

SAFETY ON SITE[®] (S.O.S.[®])



Agenda



- ▲ Introductions
- ▲ Personal Safety Management
- ▲ Process Safety Management
- ▲ Hazard Communication
- ▲ Lock Out / Tag Out
- ▲ Fall Prevention



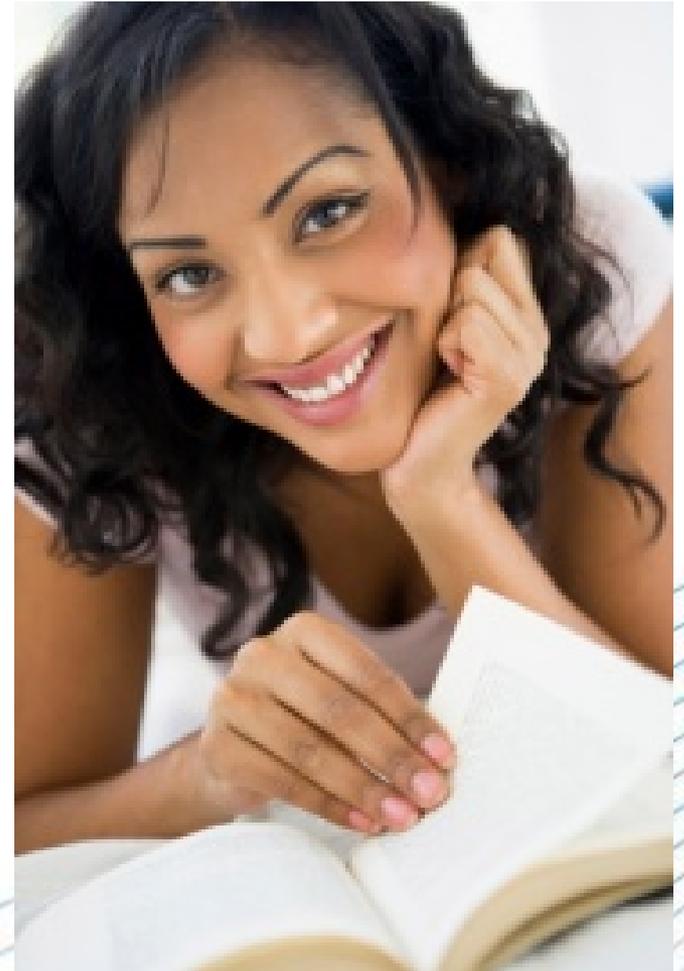
Agenda



- ▲ Confined Space Entry
- ▲ Personal Protective Equipment
- ▲ Manual Handling
- ▲ Driver Safety
- ▲ Closing Remarks



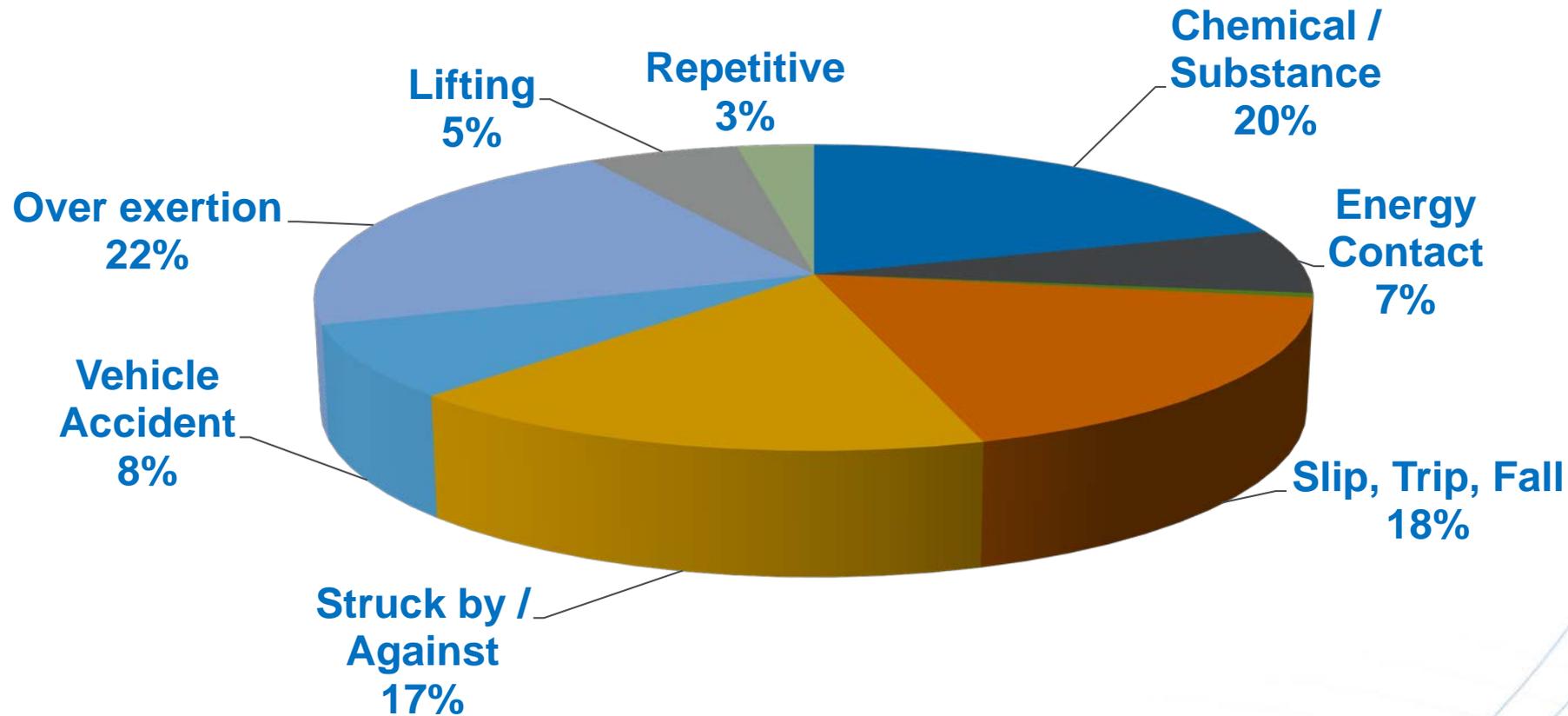
Personal Safety Management





How Safety Impacts Business

Common Injury Incidents

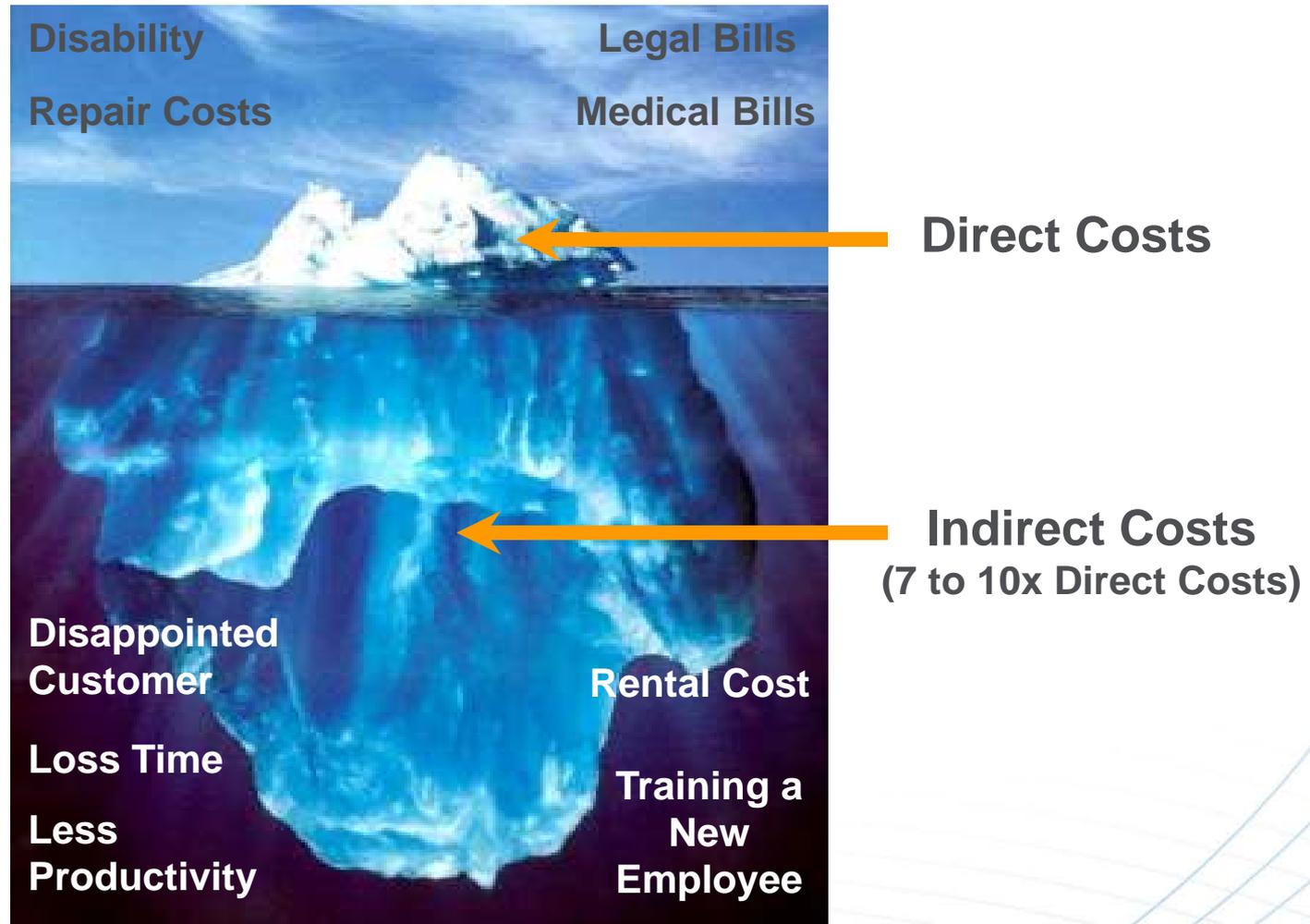




How Does Safety Impact a Business?

