



EMPLOYEE TRAINING DOCUMENTATION

Safety Orientation

Employee Name: _____

Training Start Date: _____

Check training task when complete
 Hazard Communication Training

- Standard Content (Labeling, MSDS, Chemical Hazards, Training)
- Hazardous Chemical List, Location, Availability, and Use of MSDS
- Solvents (Routes of entry, avoidance of exposure)
- Chemical Hazards of Welding: Burning Fumes, Grinding Dusts, Routes of Entry (Inhalation)
- Chromium and Nickel; Potential effects of exposure (Diseases of the Lung)
- Chromium and Nickel; Means of exposures (Stainless Steel, Electrodes)
- Composition of welding electrodes and associated hazards
- Asbestos Awareness (Per Enerfab Program)
- Inorganic Arsenic (Per Enerfab Program)
- Cadmium Awareness (Per Enerfab Program)
- Lead Awareness (Per Enerfab Program)
- Fly Ash Including Amorphous and Crystalline Silica (Lung scarring, Arsenic “vehicle”)

 Fall Protection

- Falls are the leading cause of construction related deaths
- 6' Tie-off Mandatory
- The following procedures must be followed during “tie-off”: Tie-off above waist level. Anchorage must be capable of withstanding 5000 pounds of force.
- Inspect Fall Protection equipment before each use
- No Tie-offs to handrails or chainfalls or loads
- Tie-off is mandatory when floor grading is removed, or when guard railing is removed during hoisting operations
- Do Not “Choke” a lanyard
- Use of Lifelines (Vertical and Horizontal)

 General Rigging Safety

- Inspect chokers and slings before each use. Cut defective chokers and slings in half before scrapping
- Make sure chokers, slings, and shackles are adequately rated
- Plan your lift in advance. Have a safe strategy. Never walk under a load
- Barricade the area under the load
- The use of softeners is required when rigging near sharp edges

 Emergency Action Plan

- Alarm system, Evacuation procedures (escape routes and gathering area is posted), Reporting responsibilities, Contact your supervisor for information / clarification
- Discuss site specific Evacuation Procedures for emergencies that may arise
- Location of Emergency Route Maps

Compressed Gas Safety

- Argon and CO2 and Nitrogen are heavier than air and will accumulate in low laying areas and can also cause asphyxiation
- Avoid creating Argon and/or CO2 “lakes” in tank heads and confined spaces. Use ventilation and safe work practices when using Argon and/or CO2
- Oxygen and Acetylene; General hazards, Proper Storage
- NEVER use oxygen for ventilation purposes, an explosion and/or fire could result
- CAPS ON CYLINDERS WHEN THE GAUGE IS NOT IN PLACE
- Handling of cylinders - Tilt and roll cylinders into place
- Secure cylinders with strap or rope to prevent tipping

 Confined Spaces

- Discuss hazardous atmospheres and how they are developed
- Requirements for entry to confined spaces
- Ventilation is required during all confined space welding and grinding
- Dangers of Shielding gases, weld fumes, and grinding dusts when working in confined spaces
- Use air monitor to check internal atmosphere of the space

 Welding Safety

- Proper eye protection
- Protection from slag and spark burns
- Use of Fire Blankets
- Ventilation
- Keep head out of fumes and use respirators if adequate ventilation does not exist

 Grinding Safety (Portable Grinders)

- Guards are mandatory
- Before use, check proper operation and safety switch
- Face shield AND Safety Glasses mandatory
- RPM of disk must exceed RPM of the grinder
- Inspect the disk for defects
- Avoid dropping grinders on the disk, do not allow disks to get wet
- Always use hearing protection when grinding and when in the vicinity of grinding operations

 Hearing Conservation

- Excessive exposure to noise causes permanent hearing loss, sleeplessness, and irritability
- Earplugs are required when grinding, tank rapping, air arcing, and other noisy activities

 Lock-out / Tag-out Training

- Never attempt to start or energize equipment that has been locked and/or tagged out
- Never work on a piece of equipment unless it has been locked or tagged out
- Make sure energy sources are locked out

 Personal Protective Equipment

- Eye, face, hand, head, and hearing
- Use of PPE is required at all times

Fire Prevention (Per Enerfab Procedure)

