Sample Safety Lesson Plans (Tailgate Topics)

1. Conducting Gin Safety Meetings
2. Safety Meeting Report Form
3. Gin Housekeeping
4. Dress for Safety
5. Protect Fingers and Hands
6. Lockout Tagout
7. Machine Guards and Safety Devices
8. Press Operation
9. Lint Cleaners
10. Gin Stands
11. Gin Yard Safety
12. Safety and Proper Use of Ladders
13. Fall Protection
14. Fall Protection 2
15. Other Fall Prevention Practices
16. Fall Prevention
17. Fall Protection 3
18. Compress Air Precautions
19. Gin Fires
20. Fire Extinguishers
21. Burns and Burn Hazards
22. Confined Spaces
23. Shop and Tool Safety
24. Personal Protective Equipment
25. Electrical Safety
26. Bale Handling Systems
27. Module Retrievers
28. Module Truck Safety in the Field and on the Gin Yard
29. Forklift Safety
30. Forklift Safety 2
31. Module Feeder Safety
32. Trips, Slips, and Falls
33. Handling Near Misses
34. Safety Data Sheet Review
35. Prevention of Back Injuries
36. Proper Lifting Techniques
37. Hearing Protection

SAFETY LESSON PLANS (Tailgate Topics)
CONDUCTING GIN SAFETY MEETINGS

The safety lesson plans conducted by the Safety Supervisor are intended to aid in training gin workers about gin safety. All employees will be acquainted with these safety rules before the ginning season starts or at the time of their employment if they are hired during the ginning season. Each week, 5 – 10 minutes will be used to review one or more of these lessons with employees. It will help to keep them safety minded.

The following plans will be used to make the lessons more effective:

- Safety meetings will be held at regular times during the week. Safety is a state of mind and regular reminders can make gin workers more conscious of dangers.
- Meetings will be held at a time which is convenient for all workers.
- These should be held at the beginning of the shift while people are fresh.
- Each lesson will be conducted in the area of the gin that is most applicable.
- A place near the equipment being discussed will be selected.
- If portable equipment such as ladders and hand tools are being discussed, have the equipment in the meeting area.
- Don't let anything interrupt the meeting. Before starting, make arrangements for someone to answer phone and take messages.
- Add personal ideas to the lesson plan.
- Examples from your gin will be used in demonstrations.
- Ask questions of employees and encourage discussion from employees on subject being covered.
- Do not criticize anyone by name in front of other employees in discussing a safety violation or "near miss" accident.
- Remind employees that safety procedures are only effective if properly implemented.
- Record of the lesson and signatures of participating employees on the back of each lesson plan will be kept. This will be kept on file for one year. This record could be critical to the gin in the future.
- Encourage employees to report hazards and concerns.

Accidents are costly. Keep gin safety a priority issue by establishing weekly sessions. The following are examples of safety sessions that employers can use during these sessions. A little talk and time invested in your gin safety program to employees will be to the benefit of employer and employees. Proper direction from management can make all the difference in having a safe ginning operation. Safety should remain a priority throout the ginning season.

((To be used at the end of each training session)

GIN SAFETY PROGRAM

SAFETY MEETING REPORT

Gin Name _____

Conducted by _____Safety Topic_____

Date _____Time_____

Participants' statement:

"I have attended the gin safety lesson regarding the subject listed above. I understand the lesson materials and suggested safety practices. I will comply with these safety practices as discussed in this lesson."

Signed: _____

_____

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Instructor's Signature _____

GIN SAFETY PROGRAM

Subject: Gin Housekeeping

Good housekeeping is the foundation for a safe, healthful and pleasant place to work. Many accidents are caused each year by poor housekeeping. It may mean a little extra effort to keep the work place clean, but it could prevent injury and work stoppage.

1. Keep materials and equipment out of aisles, passageways and off stairways. "If it isn't moving, it doesn't belong in these places."

2. Keep tools in their proper place. Do not allow them to become scattered on the floor or left in equipment.

3. Have a place to store spare parts.

4. Keep floors dry. Avoid spilling liquids, especially oils. Clean up all spills immediately.

5. Oily rags, old paint cans, oil containers, etc. that have flammable liquids are fire hazards. Dispose of these as soon as possible.

6. All broken bottles, glass, trash and scrap, should be placed in proper waste containers. Place oily materials in covered metal containers.

7. Weeds and tall grass around the property should be cut. It can be a fire hazard and can hide other safety hazards.

8. Keep work area clean.

9. Keep restrooms clean and disinfected. Unsanitary conditions carry diseases such as hepatitis.

GIN SAFETY PROGRAM

Subject: Dress for Safety

When you come to work at the gin, wear ordinary clothing which is clean, in good repair, and fits properly or your clothing could be the cause for you having a serious accident.

Suggestions for dress when working in the gin:

1. Trousers should not be too long.
2. Shirt tails should always be tucked inside belt.
3. Sleeves buttoned on long-sleeve shirts.
4. When wearing a jacket, make certain the sleeves and other parts are not loose.
5. Keep all clothes snug, well-fitted, so as not to get caught in machinery.
6. Wear gloves only if your job requires them and appropriate to the task such as leather for wire bale ties and neoprene for propane refuling.
7. Keep work clothes clean, as dust and dirty clothes can cause skin rash and irritation.
8. Wear clothes made of cotton or wool. Synthetic fabrics can melt and cause severe burns if they are worn near flame or intense heat.
9. Wear comfortable, well fitting shoes or boots. Loose fitting shoes or slippery soles can cause slipping or fallings.
10. Do not wear rings, necklaces or other jewelry. To get these items caught in equipment can cause amputations or other serious injuries.
11. If your hair is long, tuck it under a cap or net. Long hair can become entangled in machinery and pull your head in.
12. Long facial hair should be avoided since it prevents a dust mask from providing its intended protection.

Remember, always dress for comfort and safety while working in the gin.

GIN SAFETY PROGRAM

Subject: Protect Fingers and Hands

Next to your eyes, your hands and fingers are probably the most important part of your body. They are wage earners! More gin accidents involve the fingers and hands than any other parts of the body.

Suggestions for avoiding finger and hand accidents:

1. Always be very conscientious of finger and hand location

2. Never wear jewelry.

3. Avoid wearing loose fitting gloves, pants, long sleeve shirts, coats, and sweaters.

4. Keep guards and screens in place. Never operate equipment when guard is off.

5. Job is not completed until the guard is replaced.

6. Stop equipment while making repairs and lock it out.

7. Never use a wire to remove a tag.

8. Always be extra careful while working around pulleys, chains and belts.

Remember, the average person's mind reacts to a situation in 3/10 of a second. If your hands are two feet away from the gin stand saws, belts or pulleys, and you are holding something that is caught in a shaft moving 12 feet per second, your hands would be pulled 3.6 feet before you could react. That is 1.6 feet too late!

Your hands and fingers are valuable tools…….protect them!

GIN SAFETY PROGRAM

Subject: Shut it off and Lock It Out

Many incidents have occurred in gins because someone accidentally turned the switch on while another was working on the equipment. These accidents are usually serious and often fatal.

Following these suggestions will help avoid an accident:

1. Never work on any equipment while it is running.

2. Make everyone aware when equipment is being worked on.

3. Before you get close to the equipment to be worked on, put a lock on the electrical switch and take all the keys with you. Never give anyone a key to your lock.

4. Always test the lock by trying to start the equipment to make sure the correct switch has been locked.

5. The entire gin should be shut down when any machinery needs repair.

6. Be aware of machines that start and stop automatically. They are especially dangerous to work on, since it takes a special effort to determine if the power is off or if the machine is in the pause operational phase.

7. When work is completed, notify your manager or supervisor and make sure the area is clear and secure.

8. Sound the alarm to signal the equipment is about to be started.

9. Wait until all employees are clear of machines to turn on equipment. Always be sure everyone is clear. When working on equipment which could injure someone always lock it out!

Subject: Machine Guards and Safety Devices

Protective guards and safety devices prevent many accidents and are required by OSHA and state regulations.