- ▲ Directly impacts people (morale)
- ▲ Productivity
- ▲ How others view the organization (perception)
- ▲ Financial performance affected in several ways
 - Cost of injuries and environmental incidents
 - Cost of vehicle accidents
 - Insurance premiums
 - Lost business
- ▲ Can separate a business from its competition

How Much Does an Injury Cost?



Pre-Job Planning and Risk Assessment

- ▲ Most impactful thing you can do to personally prevent injury
- ▲ Stop and Think! before you act
- ▲ Several tools available
- ▲ Does not have to be an overly complicated process



Be "SAFE"

- ✓ **S**top and think about the activities and risks involved in your task
- ✓ **A**ssess the job for risks and hazards
- ✓ **F**amiliarize yourself with the site, eye wash, safety shower, exits, site specific risks, etc.
- ✓ **E**stablish your plan, get your PPE, your tools and get started

Stop & Think

- What are the activities involved in completing my task?
- Is there an existing Risk Assessment? If so, have I reviewed?
- What are the risks I am facing?
- What can I do to minimize my risk?
- What's changed since the last time I performed this task?

Assess your Risks

<input type="checkbox"/> Splash Hazards	<input type="checkbox"/> Extreme Temperatures
<input type="checkbox"/> Mechanical / Pinch Points	<input type="checkbox"/> Chemical Exposure
<input type="checkbox"/> Lifting / Turning / Bending	<input type="checkbox"/> Pushing / Pulling
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<input type="checkbox"/> Slippery or wet surfaces	<input type="checkbox"/> Roof Top Hazards
<input type="checkbox"/> Other _____	



Safety – What Else Can You Do?

- ▲ Participate in safety training opportunities
- ▲ Follow policies and procedures
- ▲ Report all accidents, near misses and safety observations to your manager
- ▲ Take time to assess risk and properly plan your work
- ▲ Always use appropriate personal protective equipment
- ▲ STOP work if unsure





Making Safety Personal *is your responsibility!*

@home



@work
23



@play

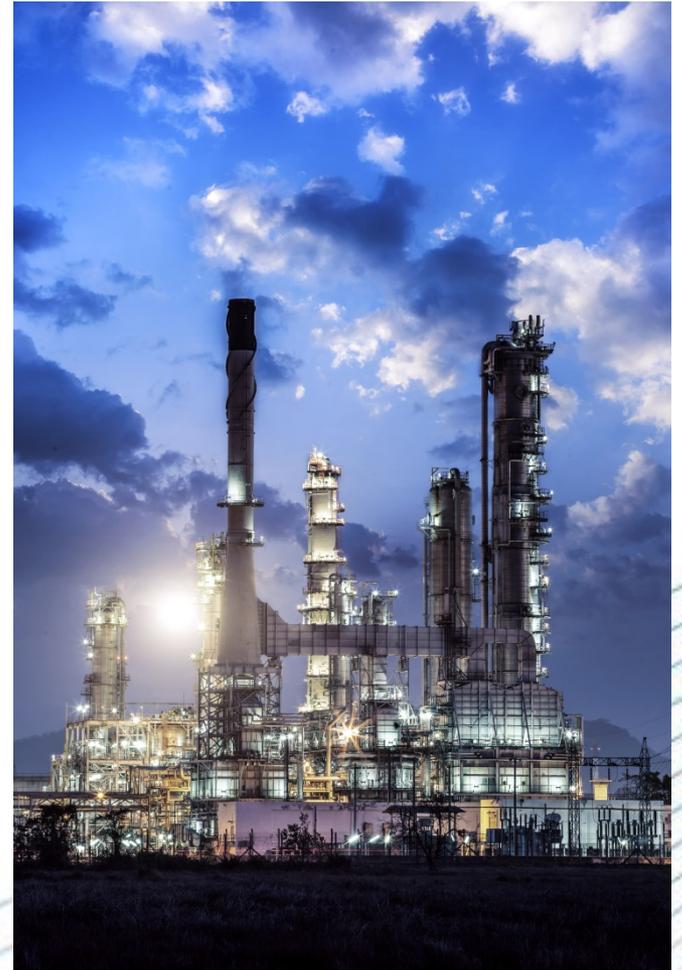


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Process Safety Management (PSM)



BP Texas City Refinery

- ▲ 3rd largest petroleum refinery in the US.
- ▲ 475,000 barrels of crude per day.
- ▲ 1,200-acre facility southeast of Houston.
- ▲ 1,200 permanent employees and hundreds of additional contractors





What Happened?

- ▲ After an outage for repairs, flammable liquid hydrocarbons were pumped into a tower.
- ▲ Level Alarms and instrumentation failed and provided false readings causing the tower to overflow.
- ▲ Overflowed liquid discharged to a blowdown drum, which also overflowed leading to a geyser-like release out the stack.
- ▲ The released liquid formed a flammable vapor cloud which was ignited by an idling truck located about 25 ft. away.
- ▲ Resulted in several large explosions and a fire





Aftermath of the Explosion

- ▲ Resulted in 15 fatalities and over 180 injuries. 66 people were seriously injured, the majority of which were contractors.
- ▲ 15 employees killed were all contractors working in and around trailers as close as 121 ft. from the explosion.
- ▲ \$21 million in OSHA penalties
- ▲ A later inspection found 270 violations for not correcting the previous citations and 439 new violations
- ▲ Resulted in over \$60 million in additional penalties.



Chemical Hazard Communication

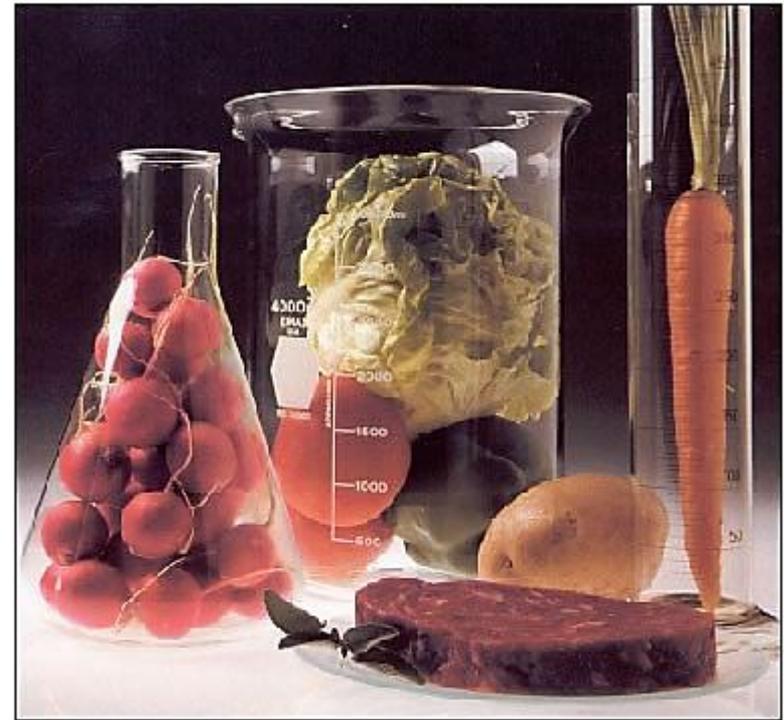




Basics of Chemical Hazard Communication

Chemicals are Everywhere

- ▲ Water we drink
- ▲ Food we eat
- ▲ Clothes we wear
- ▲ Sanitize our homes
- ▲ Power our cars
- ▲ Prevent diseases



Used correctly, chemicals make our world better. Any chemical can cause harm if used improperly – even water.

What is Hazard Communication?

- ▲ Hazard Communication is a process that helps you understand and control the hazards of chemicals in your work environment.
- ▲ You have a legal “Right-to-Know” about the hazards of the chemicals you work with.
- ▲ Regulations establishing this have been in place for decades.



