Safety Reminders



National Insulation Contractors Association

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Introduction

This booklet was prepared by NICA's Occupational Health & Safety Committee under the very able chairmanship of Mr Don Bradshaw.

Each member of the Committee was assigned various segments of the subject area to research and develop. Their submissions were then rewritten by the Chairman into a coordinated draft. This draft was reviewed by the entire Committee, by NICA's OSHA Task Force, and by NICA's Publications Committee. In addition, the size of the booklet was reviewed with a dozen or so contractors as well as the various review groups to determine the most practical format

This resulting booklet therefore, is the result of great dedicated effort by all those involved in this enormous undertaking and as President of NICA, I take this opportunity to express our sincere appreciation and gratitude for a job well done.

Thank you.

R. F. "Pat" Yount
President—NICA

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The Occupational Safety & Health Act requires an employer to provide safe and healthful working conditions for every employee on the job, and the need for a simple and practical consolidation of safeguards to provide these conditions, prompted this booklet.

Each member of NICA's Occupational Health & Safety Committee, which I chair, has contributed a great deal of time and effort to make this booklet as informative and helpful to you as possible. We have attempted to cover every aspect of the safety and health rulings of the Act and trust our efforts will meet with your approval

We also hope the contents of this booklet will enable you to perform your daily tasks in a safe and healthy environment.

Don Bradshaw
Chairman
NICA Occupational Health
& Safety Committee

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Think Safety; Act Safely

The work of the insulation industry fills a most important and valuable need in construction and industry. You can be proud of the contribution you make in the performance of insulation work. By using good safety and health work practices at all times you can assure yourself of a worthwhile and gratifying occupation. This booklet shows you how. For example, consider these general tips·

Insulation work requires the use of all the general safety practices of the construction industry, plus the special health safety practices needed to control harmful dusts and toxic liquids and fumes.



Asbestos-containing materials require good health safety handling practices whenever material dust is present.

Because toxic materials vary widely in composition, always read the instructions and follow them very carefully. Take full precautions for fire safety when you're using flammable materials.

Never take chances or shortcuts that may be dangerous. Be alert to unsafe work practices.

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Plan your work to prevent accidents. Be a defensive worker. Don't assume other workers will do the expected. Work for the safety of others as well as yourself.

Keep fully informed on the work of the industry and don't perform any work or use any equipment without knowing how.

Wear an approved respirator as required by Federal Standards, especially when asbestos dusts or toxic fumes are present.

Have all injuries taken care of promptly by first aid or a doctor, if necessary. Report all cases of injury.

That's a starter. There are many more tips in this booklet that will help you to "think safety, act safely."

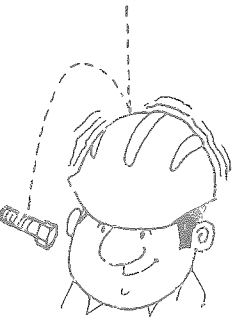
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Your Clothing: Safe and Comfortable

Wear coveralls, close-fitting but comfortable at neck, wrists, ankles. No cuffs on arms or legs, no loose belts or ties. Because dust clings less, nylon and other man-made fibers are better than cotton.

Clean coveralls often. Launder them separately when asbestos-containing dust is present. Change and launder overalls when flammable liquids or irritants have been spilled on them.

Vacuum clean coveralls coated with asbestos-containing dust when the work day ends, if that is possible, and leave them at the jobsite. If you must carry them back and forth, use a polyethylene bag closed at the neck. Don't wear dusty clothes to and from work or around home.



To protect your head and eyes in exposed working areas, wear a hard hat rated by the manufacturer to give good impact strength, penetration resistance and resistance to electrical high voltage. In cold climates, wear a thermal liner inside the hard hat or snap-on protective earmuffs. In fabrication shops away from the construction site and if you are not wearing a hard hat, wear a cap to keep your head clean.

