

# Safety Talk **AGENDA**

## MAINTAINING OUR HIGH LEVEL OF SAFETY



When our Engineering safety program and each department's or work group's safety record is reviewed in detail, one observation stands out.

Those groups that have excellent safety records have a few things in common-thorough safety meetings & job briefings, & good communication among all workers while on the tracks or in the shop.

Safety meetings are not rushed- **all safety issues** on that meeting's agenda are presented & discussed, **employee feedback is encouraged**, and new safety concerns that come up are addressed immediately if possible or noted for follow-up at the next meeting.

The Communication gangs in Morris Park; the employees of the M/W repair shop in upper Holban; the Power dept's ELP Construction, Maintenance & High Tension groups; Signal Construction in Garden City; Structures Facilities in HSF; the B&B group in Morris Pk; , these are just a few of our outstanding groups.

These employees thoroughly discuss the safety topics on that day's Safety Talk Agenda as well as any new safety concerns that are brought up.

Often, a near-miss experience from someone in the work gang will be discussed and a recommendation made within the group to help prevent a repeat incident from happening. A safety defect in equipment or tools, a method of doing a task safer, a request for a certain type of PPE to increase safety, all of these issues are routinely discussed.

Daily Job Briefings held by these groups are also as thorough. All items on the job briefing card from MAS, where to clear safely, required PPE, to work-site cleanup are discussed. All workers present are asked if they understand and acknowledge the briefing and they are encouraged to speak up if their concerns haven't been met.

## ENGINEERING SAFETY

Volume 6, Issue 48 Monday  
November 29, 2010  
**NOVEMBER**

### TODAY'S SAFETY RULE

\*Refer to 2010 Safety Calendar or Rule Book

### SAFETY UPDATE BURN BLANKET KITS

Burn blanket kits are in stock at Hillside and Bethpage

Order #15941-36

BURN BLANKET KIT, INCLUDES; 4 EA-MALALEUCA GEL BLANKET, 16 IN X 22 IN, 1 EA-DISPENSING BAG, FIRST AID ONLY, ITEM #M-4067 OR LIRR APPROVED EQUAL/NO INDIVIDUAL

YTD INJURIES = 63  
YTD MVA's = 52

Nov 18-Nov 24  
1 reported

1-While removing dump truck 181T off yard tracks in V.D. yard, employee walked to back of truck & stepped in an open hole. EE sustained a twisted left ankle.

Dept	#Injuries 2010	Final 2009
Track	28	31
Signal	14	16
Power	5	11
B&B	10	9
Comm	6	7
Infrastr	0	1

\* Attached is the December Safety Rule calendar & a 'Safe Tool Use' guideline, for discussion & posting in all locations.



# DECEMBER



Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<b>Read the Safety Rule Daily.</b>		<b>For Use with the Corporate Safety Rule Book</b>	<b>1</b> (1.11.2) Getting on or off standing equipment...	<b>2</b> (25.01.4) All employees that need to enter...	<b>3</b> (1.01.30) When opening or closing rail car....	<b>4</b> (23.10) When working on high-voltage...	
<b>5</b> (1.09.2) To use freight car doors safely...	<b>6</b> (26.06.2.2) If you are beneath the elevated...	<b>7</b> (26.04) Before using the following equipment...	<b>8</b> (25.01.1) Follow these precautions when...	<b>9</b> (25.01.2) Do not work in trenches, excavations...	<b>10</b> (26.06.4) When using a scaffold 20 feet or...	<b>11</b> (25.04.1) When working in a manhole or tank...	
<b>12</b> (25.05) Before entering a turntable or other pit...	<b>13</b> (26.06) Only qualified employees are allowed...	<b>14</b> (26.06.2.1) To protect the area below an...	<b>15</b> (26.06.1) Shore excavations in the...	<b>16</b> (26.06.2) When working on a bridge, ladder...	<b>17</b> (26.03) Inspect all equipment daily prior...	<b>18</b> (2.01.6) Before drilling material, secure it...	
<b>19</b> (26.05.7.1) When storing ladders...	<b>20</b> (25.04.8) Make sure that manholes and tanks...	<b>21</b> (1.01.31.7) Using tools: Always wear the...	<b>22</b> (15.05) Before making air or electrical...	<b>23</b> (1.01.31.6) Upon completion of the...	<b>24</b> (20.04) When releasing a tight rail or rail under...	<b>25</b> (20.06) When transporting rail on...	
<b>26</b> (20.05) When loading rail on cars by hand...	<b>27</b> (22.05) To use safety devices on cars and...	<b>28</b> (25.03) To protect the opening of a...	<b>29</b> (25.04.4) Before entering a sewer manhole or...	<b>30</b> (26.06.6) Make sure scaffolds are well...	<b>31</b> (26.06.3) Once a scaffold is erected, do not...		
		<b>For LIRR Employees to report a Railroad Emergency, Unsafe Condition, Defect, or Other Safety Concern, use the SAFETY ONE CALL NUMBER and follow the Prompts. One Call gets you Directed &amp; Connected! 347 494-SAFE (7233)</b>				<b>System Safety Department</b>	

2010



## **LIRR – ENGINEERING**

# **SAFE TOOL USE GUIDELINE**

- **Inspect tools before using them. Make sure the tools can be used safely for their required purpose.**
- **Do not use defective tools. If you find or know of a defect, either repair the tool before using or tag it DEFECTIVE and keep it separate from serviceable tools.**
- **Before using, become familiar with a tool's operation. If there is no operating manual for a particular tool, ask a supervisor or co-worker experienced with using that tool for instruction.**
- **Do not modify or manufacture a tool or safety device unless the proper authority approves the design and specifications for the tool.**
- **Do not use a handled tool if the head is burred, cracked or split.**
- **Before using tools, remember to wear all necessary personal protective equipment (PPE), including adequate eye and hand protection. Do not operate a power tool with the safety guards missing or in an unsafe position.**
- **Do not repair, clean, oil or adjust equipment while it is moving. Before repairing, dismantling or assembling motor driven machinery or tools, make sure power has been de-energized and circuit breaker locked and/or tagged out.**
- **When using a wrench, make sure the wrench has a proper grip, then gradually increase force until the nut, bolt or other object turns. Do not immediately apply full force to the object-and *never* use a pipe or other device to extend the wrench handle for leverage.**
- **When swinging a tool, make sure you have enough room to prevent striking persons or obstructions nearby.**
- **Place hands on lining bars, shovels, picks, hammers, etc., where they will not hit against equipment or other objects when using the tool.**
- **When hammering or striking something with the tool, try to keep your face & torso out of the 'Line Of Fire' as much as possible in case something flies back at you.**
- **Remember always to keep hands a safe distance from spinning/moving blades & pinch points.**
- **Do not wear loose gloves when operating drills, grinders, spinning blade tools, etc., which can catch on moving parts. Only 'skin tight' fitting gloves or no gloves is recommended.**
- **Always check the integrity of a tool's insulation before using around electrical equipment.**
- **Do not operate powder-actuated tools unless you are properly qualified and authorized.**