1. Never operate any piece of gin equipment while the guard is off.
2. Never "fix" any safety device so it will not operate as intended.
3. The job is not finished until the guard is replaced. If you take it off, put it back on.

NOTE: Get employees to talk about consequences of getting a hand caught in a V-Belt or roller chain drive. Also, talk about the consequences of "fixing" the tramper door limit switch so tramper will run with the door open. The guards are there to protect you so never operate machinery without them.

GIN SAFETY PROGRAM

Subject: Press Operation

1. Prior to start up, make sure that all personnel are clear of the machinery. Sound warning device and wait long enough for other workers to get clear of machinery before starting the press.

2. Turn off and lock out all power at the master disconnect switch before doing any work or inspections on press.

3. Be sure that interlocks on tramper doors are operational. Never put any part of body inside press box unless master disconnect switch is locked out.

4. Do not place any part of your body beneath the follow block while ram is in motion.

5. Do not enter press pit while power is on.

6. Stay at least 5 feet from freshly strapped bales before ram is released because of possible strap breakage.

7. If you are manually strapping a bale, wear protective clothing, safety glasses and gloves in case a fresh tie or strap breaks.

8. When automatic strapping heads are in use, do not place any part of your body between the heads and the end or center column.

9. Never attempt to make hydraulic system repairs with a bale in the press or with the ram in any position other than the lowest.

10. Bleed off pressure and use extreme caution when disconnecting flexible hose and other hydraulic fittings. Do not alter settings on relief valves or pressure switches.

11. Remember, automated presses can start in motion at any time without warning. Don't go near a gin press without safety instructions.

12. Be midful of where you are when near a press and stay in safe zones.

Extreme forces are required to compress a bale of cotton. Respect these forces and keep your body out of dangerous places.

NOTE: Get employees to talk about the consequences of "fixing" the tramper door limit switch so tramper will run with the door open. Have employees discuss the safety mats and areas to avoid when working near the press.

GIN SAFETY PROGRAM

Subject: Lint Cleaners

Lint cleaner saws cause more serious injuries than any other piece of gin machinery. Many of these accidents happen when gin workers attempt to clean the grid bars while the machine is running. When a stick touches the saws, it can be snatched so quickly that a person cannot turn it loose before his hand contacts the saw. Air pressure works well and keeps employee further from moving parts. This should be done through guards with both techniques.

Remember these
rules:

1. Turn off and lock out all power at the master disconnect switch when inspecting, cleaning or adjusting lint cleaners.
2. Each person working on equipment should have lock. Power to equipment should not be able to be turned back on until each person has removed his lock.
3. Wait for saws to stop after power is disconnected before entry is made into the saw area. Most injuries take place after the power to the equipment has been turned off. Locked fronts will prevent these injuries. Ginner must supervise this procedure.
4. Always use soft wooden sticks to clear tags. These sticks should be the proper length to safely keep hands away from the saws. Air pressure is even better.
5. Never use wire, pieces of metal, bare hands, or hands with gloves on, to clear tags. None of these materials should ever be allowed in the area.
6. Make sure your shirt and coat fit snugly and stay fastened. This is especially true with sleeves. Keep them buttoned. Your reaction time to pull back is not quick enough if the saws catch your clothing.
7. Make sure you have proper lighting at the lint cleaners.
8. All gin workers should be familiar with audible warning device that sounds prior to starting any piece of equipment, and know to clear themselves immediately from equipment when this sound is heard.

Remember: Lint cleaners are dangerous and many gin workers have been their victims. Be extremely careful when working near lint cleaners.

GIN SAFETY PROGRAM

Subject: Gin Stands

Saws that separate the cotton fiber from the seed are very sharp and will mutilate flesh instantly. If your finger or hand touches a running gin saw, very serious damage will be done.

Remember these rules:

1. Read all operating and safety instructions before working on gin stands.

2. When inspecting or doing any work on a gin stand, cut off and lock out all power at the master disconnect switch. Saws continue to run after the power is turned off. Be sure saws have stopped turning before reaching inside guards or machinery.

3. Be sure all guards are in place and permanently installed when saws are running.

4. Do not put your hand in the roll box while gin stand is operating.

5. When the breast is out the shaft and the saws may still be turning. Never place your hand on the ribs until you are absoulutly certain the saws are not turning.

6. Do not put hand or stick into roll box area while the breast is out. The breast might come in automatically and injure hand or arm.

7. Use compressed air to remove congestions. Never use your hands near the saws while saws are still moving.

8. Stay alert at all times. Come to work only when rested.

9. Use personal protective equipment (ear plugs, dust masks, etc.) that is available.

GIN SAFETY PROGRAM

Subject: Gin Yard Safety

When the gin is running, there is a lot of vehicle and human traffic on the gin yard and extra precaution should be observed at all times to insure safety for everyone.

Some of the important precautions that should be observed and followed are:

1. Always be on the look-out for people or vehicles.

2. Don't go too fast!

3. Slow down for rough or slick spots and when making turns.

4. On short turns, look behind to make sure the towing vehicle does not hit the towed equipment.

5. Never spin a tractor around by using one brake.

6. Both brakes should be used when stopping a heavy load.

7. Before moving any load, make sure no one is in your path.

8. Do not drive close to fences, trees, ditches, vehicles, buildings, or other obstacles. While you are moving, constantly observe the area around you in all directions.

9. Do not operate the tractor unless you are in the driver's seat.

10. Do not allow anyone except the driver to ride on the tractor.

11. Never mount or dismount a tractor while it is moving.

12. Do not stand on the ground and start a tractor.

13. Be extra careful when hitching to a trailer. Use a safety hitch pin and always be sure the device to keep the pin in position is in place.

14. When you stop the tractor, set the brakes. Before you dismount, shift the transmission into low gear or put in park and wait until the engine has completely stopped turning before releasing clutch. If tractor has park, put in park before dismounting.

15. If the tractor has a roll bar, be sure your seat belt is fastened while you are driving the tractor.

GIN SAFETY PROGRAM

Subject: Safety and Proper Use of Ladders

Working on a ladder can be extremely dangerous unless proper care is observed. Each year thousands of accidents are caused by improper use of a ladder or the conduct of the person on the ladder.

Here are some tips on proper ladder use:

1. Check the ladder for defects and proper working condition.

2. If a ladder is set aside because of damage, or is unsafe, it should be tagged. The tag should read "DO NOT USE, This ladder is damaged and unsafe." Better still, fix it or throw it away.

3. A ladder should not be used in a horizontal position as a runway or scaffold. Most are not built that strongly.

4. Use the 4 to 1 ratio when placing a ladder. The ladder should be placed so that its base is one foot away from what the ladder leans against for every 4 feet in height to where the ladder rests. Example: if a 16 ft. ladder leans against a wall, its base should be placed about 4 feet from the wall.

5. Do not place a ladder in front of a door unless you make sure the door is locked or someone is there as a guard to keep people away.

6. Plant the feet of the ladder firmly. Use special blockage when surface is slippery or moveable.

7. Watch where the top of the ladder is placed. Be careful about placing against glass windows, thin metal, or stacked material that might topple, or other surfaces that could slip or fall.

8. If you run a ladder up to a scaffold, it should extend 3 ½ feet beyond the surface of the scaffold to give extra margin for scaffold shift.

9. Anytime you use a ladder to reach high places and particularly if there is wind or vibration, lash the top of the ladder solidly.

10. Do not try to carry heavy loads up a ladder. Hoist it up on a line.

11. Always face the ladder when climbing or coming down.

12. Do not try to catch something while on the ladder. Losing balance could result in serious injury.

13. If working with a fixed ladder that is equal or exceeds 24 feet then appropriate fall protection must be provided.

GIN SAFETY PROGRAM

Subject: Fall Protection

It may seem that a job can be performed more efficiently without spending the time to protect against falls. However, falls remain one of the top causes of fatalities in construction. Workers have fallen off edges of every description, especially floors and roofs, and through openings in floors, roofs, and walls. Fall protection is required whenever a worker faces serious risk of injury, including:

- on structures where a worker could fall more than 6 feet
- on thrustouts, trusses, beams, purlins, and plates at heights over 15 feet
- on a sloped roof

To prevent accidental falls at worksites, guardrails and toeboards or other effective barriers to falls should be used. However, there will be areas where guardrails or other barriers are not feasible. In these cases, workers must use approved personal fall protection systems or positioning devices.

