- Damaged or incompatible components are not used.
- The scaffolding can support the weight of the person and materials.
- Scaffolding has been certified as ready for use.

Special care shall be taken when working with mobile scaffolding (scaffolding on castors/ wheels). Ensure that:

- The height of the scaffolding is not more than four times the base dimension.
- The castors are locked when persons are working on it.

Ensure that:

- All scaffolding is periodically inspected and maintained.
- The scaffolding is not moved when persons are on the platform.

HIGH 5: TRENCHES AND EXCAVATIONS

Several fatalities and injuries arise due to working in or near unprotected trenches. Before any excavation commences, checks should be made for any buried utilities such as electrical, water, gas, etc.
While working in a trench, precautions shall be taken.

(continues on the back cover)

These should include:

- Using a protective system for trenches five feet deep or greater.
- Ensuring that there is safe access to and egress from the excavation.
- Ensuring that spoils or excavated material is kept at least two feet from the edge of the excavated area.
- Daily inspections of the excavated area.
- The use of barricades to prevent mobile equipment from going over the edge.

Where practicable, benching or cutting in steps should be used to prevent a cave in from occurring.

For more information on Trenching, Excavation and Shoring, see the Occupational Safety and Health (Protective Measures) Order 1977.

Remember to:

- Plan your work properly.
- Consult the relevant documentation.
- Ensure everyone is competent for the task at hand.

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April 2014

The High Five

Five ways to reduce risk on construction sites.

For Small to Large Sites

OSHA HOTLINE: 623-OSHA (6742)
www.osha.gov.tt

The following five guidelines will help you to keep safe and healthy.

HIGH 1: THE BASICS

Housekeeping and Welfare

Many accidents occur from slips, trips and falls. A tidy workplace that is free of hazards like materials stored haphazardly on the floor will significantly reduce these types of accidents.

A job is not completed until the area has been cleaned. Remember that responsibility must be taken for the removal of all unnecessary materials.

All workers shall have access to:

- Clean toilet facilities
- Wholesome drinking water
- Changing rooms
- Lunch rooms

HIGH 2: FALLS FROM HEIGHT

Falls from height account for a significant number of the deaths in the construction industry in Trinidad and Tobago. Many accidents involve falls from roofs, through fragile materials, from ladders and leading edges.

Generally ensure that one:

- Works from a safe platform with proper edge protection.
- Uses equipment that would prevent a fall, such as scaffolding or a mobile working platform.
- Uses safety nets where practicable.
- Protects penetrations or holes in decking and roof material to prevent persons from falling through.
- Secures tools and materials to prevent them from falling.
- Does not work in weather conditions that would threaten one's safety and health.
- Exercises caution when working around the edges of roofs.

When portable ladders are used for access to an upper landing surface, it should be ensured that:

- The ladders are suitable and in good condition.
- The ladder rises at least 3 feet (0.9m) above the upper landing surface.
- Where practicable the ladder is secured at the top and bottom to prevent them from slipping sideways and outwards.
- The ladders are placed in a safe position so that users do not have to overstretch.

HIGH 3: MANUAL HANDLING

Manual handling injuries may result from working with heavy or awkward materials. The risk of injury is increased by repetitive jobs such as laying heavy blocks.

When lifting materials, one should ensure that:

- Mechanical means are employed where reasonably practicable.
- Suitably maintained lifting equipment is chosen
- Where possible there can be a change to lighter materials, bags, etc.
- Repetitive handling is reduced or avoided.
- Awkward posture and movements are avoided.

HIGH 4: SCAFFOLDING

Scaffolding is an essential element of construction projects and is considered to be a "place of work" under the Occupational Safety and Health Act Chap. 88:08.

Before using scaffolding, it should be ensured that:

- The scaffolding is equipped with guard rails, mid rails and toe boards.
- It is erected on sound footing.
- Platforms are tightly planked and planks are in good condition.
- It is at least ten (10) feet from electric power lines at all times.
- Fall arrest equipment is utilised where necessary.
- The persons erecting these structures are competent.

RINIDAD & TOBAGO
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ALTH AUTHORITY AND AGENCY

Types of Machine Safeguards

This leaflet is a brief guide to the OSH Act (Chapter 88:08). It provides guidance on safeguards for machines.

