

CONSEJOS PREVENTIVOS

(English)



FUNDACION
LABORAL
DE LA CONSTRUCCION

Organismo paritario del sector de la construcción



Confederación Nacional
de la Construcción



Con la financiación de:



FUNDACIÓN
PARA LA
PREVENCIÓN
DE RIESGOS
LABORALES

1. Weather conditions

1.1 Exposure to extreme high temperatures



Spread your work out over time as much as possible and take regular breaks (take these breaks in cool, shady places). Avoid, or at least reduce, physical exertion during the hottest hours of the day.



Try not to work alone. Let your colleagues know about the situation.



Drink liquids containing salt and sugar regularly. Isotonic drinks are recommended.



Avoid drinking alcoholic drinks or drinks containing caffeine.



If the work that you are carrying out allows it, wear loose, light, light-coloured, permeable clothing.



Sleep as much as you need to and eat a balanced diet.



Try not to eat very fatty foods.



Use high factor sun creams.

1.2 Exposure to extreme low temperatures



Wear clothes designed to protect you from low temperatures. Wear several layers of light clothing to insulate your body effectively. The external layer should be windproof.



Eat a balanced diet and regular meals throughout the day in order to provide your body with the energy required to produce heat.



Drink hot, non-alcoholic drinks.



Spread your work out over time as much as possible, and take regular breaks (take these breaks in air-conditioned places).



If you have to carry out a task that does not require you to move very much, do some exercises to warm up your body and prevent it from getting cold.



Use windbreaks or shelters to reduce heat loss.

1.3 Exposure to adverse weather conditions



Stop all outside work if there is a thunderstorm, heavy rain, strong wind, snow or any other unfavourable weather condition which may reduce visibility.



Stop using any equipment used to lift loads (tower crane or mobile crane) when meteorological conditions become so bad that the use of this equipment becomes unsafe.



Do not carry out work at height (on scaffolds, lifting platforms, etc..) when meteorological conditions make it unsafe to do so.



In case of a thunderstorm, stop all work around overhead electric lines, electrical transformers, etc...

2. Driving vehicles

2.1 Before you drive



Rest for as many hours as required.



Avoid heavy meals.



Do not consume any alcohol or drugs.



Avoid driving after taking medicines which can cause drowsiness (tell your doctor about your job so that he or she can prescribe the most suitable medicine).

2.2 While you drive



Do not exceed the speed limits or drive in a dangerous manner.



Always wear a seatbelt.



Regulate the temperature inside the vehicle.
Avoid excess heat.



Avoid driving during the hottest hours of the day, at night, or when weather conditions are poor.



Do not use your mobile phone and limit the use of hands-free devices as much as possible.



Take a break at least every two hours.



If you feel tired, park the vehicle in a safe place and take a break.



When refuelling, turn the engine off and apply the handbrake. Do not smoke or use a mobile telephone.

2.3 In case of breakdown



If possible, move the vehicle to a safe place.



Use the appropriate measures to make other drivers aware of the vehicle and wear a reflective jacket when you get out of the cab.

3. WORK EQUIPMENT. MACHINERY

3.1 Tower Crane



The tower crane may only be handled by personnel in possession of the official operator's license.

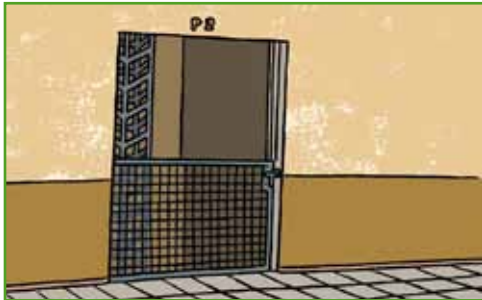


Any work involving the tower crane should be suspended when wind speeds exceeding those indicated by the manufacturer are reached or when stormy weather is imminent.

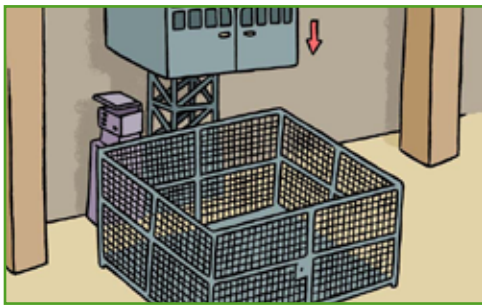


Any safety devices provided by the manufacturer should remain unchanged (maximum load, anchoring elements, etc.).

