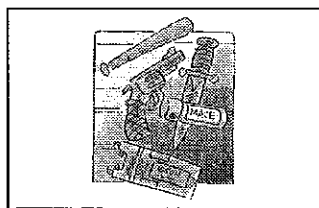


# KELLER'S CONSTRUCTION TOOLBOX TALKS



## Site Violence—An Overview

### Overview Of Topic

Workplace violence has emerged as a critical safety and health hazard. While workplace violence was once confined to a few specific industries, it now affects businesses of every size and type. Recent studies have shown that workplace violence:

- Affects one out of every four full-time American workers each year.
- Is the leading cause of occupational death for women, and the third leading cause of occupational death for all workers.
- Claims more lives each year than AIDS and drunk driving combined.
- Costs industry over \$4 billion a year.
- Is the fastest growing crime being tracked by the FBI.

All workplaces, including construction sites, are at risk from violence of one type or another. Like any other occupational hazard, most acts of workplace violence can be prevented if companies are willing to face the problem head-on.

### Workplace violence defined

To be in a position to effectively address the problem of worksite violence, it is critical to understand its far-reaching nature. Workplace violence includes any act, occurring either on company premises or during the performance of work-related duties, that:

- Threatens the safety of an employee.
- Affects the health, life, or well-being of an employee.
- Results in damage to company or employee property.

While in the most extreme cases workplace violence may involve multiple homicides, far more common are acts such as:

- Insubordination.
- Threats and verbal intimidation.
- Sexual assaults and rape.

# KELLER'S CONSTRUCTION TOOLBOX TALKS

---

---

- Harassment and stalking.
- Theft.
- Fist fights, beatings, and stabbings.
- Vandalism and arson.

## **Internally or externally generated**

Acts of workplace violence may be either internally or externally generated. That is, they may be committed by an employee (internal), or by someone from outside the company such as a relative, acquaintance, customer, patient, or client (external).

In many instances, acts that are internally generated occur after a series of unheeded warning signs. For example, a troubled employee may make overt threats, exhibit major personality or behavioral changes, show signs of severe depression, or display an unhealthy preoccupation with weapons. The final decision to commit a violent act typically occurs after the employee experiences some traumatic event, like a bad performance review or financial crisis. A company that is alert to such signs may be able to prevent violence by encouraging the troubled employee to seek help.

On the other hand, violence that is externally generated often occurs with little or no warning. However, your company may be able to reduce the number and/or severity of such occurrences by taking preventive measures such as increasing security, providing employee awareness training, and implementing a crisis management program.

## **Employee Training**

There are no specific training requirements for dealing with worksite violence. However, you are required to provide a safe workplace for your employees. If you have a company worksite violence policy and procedures program you will want to cover that during this toolbox talk.

## **Training Tips**

Explain to your trainees what they should do if they encounter worksite violence. Cover your company worksite violence policy and procedures program if you have one.

## **Where To Go For More Information**

Section 5(a)(1) (General Duty Clause) of the OSHA Act of 1970.

# KELLER'S CONSTRUCTION TOOLBOX TALKS

## Site Violence—An Overview

Workplace violence has been the topic of many recent studies by both the public and private sector. Regardless of the source, the findings all point to the fact that incidents of workplace violence are not only increasing in number, but are becoming more violent in nature.

Workplace violence includes any act, occurring either on company premises or during the performance of work-related duties, that:

- Threatens the safety of an employee.
  - Affects the health, life, or well-being of an employee.
  - Results in damage to company or employee property.



While in the most extreme cases workplace violence may involve multiple homicides, far more common are acts such as:

- Insubordination.
  - Threats and verbal intimidation.
  - Sexual assaults and rape.
- Harassment and stalking.
  - Fist fights, beatings, and stabbings.
  - Theft, vandalism and arson.

### How does it start?

Employment-related violence is not associated with any specific type of workplace or occupation. The assailant may be a current or former employee, supervisor, or manager. Often, acts of violence occur after a series of unheeded warning signs. A troubled employee may make overt threats, exhibit major personality changes, or show signs of severe depression.

### What should you do?

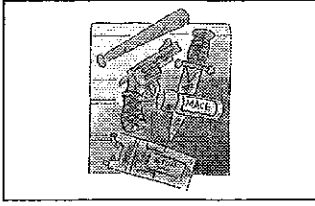
Many construction companies have personnel policies that address the issue of threats or worksite violence. Make sure that you are aware of these policies and who to contact if you are the object of a threat. If you are a member of a labor union there are probably specific procedures you need to follow to file a grievance against someone who is or has threatened you.

What if your company doesn't have any policies in place for dealing with threats or worksite violence? What should you do if you are threatened on the jobsite? Report the incident immediately to your jobsite supervisor or other safety person.