Two basic types of person fall protection systems that require tie off are fall arrest and travel restraint. Fall arrest systems stop a fall within a few feet of the worker's original position. A full body harness is required with a fall arrest system. The system typically consists of a full body harness, a lanyard, a rope grab, a lifeline, and a lifeline anchor. A fall arrest system must be worn when working on a rolling scaffold that is being moved or when a worker is getting on, working from or getting off suspended access equipment.

A travel restraint system prevents falls by restraining a worker from getting too close to an unprotected edge. This system usually consists of a safety belt or full body harness, a lanyard, a rope grab, a lifeline, and a lifeline anchor.

When conventional fall protection or personal fall protection are not practical, safety nets must be used instead. Before using safety nets, check to see that the nets are hung with enough clearance to prevent a falling person from hitting the surface or structure below.

Safety nets should be placed within 10 vertical feet and never more than 30 feet below the working surface. Nets must extend at least eight feet beyond the building or structure. If the vertical distance from the working level to the net is greater than 5 feet, then the net must extend 10 feet beyond the building. A net from 10 feet to 30 feet below the working surface must extend 13 feet.

If you use any type of fall protection equipment, including personal fall protection or safety nets, be sure to check that you are using the right equipment for the job, labeled as meeting the requirements of the American National Standards Institute (ANSI), and that the equipment is in good condition.

Whenever feasible, employers should always set up temporary floors, guardrails, toeboards, or other physical barriers to falls, instead of having workers rely on tying off and nets for fall protection. When not feasible, personal fall protection or safety nets must be used. No work should proceed unless the necessary fall protection is in place. The use of fall protection can prevent serious injury and save your life.

GIN SAFETY PROGRAM

Subject: Fall Protection 2

It's important to use proper fall protection when you are working 10 feet or more above ground. There are two types of fall protection equipment: fall restraint and fall arrest. Fall restraint gear, such as safety belts, full-body harnesses and guardrails, are used to prevent a fall. Fall arrest gear, such as harnesses connected to secure anchors via lanyards or lifelines, protect you after you have fallen.

While many workers consider a safety belt to be fall arrest equipment, using it to stop a fall is dangerous. The severe jolt of arresting a fall can cause a violent "jackknife" effect on the body. This may cause severe back and abdominal injuries. Also, a body can fall out of a safety belt.

Whenever you are at risk of falling, you should use a full-body harness fall arrest system. Talk to your supervisor to make sure you are using the correct equipment.

A full-body harness has straps that pass over the shoulders, around the legs and across the chest. At the back is a D-ring used to hook the harness to a lanyard. When a worker's fall is stopped, the shock is distributed throughout the upper body, reducing the possibility of serious injury.

Lanyards are ropes made of woven synthetic webbing or wire with hooks at each end. If you are using a wire lanyard, you also need a shock absorber to cushion your fall.

The anchor is the key point in the fall arrest system. It must be able to withstand great force if it is going to save your life. Fall arrest equipment for many workers also includes the use of lifelines. These can be vertical, horizontal or retractable lines used to guide the fall arrest device.

You need training to choose, use and maintain your gear. About one-third of workers who are wearing harnesses don't have the leg straps attached, according to a fall protection study. And half the people who die from falls have their harnesses on but not attached to anchor points.

You can be at the height of your game, but without fall protection, you're risking a lot.

GIN SAFETY PROGRAM

Subject: Other Fall Prevention Practices

As you are aware OSHA-requires systems and equipment are in place to prevent falls and deaths and injuries. But as you know, equipment and procedures are never quite enough. You need to have a cautious, safety-oriented attitude and must take safety measures to reduce the chance that you'll fall.

Safety Measures:

- Wear sturdy shoes with nonskid soles. Be sure the shoes have either short laces or buckles or snaps.
- Avoid wearing long, loose pants you could trip over.
- Walk slowly and watch where you're going—don't run.
- Clean up all spills promptly.
- Take special care on wet surfaces.
- Don't carry a stack of materials you can't see over.
- Carry only the tools and materials you need to upper levels.
- Keep all materials as far away from the edge as possible.
- Dispose of trash regularly and properly.
- Stay away from edges, even if they're guarded, unless you're performing a specific task there.
- Obey verbal warnings, signs, and barriers. Don't enter a controlled access zone without authorization.

Fall hazards require extra care to follow all safety rules. Failure to do so can result in serious injury or death.

Fall protection pointers:

- Use a fall arrest system when climbing to or working on any unguarded elevated work area.
- When possible, conventional fall arrest protection should guard elevated work areas greater than four feet (1.5 meters) in height.
- A fall arrest system should be used when floor or wall openings cannot be protected by a handrail system or be covered to prevent someone from falling through the openings.
- Elevated walking/working surfaces should have a toe board installed to prevent tools and other items from falling onto workers below. Hand tools should have wrist lanyards attached.
- Lanyards should not be used as climbing or rigging devices.

Never use makeshift equipment for fall protection. Workers have died using outdated gear such as that which requires the user to tie a knot or a belt which can cause internal injury to the abdomen. Safety harnesses, not safety belts, should be used when working at heights.

Many fatal falls have occurred when the worker temporarily disconnected fall protection gear from an anchorage point or unbuckled a safety harness. Stay hooked up all the time you are exposed to fall hazards.

Fall protection equipment requires proper training, regular inspection and cleaning. Equipment exposed to a fall must be taken out of service and not used again.

Make sure your personal protective equipment (PPE) is the best available – it could save your life.

GIN SAFETY PROGRAM

Subject: Fall Prevention 3

Many of the serious injuries in gins are the result of a fall. Most of these injuries are caused by a person putting themselves in an unsafe position or place. This can be due to their negligence or someone else's.

Deaths have occurred when an employee fell from a ladder, a ginner fell off the side of a press, a gin worker fell into an auger, a worker fell through a sky light in a roof, to give some serious examples. Several employees slip or trip and break an ankle, leg, or arm each year.

The following rules and precautions should help prevent many such injuries in the future:

1. Do not climb on machines without the safety of ladders, platforms, or other safety precautions.

2. Watch where you are going and look for hazards which should be eliminated. Practice good housekeeping. Keep materials and tools in their proper place.

3. Report hazards like poor light, spills, and broken stairs and rails to proper personnel. Keep oil and grease off gin and shop floors.

4. Move slowly on stairs, aisle, catwalks, and work surfaces. Take short steps on wet surfaces.

5. Use safety harnesses, hard hats, safety shoes, and hand rails where appropriate.

6. Set up and use ladders and scaffolding safely. Don't climb on gin machines. Use a ladder or step ladder. Use a body harness or other protection when you could fall more than 6 feet while you are working at upper levels.

7. Remember, if working with a fixed ladder that is equal or exceeds 24 feet then appropriate fall protection must be provided.

GIN SAFETY PROGRAM

Subject: Fall Protection

We all perform everyday jobs that seem simple, but hold many potential dangers. With all the machinery and moving parts in the gin, it is easy to overlook the less apparent dangers, specifically falls that occur in and around the gin site. It is important to evaluate your operation and pinpoint potential fall conditions. Once you find them, use corrective action to prevent any accidents. If the situation cannot be corrected right away, it is important to post warnings of the unsafe condition in order to help prevent an accident.

Four elements of the OSHA fall protection standard should be emphasized in your gin. First, the six-foot rule states that anytime a person could potentially fall more than six feet, there must be some type of fall protection provided. Second, non-locking snap hooks are no longer acceptable for personal fall arrest systems or positioning device systems. In these cases, only locking snap hooks should be used. Third, using only a body belt for fall arrest is prohibited. A body harness should now be used. Fourth, if working with a fixed ladder that is equal or exceeds 24 feet then appropriate fall protection must be provided.

Accident data shows that 10-20 percent of the accidents each year are due to falls. In a typical cotton gin, there are numerous areas which hold potential for falls if the proper precautions are not taken.