3.2 Goods lift



The openings on each floor through which loading and unloading are effectuated from the platform should be protected by means of gates or swinging fences.

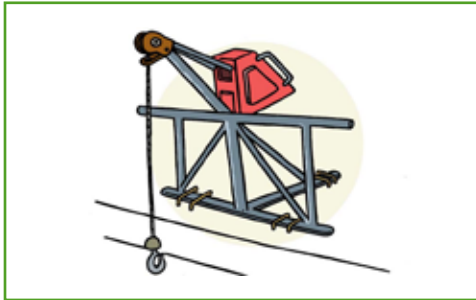


The good lift's work area on the ground floor should be fenced off to prevent people from passing through the area.



Any safety devices provided by the manufacturer should remain unchanged (maximum load, anchoring elements, platform guardrails, end-of-run switches, etc.).

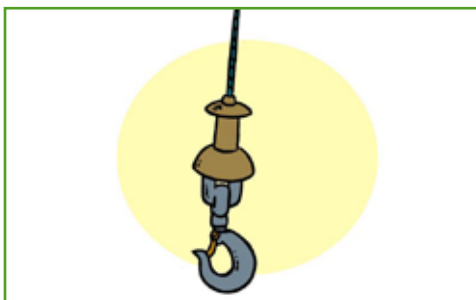
3.3 Mechanical Hoist



The hoist should be anchored to the slab flooring in accordance with the manufacturer's instructions.



The area where the hoist is placed should be protected by rigid fencing.



Check that the hoist's hook is equipped with a safety latch and that the latch is in good working order.

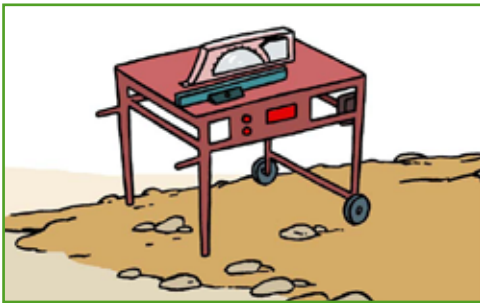


The hoist's work area on the ground floor should be fenced off to prevent people from passing through the area.



Do not lift any loads exceeding the maximum load laid down by the manufacturer, which should be indicated in a visible place on the hoist itself.

3.4 Table-mounted circular saw



The table-mounted circular saw should be properly levelled and placed in an area that does not interfere with other tasks, pathways or places where a risk of falling to another level exists.



The circular saw should be equipped with a protective casing covering both the disk, as well as transmission elements (drive belts, pulleys, etc.). In addition, saws used to cut wood should be equipped with a board splitter.

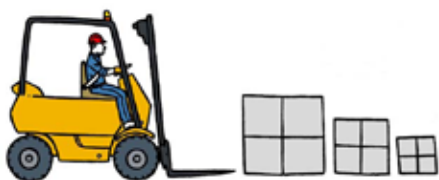


Use pushers to cut small-sized pieces.



Whenever you use the table-mounted saw, make sure you use personal protection equipment (safety glasses or face shields).

3.5 Fork-lift truck



Fork-lift trucks can transport heavier or lighter loads based on a variety of circumstances (height at which the load will be placed, its volume, etc.).



Follow the load diagram laid down by the manufacturer and place the fork-lift on stable ground that is as flat as possible when lifting.



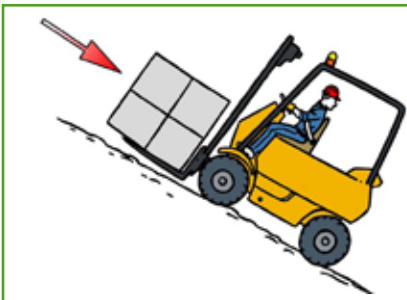
The mast should be inclined backwards and the load should be in a low position, approximately 15 cm from the ground, when transporting loads. The driver's visibility should be unhindered at all times.



Do not climb onto of the fork-lift or any of its accessories (pallets, clamps, etc.). Do not drive around under the load.



Emit acoustic signals and move forward slowly when approaching an area lacking visibility.