Hazard Communication Program



Responsibilities

- ▲ Participate in training
- ▲ Know how to obtain chemical hazard information
- ▲ Review and follow label and safety data sheet instructions before product handling and use
- ▲ Follow other policies and procedures
- ▲ Never work with a chemical you are unfamiliar with

Employees

Contractors





Chemical Hazard Concepts

Health Hazards – Key Terms

Hazard	Description
Corrosives	Substances that can cause irreversible damage to the eye, skin or respiratory system. Examples: Isothiazolin / kathon biocides, sodium hydroxide, sulfuric acid, etc.
Irritant	Can cause a reversible inflammatory effect on eyes, skin and respiratory system.
Sensitizers	Induces an allergic reaction / response to the respiratory system or skin – often upon repeat contact. Examples: Isothiazolin / kathon biocides, isocyanates, poison oak
Toxic	Capable of causing serious injury or death dependent upon exposure dose. Examples: cyanides, arsenic, carbon monoxide, hydrogen sulfide, sulfur dioxide, and waste/fluids from animal processing



Health Hazards – Key Terms

Hazard	Description
Carcinogen	Can induce cancer or increase its incidence. Examples: Vinyl chloride monomer, benzene, asbestos, etc.
Mutagen	Can cause change to genetic material in cells.
Reproductive Toxin	Can cause adverse effects to sexual function, fertility or development of offspring.
Pesticides	Substances intended for preventing, destroying, repelling, or mitigating any pest. Biocides are a subset. Examples: Isothiazolin



Physical Hazards – Key Terms

Hazard	Description
Flammable	Liquid with a flash point $\leq 140^{\circ}\text{F}$. Flash point is the temperature at which a liquid gives off enough vapor to ignite in the presence of an ignition source. Examples: toluene, xylene, acetone, ethers, alcohols, gasoline, etc.
Combustible	Liquid with a flashpoint $>140^{\circ}\text{F}$ and $<200^{\circ}\text{F}$. Examples: diesel fuel, petroleum distillates, etc..
Oxidizer	Material that can yield oxygen, thereby contributing to the combustion of other materials. Examples: hydrogen peroxide, sodium nitrate, Easibrom, Towerbrom, benzoyl peroxide



Physical Hazards – Key Terms

Hazard	Description
Reactive	Material (liquid, solid or gas) that is thermally unstable and can undergo violent reaction by itself or in combination with other materials (e.g. water reactive). Examples: Ethylene oxide, hydrogen peroxide, acrylonitrile, phosphorus, lithium.
Organic Peroxide	Special designation of reactive chemicals which may undergo exothermic decomposition. May burn rapidly, be sensitive to shock or friction, or react with other substances.
Others	Flammable solids / gases, explosives, gases under pressure, self-heating chemicals



Container Labeling

National Fire Protection Association

FIRE HAZARD

- 4 - Very Flammable
- 3 - Readily Ignitable
- 2 - Ignited with Heat
- 1 - Combustible
- 0 - Will not Burn

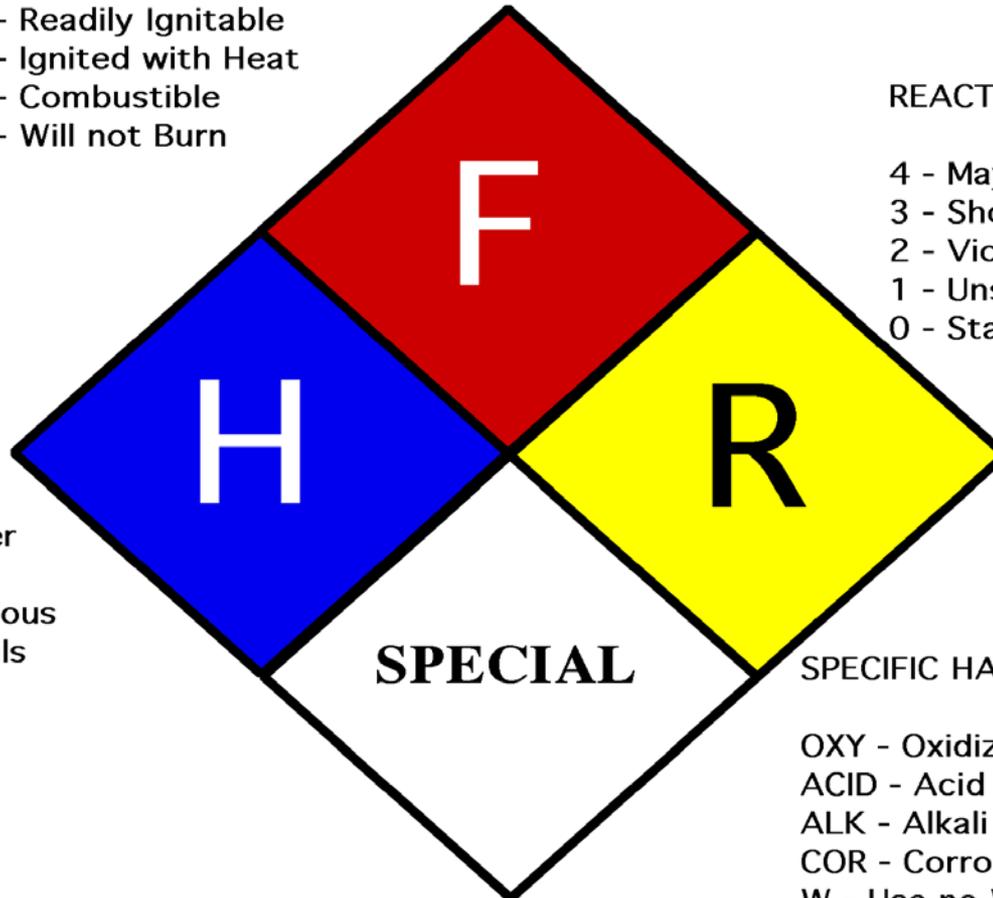
NFPA 704M LABEL

REACTIVITY HAZARD

- 4 - May Detonate
- 3 - Shock & Heat May Detonate
- 2 - Violent Chemical Change
- 1 - Unstable if Heated
- 0 - Stable

HEALTH HAZARD

- 4 - Deadly
- 3 - Extreme Danger
- 2 - Hazardous
- 1 - Slightly Hazardous
- 0 - Normal Materials



SPECIFIC HAZARD

- OXY - Oxidizer
- ACID - Acid
- ALK - Alkali
- COR - Corrosive
- ~~W~~ - Use no Water

Hazardous Materials Identification System

HEALTH HAZARD

- 4 - Deadly
- 3 - Extreme Danger
- 2 - Hazardous
- 1 - Slightly Hazardous
- 0 - Normal Materials
- * Chronic Hazard

REACTIVITY HAZARD

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HEALTH	<input type="checkbox"/>
FIRE	<input type="checkbox"/>
REACTIVITY	<input type="checkbox"/>
PPE	

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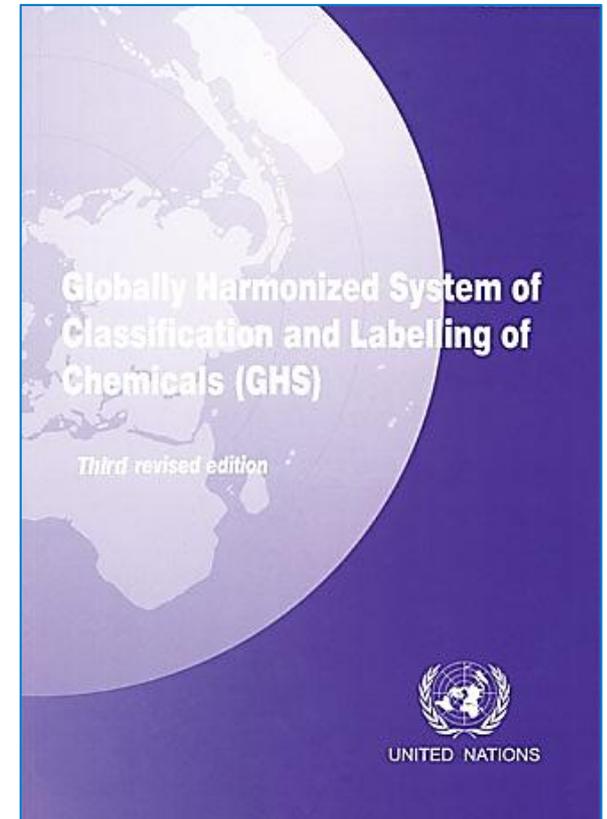
PERSONAL
PROTECTIVE
EQUIPMENT
RECOMMENDATIONS

Department of Transportation (DOT)



GHS

- ▲ Globally Harmonized System for Classification and Labeling of Chemicals - GHS
- ▲ United Nations (UN) international mandate to standardize classification, labeling, safety data sheets and hazard symbols
- ▲ Being implemented around the world
 - Varying schedules





Controlling Exposure

Pre-Job Planning and Risk Assessment

- ▲ Ensure chemical hazards are considered as part of your risk assessment and job planning
- ▲ Review labels, SDS and obtain information from the customer



Be "SAFE"

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Hazard Control Methods

▲ Engineering Controls

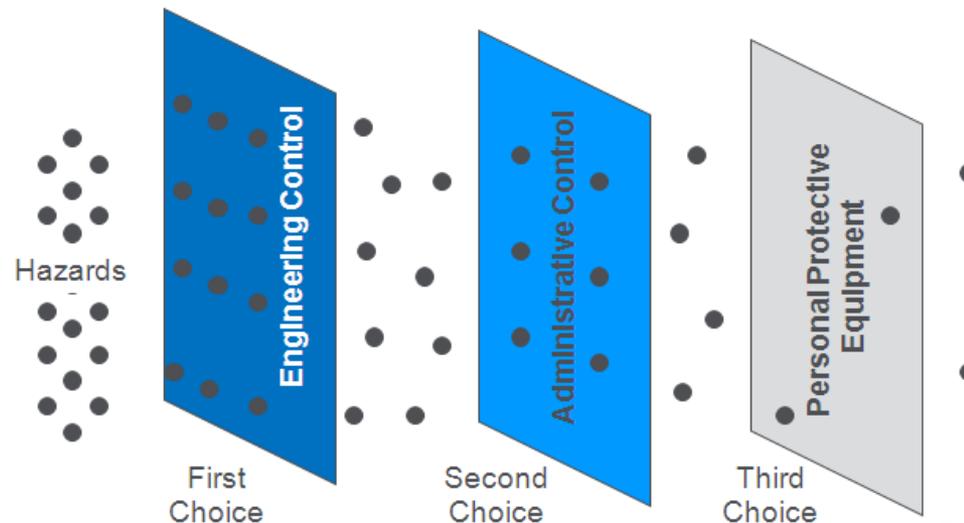
- Ventilation, enclosing operations, closed containers, replacement

▲ Administrative Controls

- Training, information, limiting exposure time, policy/procedures

▲ Personal Protective Equipment (PPE)

- Safety goggles, gloves, protective clothing



Emergency Actions

If exposure occurs:

▲ Eye Contact

- Flush for 15 minutes
- Seek medical attention

▲ Inhalation

- Move to fresh air
- Seek medical attention

▲ Ingestion

- Seek medical attention
- Consult SDS

▲ Skin Contact

- Remove contaminated clothing
- Rinse skin for a minimum of 15 minutes





Lock-Out / Tag-Out



What is Lockout / Tagout?