Additional precautions to consider when evaluating your operation, or for training purposes are:

1. Wear the proper personal protective equipment – safety glasses, eye/face protection, hard-hat, gloves, and non-slip shoes or boots.
2. Be aware of wet surfaces caused by water or hydraulic oil leaks or spills. Report and clean these areas up as soon as possible.
3. Be aware of tripping hazards created by trash, tools, or even loose cotton that may be lying around in walkways or working platforms. Report these items and clean them up as soon as possible.
4. Catwalks and work platforms should be constructed with toe boards, top rails, and mid-rails to prevent falls. They will also prevent objects from falling from these areas. Catwalks or work surfaces located four feet or higher should have a 42 inch double rail system with four inch toe boards.
5. Be sure to choose the proper ladders and scaffolding for each job situation. Employees should be able to work comfortably without having to reach or stretch to perform a duty.
6. An employee working without a catwalk and railing, or scaffolding should wear a body harness and lanyard to prevent the possibility of a fall.
7. Secure ladders to a permanent fixture if possible to prevent them from falling. They should also be placed on a firm surface. The best option is to have someone hold the ladder for you.
8. Keep the ladder's base one foot away from the wall for every four feet of height.
9. Wear a tool belt when carrying tools up a ladder so that your hands are free to hold on securely. Use a lift or rope for heavier tools and materials.
10. Permanent ladders at least 20 feet tall should be caged starting at seven feet

above the floor. The ladder should be locked out with a plate or "Authorized Personnel Only" signs.

11. A safety cage should be used when a lift truck is involved in aboveground work be sure to secure the cage to the mast of the lift truck.
12. Open augers and pits should be covered with floor plates or barricades.
13. Repair deteriorated catwalks, platforms, and railings.
14. Do not jump off a moving truck, tractor, or lift truck. Jumping from a moving to a non-moving surface can be hazardous regardless of speed.
15. Many jobs are too dangerous to be performed alone safely. Do not hesitate to ask a fellow employee for help. It is better to be safe than sorry.
16. Finally, good judgment and a clear head go a long ways in preventing slips and falls in and around a cotton gin.
17. Be certain that any tools or materials used are secured and cannot fall from an overhead work area.

Remember, a failure to follow safety procedures could result in serious injury to you or your fellow workers.

GIN SAFETY PROGRAM

Subject: Compress Air Precautions

Compressed air is quite handy around a gin, but it can be dangerous if not used properly.

Dangers of Compressed Air:

1. A blast of air under 40 p.s.i. from 4 inches away can rupture an eardrum or cause brain damage.

2. As little as 12 p.s.i. can pop an eyeball from its socket.

3. Air can enter the navel, even through a layer of clothing, and inflate and rupture the intestines.

4. Directed at the mouth, compressed air can rupture the lungs.

The following guidelines will reduce the risk of injury when using compressed air:

1. Examine all hoses, connections, and equipment to see that they are in good condition before turning the pressure on.

2. Never point the air hose nozzle at any part of your body or at any other person.

3. Never look into the end of a compressed air device.

4. It is dangerous to use compressed air to blow dust or dirt off clothing or body parts.

5. No horseplay with air hose. Compressed air is not a toy and should be treated with respect.

6. Never kink the hose to stop airflow – turn it off at the control valve.

7. When using air for cleaning, make sure the pressure is no higher than 30 p.s.i. A pressure regulator should be installed in the line to reduce pressure to safe levels.

8. Always wear eye protection and dust mask when using compressed air to clean.

9. When cleaning, make sure that dirt will not be blown onto other workers. Only the user should be in the vicinity.

10. Turn off the valve on both the tool and the air line when the job is finished.

GIN SAFETY PROGRAM

Subject: Fire in the Gin

The two things required to cause a fire, air and combustible material, are readily available in a gin. Fire can be a very serious danger in the gin.

Some suggestions for preventing and dealing with fires in the gin:

1. Do not smoke in the gin.

2. Do not carry metal objects in your pockets.

3. Know where fire extinguishers and other fire fighting equipment are located.

4. Make sure fire extinguishers have been checked to make sure they are properly charged and working.

5. Make sure fire extinguisher locations have been clearly marked.

6. Be aware of the smell of burning cotton and report it immediately.

7. After a gin fire, bales should be observed for several days.

8. Use as little solvents and flammable liquids as is necessary to do the job. These liquids are a major source of fires.

9. Never work with blow torches, welding or flame-cutting equipment near flammable vapors, gases or liquids, and protect work areas from sparks and hot metal.

10. If you see a fire hazard and cannot do anything about it yourself, report it at once to your supervisor. Good housekeeping will help reduce fire hazards.

11. As soon as a gin fire is discovered:

    a. Stop the flow of cotton into the plant
    b. Pull the gin stand's breasts so the cotton will run out on the floor where fire can be extinguished
    c. Let the lint system empty into the press d.
    Shut down the gin machinery
    e. Tie out the "fire bale" and get it away from the gin
    f. Check inside all machinery for fire on tags or remaining cotton

GIN SAFETY PROGRAM

Subject: Fire Extinguishers

There is no second chance when it comes to fire. Work related fires have taken the lives of hundreds of people, and injured countless others.

Fires spread very quickly. In a split second, they can do extensive damage and people can get seriously injured or killed. When a fire occurs, it is important to alert your supervisors immediately. It is important to determine the type and size of fire, and whether or not to fight it yourself. You should only fight a fire if it is small and confined to the immediate area. Be sure the fire extinguisher you have on hand is the right kind for the type of fire.

Using the wrong type of extinguisher on a fire can make the situation worse. These are the main types of fire extinguishers and the type of fire they are intended to fight:

Class A	for fighting fire of ordinary combustible materials, such as wood, paper, cotton lint, cotton bales, cloth, gin byproducts, and cottonseed piles
Class B	for fighting fire of flammable liquids, such as grease, gasoline, diesel, paints, solvents, and hydraulic oil
Class C	for fighting electrical fires on electrical equipment, such as switches, motors, and power tools
Class A, B, C	for combination fires
Class D	for fighting fires on combustible metals, such as magnesium
Halon	for fighting fire on live electrical equipment, such as control panels and computers

To properly use a fire extinguisher, use the PASS method:
P – Pull the safety pin
A – Aim the nozzle at base of fire
S – Squeeze the trigger, while holding the extinguisher upright
S – Sweep the extinguisher from side to side, covering the area of the fire

For your safety, you should remember the following when fighting a fire with a fire extinguisher:

- Know where the fire extinguishers are located in your gin
- Check the letter on the extinguisher to make sure it is the proper type for the location in the gin. (For example, do not place a Class A near the electrical panel)
- Inspect fire extinguishers monthly
- Don't continue to fight a fire if it continues to spread
- Don't use water to fight flammable liquid or electrical fires
- Turn off electrical power in the area before fighting an electrical fire
- Don't try to fight a fire, unless you have been trained in the proper use of fire extinguishers
- Keep a clear path of retreat behind you to prevent getting trapped

Remember, failure to follow safety procedures properly or to pay attention to workplace safety could result in injury to you or your fellow workers.

GIN SAFETY PROGRAM

Subject: Burns and Burn Hazards

From blistering to infection to amputation and even death, burns are a serious hazard. Every year, thousands of workers suffer burns in the workplace. These burns range from minor burns to ones so severe they require skin grafts. So it's crucial to know how to prevent and handle burns. Burns are serious so report them immediately.

Fire & burns

Obviously, fire can cause burns. If someone catches fire, you should:

- Stop, drop and roll the victim
- Smother the flames with a fire blanket or non-synthetic cloth, and
- Remove any smoldering clothing that is not stuck to the skin.

Thermal burns

Thermal burns are caused by contact with a hot object or liquid. They are pink or reddish. To treat thermal burns:

- Apply cold running water for 20 minutes
- While applying the water, remove any hot or wet clothing that may retain heat, and

Chemical burns

Chemical burns are caused by coming in contact with highly acidic or basic chemicals. The burns are blistering and a deep red color. To treat a chemical burn:

- Flush the area immediately with cold water for 20-30 minutes,
- Remove contaminated clothing,
- Find the Material Safety Data Sheets to give to emergency responders.

