SAFETY FOR BEGINNERS

WELCOME TO THE WORLD OF SAFETY

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Safety Reference Line: 866-788-ASCC (2722)

All ASCC members have access to this toll-free number for assistance with safety related concerns or questions regarding the concrete construction industry.
ASCC SAFETY MENTORING GUIDE

INTRODUCTION
Welcome to ASCC’s safety mentoring guide, designed for those new to safety in the construction industry. This guide doesn’t provide all of the answers; it does offer resources that will point you in the right direction. Safety is a challenging field and our primary goal is to get our employees home safely at the end of each workday. Accomplishing this goal is not easy because problems develop daily. How one deals with these problems will determine the program’s success.

PURPOSE
This guide is designed to provide resources and advice which will help you implement and adjust to a written safety program. Someone new to this field quickly realizes that all of this information can be overwhelming. Even those who have worked in this industry for many years don’t know everything. They are constantly checking their resources and networking to solve problems and learn new ideas. There is excellent information available to help you along the way. No single book contains all of the answers. Several resources may be needed to answer questions and resolve problems. This guide will help you get started.

ASCC SAFETY COMMITTEE
The American Society of Concrete Contractors (ASCC) is committed to promoting and advancing safety in the construction industry. The collective knowledge of the ASCC Safety Committee, which meets quarterly, is considerable. If your company is a member of ASCC you can take advantage of ASCC’s networking opportunities and invaluable resources.

RESOURCES
1. American Society of Concrete Contractors offers:
   a. **ASCC Safety Manual** is a comprehensive safety manual which is reviewed and updated regularly. This can be an excellent source of information when developing or adding to an existing safety program.
   b. **Safety Bulletins and Alerts** are a supplement to the Safety Manual with information on current issues and topics.
   c. **Safety Reference Line** – 866-788-ASCC (2722).
   d. **Tool Box Talks** – dealing specifically with concrete construction issues – is available as a training tool.
   e. **CNA Insurance**, a partner of ASCC, provides comprehensive business insurance protection for the concrete industry.
   f. **Safety Resource List** is a list of links to other safety organizations that can be accessed by going to [www.ascconline.org](http://www.ascconline.org) (from the ASCC home page select the Resource Center pull down tab → Safety Committee → Links to Safety Related Sites).
   g. **Numerous other publications and training videos**.
2. [www.osha.gov](http://www.osha.gov), OSHA’s website, which includes regulations, updates, training materials and much more.
3. [www.mancomm.com](http://www.mancomm.com) to order an Industry Standard Compliance Manual which includes the regulations with which your company must comply.
4. [www.oshatraining.net](http://www.oshatraining.net), OSHA’s training material.
5. [www.ansi.org](http://www.ansi.org), American National Standards Institutes’ website administers and coordinates the U.S. voluntary standardization and conformity assessment systems.

6. [www.nccer.org](http://www.nccer.org), National Center for Construction Education and Research, is a not-for-profit educational foundation that develops and publishes safety programs, management education, industry image materials and craft skills assessments.

7. [www.fallsafety.com](http://www.fallsafety.com), a website with fall protection information.

8. [www.jkeller.com](http://www.jkeller.com), J. J. Keller & Associates, Inc. is the nation's leading supplier of safety and regulatory compliance solutions for transportation, manufacturing, construction, human resources, security and general industry.

9. [www.rmlibrary.com](http://www.rmlibrary.com), Construction Safety Resources

10. [www.asse.org](http://www.asse.org), American Society of Safety Engineers’ website

**TEN SAFETY ISSUES FOR BEGINNERS**

There are many safety issues within this industry. A few of the more common ones include:

1. **Enlisting the support of management** – Safety must be taken seriously by supervisors and those in charge. You will need management’s support and backing to assure that you have the necessary authority when on a jobsite. The example set by management will funnel down through the company.

2. **Pre-job planning** – Our primary goal as safety professionals is to get employees home safely at the end of the day. When we see unsafe acts or conditions it is our responsibility to correct them and make sure the work is completed in a safe manner. If you encounter unsafe practices, often the pre-job planning or task hazard analysis needs to be reviewed and addressed. Evaluate how well your field supervisors and foremen are trained. Make sure they understand the importance of pre-job planning and how they can prevent hazardous conditions from developing.

3. **“I don’t know.”** – When you are new to this field, you may not have all of the information you need. It is important to be confident about what you do know, without being afraid to say, “I don’t know, but I will find out.” It’s okay not to have all the answers. Use resources and networking to get the answer as soon as possible. One good option is the ASCC Safety Reference Line.

4. **Dealing with People** – Solid people skills help immensely. Auditing jobs and asking for changes without explanation generates resentment – not results. You’ll have better results making changes in the field if you communicate clearly and honestly with the workers, foremen and superintendents. Let them know why you are asking them to make a change. This will be better received if the workers understand that you are trying to get them home to their friends and families safely. Listen to the workers; get their feedback and address their issues. Work with your coworkers, not against them.

5. **Monitor training and tool box talks** – Foremen and supervisors should conduct regular tool box talks. It is the safety director’s responsibility to prepare the foremen to provide the best training and to periodically monitor the training sessions. Tool box talks should not just be read. Discuss the week’s topic with participants and remain receptive to questions or concerns.
6. **Build a Network** – It’s essential to build a networking system. Attend seminars and conventions, hand out business cards, and keep in contact with the people you meet. The more people you know, the more ideas you will hear. There are some extremely intelligent people in this industry who can help you become better at your job.

7. **Where Do I Start?** – Don’t try to absorb too much information at one time. Focus on your company’s primary safety needs such as fall protection, excavation, chemical awareness, etc. Start with the OSHA standards that concern your company’s primary products and tasks.

8. **What Training Is Most Important?** – Start with OSHA training sessions. These sessions (10, 30 & 40 hour classes) will introduce you to the codes and standards with which your company must comply. Don’t limit yourself to OSHA classes. Find other seminars and resources from your insurance companies and through conventions and trade associations, such as World of Concrete or the American Society of Safety Engineers.

9. **Utilize Your Resources and Get Organized** – Build your resource library so it is user friendly. Stacking information on your desk, shelves and around your office will not help you respond to questions, problems or issues in a quick and effective manner. Get organized; know where to find the information you need — when you need it. Refer to the resource list which can be found on the ASCC website at ascconline.org (from the ASCC home page select the Resource Center pull down tab → Safety Committee → Links to Safety Related Sites).

10. **Supervisor and Foremen Training** – Pay close attention to those in charge of projects. They must be trained regarding their responsibilities and duties in employee health and safety. Confirm that upper management is aware and supportive of this training. When necessary, you may need to hire an outside consultant to provide training on a particular subject. This can be expensive; check with your insurance company to see what alternatives they offer. Ultimately your job supervisors and foremen are responsible for jobsite safety. Equip them with the skills they need to operate a safe jobsite.

**CONTACT US**
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