- ▲ **Lockout:** The practice of using devices ("locks") to prevent the unwanted activation of equipment or systems during maintenance or servicing. Proper lockout takes equipment to a "Zero Energy" state.



- ▲ **Tagout:** The practice of using tags in conjunction with locks to increase the visibility and awareness that equipment is not to be energized or activated.



Lock-Out / Tag-Out

ACCIDENT

- ▲ A maintenance employee entered a blending vessel without completing a Confined Space Entry Permit or performing a Lock-Out/Tag-Out procedure.
- ▲ While inside the vessel, another employee came along and turned the vessel blender agitators on.
- ▲ The maintenance employee survived, but sustained multiple injuries (amputated ear, broken arm, several fractured ribs and multiple cuts and abrasions).



Common lockout devices kit



Breaker Switch Lockout Device:



Lockout-Tagout Hasps



Multi-Pole Breaker Switch Lockout Device



Padlock



Lockout-Tagout Tags



Universal Plug Device



Additional Lockout Devices



Ball Valve Device



Gate Valve Device



Pneumatic Line Quick Disconnect Device



Fall Prevention

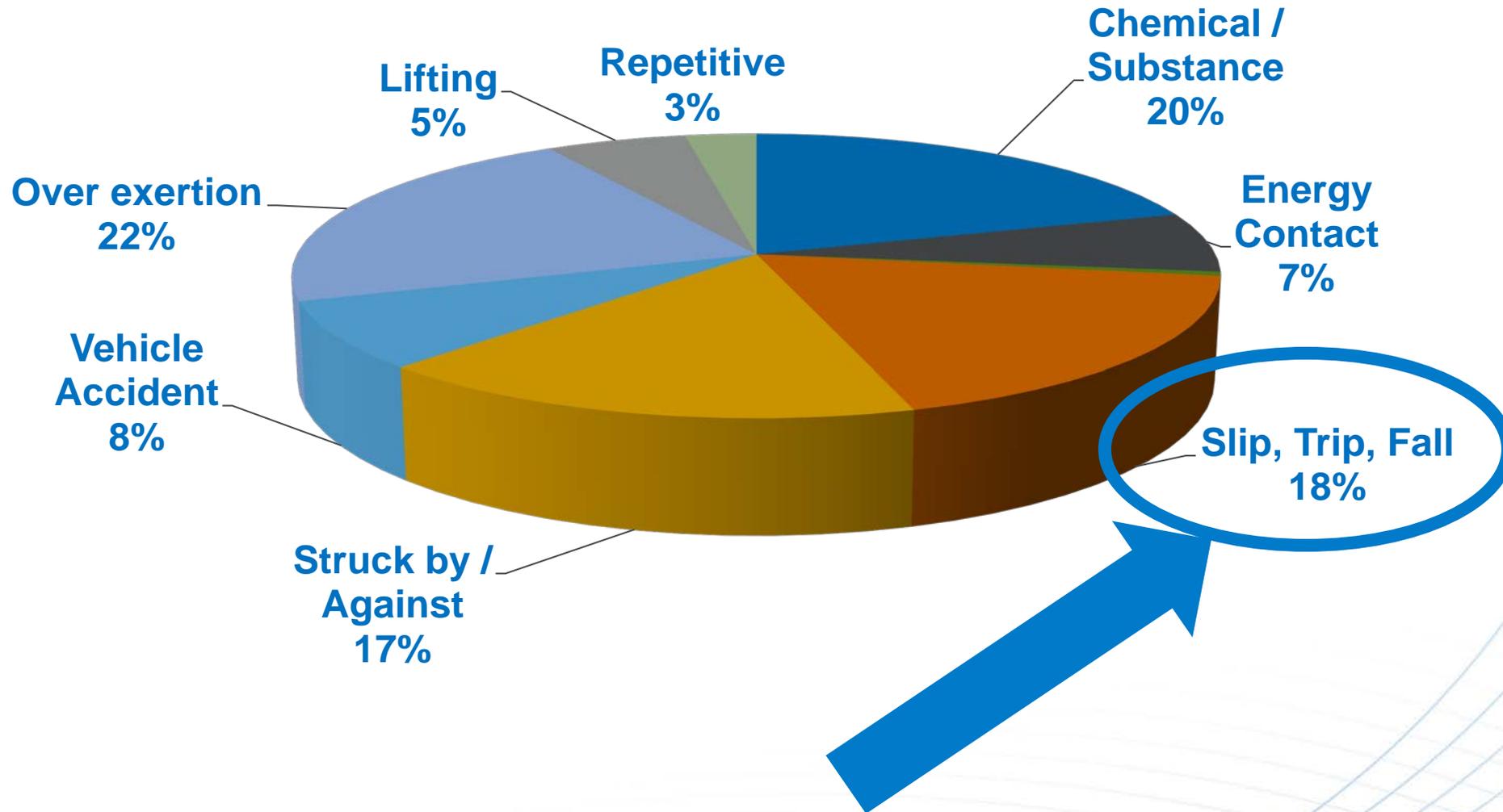


Statistics

- ▲ Falls are number two cause of work-related fatalities (vehicle accidents is first)
- ▲ Globally, the UN estimates that 600,000 people died due to falls, making it the 2nd leading cause of unintentional injury death globally after road traffic injuries



Injury Events





Slip, Trip and Fall Events

▲ Slip Outdoors	30%
▲ Slip Indoors	24%
▲ Fall to a Different Level	21%
▲ Fall on Same Level	14%
▲ Trip (did not fall)	12%





Common Causes

Common Causes - Conditional

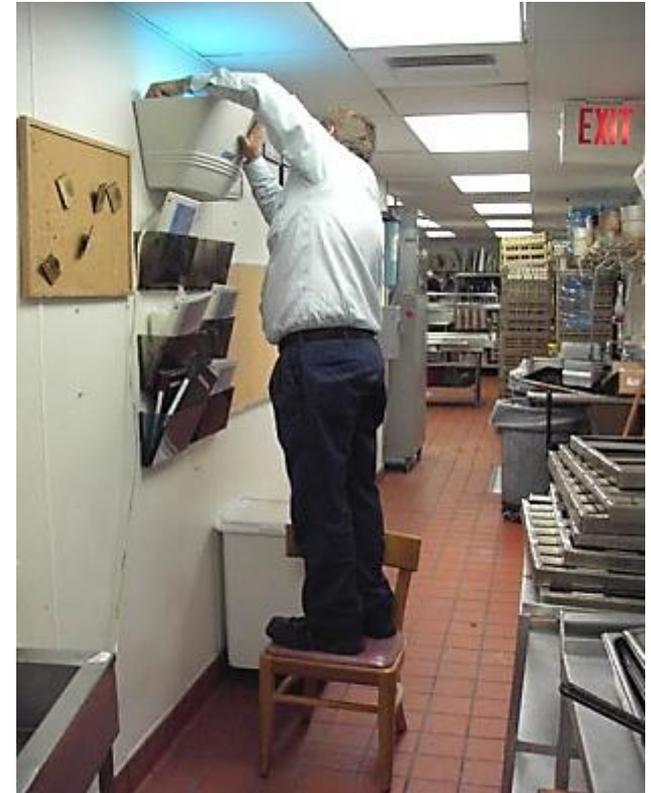
- ▲ Wet surfaces
- ▲ Inclement weather
- ▲ Uneven surfaces
- ▲ Poor design / maintenance
- ▲ Poor housekeeping





Common Causes – Our Behavior

- ▲ Lack of focus / distraction
- ▲ Poor planning / risk assessment
- ▲ Rushing
- ▲ Improper equipment use
- ▲ Insufficient footwear



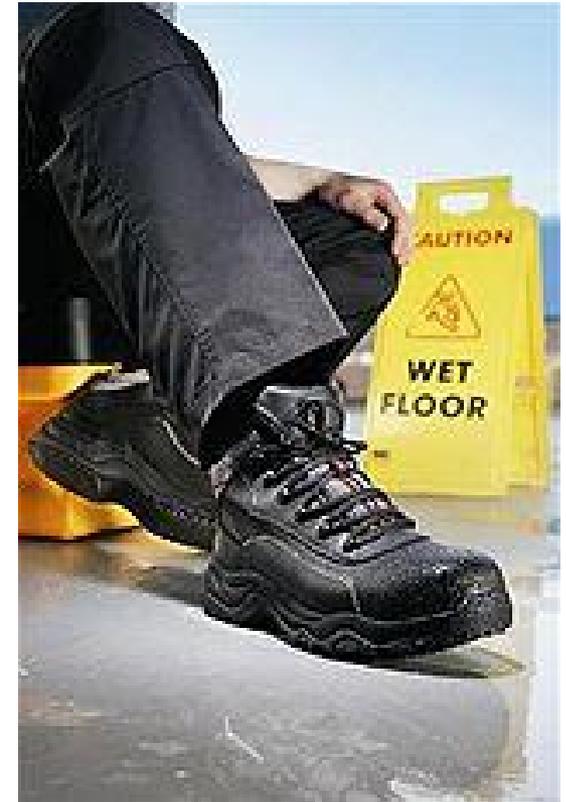
Use of defective or improvised access equipment is a common contributor to injury.