Electrical burns

Electrical burns are black or white in color and leathery – and can put the victim in shock.
To treat electrical burns:

- make absolutely sure that the power is shut off before trying to help an electrical burn victim.
- check the victim's airway for signs of life and perform CPR if needed, and
- look for burns where the current entered and exited the body. Then flush them with cool water for 20 minutes. Call for help and get medical attention as soon as possible. The electrical energy used in gins can be fatal. Only those considered qualified to work on electrical equipment should work on electrical equipment.

Workplace burns:

All workplaces should have safe guards in place to help protect you from burns. Use them every time you're in danger of getting burned.

- **Lockout/tagout.** Follow these procedures to de-energize equipment and tools before repairing them. That'll reduce the chance you suffer an electrical shock or burn.
- **MSDS.** Read the Material Safety Data Sheets (MSDS) for chemicals before you use them and know where they're stored in case someone suffers a burn.
- **PPE.** Personal protective equipment is probably the best way to make sure you don't get burned. Safety goggles, hard hats, and gloves can all reduce the chance you'll get burned. So make sure your PPE fits properly and wear it.

GIN SAFETY PROGRAM

Subject: Safety in Your Gin Confined Spaces

Confined spaces have been the cause of many lost time accidents in general industry. Although gins do not have many confined spaces, it is important to identify the ones present. A confined space is one which has limited access, and is not designed for continuous occupancy. For example, a press pit is a confined space, but a power suction telescope control booth is not. Other confined spaces could be the seed and trash bunkers, basement, pipes, or processing machinery. If you are not sure whether a space is confined, ask the ginner before entering.

Remember these rules:

1. Inform ginner or manager before entering. The individual enetering the confined space must be provided an attendant outside the space.

2. Keep attendant informed of how you are doing inside the space.

3. **No open flames or sources of heat**, including unprotected droplights, unless approved by supervisor,

4. If cutting or welding, supervisor will insure that all flammable materials are removed from area, adequate ventilation is available, and appropriate fire fighting equipment is on site. Use common sense, call the supervisor if you feel these criteria are not being met.

5. Lockout any unguarded machinery located in the confined space before any person enters the space.

6. No one is allowed in any seed or trash hopper without the approval of the ginner or manager. Permission will only be granted when hoppers are completely empty, **NO EXCEPTIONS.**

GIN SAFETY PROGRAM

Subject: Shop and Tool Safety

There are conditions in the gin related to shop and tool safety which could cause death or serious injury.

Death could be caused by electric shock due to faulty wiring, spliced or frayed extension cords, or improper grounding.

An example of serious injury would be loss of an eye because of no safety shield on a grinder which would prevent flying metal, or pieces from a disintegrating grind stone hitting the eye.

The following rules apply to all power tools you may use:

1. Practice good housekeeping by keeping work area and tools clean.

2. Keep the shop area dry and well lighted.

3. Store tools in a safe dry place.

4. Use safety features such as three-prong plugs, double insulated tools and safety switches. Discard or repair any electric tool that is not in good working order, but repairs should only be performed by a qualified individual.

5. Use safety glasses, hearing protection, and respirators as the job requires.

6. Do not wear loose fitting clothing or jewelry thatcould catch in power tools.

7. Install or repair equipment only if you are qualified.

8. Pick the proper tool for the job.

9. Electricial tools should be properly grounded and treated with respect.

10. Keep machine guards in place on grinders and use eye protection.

11. When using an oxy-acetylene torch or arc welder wear non-flammable clothes or apron and protect your hands, arms, feet, and eyes from the process.

12. If you don't know how to use a certain tool, ask for help in proper use of it.

13. The "safety first" attitude can make sure you and your tools have a long, useful life.

GIN SAFETY PROGRAM

Subject: Personal Protective Equipment

Personal protective equipment has proven itself, and the people who use it are the smart ones – the ones who know the risks.

In a gin it is smart to use person protective equipment. Complaints about wearing personal protective equipment include excuses that they are uncomfortable or unnatural. But think how uncomfortable and unnatural a hearing aid or a glass eye would be.

- Every gin worker should use the personal protective equipment which the gin recommends or furnishes. It is your responsibility to use the equipment properly by following the instructions on the package or carton. You are only cheating yourself if you wear the equipment improperly. Use the equipment wisely and avoid waste so that the supplies will be available when needed.

- Disposable equipment, such as ear plugs and dust masks, are often used for much shorter periods of time than they could be used. Dust masks are approved for a full shift's use. Write your name on the mask and store it in a clean location so that it can be suitable for your use another time. Sponge rubber ear plugs can be kept clean in your pocket using the plastic wrapper. Do not use unapproved hearing protection, such as cotton or cottonseed, as ear plugs.

- Gloves can protect your hands, particularly when handling bale ties at the press. However, their use presents a real danger if you forget to take them off when working around other moving machinery such as gin stands and lint cleaners.

- Think about first aid equipment also. Most of the first aid supplies are sealed in sanitary wrappers for individual dosages. If you use first aid supplies, close the package and latch the first aid box shut to keep dust and other contaminates out of the kit. This preserves the supplies in a sanitary condition.

Remember, a failure to follow safety procedures properly or to pay attention to workplace safety could result in injury to you or your fellow workers.

GIN SAFETY PROGRAM

Subject: Electrical Safety

In the modern cotton gin, electrical safety is the personal responsibility of each worker. Wherever there are possible electrical hazards to people, equipment, or property, your personal safety depends on understanding and practicing the following:

- Dangers of electricity
- Safe working conditions and practices
- What to do in an emergency

Most have received an electrical shock at one time or another. Electrical shocks can occur when an electrical current travels through your body to ground. Serious injury, or even death, may occur from an electrical shock. You are likely to get a shock when you accidentally touch a live wire or come into contact with electrical current passing through a poorly insulated power tool, electrical device, or a faulty electrical cord. You could also receive a shock when you plug a cord into an outlet while standing in water, or when yours hands are wet. Other electrical hazards include sparks from electric motors or faulty cords, and fires or explosions from electrical panels and switches. Fires or explosions can also result from improper storage of flammable liquids too close to electrical panels.

To protect yourself from electrical hazards, you should be aware of the following ground rules for electrical safety:

- Never overload an outlet or motor
- Don't let grease, dirt of dust build up on gin machinery
- Don't use a household grade extension cord to operate power tools or heavy equipment
- Don't run extension cords along the floor where they can be damaged or run over
- Don't touch electrical powered equipment with wet hands
- Never put anything into an electrical outlet except an electrical plug
- Don't use temporary wiring in place of permanent wiring
- Never touch downed power lines
- Don't use power equipment that smells, smokes, or sparks
- Stay away from exposed electrical parts, unless you are qualified worker
- Never use frayed electrical cords
- Be sure the equipment you operate is grounded
- Leave at least 3 feet of workspace around electrical equipment for instant access
- Keep work area clean. Be especially careful with oily rags, paper, cotton lint, dust or anything that could burn
- Check the clearance of overhead power lines when operating tall machinery or working on a ladder outdoors
- Use extension cords only when necessary and only if they are rated high enough for the job
- Follow manufacturer's instructions for electrical equipment
- Leave electrical repairs to qualified personnel

In case of shock, shut the power off and immediately call for medical help.

Remember, a failure to follow safety procedures properly or to pay attention to workplace safety could result in injury to you or to your fellow workers.

Important note: changes to the National Electric Code require that all employees be trained to recognize the electrical hazards they are exposed to in the workplace and how to perform their job safely.These standards require that all employees are designated as either "Unqualified" or "Qualified". If you are not a "Qualified" employee, you are not permitted to operate electrical disconnects, open equipment that would expose you to energized circuits, or work on any electrical circuits exceeding 50 volts that are energized. "Qualified" employees are trained to know energized equipment, measure voltage and evaluate hazards.

GIN SAFETY PROGRAM

Subject: Bale Handling Systems

There may be several people working around the bale handling system. In addition to the press crew, it could also include forklift operators who normally work outside. They may enter the area to move bales to the yard or place on transport trailers. It is important to train all workers in the gin on the known hazards that could be associated with the bale handling system. It should be considered a restricted area to workers not normally assigned. Visitors should enter the building through a designated doorway, and should not be allowed near the bale handling system.