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Wear gloves when handling materials which are abrasive, contain sharp mineral slivers or have sharp or jagged edges. Wear rubber gloves when handling acids or toxic materials.

In cold weather, protect yourself against frostbite with warm thermo clothing, headgear and gloves. In hot weather, protect yourself against sunburn, sunstroke or heat exhaustion by keeping your body covered and lightly clothed.

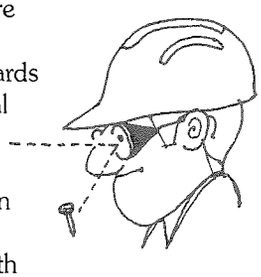
Wear specially made protective clothing when extreme safety or health conditions require them.

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Safety First

To protect your eyes:

Wear safety goggles regularly. Be sure they are made with safety glass meeting the latest standards of the American National Standards Institute.



When applying insulation overhead, wear a pair of flexible safety goggles with either regular or hooded ventilation.

When applying insulation overhead and other crafts are working overhead, wear a full face shield.

Wear standard safety welding goggles when using pin or stud welder, or when using acetylene for burning, cutting or welding.

To protect your ears:

Have a doctor fit you with ear plugs. Plain cotton is not acceptable. You can use earmuffs instead of ear plugs if the earmuffs are designed to stop the noise and have been tested in accordance with the latest standards of the American National Standards Institute.

Except when you need protection from noise, keep your hearing aid turned on. It will alert you to signs of danger.

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To protect your health:

If particles of insulation material accumulate on the skin, avoid rubbing or scratching Remove by washing thoroughly with soap and warm water, or dry wash materials.

Use barrier creams to protect against skin irritation. Apply before handling the materials, and re-apply according to instructions.

Immediately remove mineral wool slivers embedded in the skin. Get medical treatment if necessary.

Take care of injuries promptly. Check with your doctor whenever health problems appear Have regular health examinations.

To protect your life:

Your lifelines should be at least 3/4" thick, manila rope or equal. Keep them dry to prevent rotting and free of defects Don't use lifelines for hoisting, binding or other purposes.

Secure your lifeline above the point of operation to a structural member capable of supporting a minimum dead weight of 5400 pounds.

Your safety belt lanyards should be at least 1/2" thick nylon, and of maximun length to limit a fall to not more than six feet.

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Solvents and Toxic Fumes

When working with new chemicals, some of which are used in the insulation industry, read the manufacturer's instructions thoroughly and follow them. If in doubt, play it safe and wear rubber gloves. Make sure ventilation is adequate.

Don't work in confined spaces with flammable materials unless adequate ventilation is provided. Make sure there's no risk of fire from other sources when working with flammable materials.

Wear a fresh air face mask when harmful fume conditions are severe.

If you get dizzy while working with solvent type materials or any other chemicals, get plenty of fresh air and change the work conditions before resuming the job.



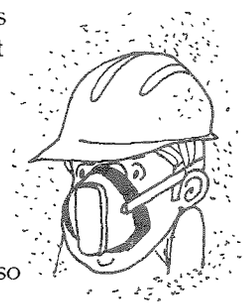
Always keep solvent type material and flammable material container closed when not in use.

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Respirators Help You Work Safely

Respirators are designed to protect you from specific dusts or fumes and are approved for certain uses by either the U.S. Bureau of Mines or the National Institute of Occupational Safety and Health.

Make sure your respirator is approved to protect against the type and concentration of dust and fumes present at the work site.



Check your respirator's fit after putting it on. It should fit snugly against your face so there is no leakage around the edges.

If your respirator has a replaceable filter element, change it often, and certainly as soon as breathing resistance is felt. Discard the used filter element in the scrap material disposal bags.

Rinse your reusable respirator daily and wash it at least once a week—oftener if necessary. Store it overnight in a dustproof bag or container. Wash the body and face mask in soap and water, and use a disinfectant which will not damage the mask or irritate your skin. Don't let others use your respirator unless it has been thoroughly washed and disinfected.