Prevention

Prevention

- ▲ Good Housekeeping
- ▲ Properly maintaining walking / working surfaces
- ▲ Proper footwear
- ▲ Proper equipment
- ▲ Appropriate pace of work (not rushing)





Ladder Safety

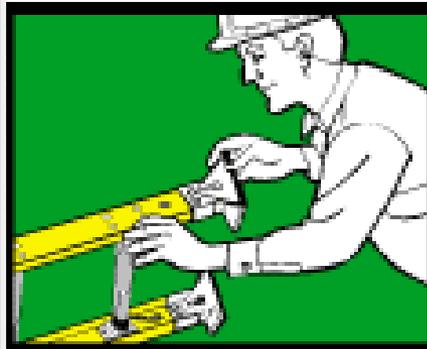
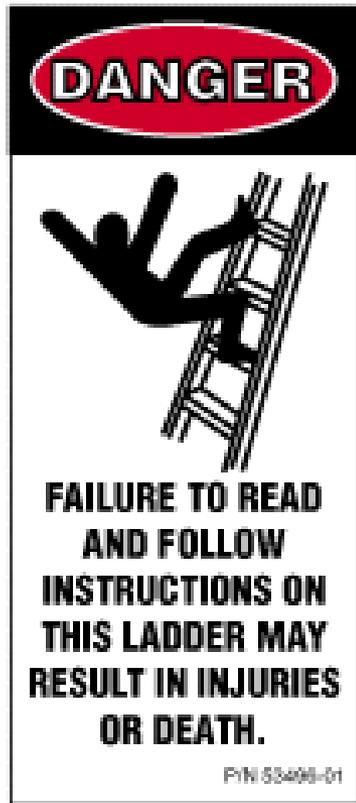
Ladder Safety

HAZARDS

- ▲ Slips / Falls
- ▲ Over reaching
- ▲ Over loading
- ▲ Improper footing
- ▲ Not secure
- ▲ Disrepair
- ▲ Contact with electricity
- ▲ Objects that fall from ladders

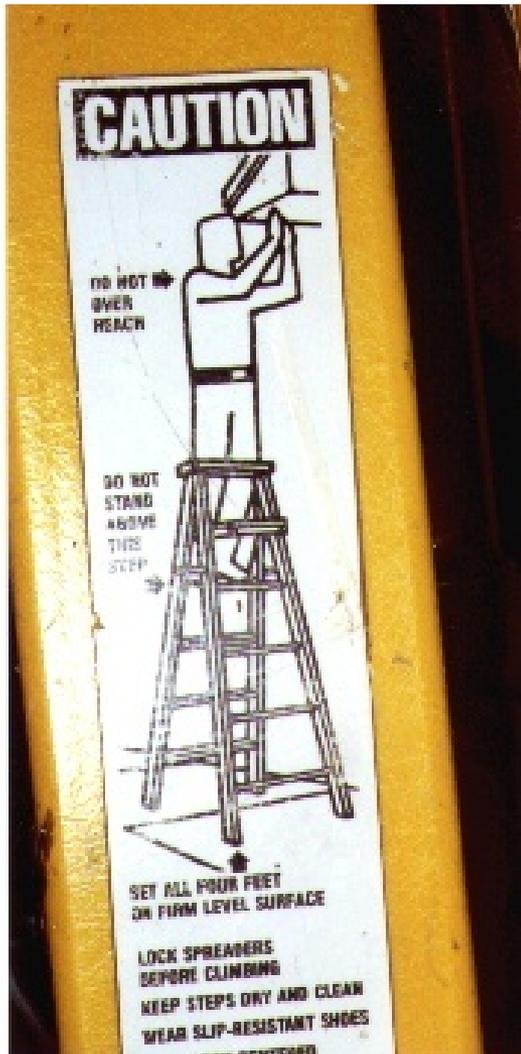


Ladder Inspection



- ▲ Labels are present and legible.
- ▲ Ladder feet are in good condition.
- ▲ Rungs and treads must be intact & free from grease or oil.
- ▲ No splinters or sharp edges.
- ▲ Support braces and bolts are present & secure.
- ▲ Do not use painted ladders. Paint can cover up defects.

Follow The Warning Labels



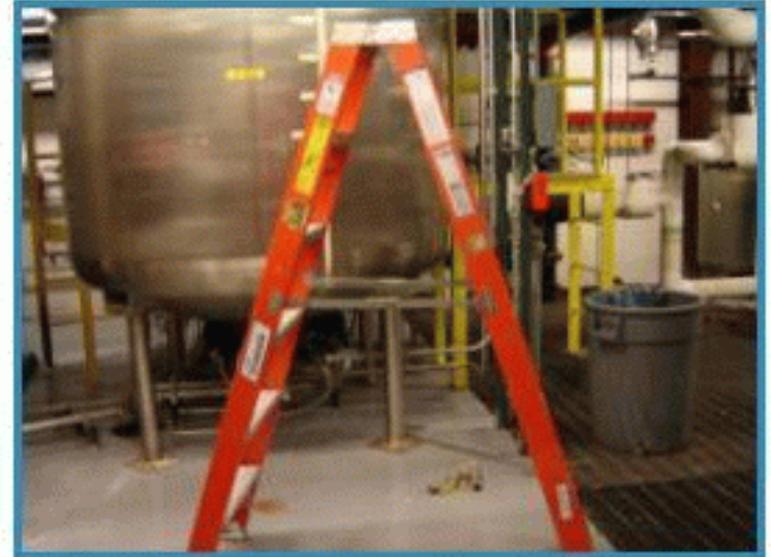
Select the Right Ladder for the Job



- ▲ Do not use step ladders as extension ladders
- ▲ Do not exceed the maximum load rating of a ladder. Be aware of the weight of any tools or equipment.
- ▲ Consider the appropriate height of the ladder
- ▲ Material of construction (e.g. fiberglass, metal, wood).

Safe Ladder Setup

- ▲ Do not set ladders where they may be hit or dislodged.
 - Ladders in doorways may require signs, barrier tape, doorway locked (non exit door only), or another person to guard door.
 - Secure the ladder or use barricades to keep traffic or other work activities away
- ▲ Use ladders on a stable, level surface. Secure if needed to prevent displacement.

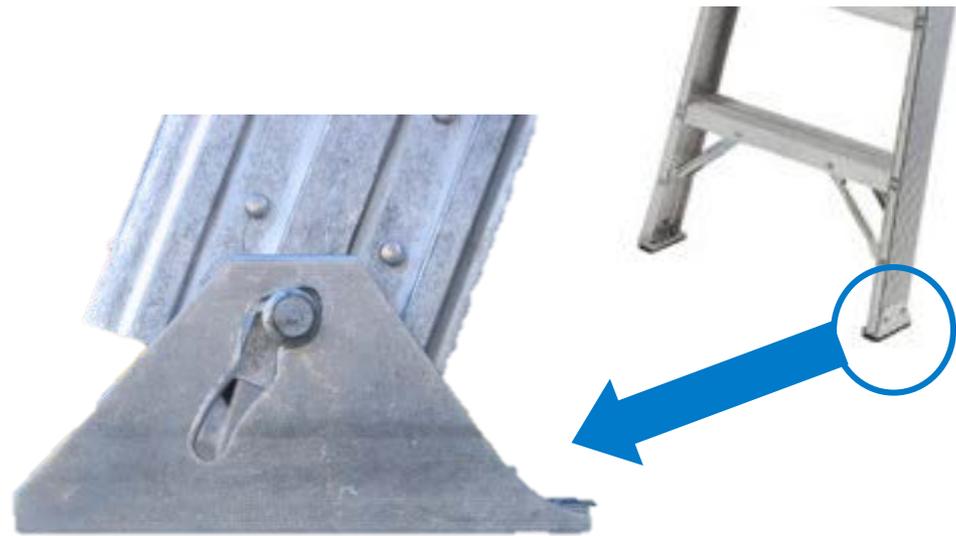




Set Ladder Footing Properly

Even Surface

Set both feet level and on the pads



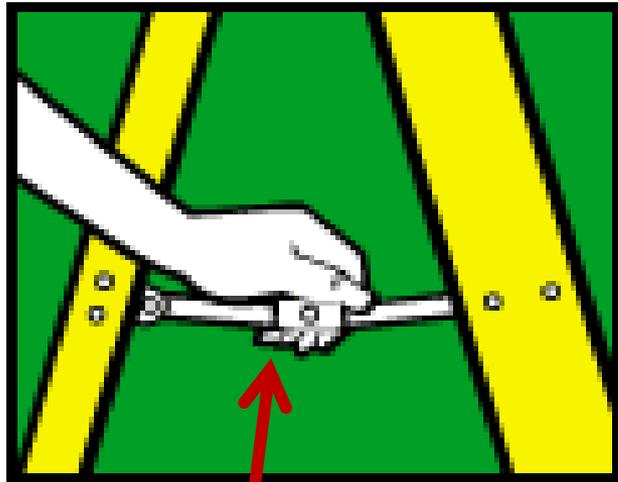
Uneven Surface

Set on the spikes and seat the ladder in the ground.