Additional precautions to consider when evaluating your operation, or for training purposes:

- Wear proper personal protective equipment, e.g. safety glasses, face protection, appropriate, well-fitting gloves
- No loose clothing, e.g. tuck in shirt tails, long sleeves buttoned
- Report to your Supervisor warning devices that do not operate. e.g. lights, buzzers, emergency stop
- Be aware of tripping hazards if the system is equipped with a bale conveyor to transport the bale from the press to the bale handling system
- Stand clear of the bale conveyor while it is in motion
- Stand clear of the robot cart while it is in motion
- Do not "walk through" or stand between ram/bale bagger/weight scale openings
- Take proper precautions when handling the needle to sew end of bale bagging
- Do not stand in front of the bale pusher while sewing or placing the bale tag
- Do not lean against bale handling rollers
- Keep hands clear of bale conveyor or belt conveyor nip points
- Press operator must oversee and remain at controls if workers remove broke wire ties from the bale
- Forklift operator should wait to move bales until workers are clear

Remember, a failure to follow safety procedures properly or to pay attention to workplace safety could result in serious injury to you or your fellow workers.

GIN SAFETY PROGRAM

Subject: Module Retrievers – Truck and Tractor Units

Around the gin yard, there is great potential for serious injury, even death. One of the most serious areas of concern is the module truck or module retriever. Many of the injuries associated with this equipment can be avoided by following a few simple rules:

- Do not back up to the module feeder until you have been signaled that no one is behind you.
- Do not wear loose clothing and keep long hair tucked under a cap or hard hat.
- Prior to operation each day, check the truck/tractor/retriever to be sure it can be safely operated, e.g. lights, brakes, tire inflation, wheel bolts, guards in place, hydraulic hoses, equipped with fire extinguisher, etc.
- Watch out for other people or traffic, especially on the yard.
- Fasten your seat belt in a truck, or if the tractor is equipped with rollover protection.
- Do not stand between truck/tractor and retriever unless truck/tractor engine is turned off and brake set – use park lock if equipped.
- No passengers are allowed to ride on a tractor or retriever.
- Do not mount or dismount the tractor using the PTO drive as a step.
- Do not step on bare fuel tanks, rear frame wheels, battery, or tool boxes.
- Give extra attention when making turns to avoid striking objects with the back end of the module mover.
- Watch your speed – slow down when making turns and around ditches, or when crossing slopes, slick/muddy surfaces, standpipes, etc.
- Do not start removing module ties or tarp until a module has been completely unloaded and retriever is clear.
- Stay clear of retriever when chains are in operation.
- When performing repairs, prevent sudden movement or operation, e.g. chock wheels, remove key from ignition.
- Do not stand on bed chains while they are in motion to oil or clean the chains.
- Never get under or work under the bed until safety bar/devices are in place.
- Watch for and report cotton contamination, e.g. hydraulic leaks, module ties, etc.
- Do not smoke while loading or unloading modules.
- If the truck/tractor/retriever is "stuck" in muddy conditions, use appropriately rated equipment to pull it out of the mud.

Remember, a failure to follow safety procedures properly or to pay attention to workplace safety could result in injury to you or your fellow workers.

GIN SAFETY PROGRAM

Subject: Module Truck Safety in the Field and on the Gin Yard

Operation of a module truck in the field, on the module yard, and at the module feeder area requires alert, careful operation. Three deaths and several narrow escapes have occurred in recent years in the field and on the gin yard, which should not have happened.

Modules are sometimes built in tight corners, on slopes, or in low spots. If the soil is dry and solid these problems can usually be handled satisfactorily. When the soil is wet module moving becomes very difficult. Often the best alternative in very muddy fields is to wait for dryer soil conditions for hauling. Damage to the truck could easily be more costly than a module is worth.

When coming off the highway into the field care should be taken when entering a field. Be aware of vehicles meeting the truck and approaching from behind. The abnormal overhang of a module truck may block oncoming traffic as the truck is leaving the highway. The driver must make sure he doesn't swing the rear of the truck into oncoming traffic.

When a module hauler is preparing to load a module, attention must be given to surroundings. Things to consider are:

1. Slope of the ground
2. Firmness of the ground
3. Wetness of the ground
4. Module tarp fit (it could slip off)
5. Size of Module – sometimes they are too tall to be loaded
6. Check module identification to make sure it is the correct one the driver was sent to pick up
7. People near the module
8. Check with farmer or gin if bridges appears weak, broken or dangerous

Be aware of pickers, trucks, boll buggies and other equipment operating in the field; do not disrupt their harvest procedure. Drive at a reasonable speed based on road situation. Do not be reckless. Traveling too fast can cause loss of control of the truck.

Rollovers have occurred many times because the driver drove in a loaded truck in a risky situation. The driver should be able to see any person outside the truck when backing in place to load a module. The driver should stop the truck and get out in order to make sure no one is behind him if he cannot see the people on the ground. The driver must know at all times what or who is behind the truck when loading the module.

After the module truck has been loaded, a reasonable steady speed should be maintained. A truck hauling a 15-bale module will weigh nearly 30 tons. A loaded module truck has a higher center of gravity than most drivers are familiar with. The importance of understanding this principle and maintaining safe control is top priority.

Common sense, good drive attitudes, and complete control of the truck must be maintained. The driver should always be mindful of fire or smoke when picking up a module. No smoking should be done near the module. If there is a smell or sight of smoke, the gin should be alerted immediately. Do not load the module unless it needs to be isolated and then only if it can be done without endangering the driver and vehicle as well as other modules. A fire extinguisher should be located on module trucks.

Care should be taken in dropping the module on the gin yard and at the module feeder. Modules should be placed far enough apart that removal to the gin will not be likely to cause damage to other modules.

Your gin yard insurance carrier provides specifications for module storage. Be diligent in following these specifications. When the module is delivered to the module feeder drivers should be in constant sight of and in communication with module feeder operators.
The following guidelines will help maintain safer module truck operation on the gin yard.

- Observe the gin's speed limit for trucks on the yard.
- Be aware of and look out for other vehicles between module rows.
- Always square trucks up to module before loading.
- Drive carefully over low and uneven spots on the gin yard.
- Slow down around buildings
- Slow down and observe all highway and rail crossings
- Designate a place for dumping hot modules
- Never operate in yard trucks or any other truck when under the influence of drugs or alcohol.

GIN SAFETY PROGRAM

Subject: Forklift Safety

The lift truck is a great asset to the cotton industry. However, with it comes a huge safety responsibility. Lift trucks are used to handle anything from cotton bales to gin machinery and parts during repairs and maintenance. The key to being safe with lift truck use is through thorough and proper training. It is important to train all workers in the gin on the known hazards that could be associated with the lift truck. It is especially important, however, for employees that will be using the equipment. The operator must have a good understanding of the basic principles of how the lift truck works as well as the key parts that make up the machine. A comprehensive training program includes written rules and procedures as well as hands-on-training.

Additional precautions to consider when evaluating your operation, or for training purposes are:

1. Always perform a safety check before operating a lift truck.
   a. Test the hydraulics for smooth operation of the forks or clamps
   b. Test the lights, horn, and engine instruments
   c. Test the brakes and the steering
   d. Double check the tire inflation levels and the fluid levels
2. Always report and repair any unsafe conditions that may exist with the lift truck or its use.
3. Be aware of the work area in which the lift truck will be used. Note any traffic or potential hazards that may occur while operating in this area. Also note the location of power lines and electrical conduit in the gin.
4. If a work platform or ramp is to be used, be sure it is stable and capable of withstanding the weight of the lift truck and its load. Stay clear of the edge to avoid turnovers.
5. Ensure that all loads handled are within the rated capacity of the lift truck. Double check that they are secured and arranged properly.
6. Use extreme caution when tilting the load or changing its elevation.
7. If the lift truck is left unattended, lower the forks or clamps, shut off the power, and set the brakes,
8. Wear appropriate Personal Protective Equipment, prevent smoking, open flames, and sparks in all refueling or battery charging areas.
9. Control your speed at all times, especially around ramps and loading docks. 5 MPH or less is recommended.
10. Always look in the direction you are traveling, slow down when making turns and don't forget you have blind spots. Remember pedestrians always have the right-of-way.
11. If the load is to be moved or repositioned, lift the load approximately six inches off the ground.
    Do not travel with the load raised on the mast. If your forward view is obstructed, drive the lift truck in reverse while looking over your shoulder.
12. Use special care when loading or unloading vans or floats. Remember your clearance and height differences.
13. Use caution when working around embankments or downhill slopes.