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When asbestos-containing dusts are very heavy and cannot be controlled by dust collection ventilation, wear a positive pressure battery operated respirator or a fresh air face mask.

When spraying or pouring urethanes, wear a carbon cartridge respirator or fresh air face mask.

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Using and Caring for Tools and Equipment

Be sure you know how to use each tool and each piece of equipment before you start working them.

Pick the right tool or right piece of equipment for the job. Don't use defective tools. Check each tool and piece of equipment to see that it is in good working order.

Keep scissors, knives, nippers and tin snips properly sharpened and oiled. Keep tools in a tool-box when not in use. Protect sharp-edged or pointed tools with a sheath.



Don't leave tools where they can be stepped on or kicked. Don't hoist electrical tools by their electrical cords.

Keep all tool safety devices in good working order. Turn off any machine before cleaning or repairing. Shut off gasoline powered equipment before refueling. Have an electrician repair damaged or broken switches, cords, or plugs.

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Some Special Notes on Electrical and Powder-actuated Tools

All electrical tools shall be of the approved double insulated type, or grounded according to standards.

All tool extension cords shall be three wire type

All electrical hand held tools shall have a constant pressure switch which shuts off power when pressure is released

Temporary electrical lighting shall be equipped with guards to prevent contact, and shall have heavy duty cords. Lighting shall not be suspended by cords unless cords are designed for this purpose.

Powder-actuated tools shall be used only by people trained for that particular tool. Powder-actuated tools shall be tested each day before loading to see that all safety devices are working

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When You're Working on a Scaffold

Don't overload the scaffold or planks with too many people, or too much material or equipment.

Don't use defective scaffold or accessories. See that they are repaired or replaced.

Always use steps or a ladder to climb a scaffold. Don't climb the crossbraces.

Don't clutter the scaffold with tools or materials which might cause you to trip or fall. Keep a clear work area.

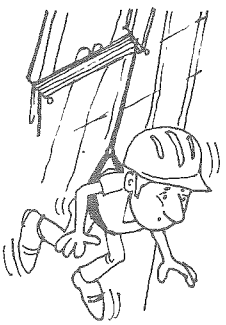
Never use a ladder, carton or box to extend the height of a scaffold.

Don't use a scaffold when physical conditions are unsafe.

Don't ride a scaffold if the floor surface isn't level or if it has pits, holes or obstructions, or when the height is greater than twice the minimum base dimension (outriggers included if used).

Don't ride a scaffold unless it is equipped with rubber or other similar resilient tires. Secure or remove all materials and tools before moving.

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On elevating platforms, check out and test the equipment thoroughly before installing. Be sure it is in good condition. Pay special attention to the support ropes or wires and the braking and locking mechanisms.

Inspect all anchors and supports for good condition and adequate strength to support the platform before installing.

Make sure the travel path of the platform is free from obstructions which would cause it to jam or tip. Run the platform over the full travel path before putting it to use.

Always wear a safety harness and use a lifeline when working from an elevating platform.

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Safety Specifications for Scaffolds and Moving Platforms

Scaffolds, whether of wood construction, tube and coupler, or tubular welded frames, must meet the latest required standards for safety. For example:

Scaffolds shall be erected, dismantled, moved, or altered under the supervision of a competent person.

The footings shall be sound and rigid under all use conditions and fully capable of supporting the maximum required in use load without settling.

Tie-in anchorages and braces shall be fully capable of carrying the maximum in-use load without failure, and shall be at intervals not to exceed 30 feet horizontal and 26 feet vertical.

Guardrails and 4 inch high minimum toeboards shall be installed on all open sides and ends of platforms more than 6 feet above the ground or floor, and from 4 to 6 feet high, guardrails shall be installed.

When persons pass under or work beneath an in-use scaffold, a screen of No. 18 U.S. standard wire 1/2" inch mesh shall extend the width of the passageway or work area at each scaffold level above on the open side, and run between the toeboard and the guardrail.