Go down slopes in reverse when loaded.

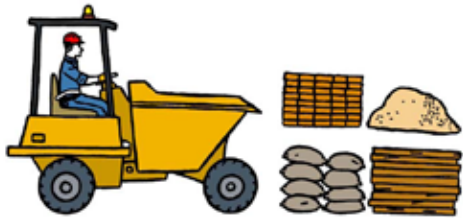


Do not use the fork-lift truck to elevate people.



Do not transport unstable, loose or excessively large loads for the fork-lift truck's characteristics.

3.6 Dumper



The dumper can transport different kinds of loads (mortar, gravel, concrete, sand, ceramic or wooden materials, etc.) Under no circumstances should the maximum load laid down by the manufacturer be exceeded in order to prevent the vehicle from overturning, especially when it is being unloaded.



The dumper should be equipped with a protection frame against the risk of overturning.



Do not climb onto the dumper or any of its parts (splashguard, chute, etc.).



Go down slopes in reverse when loaded.

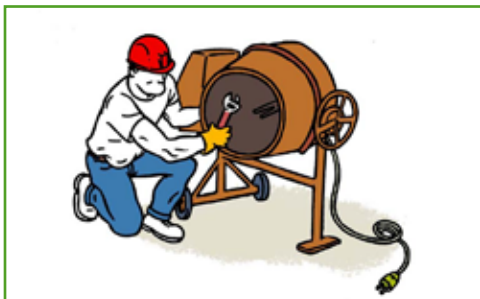
3.7 Concrete Mixer



The concrete mixer should be located on a stable, resistant place.



The concrete mixer should be equipped with metal casings to protect transmission devices (drive belts, crown wheel, gears) in order to avoid the risk of being trapped. It should also be equipped with a drum safety guard.



The concrete mixer should be shut down whenever it is cleaned. It should also be disconnected from the grid if it is powered by electricity.



Do not wear loose clothing which may be trapped by moving elements when operating the concrete mixer.

3.8 Earthworks Machinery



Before initiating any tasks, the machinery should be checked to verify its main elements work properly (hydraulic circuits, brakes, wheels, acoustic and optical signalling, reverse gear etc.).



The areas through which earthworks machinery passes should be properly signposted and delimited. In addition, such areas should be watered frequently in order to avoid dust that could be inhaled or reduce visibility.



Do not smoke when refuelling. Once refuelling has finalised, clean up any fuel that may have been spilt.

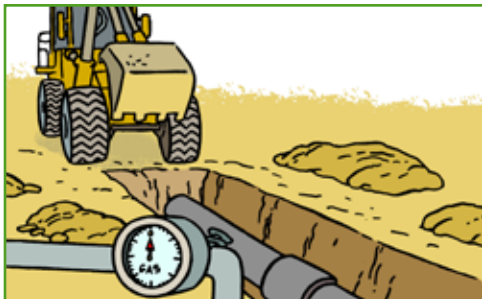


Do not climb onto the machines or onto their ancillary elements (shovels, buckets, etc.). Do not approach the machinery while it is in operation.

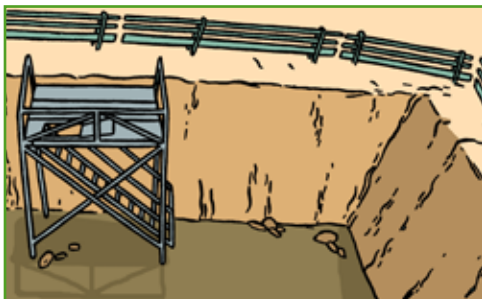
4. EXCAVATIONS, EARTHWORKS AND MACHINERY



Protect all edges around excavations (railing comprised of handrail, middle rail and, when necessary, skirting board).



Gas piping, electricity lines, etc.. should be properly positioned and signposted. Whenever possible, work should be carried out once gas and electricity supplies have been cut off.



Before performing any kind of task, a decision should be taken on both the means of accessing and exiting the excavation bottoms (step ladders, ramps solely for the use of personnel or auxiliary stair structures), as well as on the placement of such elements.