Stepladder Set Up

Be sure latches (ladder spacers) are down completely.



Ladder spacer



Always set on a level and smooth surface



Extension Ladder Set Up

CHECK EXTENSION LOCKS

Always check to be sure the extension locks are properly seated.

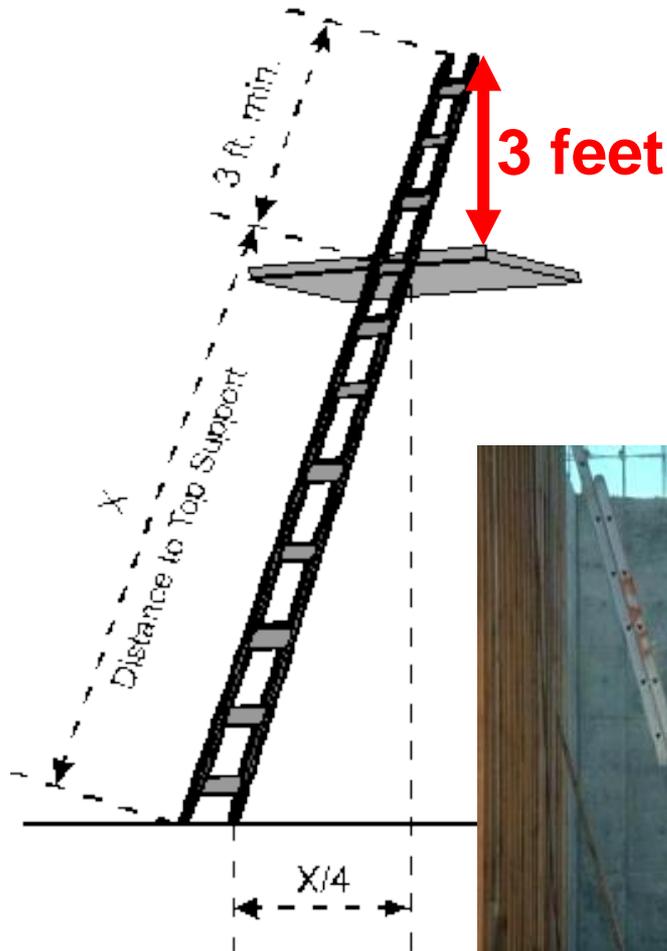


Lock (Maintains the fly section from moving)

Fly Section (Part that moves up and down)

Base Section (Stronger part of the ladder)

Extend the Ladder Above Platform



- ▲ Access ladders must extend at least 3 feet above the landing platform.
- ▲ Ladders should be set at an angle of 1 horizontal to 4 vertical.
- ▲ Ladders must be secured to prevent slipping.
- ▲ Ladder access ways must be guarded.



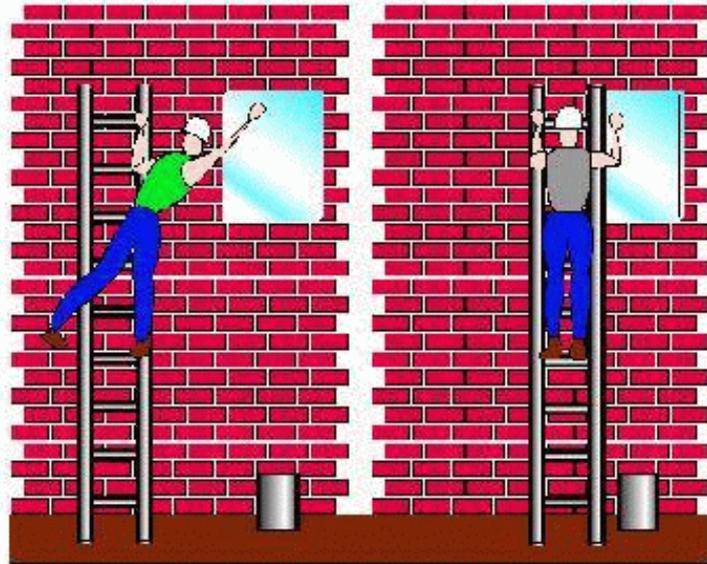
Safe Ladder Use



- ▲ Use both hands to climb and descend a ladder.
- ▲ Always face the ladder when climbing, descending or working.
- ▲ Do not use the top two steps of a stepladder and the top four rungs on other ladders.

Maintain 3 points of contact with the ladder.

Safe Ladder Use



Unsafe

Safe

- ▲ When working to the side, maintain balance by placing ladder close to your work area
- ▲ Do not lean out from the ladder
- ▲ Do not move or shift the ladder while you are on it.
- ▲ No more than 1 person on the ladder at a time.

Defective Ladders

- ▲ DO NOT use broken ladders.
- ▲ Tag Defective Ladders with “Do Not Use” tags or labels.
- ▲ Remove the ladder from service.
- ▲ Destroy, or order repair
- ▲ Avoid using wood ladders



What is wrong with this?

Don't step on the top step!



Any concerns here?

Don't straddle the top!



Confined Space Entry



Confined Space Entry: Severe Accident

- ▲ 10,000 gal sulfuric acid tank
- ▲ Field rep entered an 8-foot tall containment area
- ▲ While performing repairs, a pipe broke and sprayed him with acid
- ▲ Not wearing appropriate PPE
- ▲ Did not identify area as a confined space



Confined Space Entry: Severe Accident

- ▲ Received 2nd degree burns on 45% of his body



STOP and THINK about the impact on his lifestyle and his love ones.

If you think this CANNOT happen to you? THINK AGAIN!



Personal Protective Equipment



Responsibilities

- ▲ Provide protective equipment
- ▲ Provide training in PPE use, selection, inspection and maintenance
- ▲ Enforce the use of PPE, as necessary



Eye Protection

Safety Glasses



**SAFETY
GLASSES**



**PRESCRIPTION
SAFETY GLASSES**

- ▲ Shield the front and sides of the eyes from impact hazards such as flying fragments, objects, large chips, and particles

- Once you “cross the threshold” at the site – as soon as you enter the door, the safety glasses are on, protecting the eyes.
- During the service call.
- Installation or service of equipment & related items.
- When airborne debris is present.

Eye Protection

Chemical Splash Goggles



**CHEMICAL SPLASH
GOGGLES**

- Seals around the eyes to shield from impact hazards such as flying fragments, objects, large chips, and particles

- When working with anything that has the potential to splash (i.e. liquid chemicals, oils, cleaners, etc.).
- Working with any chemical.
- When servicing equipment that has chemicals in lines, tubing, pipes, etc.
- Making adjustments to equipment that has chemicals in lines, tubing, pipes, etc.

**Safety glasses do not protect from chemical contact.
Goggles are necessary.**

Face Protection



**FACE SHIELD with
CHIN GUARD**

- ▲ Protects face from splash and impact hazards such as flying fragments, objects, large chips, and particles

- When working with irritants or corrosive chemicals (check SDS)
 - When working on equipment that has these chemicals in lines, tubes, pipes, etc.
 - Making adjustments to equipment that contain these chemicals
- When the face could be exposed to flying fragments, chips or large particles.

Face shields should always be used in combination with chemical splash goggles.

Hand Protection

- ▲ Gloves play a critical role in preventing hand injuries. Hand protection offered to you includes:



Mechanics & Cut-Resistant Gloves

- ▲ Prevent surface contact injuries like cuts and punctures



Nitrile Gloves

- ▲ Prevent chemical exposures.



Hot Mill & Terrycloth Gloves

- ▲ Prevent burns and/or lacerations or bruises

Protective Clothing

- Protect your skin / body against burns, chemical exposures, abrasions, cuts, punctures, biohazards, intense heat, hot liquids, radiation.



Foot Protection

- ▲ To protect the feet from impact, chemicals, sharp objects, hot surfaces and slippery surfaces.
- ▲ Safety shoes need to provide the following:
 - Slip resistance
 - Impact resistance
 - chemical protection
- ▲ Some industries may have specific requirements
- ▲ Make sure you use your [Risk Assessment](#) information to select the necessary protective footwear.



Contact your manager for information on divisional shoe reimbursement policies.