14. Remember to always back down a ramp or slope to avoid tipping the lift truck forward.

15. Be aware of the rail swing width of the lift truck and how it fits into your surroundings.
16. Remember to always wear your seat belt if the lift truck is provided with rollover protection.
17. Know the machine and its limitations.
18. Report to your supervisor any warning devices that are not operating properly as well as faulty equipment.

Remember, a failure to follow safety procedures could result in serious injury to you or your fellow workers.

GIN SAFETY PROGRAM

Subject: Forklift Safety 2

Safely operating a forklift at the gin requires a great deal of skill and precaution. Operating a forklift might seem easy enough. You can already drive, so how hard can it be to pilot a lift? Still, across the U.S. thousands of accidents involving forklifts happen each year – and most are the result of not following proper procedures. The following are guidelines for safe operation of forklifts:

Before operation:
OSHA requires forklifts be inspected at least daily. Even if you're not primarily responsible for safety inspections, you'll want to look for any signs of problems, including:

- Warning lights
- Fluid levels
- Exposed wires
- Tire pressure, and
- General cleanliness (whether the compartment is free of debris and grease, etc.).

During operation:
A forklift driver's most important task is to avoid pedestrian workers in the area: As a driver, it's your responsibility to avoid them, not theirs to get out of the way. Face in the direction of travel whenever possible. If you need to travel in reverse, look behind and consider using spotters, ground guides and the horn or a backup alarm to avoid hitting pedestrian workers.

Note:
Consider the noise level in your gin or warehouse as you may not always be able to hear other workers or alarms.

After operation:
OSHA considers unattended vehicles (where the driver is 25 feet away, even if the vehicle is in sight or closer, but out of sight a hazard. When parking the vehicle, select a level, hard surface away from traffic and clear of any exit routes. Make sure the forks are lowered all the way, the engine is off and the keys are removed before leaving a forklift unattended.

Staying safe in and around forklifts:
Avoid injuries to drivers and pedestrian workers with these steps:
Even if you don't drive or operate a forklift, you may find yourself working in an area with them. And there's just as much danger of being injured when working around these machines.

Here's what you'll need to do to keep safe:

- Be aware of blind spots. Drivers won't always be able to see you.
- Keep your distance. Forklifts aren't designed to stop quickly – they're built to stop slowly to keep the load safe and stable.
- Leave room for turns. The rear of a forklift has a wide turning radius. Keep clear until it's completed its turn.
- Follow the guidelines. Stick to designated walking areas or use railings. When coming to a corner, check mirrors to see if a lift is approaching.
- Keep clear of the forks.
  Never walk under a load or raised forks of a lift.
- Listen to the driver. If a driver asks you to leave an area while he or she is operating the lift, pay attention. It's for your own safety.
- Stick to your role. Don't use a forklift unless you're trained and permitted to, no matter how easy the task.

Subject: Module Feeder Safety

The module feeder has been the site of several deaths and close-calls in recent years. In two cases the module truck crushed the worker against the feeder. These tragedies prompted stronger emphasis on safety with the following recommendations:

- Module truck drivers should always be directed to back up to module feeder by the module feeder operator or a green light which indicates workers are clear and module feeder "mouth" is clean of all employees.
- Module truck should be equipped with backup alarm, strobe lights, or cameras.
- Module feeder operator should be to the side and directing the truck to back up to feeder.
- Module feeder operator should wear reflective vest for better visibility.
  (Employees should not go between modules on the feeder.
- There should be a safety cable or switch on the feeder which ginner can not override.
- Do not go into the header without stopping and locking it out.
- Keep all guards over shafts, belts, and chains in place.
- Check emergency stops each shift and keep in working order.
- No smoking in module feeder area.
- In case of fire in a module, back the module out of spike rollers and put out fire. If fire is serious, move module off feeder and isolate from other cotton.
- The gin warning horn must be sounded before starting feeder.
- Do not crawl under the feeder before disconnecting power and locking out power supply.
- Do not climb or stand on the dispersing head when operating.
- Driver and module feeder employees must stay in sight of one another during unloading process.
- Use care with tarp rollers, especially automatic types which should have a foot operated control.

GIN SAFETY PROGRAM

Subject: Trips, Slips, and Falls

Even the most sure-footed workers are at risk of suffering serious injuries from trips and falls. Here's what you need to know, from fall-prevention to cleaning up spills.

What to know:

When people think of fall hazards on the job, their minds usually go to the high-risk work that's conducted well above ground level. But almost 65% of fall injuries are the result of falling from the same level on walking surfaces. These may seem less dangerous than falls from heights, but they can result in sprains, contusions or fractures. But falls are the cause of 14% of workplace fatalities, second only to motor vehicle accidents.

Definitions

It helps to know what a slip, trip and fall is before working to prevent them.

- Slip: The result of your feet losing traction with the ground.
- Trip: When one's foot or lower body strikes an object, causing a change in balance.
- Fall: A complete loss of balance.

What to look out for

Certain conditions make a slip, trip or fall more likely. They include:

- Wet, oily or contaminated surfaces
- Floors in disrepair
- Loose or unanchored rugs
- Weather hazards, such as ice or snow.

If you observe any of these warning signs in your workplace, report them to a supervisor immediately.

Preventing injury

One of the best ways to be safe from slips and falls on the job is to have proper footwear. The best footwear will depend on your job in the gin. However, workplace footwear should be:

- Comfortable. Make sure it fits properly without pain.
- In good condition. Footwear should have treading to give traction. Replace pairs before yours are worn out.

Slips and falls are dangerous at any height. Keeping gin aisles, floors and walkways clear of dangers and debris is a must for avoiding trips and falls.

Here are some quick dos and don'ts for avoiding tripping hazards.

- Do: Keep it clean. Make sure aisles and walkways are clear of objects and kept in good order.
- Don't: Make exceptions. If you need to store an object temporarily, keep it away from areas with heavy foot traffic.
- Do: Plan your route. If you'll be carrying an object through the building, plan which way you'll go ahead of time. Look for possible hazards along the path before you start moving.
- Don't: Rush. Take your time when walking through the building. Make sure you're scanning as you go for unexpected hazards.
- Do: Use floor outlets. If you need to plug equipment in a well-traveled area, if possible, use outlets on the floor instead of the wall.
- Don't: Run cords across walkways. Tape down cords when possible to minimize risk of tripping.

GIN SAFETY PROGRAM

Subject: Handling Near Misses

The purpose of this session is to define near-misses and talk about why you should report them. Most of us have heard statements like these at work before: "One more inch and he would've had me." "I came this close!" "That machine should've been taken off the job years ago."

The general definition of a near-miss is when an accident happens, but it doesn't result in someone getting hurt, sick or causing serious property damage. In other words, a near-miss means a bad accident almost happened, but didn't. Near-misses might not seem like a big deal. But they are.

Scary statistics:
Statistics say for every 300 near-misses, there's one actual accident or injury. That means every near-miss is a step toward an accident or injury. Not surprisingly, the hazards that cause near-misses are the same things that cause accidents.

- Improperly removing tag from a lint cleaner
- Failure to lock out equipment
- Using a saw, grinder or cutter without safety glasses
- Trash and boxes left in walkways, creating a tripping hazard
- Rushing to get a job done in time
- Simple things like not wearing PPE, poor housekeeping and putting production before safety can all lead to near-misses and accidents.