- Housekeeping, Removing of Combustibles
- Use of fire blankets
- Extinguisher must be in place within 25 feet of “hot work”
- Keep extinguishers readily accessible and do not store tools, equipment, etc. in front of fire extinguishers**
- Incipient Stage Fire Fighting
- Enerfab supplies multi-purpose dry chemical extinguishers. These will extinguish the following types of fires: Ordinary combustibles (paper, wood, fabric, etc.) Flammable liquids (gasoline, diesel, etc.)
- Electrical Fires – NEVER use water on an electrical fire.
- CLASS A - Ordinary combustibles: wood, paper, cloth**
- CLASS B - Flammable liquids: grease, fuel, oil**
- CLASS C - Electrical: fires started and/or fed by electric current**
- CLASS D - Metals: magnesium, titanium, potassium, sodium**
- Halon - Use in areas where a residue would be harmful to sensitive equipment**

 Operation of Portable Fire Extinguishers

- Pull the Pin at the top and break the inspection band
- Point the Nozzle toward the fire
- Press the handle above the carrying handle to discharge the agent
- Sweep nozzle back and forth at the base of the flames - - Make sure the fire is out
- Take the discharged fire extinguisher to the tool room for recharging

 Respirator Information and Use

- Fit-testing
- Color coding of filters and cartridges (i.e. purple = HEPA)
- Respirators are to be used in addition to ventilation, and work practice controls
- To be issued a respirator an employee must be clean shaven - NO employee with facial hair will be permitted to work in an area where respirators are required

 Unsafe tools, equipment, and conditions

- Always check the condition of tools and equipment before use
- Report all unsafe tools, equipment, and conditions to your supervisor

 Electrical Safety

- Hazards of electricity and water
- Proper suspension of cords with non-conductive material (NO WIRE, WELD RODS, NAILS, ETC.)
- Keep all electrical equipment away from water
- GFCI use on non-permanent outlets
- All bulbs must be guarded
- Inspect equipment for defects prior to use
- Never remove ground pin from electrical equipment and never use equipment missing its ground pin
- Any cord that is frayed or defective must be removed from service and repaired or discarded

Bloodborne Pathogens

- Contact with blood could lead to HIV and/or Hepatitis B infection
- If you come across blood, or body fluid containing visible blood; during duties, AVOID CONTACT and report location to a supervisor immediately. All blood must be properly collected and disposed
- Flush eyes, mouth, or body parts with water for 15 minutes if contact with blood or body fluids containing blood occurs

 Portable Ladder Safety

- Inspect ladders for defects (i.e. missing rungs, cracked side rails, etc.)
- Secure ladders at the top. Extend ladders 3 feet above walking surface when using ladder to access an elevated area
- Do not carry equipment up ladders. Hoist equipment with rope
- Always face the ladder when ascending or descending
- Do not work from the top 3 rungs of any ladder
- Do not work from a folded stepladder
- Only work from the step side of a stepladder
- Never use metal ladders near sources of electrical power

 Injury Reporting Policy

- ALL injuries are to be reported to supervisor immediately
- A written report must be completed on company form
- Name and location of occupational clinic
- Location of emergency phone and emergency numbers
- Location of first aid station

 Policy Enforcement and Disciplinary Action

- Safety violations will not be tolerated
- Progressive action for policy infractions
- First offense (in 12 month period) - Written Citation
- Second offense (in 12 month period) - Written Citation
- Third offense (in 12 month period) - Termination
- Customer specific enforcement policy (if any)

 Access to Medical / Exposure Records

- Every employee has the right to access their medical/exposure records from past and present jobs
To access these records, call or write to :

Enerfab Safety Department

4955 Spring Grove Ave.
Cincinnati, Ohio 45232
(513) 641 – 0500

Every employee is responsible for knowing and understanding the information provided in this Safety Orientation session. If there is any information that is not understood, or if you have any questions, please see your foreman immediately.

Each person signed below acknowledges that all of the training activities checked above have taken place.

Trainer: _____ Date: _____
(Signature) (Print)

Employee: _____ Date: _____
(Signature) (Print)