Head Protection

- ▲ Protection from falling objects
- ▲ Contact with fixed objects, such as exposed pipes or beams
- ▲ Contact with exposed electrical conductors
- ▲ Supplemental protection from chemical splash



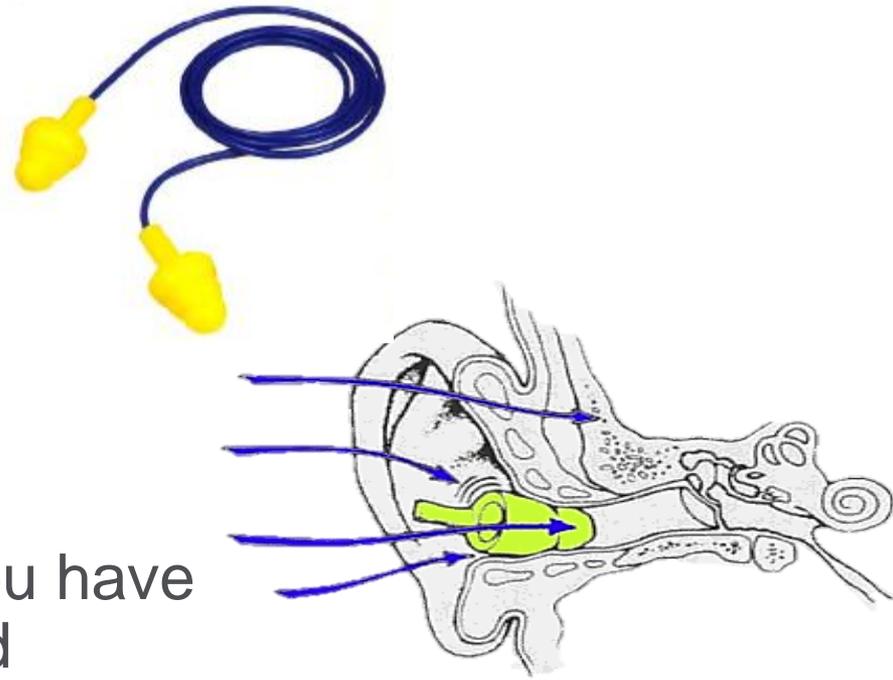
Respiratory Protection

- ▲ Minimizes exposure to airborne hazards (i.e. vapors, dust, fumes, etc.)
- ▲ Air purifying
- ▲ Air supplying



Hearing Protection

- ▲ Minimizes exposure to noise.
- ▲ Required by many customers
- ▲ Rule of Thumb – use when you have to raise your voice to be heard



Hearing loss is very preventable. Use hearing protection at work and at home when exposed to loud noise.

Wearing Ear Muffs Safely



- ▲ Selection & fit
- ▲ Use
- ▲ Care and Maintenance



Selecting Protective Equipment



Proper Use Guidelines

- ▲ Make sure your PPE fits – choose a different size if needed
- ▲ Inspect before each use
- ▲ Remove PPE if contaminated
- ▲ Remove PPE from the top down
- ▲ Grasp contaminated gloves on the inside and peel down without touching the outside
- ▲ Wash thoroughly after removing PPE
- ▲ Place contaminated PPE in assigned containers
- ▲ Avoid reusing PPE if grossly contaminated



Pre-Use Inspection

- ▲ Inspect PPE before each use.

PPE	Inspection Considerations
Eye Protection	Inspect for scratches, cracks, or pitted lenses that can affect visibility. On goggles, also inspect the elastic strap.
Reusable Gloves & Protective Clothing	Inspect for any wear and tear. If there are gaps where contaminants can access your skin, the equipment should be replaced.
Respirators	Examine the face piece for excessive dirt, cracks, tears, or holes. Also consider distortion or loss of flexibility, cracked or scratched lenses (full face), cracked or broken cartridges or filters and badly worn threads or missing gaskets
Safety Shoes	Inspect for any cracks or punctures. Verify that the soles are in good conditions to prevent slips, trips and falls.
Hardhats	Inspect often for cracks in shell, frayed/torn suspension straps and other signs of wear.

**Replace PPE as needed.
The cost of injury far exceeds the cost of PPE.**



Manual Handling



What is Manual Handling?

- ▲ Any activity that involves one of the following:
 - Holding loads away from the body trunk
 - Twisting, stooping, or reaching over shoulder height
 - Large vertical movement (below knees to over shoulders)
 - Carrying long distances
 - Strenuous pushing or pulling
 - Unanticipated movement or shifting of loads
 - Repetitive handling in awkward postures



Only YOU know when too much is too much!!

Musculoskeletal Injuries

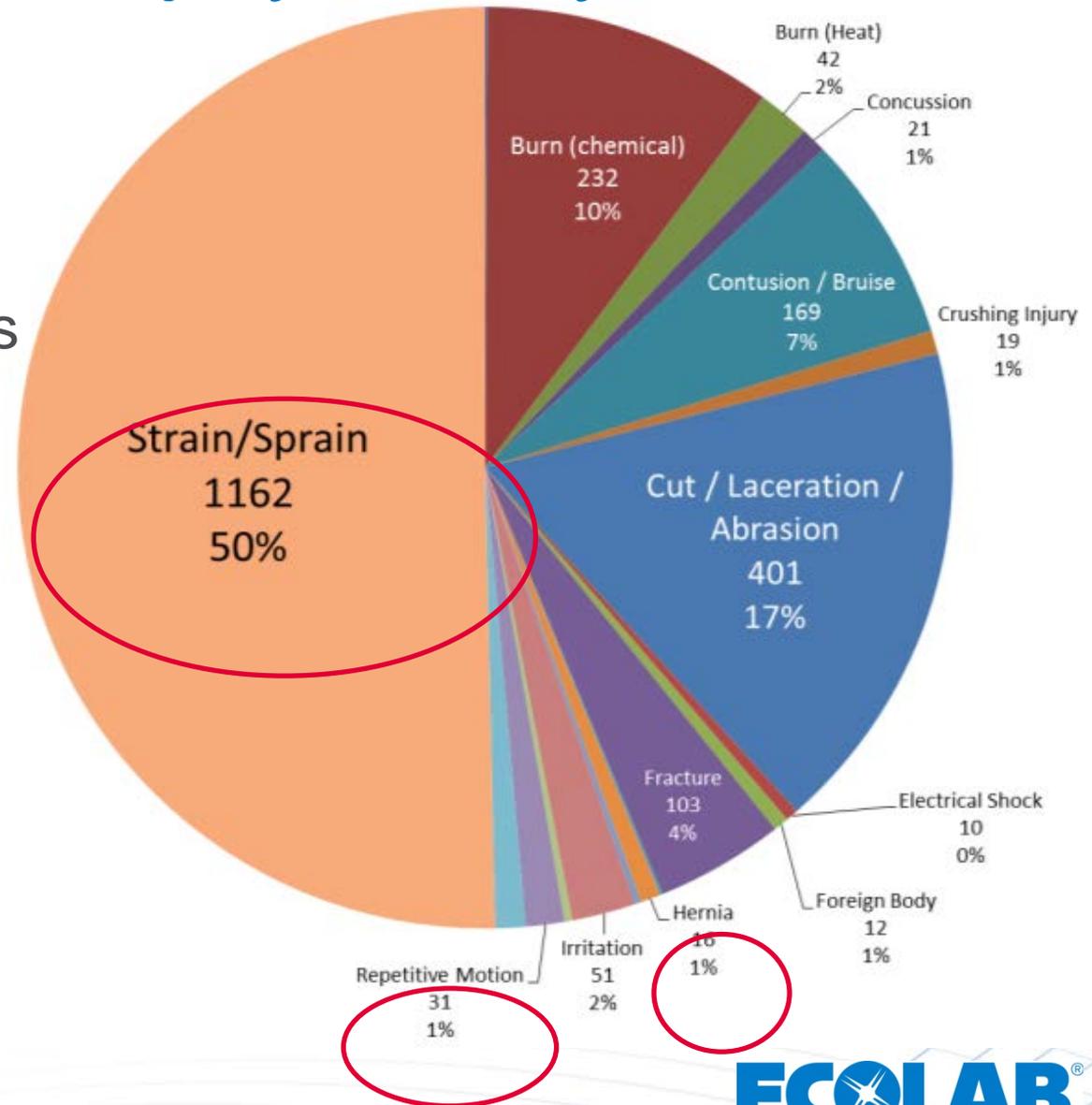
- ▲ Injury to the muscle, tendon, ligament, spinal discs, or nerves.
- ▲ Injuries can:
 - Occur suddenly (single lift, tripping)
 - Develop over a long time (frequent or prolonged activities)
- ▲ May result in strains/sprains, spinal disc degeneration, neck injuries, and even hernias
- ▲ They are as preventable as they are common



These injuries impact your general quality of life – on and off the job.