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All planks shall extend over their end supports not less than 6 inches nor more than 12 inches and shall be high strength clear scaffold grade lumber of ample strength to carry the working load.

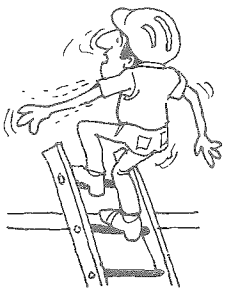
Mobile scaffold towers shall not have a height exceeding four times the minimum base dimension. The use of outriggers on both sides shall extend the base dimension for purposes of increasing the height. Outriggers shall be attached so as to provide the strength required to prevent tipping.

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Using Ladders Properly

Don't use a ladder which appears unsafe. Inspect it for split, damaged or missing rungs or steps, damaged or missing hardware, and corrosion of metal parts.

Place the ladder on a firm footing to avoid settlement and possible tipping. With a step ladder, make sure it's fully spread with hardware locked into place.



Use a ladder of proper height so you're both safe and comfortable. Always face the ladder when using. Don't carry your tools while climbing a tall ladder. Use both hands to climb. If the ladder might move, get someone to hold it. Only one person at a time should be on the ladder. Never stand on the top step of a ladder. Carry short ladders in the erect position.

Around power lines, use wooden or other non-conducting ladders.

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Make sure that single rung ladders are tied off at the top with side rails extended 36 inches above the landing, or that grab rails are provided with a secure grip. Single rung ladders should be placed so that the foot to wall distance is 1/4 the ladder's vertical height from ground to point of resting.

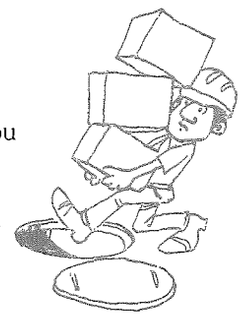
Make sure your extension ladder overlaps a minimum of three rungs.

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Lifting, Stacking, Hoisting Materials

Always lift and carry loads properly by keeping your back straight and your knees bent. Lift with your leg muscles. Don't twist when carrying a load. Turn your feet to change direction.

Don't carry a load which blocks your vision. Make sure you can always see ahead, especially where you are stepping.



Get help to move heavy or bulky materials when you need it.

Keep aisles, passageways and work areas clear of unnecessary material.

Don't stack materials too high or insecurely. All materials stored in tiers should be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling or collapse.

When using a hoist, check to make sure it is in good condition. If defective, have it repaired or replaced. Make sure the hoisting path is clear of overhead obstructions. Never hoist over people working, and do not walk under a suspended load. Know the correct hoisting signals.

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Don't ride on a material hoist or conveyor not equipped to carry people.

Rig loads with safe slings and hooks.

Watch your clothes and your fingers around a hoist.

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Practice Good Housekeeping in Work Areas

Your work area should be well-lit, well ventilated and planned to provide sufficient work space for all workers and for traffic mobility. There should be sufficient electrical power sources to operate all required equipment, as well as adequate dust collection equipment fitted to saws, routers, and other dust-causing machinery used in fabrication. But YOU play a big part in keeping the work area safe, clean, and healthy too. Here's how:

Don't smoke in areas where flammable liquids or gases are stored or used.



Clean the work area at least daily. Asbestos or asbestos-containing materials should never be dry swept, but should be vacuumed or removed by wet sweeping.

Keep the work area clear of scattered scrap material, empty cartons, boxes, buckets and pails. Collect waste and scrap material regularly and place in suitable receptacles for disposal. Place asbestos-containing material scrap and dust carefully in heavy polyethylene or similar bags labeled "asbestos waste." These bags should be kept closed when not in use, and when filled, should be securely tied shut at the neck with wire or tape, hauled to the dump without breaking, and buried under compacted earth or other fill.

