Third-degree burns** extend through layers of the skin and into the fat beneath the skin. These types of burns can

destroy nerves and cause numbness. The skin can appear waxy and white in color.

**Fourth-degree burns** are the most severe and can affect muscles and bones. Depending on the cause of the burn, the wound can be charred or dark-brown in color.

Third- and fourth-degree burns may be painful or the wound may be numb because nerves have been destroyed. Whether or not they hurt, these burns always require prompt, professional medical treatment. Call 911 immediately.

### How can you avoid getting burned?

**Situational awareness.** Know what's going on around you at all times. Pay attention to machines with hot surfaces. Know where welding and cutting work is being done.

**Read the Safety Data Sheet (SDS)** so you know if there is a burn risk and what types of PPE will protect you. Always wear the right PPE, and that includes sunscreen.

**Be cautious around flammables.** Don't smoke or use open flames so you don't start a fire. Remove clothing, boots, gloves, etc., that have flammable liquids on them.

**Respect electricity.** Stay clear of wires and electrical panels. Get utilities marked before starting to dig.

### SAFETY REMINDER

**Sunburn can lead to skin cancer. And skin cancer can lead to death.**

### NOTES:

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## Chain Saws

Operating a chain saw is dangerous work. Chain saws can cut through trees and lumber in no time, and they'll cut through your arm or leg even faster. You can minimize your chances of getting hurt by learning how to use the saw safely, wearing the necessary PPE, and operating the saw carefully.

**Get trained.** Chain saws are very dangerous tools. If you're using them to fell trees, there are even more dangers to manage. Make the time to get trained. You should read the operator's manual, but reading the instructions and watching a video online is not sufficient. Spend time training with someone who really knows how to use chain saws safely. If you still have questions or if you don't understand something, always ask before you begin to use the chain saw.

**Personal protective equipment.** PPE is an absolute must. You'll need a hard hat, safety glasses (adding a face shield is a good idea), hearing protection (plugs or muffs), gloves, good work boots (steel toes are preferable), and cut-resistant chaps. That's a long list, and it's long because chain saws create a long list of hazards. Do not wear loose-fitting clothing, and make sure you tie back long hair.

**Check it out.** Do a quick inspection before starting the saw (there may be a checklist in the manual). Make sure the throttle moves smoothly. Check the chain brake and the kill switch. Check the chain tension and verify that the bolts holding the guide bar and handles are tight.

**Cut with care.** When operating a chain saw, keep your hands on the handles and maintain a secure footing. Do not cut directly overhead. Operate chain saws in well-ventilated areas. Always stay alert to your surroundings: watch for people, weather changes, overhead power lines, and structures. Never leave a running saw unattended.

**Avoid kickback.** Kickback occurs when the chain snags or binds near the tip of the guide bar. Its momentum kicks the saw up and back toward you. At full throttle, a saw can kick back in one-tenth of a second, much faster than you can react. Use a saw with a kickback guard on the tip of the blade, and never cut with the tip of the blade. Always be prepared for kickback, just in case.

**Gravity.** Felling trees is a mixture of art and science, and it is not for new operators. When you cut a hanging log, the free end will sag, creating tension on top and compression on the bottom. Tension can cause the wood to tear and splinter. If you're cutting from the bottom of the log, compression can pinch the chain and cause kickback.

**Fuel.** Don't refuel a hot chain saw; let the engine cool down before refilling the tank. Use a funnel or flexible hose to pour fuel into the saw. Start the saw at least 10 feet from the fueling area, with the chain brake engaged.

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**SAFETY REMINDER**  
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**If you are working at heights, tether the saw in case it slips out of your hands.**

**NOTES:**

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