

# Center Safety Office Newsletter

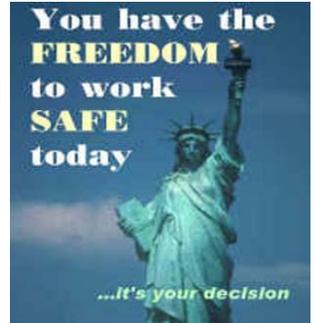
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## What You Need to Know about Confined Spaces



**A THOUGHT FOR THE MONTH OF APRIL**

**Safety gear – 2 minutes ...  
Risk assessment – 5 minutes ...  
A mishap that takes a life – forever.**

- Hill Air Force Base has over 600 confined spaces.
- Hill employees are around confined spaces everyday. Almost all of us walk by a manhole when going to our work area.
- 60% of confined space deaths are people not involved in confined space entry. People see a confined space entrant in trouble and try to rescue them. They become a fatality when they attempt the rescue.
- Everyone needs an awareness that confined spaces are dangerous and they should not go into a confined space for any reason.

**What is a Confined Space?** A space configured and large enough so an employee can get their body into it to perform work. It has limited or restricted means of entry/exit and is not designed for continuous employee occupancy. Hill Air Force base confined spaces include: Manholes, steam vaults, above and below ground tanks, open tanks in industrial areas, dust collectors, fuel tanks and aircraft fuel tanks.



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## Employee Safety Training

**WHO:** Every employee is required to receive Occupational Safety, Fire Protection, and Health Training.

**WHEN:** This training is to take place when:

- Employees are newly assigned to their job.
- There is a change in equipment, procedures, processes, or safety, fire protection and health requirements.

**HOW:** Supervisor develops a job safety training outline for the employee. The supervisor sits down with employee, providing the training using the job safety training outline for the employee.

### WHAT DOES TRAINING OUTLINE INCLUDE?

- Hazards of the job tasks and safety procedures to be followed.
- Hazards of the work area to include physical and chemical.
- Occupational Safety and Health standards and guidance that apply to job and work place.
- Personal protective equipment needed and how, when and where to use it.
- Location and use of emergency and fire protection equipment.
- Emergency procedures that apply to job and workplace, including evacuation procedures, fire reporting procedures, and location of fire alarms and extinguishers.
- Reporting unsafe equipment, conditions or procedures to supervisor immediately.
- Location, submission procedures, and purpose of the AF Form 457.
- Mishap reporting procedures.
- Emergency telephone numbers.
- Location and required review of appropriate safety bulletin boards.



## What is dangerous about confined spaces?

- Some confined spaces are simply confined spaces and no hazards have been identified in the confined space. These are called non-permit confined spaces.
- Some confined spaces do contain hazards. Hazards can be atmospheric, mechanical, chemical, electrical etc. Atmospheric are the most common. Confined spaces that contain hazards are permit required confined spaces.
- Atmospheric hazards include oxygen deficiency, toxic gases and flammable vapors. Often atmospheric hazards are introduced into the confined space by process such as welding.

## What is Hill Air Force Bases Confined Space Program?

- Hill AFB has an aggressive confined space program.
  - Each year every confined space is evaluated to make sure the space has not changed, is marked and properly barricaded.
  - Employees who work in confined spaces require significant training in confined space entry, rescue, atmospheric monitoring and procedures.
  - Permit required confined spaces that are routinely entered require procedures for entry.
  - The Base Fire Department performs rescue exercises and is notified when confined space entries are taking place.

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## Employee Safety Training (continued)

- Location of medical facilities and procedures for obtaining treatment.
- Requirements for documentation and notification of occupational injury or illness.
- Purpose and function of the AF Form 118, Notice of Hazard
- Individual responsibilities for ensuring own safety
- Required use of safety belts.
- Personal rights and responsibilities under Occupational Safety and health guidance.
- Air Force Hazard Communication Program Requirements.
- Any occupational medical examination required.
- Confined space awareness training
- Manual lifting guidance
- Jewelry safety
- Principles of Operational Risk Management
- Potential hazards associated with the surrounding local area if operational activities require travel off-base
- Lockout/Tagout (Awareness of lockout/tagout procedures)

### HOW IS TRAINING DOCUMENTED?

This training is documented on the Air Force Form 55 for all employees (Administrative and Industrial).

### OTHER SAFETY TRAINING

Depending on their job, employees will be required to receive other safety training specific to their jobs. An example is employees involved in Confined Space entry would have to have general confined space training and site specific confined space training. Supervisors with the assistance of safety specialist can help decide what specific safety training employees are required to have.

- Base employees must be made aware of the hazards of confined spaces, DO NOT ENTER, UNLESS AUTHORIZED BY PERMIT, FOR ANY REASON.

- Hill Air Force Bases Confined Space Program is a combined effort of safety, Base Fire Department, Bioenvironmental Engineering, training organizations and base organizations that own or enter confined spaces.

### What to you need to know?

- Do not enter a confined space unless authorized for any reason. Confined spaces will be marked with the following signs. Manholes are not marked.



## ACCIDENT CROSS-TELL

Supervisors please review with your employees the following accident scenarios to see if the lessons learned apply to your work area.

### Head/Neck Contusion

An employee had a large plant on a shelf overlooking her desk. She bumped the shelf; the plant came down hitting her on back of the neck/head, causing a contusion.

### Lessons Learned:

- ✚ Large, heavy or sharp objects should not be stored on a shelf above an employee workstation. Hill AFB has experienced a considerable number of injuries from falling objects stored above employee's work areas.

*“The safe lifting limits for reaches over your head are very low (less than 20 pounds).”*

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### Back Injury

An employee sustained a back injury when lifting a 30-40 pound object over her head to put it on a shelf. She had to stand on the tip of her toes to get the object on the shelf

#### Lessons Learned:

- ✚ Lifting over head is a dangerous practice. The safe lifting limits for reaches over head are almost always very low (less than 20 pounds).
- ✚ Never lift using the tips of your toes for added height. This creates a balance problem and does not adequately distribute the weight of the load.
- ✚ Avoid lifting over the shoulder. Position shelving at lower levels or get the proper stand to place objects on higher shelves.

### Cut Hand

An employee cutting off excess material from a part slipped and ran a razor knife across his hand that was holding the part.

#### Lessons Learned:

- ✚ Never cut in a direction that would result in the knife running over the hand should it slip. Always cut way from body parts.
- ✚ Chain or cut resistant gloves should be used when your hands are exposed to cutting action or the potential of being cut. In this case the supervisor never did a Job Hazard Analysis to identify hazards the employee was exposed to. This resulted in no hazards identified for the tasks performed and a lack of personal protective equipment (proper gloves) that could have prevented a seriously cut hand.

### ***About Our Organization...***

***Our mission is to implement the OO-ALC Commander's Flight, Ground, System and Weapons safety programs ensuring the OO-ALC mission is accomplished in a safe and efficient manner.***