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Don't store materials on scaffolds or runways in excess of supplies needed for current operations.

Whenever unloading, transporting or storing materials containing asbestos which are not packaged in dust-tight containers, wear your approved respirator.

Repair broken cartons of materials containing asbestos immediately with tape. Put them in another carton or polyethylene bag and tie securely at the neck.

Clean up asbestos-containing material spillage from broken bags of cements, broken or crushed insulation, and dust sifting from cartons by using a disposable bag type vacuum cleaner. If a vacuum cleaner is not available, sweep up very carefully, using generous amounts of oil-type sweeping compound.

When spillage requires shoveling, wear your respirator and take care to keep the dust to a minimum. When possible, thoroughly wet the material before shoveling. Place all material in sealed containers such as polyethylene bags for disposal.

Use polyethylene drop cloths when necessary to catch asbestos-containing scrap or dust. Close drop cloths into a bag, seal, and dispose of them.

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Keep volatile liquids in airtight containers in a well ventilated area away from heat. When weather permits, they should be stored outside away from other materials.

For safe handling, mark all containers with the contents.

To prevent fire, put rags saturated with flammable liquids in metal waste containers, properly covered and plainly marked.

Store flammable gas cylinders outside.

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Fabrication Shop

Go back and read the section on good housekeeping practices. They apply in the fabrication shop where you are handling asbestos-containing materials and need to exercise extra care in dust control and waste disposal. The main points to remember:



Clean the fabrication tables regularly with an industrial vacuum cleaner, fitted with disposable dust bags which can be closed and sealed at the neck for disposal.

From the time you open the cartons to the time you re-carton the material or place it in strong polyethylene bags for shipment to the point of use, handle the material with care to keep material dust to a minimum. Close all cartons or bags before shipping and keep closed until ready for use.

Carefully place all scrap and waste material into strong polyethylene bags or similar containers which will not break with handling and which can be sealed airtight for disposal, and labeled "asbestos waste." Don't allow scrap or broken material to fall to the floor and be crushed underfoot. Vacuum it up immediately.

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When your work involves fabrication using hot asphalt, make sure you're working in an open or well ventilated area.

Check the asphalt kettle before firing to see that the hoses, gauges, fuel tanks, burners, and kettle tank appear free of defects.

Have a foam or dry chemical fire extinguisher handy, or an adequate supply of baking soda to extinguish kettle fires.

Ignite the burner carefully away from fuel or material which will burn.

If the burner is removable have a safe place to keep it where it will not cause a fire.

Handle hot asphalt carefully so as not to splash when using.

Control the burner temperature so as not to overheat the asphalt.

Do not leave a fired kettle unattended. Secure the kettle at the end of use, and don't leave it until it is safe.

In metal fabrication, check and test all equipment before use. If powered equipment is equipped with safety devices, be sure they work.

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Protect your fingers at all times when using shears, brakes, rolls, slitters, crimpers and formers. Wear gloves to protect against raw or jagged metal edges.

Keep the work areas around machines clear of obstructions so you won't trip or fall.

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Application Fabrication

Here again the good housekeeping rules apply for keeping dust to a minimum and for careful disposal of asbestos waste. Other tips:

Avoid pounding or beating the insulation. This causes dust.

When you are sawing, cutting, or doing any other fabrication of material that causes dust, work at a table with raised sides or a hood enclosure to contain the dust and prevent it from being wind-blown. A hole should be provided in the work table top, a disposable dust and scrap container placed below against the table, and the waste carefully swept into the container after each operation. Vacuum clean the table regularly.

When considerable fabrication is performed, a portable dust collection system should be installed in the table's hood enclosure.

Use tools for fabrication which make a minimum of dust.

Keep all materials in closed containers when they are not required.

Cut, do not tear asbestos cloths.

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Mixing Cements

Mix cements containing asbestos in the bag or in a mortar box or automatic mixer. This should be placed in an enclosed booth open at one end and equipped with an adequate dust collection system opposite the open end.