OSHA HOTLINE: 623-OSHA (6742)
www.osha.gov.tt

INTRODUCTION

This leaflet aims to provide guidance to both employers and employees in identifying various types of machine guards and safety devices that are commonly used in industries, particularly the manufacturing industry. Section 25A, 25B, 25C & 25D of the Occupational Safety & Health Act (Chapter 88:08) set out the requirements for the effective safeguarding of machinery.

TYPES OF MACHINE SAFEGUARDS

1. Fixed 2. Interlocked 3. Adjustable

4. Self-adjusting 5. Safety devices

FIXED

As its name implies, a fixed guard is a permanent part of the machine. This guard is usually preferable to all other types because of its relative simplicity and permanence.

INTERLOCKED

Interlocked guards are interconnected with the power or control system of the machine. The interlock prevents the machinery from operating unless the guard is closed. They cannot be opened until the dangerous parts of the machine have come fully to rest. Interconnections are usually mechanical, electrical, hydraulic or pneumatic. They provide an effective safeguard where access to the point of operation is required between each cycle of the machine or regular access is needed.

In the event of electrical failure, loss of power or malfunction, the machine's guarding system should 'fail to safe', and render the machine or part inoperable until the power is restored or the guarding mechanism is repaired.

ADJUSTABLE

Adjustable guards are useful because they allow flexibility in accommodating various sizes of stock.

SELF-ADJUSTING

The openings of self-adjusting guards are determined by the movement of the stock. As the operator moves the stock into the danger area, the guard is pushed away, providing an opening which is only large enough to admit the stock. After the stock is removed, the guard returns to the rest position. This guard protects the operator by placing a barrier between the danger area and the operator.

SAFETY DEVICES

In addition to machine guards, safety devices can also be used to prevent access to danger areas. **Here is how**:

1. Presence sensing devices photoelectric, radio frequency and electromechanical – *these provide a barrier which is synchronized with the operating cycle of the machine in order to prevent entry to the danger area during the hazardous part of the cycle. The machine automatically shuts off once the "sensing field" is broken.*

2. *Pullback –* *these devices utilise a series of cables attached to the operator's hands, wrists, and/or arms. A mechanical linkage automatically assures withdrawal of the hands from the point of operation between cycles.*

3. *Restraint –* *these utilise cables or straps that are attached to the operator's hands at a fixed point. The cables or straps must be adjusted to let the operator's hands travel within a predetermined safe area. Additionally , hand-feeding tools are often necessary if the operation involves placing material into the danger area.*

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Copies of the OSH Act (Chapter 88:08),
can be purchased at the Government Printery or downloaded
from the following website: www.osha.gov.tt
OSHA IS A STATUTORY AGENCY of the Ministry of Labour and
Small and Micro Enterprise Development

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Public Advisory

OSHA Guidelines for the Processing of the Blasting Permits

1 Application for Blasting Permit The applicant must submit the following:

a. A letter of application.
b. Copy of Mining License issued by the Ministry of Energy and Energy Industries ("MEEI") or evidence that a completed application was received by the MEEI and that the applicant is in good standing with the Ministry.
c. Town and Country Approval to develop land.
d. Certificate of Environmental Clearance ("CEC"). Environmental Management Authority ("EMA").
e. Fire Certificate.
f. Copy of the last issued Permit (if applicable)
g. Blasters and Helpers qualifications.

2 OSH Compliance

a. Inspection is conducted and Reports are sent to the applicant to comply with the OSH Act.
b. Request to the TTPS to do background checks on blasters and helpers.
c. A letter is sent to the MEEI requesting an updated status on the Mining Licence of the applicant.

3 Meeting of the Blasting Advisory Committee ("BAC").

a. BAC meets to consider application.
b. If approved, Chief Inspector sends letter of recommendation to the Commissioner of Police("COP").
c. If denied, Chief Inspector notifies the applicant.

4 Issuance of Blasting Permit

a. COP issues a Blasting Permit to the applicant and sends a copy to the Chief Inspector.

5 PROCESS IS COMPLETED !

OSHA is a Statutory Agency of the Ministry of Labour

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