What should you do?
Follow these three steps if you have a near-miss:
• **Report it to your** supervisor and alert him or her to the hazard. It's up to everyone in the workplace to prevent accidents – and this is your way to pitch in.
• **Sit tight.** If the near-miss is because of an unsafe work condition, don't start doing the job again until it's corrected.
• **Talk to co-workers.** If the near-miss was the result of unsafe acts or workplace practices, let your co-workers know before anyone continues the job. Bottom line: Near-misses are easy to write-off. But if you don't speak up, you put everyone at risk.

Near-misses: Speak up before an injury
Even if you didn't get hurt, it's critical to report close calls. Whenever there's a near-miss, it's best to investigate why it happened and how it could've been prevented. Remember: The goal isn't to lay blame, but to determine how we can find and fix the hazard.

After each near-miss, it's important to ask:
• What happened?
• What actions or conditions caused this near-miss?
• Why did the near-miss happen?
• How did you avoid the injury/accident?
• Did any equipment, materials, co-workers or certain conditions cause the near-miss to happen?
• What steps could've prevented the near-miss?
• How can we prevent this type of incident in the future?
• Who should follow-up on this incident (supervisor, safety manager, etc.)?

Reporting this info to supervisors can help us make sure a worse incident doesn't happen. You might also be asked to share the story of your near-miss at a safety training session so others can learn from it.

GIN SAFETY PROGRAM

Subject: Safety Data Sheet Review

OSHA has updated its rules for hazardous chemicals, and these rules will be in full effect in 2015. As a result, safety data sheets, a long-standing resource, are getting a facelift. Here's what you need to know now.
The Safety data sheets (or SDS, formerly known as material safety data sheets) contain information on the storage, handling and properties of hazardous materials. They also instruct on what to do in case of an accident, emergency or spill.

Changes
The biggest change is that safety data sheets will now be standardized. Each sheet will contain the same 16 sections that tell everything you need to know about a substance. The contents of these sections are:
• **Sections 1-8, General information**
This includes identifying the substance, safe handling and transportation, and emergency control measures.
• **Sections 9-11, Technical info**
These topics include information on the physical and chemical properties of the substance.
• **Sections 12-15, Non-OSHA.** Other regulatory agencies, such as EPA, will enforce these sections. But you should still have some familiarity with them.
• **Section 16, Other.** This section may include when the sheet was prepared or revised, as well as changes that have been made to it.

The SDS may look new, but OSHA's stance on material safety hasn't changed. Employers will still need to have SDS available for workers to review. Most importantly: You still need to follow the instructions contained on these sheets at all times. Consulting these sheets before using or transporting materials is key to preventing accidents and staying safe.

The new safety data sheets
Below are the 16 sections for each safety data sheets:
1. Identification. Product name, contact information and recommended uses.
2. Hazards. Danger indicators, including pictograms.
3. Composition/information on ingredients. The makeup of the material, including chemicals and additives.
4. First-aid measures. Steps for treating exposure.
5. Fire-fighting measures. Suitable equipment and specific fire hazards.
6. Accidental release measures. Steps for spills, leaks and releases, including clean-up and containment.
7. Handling and storage. Precautions for safe handling of material.
8. Exposure controls/protection. Covers appropriate PPE and exposure prevention.
9. Physical and chemical properties. Scientific characteristics of material.
10. Stability/reactivity. Includes conditions to avoid around the product (shock, vibration, etc.).
11. Toxological info. Describes how exposure occurs and symptoms.
12-15. Non-OSHA.
16. Other info.

GIN SAFETY PROGRAM

Subject: Prevention of Back Injuries

The purpose of this session is to help minimize your risk of back injury. You'll learn what you can do to prevent them.

Recognize hazards
The best way to keep your back healthy is to recognize the tasks and activities that are most likely to cause you trouble – then take the proper precautions and steps before an injury can happen.

Safe lifting
Lifting is the most common cause of back injury. People tend to think that a back injury is related to a single event – such as a single lift that went wrong. More likely, the injury resulted from a lot of lifts over time. Repeated heavy lifting, or trying to lift more than you should, will likely result in back pain.

The following describes the best techniques for a safe lift.
Good posture during standing and while seated are key to a healthy back:
Standing
Prolonged standing can cause back trouble, too. If you stand a lot at work, follow these steps:
1. Stand with your head, shoulders and waist in line.
2. Tuck in your buttocks.
3. Place feet slightly apart, with one foot about an inch or two ahead of the other.
4. Use a box or railing to prop up one foot from time to time.

Sitting
It's a good bet that most people don't know that sitting in a chair can be a hazard. Remember:
1. Keep lower back pressed against support on chair.
2. Keep head and neck straight.
3. Adjust chair so work surface is elbow high.
4. Keep knees two or three inches beyond the edge of the chair seat.
5. Keep feet flat on floor or footrest.
6. Get up and stretch from time to time.

Over time, practicing these six steps will make a big difference.

Preventing back injuries: Awareness is key
■ *Recognize the activities that cause back pain – and make adjustments*
Plan the lift: Taking just a moment to think about and discuss what you're about to do and how you plan to do it can save you from an injury. Be sure to talk about where you'll set the item and how to get it there.
Perform a lift test: Never assume that just because a package is small, it's also light. Try pushing it with your knee or foot. Or just lift an edge. It's always safer when you can break larger loads down into smaller ones.
Prepare to lift: When you're ready to lift, you should stand close to the load with your feet shoulder-width apart. Place one foot slightly ahead of the other to help you keep better balance.
Pick it up: Squat down, bending at the knees. Bend as little as possible at your waist to protect your lower back. Tuck in your chin and try to keep your back straight. Make sure you have a firm grasp on the object. Then, all at once, straighten the legs to complete the lift.

GIN SAFETY PROGRAM

Subject: Proper Lifting Techniques

Back injury is the leading lost work time injury in industry, and back injuries are all too common with gin workers. These injuries are usually painful and can be long lasting and expensive to the employee.

Here are some suggestions to help avoid back injuries:

1. Lift only loads you can safely handle.
2. Establish good footing.
3. Do not reach over other objects to lift. Move objects out of the way to get to the one you want.
4. Bend at your knees as you grasp the object.
5. Keep your back straight.
6. Get a full hand grip.
7. Lift by straightening the legs.
8. Lift with load close to body.
9. Lift slowly.
10. When lifting and turning, avoid twisting the body at the waist. Shift the position of the feet.
11. Reverse the procedure to set the object down.
12. Use proper equipment or get help when load is too heavy. Do not hesitate to ask for additional help.

Don't take a chance on a painful, expensive back injury. Take time to do the job right. Remember, the secret to proper lifting is to bend your knees, not your back, and let your powerful leg muscles do most of the work.

NOTE: You may want to let everyone demonstrate, with a light load, in order for them to understand proper weight lifting techniques.

GIN SAFETY PROGRAM

Subject: Hearing Protection

Hearing protection has proven itself, and the people who voluntarily use it in noisy environments may find it of benefit. Cotton gins are not subject to 1910.95, which is the Federal OSHA noise standard for general industry, due to the fact that cotton gins are seasonal agricultural operations, where, as OSHA has recognized, the exposure and respite from exposure are different from general industrial operations.

While the OSHA noise standard does not apply to agriculture, OSHA does recommend hearing protection for all workers, including agricultural workers, in any setting where there are exposures to noise levels above 85 decibels on an eight hour time weighted average basis.

In a gin it may be beneficial for workers to use personal protective equipment, as OSHA recommends. Complaints about wearing hearing protection include the fear that an employee cannot hear the machinery operate, and that the protection feels uncomfortable or unnatural. But think how uncomfortable and unnatural a hearing aid would be.

- Our gin voluntarily supplies hearing protection for your use, and strongly recommends that you wear this personal protective equipment.
- We will demonstrate proper use during this safety lesson, but understand that each type of protection may have a different specific procedure for proper use and fit.
- It is your responsibility to use the equipment properly. Follow the instructions supplied with the hearing protection. If the instructions are unclear, ask your supervisor to show you how to properly use the hearing protection.
- **If the hearing protection is not worn properly, it will not work effectively.**
- Protecting your hearing requires two steps – use your hearing protection, and use it properly.

Remember, a failure to follow safety procedures properly or to pay attention to workplace safety could result in injury to you or your fellow workers.