Thoroughly wet the cements. Then they will create no dust and can be handled safely

Wear your approved respirator when handling dry cements. Open the bags carefully by slitting with a knife in the shape of a letter H, peel back the bag and let the cement pour out with a minimum of dust.

Do not shake the cement bags. Fold them carefully and put them in a strong polyethylene bag for disposal. When filled, seal the bag at the neck with wire or tape.



Tape up or place inside another suitable bag any broken bags of cement.

After the cement has been poured into the mortar box or mixer, wet the material thoroughly and mix to a slurry as carefully but as quickly as possible.

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Don't allow the cement dust to become airborne in the wind. Vacuum clean or sweep spilled dry cement with wet sweeping compound.

Wet down all the equipment, containers and tools used for mixing after you have used them, and clean them by scraping. Place the scrapings in a polyethylene bag for disposal.

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Spraying Asbestos Fiber Insulation

When asbestos fibers are present, the good housekeeping procedures outlined earlier for control of dust should be followed throughout the spraying operation.

Wear the approved respirator suitable for asbestos and silica dusts during the material handling, spraying and cleanup, and for a period of time after spraying ceases until all dust has settled. This applies to every person in the area where spraying is in progress.

If bags of asbestos thermal insulation have been damaged in transit or at the jobsite, tape them up immediately or place them inside a strong polyethylene bag and tie the neck. Pick up spilled materials with a vacuum.

When filling the spray machine hopper, carefully place the bag horizontally at the hopper opening. Slit the bag in the form of the letter H, fold the flaps back slowly, and empty the contents carefully into the hopper.

Don't shake out the empty bags. Fold them carefully and place them in a strong polyethylene bag which you should seal at the neck for disposal.

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Test the spraying machine and all auxiliary equipment before spraying. All seals should work properly to prevent material blowout. Hoses should have tight connections and be in good condition to prevent leaks. The spray nozzle air and water orifice should be clean.



Turn on the water before any fiber comes out of the nozzle and keep it on until after all fiber has passed through the nozzle. Follow the manufacturer's instruction on providing adequate water to material ratio for full fiber wetting and the control of overspray and fallout.

Keep the nozzle orifices clean so as to get good material flow and water atomization.

Direct the spray nozzle at all times to the surface being sprayed. Hold it at the proper distance from the surface to keep overspray and fallout under tight control.

After the fiber spraying, spray all insulated surfaces with water to press down any loose fibers.

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When spraying is finished, clean the machine with a vacuum cleaner on the dry side, empty the fiber hose carefully into a disposable bag, and flush the nozzle out into a disposable container.

On the job when the machine is not in use, cover the hopper to prevent material from blowing away.

When spraying under windy conditions, make sure there are windbreaks to shelter the working area.

The ground or floor area around the surfaces to be sprayed should be of a type to make it easy to clean up overspray or fallout. If it is not a hard surface, cover the ground to permit cleanup and disposal of excess material.

Make sure the surrounding area is clean before spraying starts. Do all cleanup by sweeping wet, or if dry, by vacuum cleaning. Place all cleanup in disposable bags and tie at the neck.

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Insulation Removal, Cleanup and Disposal

Here again, good housekeeping rules apply, since insulation materials contain asbestos. Read the earlier rules again. And remember these points:

Wear your approved respirator at all times when dust is present in removal and cleanup.

When a high level of dust exists, wear a positive pressure respirator or fresh air face shield. If an adequate exhaust dust collection system is used, wear a standard negative pressure respirator.



Follow the earlier rules for placing insulation, as it is removed, into strong disposable containers such as polyethylene bags which can be sealed with wire or tape.

Saturate the insulation with water if it is possible to do so before removing. This will substantially reduce or eliminate the dust.

Pick up dust by vacuuming. If a vacuum is not available, dampen the dust thoroughly and carefully sweep it up with a wet oil-type sweeping compound. Shovel it into strong disposable bags.

