

TOOL BOX TALKS

Transportation General Safety Rules

Being aware of the surroundings of the route and the operational safety of the vehicle that employees drive can make a difference in the safety of all on the roads.

Transportation General Safety Rules

- Employees must wear their seat belts when driving or riding in vehicles on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Perform a written vehicle safety inspection of your vehicle on a regular basis.
- Report incidents or injuries in writing immediately.
- Do not drive the vehicle if you feel it is unsafe.
- Use three-point contact when mounting or dismounting any part of the truck.
- Do not jump from any part of the truck.
- Maintain the accident documentation kit in your vehicle.
- Maintain a dry chemical fire extinguisher and the first aid kit in your vehicle.
- Do not tailgate other motorists.
- Do not use cell phones, texting or multifunction phones while driving.
- Do not drive when fatigued or distracted.
- Maintain a safe speed and follow posted limits.
- Back vehicles safely, when backing into congested areas, use a spotter.

- Perform a walk-around of the vehicle before driving.
- All glass and mirrors should be kept clean.

Work Truck Safety Rules

- Floorboards must be clear of mud, supplies or tools.
- All tools and materials must be safely secured.
- Do not overload the work truck or trailers.
- Increase following distance when pulling trailers.
- Do not allow coworkers in between the truck and trailer.
- Remove unsafe tools from the truck.
- Do not allow unrestrained riders in the bed or any other part of the truck.
- Do not jump from the truck.
- Remove regulators and replace safety caps on torch valves before driving.
- Do not overload truck-mounted service cranes.
- Do not operate truck-mounted service cranes within 10-feet of overhead power lines.
- Park the truck to reduce the need to back.
- Back the vehicle at walking speed only.
- Do not clean parts with gasoline. Use approved parts cleaning fluids and protective gloves.
- Get help to team lift heavy objects like tools,

Work **SAFE**

Smart, Accident-Free Environments

Maintenance Shop Safety Rules

- Lock and tag machines or equipment being serviced.
- Do not service electrical components or circuits that are still electrified.
- Block and lock machines that could fall during service or maintenance.
- Control hydraulic or mechanical energy that could suddenly release during maintenance.
- Use jack stands when working beneath machines.
- Wear protective eyewear whenever exposed to flying objects or dusts.
- Keep tongue guards and tool rests properly adjusted on bench grinders.
- Do not remove shields or guards provided on shop machinery.
- To reach items, use a proper foot stool or ladder and never stand on chairs or machines.
- Material safety data sheets must be stored and available for chemicals used.
- Do not smoke near chemical storage or forklift charging or refueling stations.
- Do not smoke during any maintenance activities.
- Turn off oxy-acetylene torches when not in use.
- Remove extension cords, air hoses, welding leads or torch hoses that are damaged.
- Use three-point contact when climbing ladders.
- Do not overreach when working from ladders.
- Secure ladders to prevent tipover or kickout.
- Do not use the top two rungs of step ladders.
- Wear hearing protection in noisy areas.
- Wear a hard hat whenever exposed to bump or falling object hazards.

furniture, supplies or materials.

- Use three-point contact when mounting or dismounting trucks or machines. Do not jump.

Semi Truck Safety Rules

- Do not allow unrestrained riders on any other part of the truck.
- Stay out of/off of the trailer when it is being loaded by a forklift.
- Stay out of the forklift line of fire.
- To prevent run-over accidents do not stand within two feet of forklifts.
- Do not get in-between the trailer or load and the forklift.
- Do not stand or work beneath elevated loads.
- Do not park flatbed trucks beneath power lines for loading or unloading.
- Do not park or elevate end-dump trailers within 10 feet of power lines.
- Elevate end-dump trailers only on level, firm areas.
- Operate the landing gear handle with both hands to prevent shoulder or hand injury.
- To prevent shoulder injury use both hands to release the kingpin from the fifth wheel.
- Do not yank on or pry on the fifth wheel.
- To prevent shoulder injury use both hands to release the sliding rear tandem lock.
- Perform pre-use inspections of bucket truck.
- Perform maintenance to bucket truck elevating equipment as required by the manufacturer.