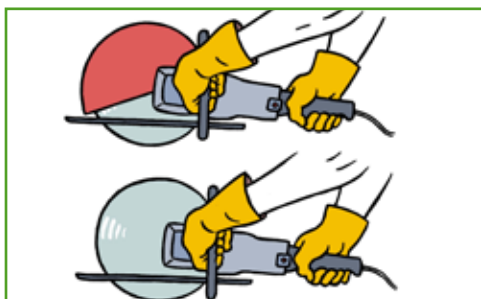


Materials should be placed away from the edge of the excavation at a distance equal to its depth or at least 2 m away from the edge, whichever is greater

5. TOOLS



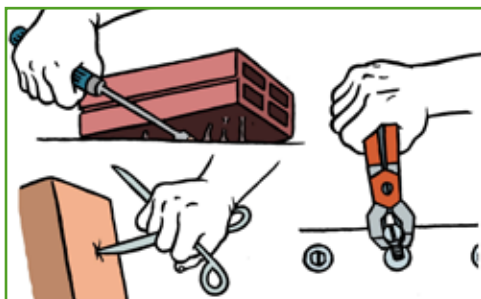
Tools should come with both specific instructions indicating proper use procedures, as well as warning signs about the personal protection equipment that should be worn when the tools are in use.



Do not remove or render useless tool safety devices or use the tools without them (safety latch for moveable parts of mechanical tools, casings covering chop saw disks, etc.).



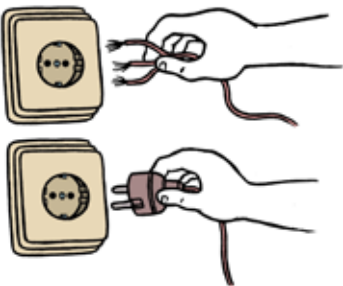
In areas having special characteristics (fire or explosion hazards) or where there are electrical elements, specific tools appropriate for such circumstances should be used (double-insulation, explosion-proofing, insulated handle, etc.).



Use the appropriate tool for each task (do not use a screwdriver as a lever, scissors as a punch, pliers as a wrench, compressed air tools to clean clothing, etc.).



Use a tool belt in order to reduce the risk of cuts.



Do not connect cables directly into socket bases, use insulated plugs. Do not make connections using bare cables or use spliced lines.



Avoid wearing loose clothing, rings, bracelets, etc. that could become trapped in the tools.

6. WORK SITE



Pathways used by personnel should be as far away as possible from workshops, storage areas containing hazardous materials, etc. in order to avoid the risks inherent to such areas from affecting such pathways.



The site should be equipped with toilet and shower facilities, changing rooms and, when necessary, rest or accommodation areas for workers having the necessary materials to provide first aid treatment.



To prevent unauthorised people from entering the site, it should be fenced off and properly signposted to warn about such prohibition.



Vehicle and machinery entry areas to the work site should be separated from entrances for personnel. Should this be impossible, safety measures should be put into place to avoid or reduce the risk of workers being hit or run over by such vehicles, e.g. barriers.

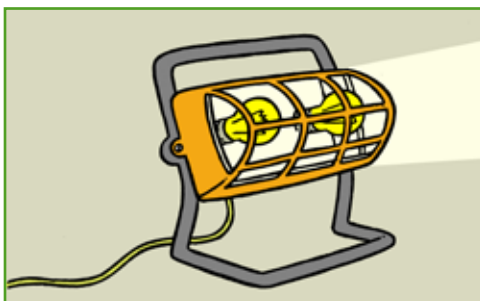
7. ELECTRICITY INSTALLATION



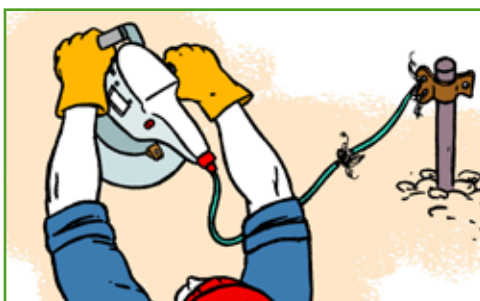
The installation, maintenance and repair of on-site electrical equipment should only be performed by qualified, authorised personnel.