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Dispose of all asbestos-containing waste at a dump without breaking the containers. Cover them with at least 9" of compacted earth or other material to prevent leakage of dust.

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In Case of Injury

1 In the event of an emergency, use nearest available source of first aid or hospital treatment.

2. In normal cases, use the Workers' Compensation Clinic or First Aid Station.

3. If treatment is given by an outside source, the treatment should be reported to your supervisor and the Compensation Clinic or insurance company immediately.

Finally

Remember to "think safety; act safely". Use all the safety practices of the construction industry as well as the special health safety practices required for protection against harmful dusts and toxic liquids and fumes. Work for the safety of others as well as yourself. Planning your work will help to prevent accidents. In the event of an accident, have all injuries taken care of. Remember to report all accidents to your foreman.

Think Safety: Act Safely

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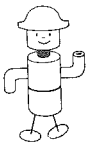
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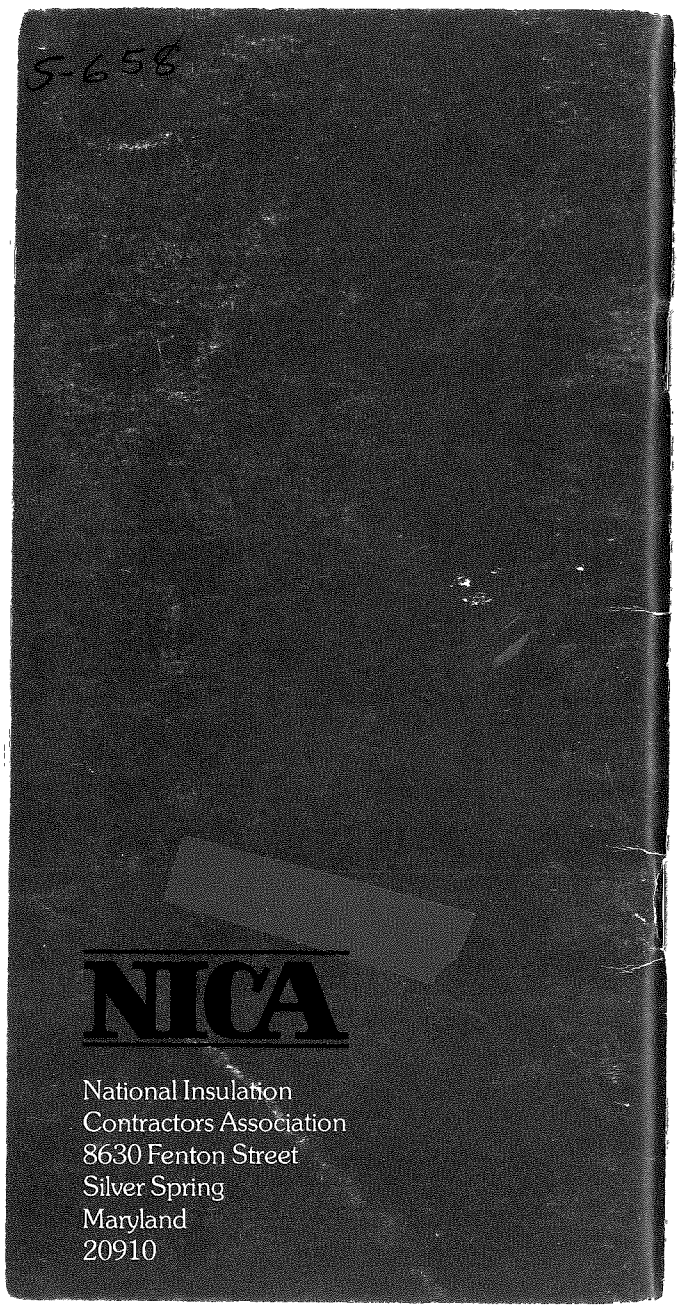
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