

## **Lyle Center Safety Training Outline**

### **Initiating Work**

Work hours: 8am-4pm Mon-Fri. A member of staff **MUST** be on site at all times for work to take place.

Check in at office or with site technician

Have phone on site

Ask for help – haven't used a tool before

Understand it's a work site – no fooling around – keeping it clean

### **Attire**

Closed-toed shoes at all times

Long sleeves/pants when appropriate

Gloves recommended

Hat and/or sunscreen in hot, sunny weather

### **Heat Safety**

Drink plenty of water at all times

If overheated, stop work immediately and rest in a cool, shady location

Listen to your body- if you need a break, take one

### **Safety with Hand Tools/Heavy Materials**

Ensure tools in good working condition

Most common injuries:

Back strain from poor posture: keep back straight, bend legs. When lifting, kneel down close to the object, keep back straight and lift with legs

Injuring neighbor with backswing or movement

Injuring Foot or limbs with improper use or broken equipment

Cutting injuries from sharp tools

Tripping over tools: Put shovels and rakes down properly- blade/tines DOWN.

**What to do in case of injury**

Serious injury - Call for help - 911 and/or campus police (909) 869-3070

All injuries - Notify office and/or site technician immediately – access to first aid kit, but also recording of incident

Do not resume work if impaired.

**Final Authority**

All Lyle Center Full-Time Staff are empowered to enforce safety rules

Decisions to halt work immediately must be respected by all – or right to work will be revoked