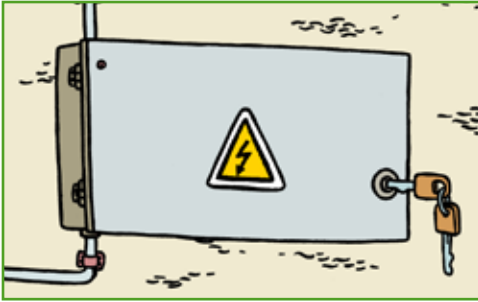
Electricity cables should not be placed on sharp cutting edges or in transit areas, as this could result in wear and tear to the cabling's insulation.



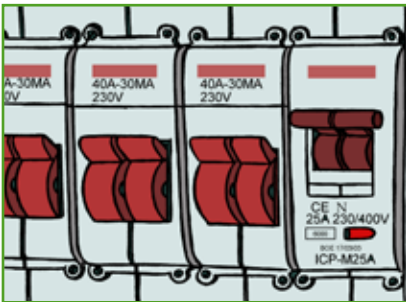
All portable lighting equipment should be equipped with an insulated handle and a protective casing covering the lamp or bulb.



The metal housing of electrical machinery should be properly connected to ground. Ground cables should be continuous (not cut) and make good contact.



Doors to electricity panels should be remain closed under lock and key at all times.



All electric power lines should be protected with differential and magnetothermic circuit breakers.

8. Emergency situations

8.1 In case of accident



Stay calm. Calm the injured party down and do not allow people to crowd around him or her.



Do not move the injured party until you have checked his or her injuries, unless the situation requires it (risk of explosion, fire, collapse, etc...).



Do not try to give the injured party anything to eat or drink.



Whenever possible, cover the injured party with a blanket or similar.



If you do not know how to carry out first aid, do not try to do so. Notify people who are trained in first aid or the medical authorities.



Do not leave the injured party alone until trained first aid personnel arrive.

8.2 In case of fire



Notify your colleagues about the situation using the means available to you (telephone, radio transmitter, etc...).



If the fire is small, try to put it out using the firefighting equipment available. Always stand between the fire and the exit.



If the fire is large, evacuate the area. Do not run any unnecessary risks.



If there is smoke, crouch down low and walk with a damp handkerchief or cloth over your mouth and nose.



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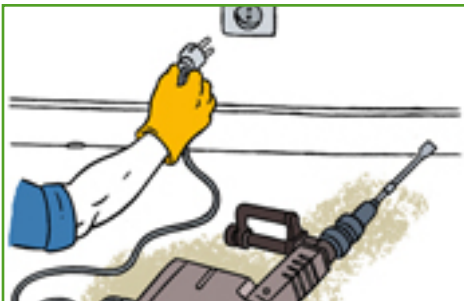
If you are trapped by the fire:

- Close any doors that you can between yourself and the fire.
- Block any gaps around the doors with cloths, preferably damp ones.

8.3 If you are ordered to evacuate



Listen to the orders given by emergency supervisors.



If you can, disconnect any electrical machinery.



Stay calm.



Leave the work area quickly.



Use the escape routes provided.



Do not use lifts or hoists.



Do not block the exits.



Do not go back to collect personal belongings.



Offer to help the handicapped.



Once you are outside, go to the meeting point, if there is one.

8.4 In case of heatstroke



Notify people who are trained in first aid and the medical authorities.



Take the person affected to a cool, ventilated place. Remove any unnecessary clothing and cool his or her skin by applying, for example, cold compresses or cloths and dampening the rest of the body with cool water.



Fan the person affected to cool his or her skin.



If the person affected has convulsions, do not try to stop them. These are uncontrolled muscle movements caused by a fault in the nervous system, and attempting to stop them may result in injury. Try to put something soft (clothes, cushion, etc...) under the person's head to stop it from hitting the floor.



Do not leave the affected party alone until trained first aid personnel arrive.

8.5 In case of hypothermia or frostbite



Notify people who are trained in first aid and the medical authorities.



Take the person affected to a warm, dry place. If the frostbite is all over the body, increase the temperature of the place gradually.



If the person's clothes are damp, remove them. Dry the affected person and wrap him or her in a blanket.



If the affected party is conscious, offer him or her a hot, sugary drink (tea, coffee, soup, etc...). When the place has heated up, you must encourage the affected party to move the affected parts of his or her body.



Do not leave the affected party alone until trained first aid personnel arrive.