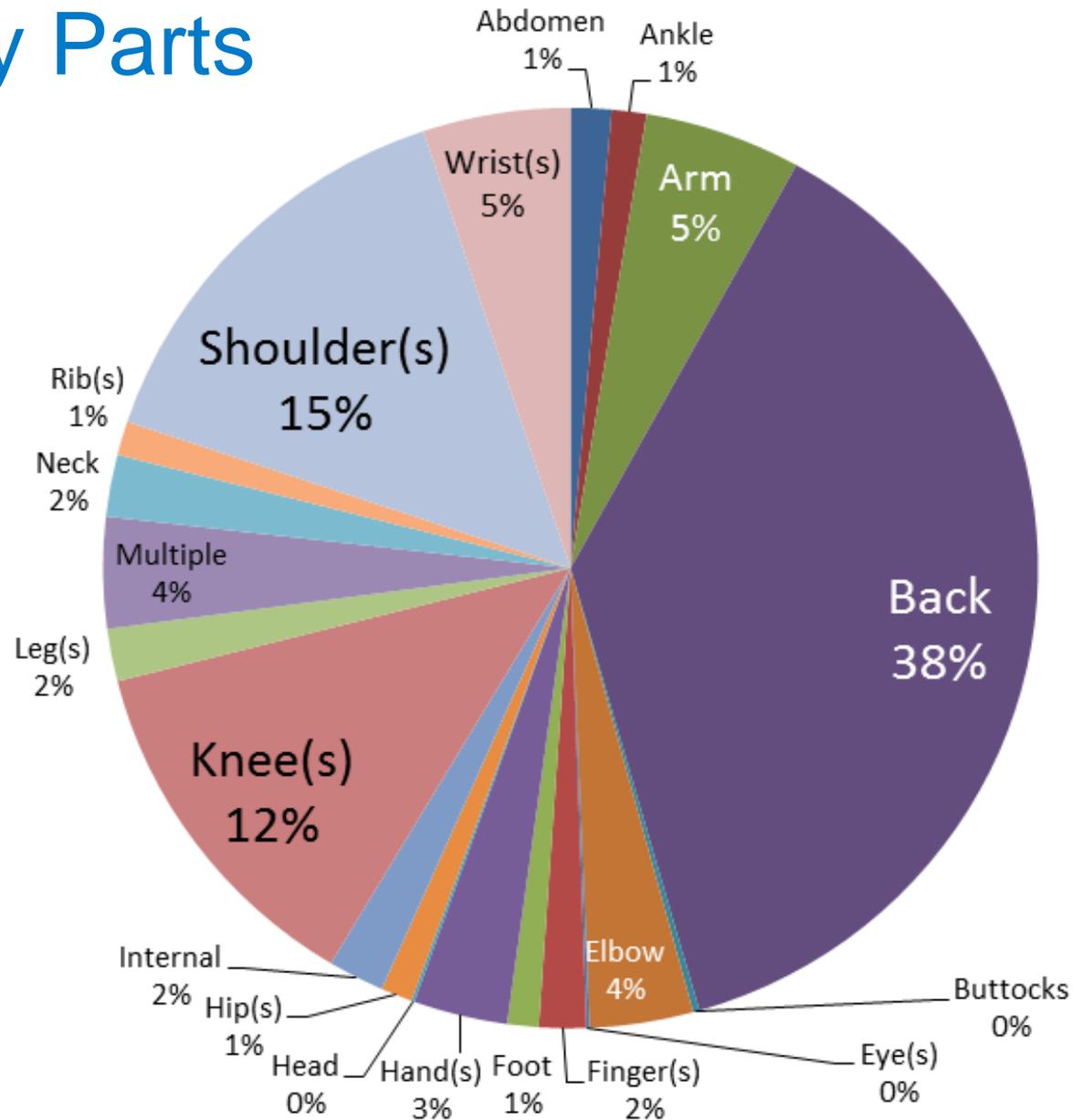
Musculoskeletal Injury History

- ▲ 52% of our overall injuries
- ▲ Strain/sprain injuries
- ▲ Hernias
- ▲ Repetitive Motion



Affected Body Parts

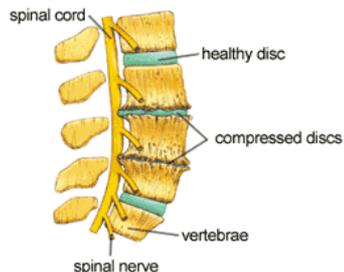
- ▲ Back (38%)
- ▲ Shoulders (15%)
- ▲ Knees (12%)
- ▲ Wrist (5%)
- ▲ Arm (5%)



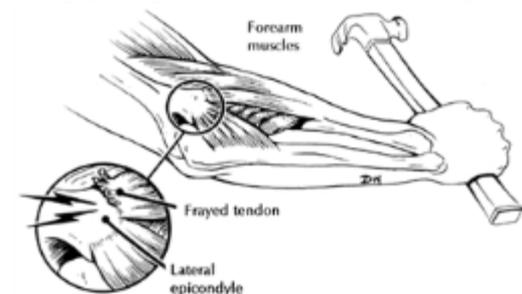
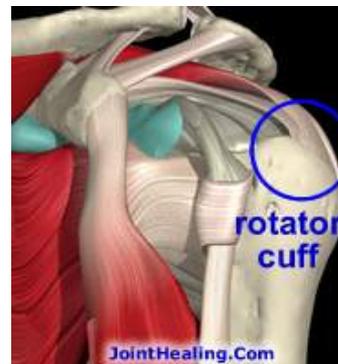
Risk Factors

- ▲ Awkward to extreme postures
- ▲ Excessive force or weight
- ▲ Repetitive motion or long duration static postures
- ▲ Vibration, temperature extremes, personal medical conditions

Degenerative Disc Disease



Carpal Tunnel Syndrome





Preventing Injuries

Prevention is Key

▲ Best and Only cure is Prevention

- Engineering Controls
- Staying as close to neutral posture as possible

▲ Report symptoms early

▲ When reported early, simple first aid measures may control the problem - ice, heat, rest, anti-inflammatory meds.

▲ If allowed to continued unchecked for months or years, surgery may be need to correct some problems





Driver Safety



Objectives

- ▲ Driving Risks
- ▲ Driver Safety Program
- ▲ Safe Driving Tips
- ▲ Hazardous Materials
- ▲ Accident & Violation Reporting



Driving Risks

- ▲ ~ 1.3MM traffic fatalities occur each year
- ▲ Driving is the greatest risk you will face each day



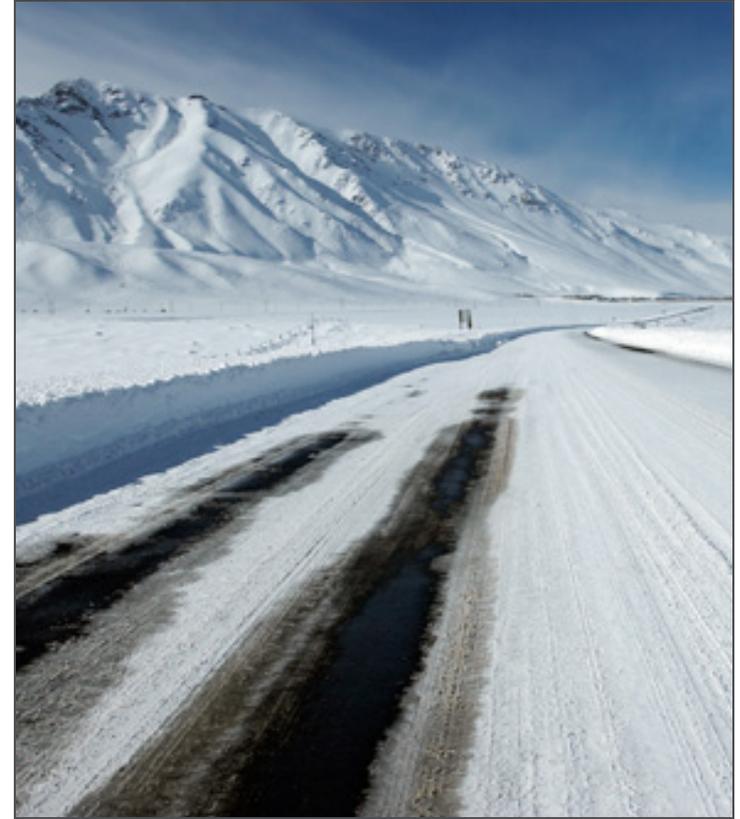
Common Accident Causes

- ▲ Distraction – up to 50%!
- ▲ Fatigue
- ▲ Impairment (Drugs & Alcohol)
- ▲ Speeding
- ▲ Aggressive Driving
- ▲ Inclement Weather



Road Hazards

- ▲ Bad weather
- ▲ Difficult road conditions
- ▲ Poor visibility
- ▲ Heavy traffic
- ▲ Road work
- ▲ Accidents



Like any task – driving requires proper risk assessment to be done safely.



Safe Driving Tips



The 12 LifeSavers of Vehicle Safety

1. Personal Safety First

- Lock doors, keep passengers in and strangers out
- Make valuables less visible

2. Buckle Up

- Seat belts save lives
- Any loose object (including a passenger) may become a projectile with sudden stops
- All tools, product or other items must be safely secured in trunk or cargo area

3. Maintain High Visibility

- Lights on – headlights increase visibility and decrease probability of frontal crash by 25%
- Let others know your intentions before backing (horn)



The 12 LifeSavers of Vehicle Safety

4. Use Proper Braking

- Know how to use your anti-lock brakes (ABS) and when to use threshold braking

5. Scan 360°

- Side-to-side: At intersections, make sure the approaching cars are stopping. In residential areas, scan from door-to-door across the street
- To the horizon: Notice things before you reach them and plan how to react
- To the rear: Know what's behind you. Check the rearview mirrors every 5 – 7 seconds

6. Maintain Escape Routes

- Manage the space in front, to the right and left of you. You never know when you may have to steer around something.



The 12 LifeSavers of Vehicle Safety

7. Use the 3-Second Rule

- Maintain a 3-second following distance on dry pavement
- Give yourself time to react to the other driver's mistakes

8. Keep a Space Cushion in Front

- When stopped, allow enough space between you and the car in front so that you can see the other vehicle's rear tires touching the road surface

9. Back or Pull Through Into Parking Spaces

- Whenever possible, park your vehicle in a way that allows you to avoid backing into uncontrolled areas such as busy streets and busy parking lot aisles



The 12 LifeSavers of Vehicle Safety

10. Follow the Maintenance Schedule

- Perform all regularly scheduled maintenance. Keep tires rotated and oil changed

11. Adjust for the Weather

- On wet or snowy roads, increase your following distance to 4 or more seconds.
- Avoid driving on icy roads, or drive with great caution.

12. Have the Right Attitude

- Do not engage in phone conversations while driving if this causes you to be distracted. Always remember that your first obligation is to pay attention to the driving task.
- Focus and stay calm. Control your emotions.
- Adopt the attitude that **“The most important thing I can accomplish today will be to arrive at each intended destination and home safely”**.