The construction jobsite can be a dangerous place to work without having to worry about threats or violence from other workers on the site. But, like a Neighborhood Watch program, if we all stay sharp and keep our eyes open we can make a difference.

## SITE VIOLENCE—AN OVERVIEW HANDOUT

# KELLER'S CONSTRUCTION TOOLBOX TALKS



## Site Violence—An Overview Sign-Off Sheet

This sign-off sheet documents the employees at this company, \_\_\_\_\_, who have taken part in a training session on Site Violence—An Overview. The session covered:

- Consequences of worksite violence.
- Definition of worksite violence.
- How worksite violence can be either internally or externally generated.
- What to do if you encounter worksite violence.

The space below is for employees to “sign-off” that they were in attendance.

**Date of Training:** \_\_\_\_\_

**Job Location:** \_\_\_\_\_

**Employee Signature**

**Print Name Here**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

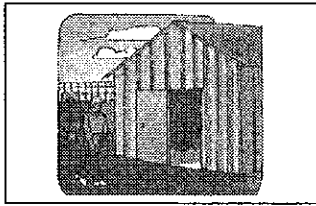
---

---

\_\_\_\_\_  
Supervisor's Signature

### SITE VIOLENCE—AN OVERVIEW SIGN-OFF

# KELLER'S CONSTRUCTION TOOLBOX TALKS



## Site Violence—Building & Facility Security

### Overview Of Topic

Site security refers to all efforts made to keep a facility safe and secure. More recent interpretations refer to preparations for a terrorist attack. Construction companies are vulnerable because there are many different people coming and going at the jobsite, including electricians, plumbers, roofers, and demolition workers. Depending on the nature of the job, there can be a greater risk for the theft of chemicals and explosives.

Your company should review its current security plans and measures to identify areas for improvement. A written jobsite security plan is needed to detail your security measures.

### **What can your company do to protect workers and the jobsite?**

Efforts to maintain security include everything from controlling access by vehicles and pedestrians to using lighting and motion detection alarms to detect intruders.

#### **Control access**

Access control measures are used to direct and restrict access to a jobsite or facility. For a jobsite without any buildings, these control measures can include fences, gates, and earthen berms. If you are working in an existing facility doing renovation work, the control measures should already be in place. They may consist of walls, fences, bushes, gates, sidewalks, ponds, and traffic islands.

#### **Secure the perimeter**

Perimeter security refers to measures used to protect the approaches and access to the grounds, including adequate illumination and signs detailing access rights and entrance locations. At a building renovation job, access to pedestrian entrances can be controlled through the use of security personnel, gates or turnstiles, locked keycard gates or doors, and surveillance cameras.

#### **Control vehicle traffic**

Vehicle traffic can be controlled through landscaping, gates, and manned security points. Ditches, bollards, and traffic islands can be used to restrict or direct traffic flow. Your company can require

# KELLER'S CONSTRUCTION TOOLBOX TALKS

---

---

that contractors and contract employees park their vehicles in clearly marked locations away from any sensitive areas.

## **Screen deliveries**

Your location can establish a central delivery point for packages, equipment, materials, and supplies. This can provide a screening function to protect against things like bombs or biological hazards.

## **Provide a security staff**

Uniformed security staff can be posted at strategic locations or used to patrol the jobsite. This allows them to monitor low traffic, sensitive, or unoccupied areas of the facility and watch for fires, break-ins, environmental problems, or other unauthorized access. This is especially important at night or on weekends.

## **Monitor employees**

The movements of jobsite employees and visitors can be controlled or monitored through using ID/visitor badges, electronic keycard doors, security posts, and surveillance cameras.

## **Employee Training**

While there are no specific training requirements for safety and security, your company is required to:

- Provide a safe workplace for your employees (Section 5(a)(1)).
- Train employees to recognize and avoid unsafe conditions and the regulations applicable to their work environment to control or eliminate the hazards (1926.21(b)(2)).

## **Training Tips**

Jobsite security depends upon the employees' and security staff's knowledge of safety and security protocols and procedures. Adequate training ensures that all employees understand the need for, and workings of, the site security procedures.

## **Where To Go For More Information**

Section 5(a)(1) (General Duty Clause) of the OSHA Act of 1970.

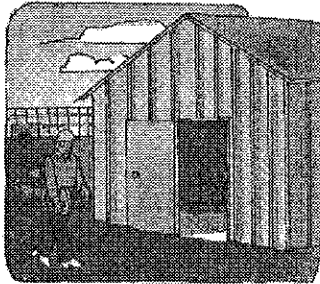
# KELLER'S CONSTRUCTION TOOLBOX TALKS

## Site Violence—Building & Facility Security

Site security refers to all efforts made to keep a facility safe and secure. More recent interpretations refer to preparations for a terrorist attack. Construction companies are vulnerable because there are many different people coming and going at the jobsite, including electricians, plumbers, roofers, and demolition workers. