



SAFETY TIPS

A/C and Heating Workplace Exposures

The installation of air conditioning equipment has several potential hazards that can cause serious injury. FFVA Mutual safety consultants can assist in evaluating these exposures and provide appropriate loss control recommendations to minimize accidents.

Air Conditioning/Heating Workplace Exposures

- Improperly grounded electrical tools and equipment
- Ladders and material-lifting equipment
- Moving and lifting heavy materials
- Welding and cutting
- Working in awkward positions or confined areas such as rooftops or ceiling installations

Developing a Loss Control Program

To successfully implement a workplace safety program, management must be willing to reduce and eliminate workplace injuries. There must be a 100% commitment from management to establish an effective injury-free work environment.

Proper Lifting Techniques

- All employees should be properly trained in lifting and carrying materials to avoid muscle strain and back injuries.
- Proper lifting includes:
 - Always check the weight of the object to be lifted. It's okay to ask for help. Lift heavy objects mechanically whenever possible.
 - Place feet close to the load, bend knees, get a firm grip, and lift straight up keeping the load close to the body.
 - Make sure there is a clear path to the final destination.
 - Set the load down slowly, bend at the knees and keep back straight.
- For manual lifting of compressor units, air units, and air handlers, weight restrictions should be developed in written safety rules.

Residential and Commercial Safety Tips

- New hires should receive proper on-the-job training.
- Supervision and training of new hires should include the following:
 - Proper lifting practices
 - Safe material handling practices
 - Proper use of hand and powered tools
 - Proper use of Personal Protective Equipment (PPE) such as gloves, hard hats, and eye protection
- Ensure all crane operators are certified.
- Lift straps and cables on cranes should be inspected before lifting large compressor units.
- Ground employees should be instructed in proper hand signals to use with crane operation.
- Only certified personnel should operate scissor lifts.

- Fall protection harnesses should be utilized when installing roof-top units.
- Ensure all ladders and scaffolding meet OSHA safety requirements (refer to OSHA 1926.25 sub part L.)
- All ladders should be inspected daily for possible fractures.
- All employees should be trained in proper placement and positioning of ladders.
- Portable powered hand tools should be inspected regularly for proper grounding and worn surfaces.
- All hand and power tools should be checked regularly for wear and operational efficiency.
- Eye protection and/or face shields should be used when performing welding, cutting or grinding functions.
- Commercial projects require all subcontractors to follow safety requirements of the General Contractor.
- Contact utility company to determine if there is power line exposure in the work area.

Ladders and Step Ladders

- Allow only one person on the ladder at a time.
- Always inspect ladders before use.
- Do not carry items in your hands while climbing up or down a ladder.
- Do not lean on the ladder.
- Do not place a ladder at a blind corner or doorway. Always block or roping off the area and post warning signs that will detour traffic away from work area.
- Do not stand on a ladder that wobbles or leans.
- Do not stand on the top two rungs of any ladder.
- Do not try to "walk" a ladder by rocking it climb down, step off, and then move it.
- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads or visible damage.
- Face the ladder when climbing up or down, keeping bellybutton in center of rail.
- Keep ladder rungs clean and free of grease.
- Maintain a three-point contact by keeping both hands and one foot, or both feet and one hand on the ladder at all times.
- Use ladders only as intended.
- When performing work from a ladder, face the ladder. Do not lean backward or sideways from the ladder.

Personal Protective Equipment (PPE)

- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
- Do not wear hard hats that are dented or cracked.
- Do not wear jewelry or coats with metal zippers to work.
- Wear earplugs or earmuffs in areas posted "Hearing Protection Required."
- Wear safety glasses when operating drills and when cutting or snipping copper or light gauge wire.
- Wear the dielectric gloves while working with electric current.
- Wear your safety goggles when welding, soldering or cutting metal.

Fleet Safety Tips

- Authorized drivers should attend an annual defensive driving course.
- Criteria for determining an adverse driving record should be developed such as number of points per year, DUI, and chargeable accidents.

- Maintenance department should have authority to remove a vehicle from service until recommended repairs are made.
- Motor Vehicle Reports (MVRs) should be obtained from the fleet insurance carrier every six months.
- Only certified/authorized drivers should be permitted to drive company vehicles.
- Travel to jobsite in personal vehicles should be discouraged. Use of personal vehicles creates the potential for an automobile accident and a subsequent workers' compensation claim.
- Vehicle inspections should be the responsibility of the driver. Documented inspection forms should be used.