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- Keep emergency eyewash stations clear, clean
- Park the truck in a manner to reduce backing.
- When multiple crewmembers are available, use a spotter. If not, get out and look before backing.
- Back the vehicle at walking speed only.
- Do not operate supplemental braking systems when roads are wet.
- Use long-handled tools to clean the windshield. Do not stand on tires or the engine to clean the windshield.
- Use both hands to tilt the hood. One-handed operation could cause a shoulder injury.

Bucket Truck Safety Rules

- Do not use a bucket truck if you feel it is unsafe.
- Do not smoke when fueling bucket trucks.
- Use proper roadway work zone setup and do not extend bucket truck booms into traffic.
- Do not attempt maintenance on the bucket truck unless you have been trained and authorized.
- Survey work areas for overhead power line hazards before work begins.
- Wear fall protection recommended by the truck manufacturer when working from the bucket.
- Do not stand on anything inside the bucket.
- Never work beneath elevated loads.
- Do not use bucket trucks to lift objects unless it is designed and equipped to do so.
- Never overload or shock-load the bucket.
- Wear protective equipment like eye protection, protective gloves and hard hat when in the bucket.
- When backing as a single driver, use the GOAL method: Get Out And Look before backing.
- When personnel are available, use a spotter.
- The tire may be inflated only when contained

- Stay a minimum of 10 feet away of overhead power lines unless the truck is designed otherwise and personnel are trained in high voltage.
- Do not touch a bucket truck that has contacted a power line.

Servicing Single-Piece Rims

- Do not service tires unless you have been trained and authorized.
- Do not use air hoses that are cut, bulging or that show excess wear or damage.
- Completely deflate the tire by removing the valve core before demounting.
- Mounting and demounting of the tire must be performed only from the narrow ledge side of the wheel. Care must be taken to avoid damaging the tire beads, and the tire must be mounted only on a compatible wheel.
- A non-flammable rubber lubricant must be applied to bead and wheel mating surfaces before assembling the rim wheel, unless the tire or wheel manufacturer recommends against the use.
- If a tire changing machine is used, the tire may be inflated only to the minimum pressure necessary to force the tire bead onto the rim ledge and create an airtight seal before removal from the tire changing machine.
- If a tire on a vehicle is underinflated but has more than 80 percent of the recommended pressure, the tire may be inflated while the rim wheel is on the vehicle, provided remote control inflation equipment is used, and no employee remains in the trajectory during inflation.



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within a restraining device, positioned behind a barrier, or bolted on the vehicle with the lug nuts fully tightened.

- The tire must not be inflated when any flat, solid surface is in the trajectory and within 1 foot of the sidewall.
- The tire must not be inflated to more than the inflation pressure stamped in the sidewall unless it is recommended by the manufacturer.
- Employees must stay out of the trajectory when the tire is being inflated.
- Heat must not be applied to a single-piece wheel.
- Cracked, broken, bent, or otherwise damaged wheels must not be reworked, welded, brazed or otherwise heated.

Servicing Multi-Piece Rims

- The tire must be completely deflated by removing the valve core before a rim wheel is removed from the axle
 - a. when the tire has been driven underinflated at 80 percent or less of its recommended pressure; or
 - b. when there is obvious or suspected damage to the tire or wheel components.
- The tire must be completely deflated by removing the valve core before demounting.
- A rubber lubricant must be applied to the bead and rim mating surfaces when assembling the
- Heat must not be applied to a multi-piece wheel.
- Whenever multi-piece rim wheels are being handled, employees must stay out of the trajectory.

- The tire shall be inflated outside a restraining device only to a pressure sufficient to force the tire bead onto the rim ledge and create an airtight seal with the tire and bead.
- Whenever a rim wheel is in a restraining device, the employee must not rest or lean any part of his/her body, or equipment, on or against the restraining device.
- After tire inflation, the tire and wheel must be inspected while within the restraining device to make sure that they are properly seated and locked. If further adjustment is necessary, the tire must be deflated by removing the valve core before the adjustment is made.
- An attempt must not be made to correct the seating of side and lock rings by hammering, striking, or forcing the components while the tire is pressurized.
- Cracked, broken, bent or otherwise damaged wheel components must not be reworked, welded, brazed, or otherwise heated.



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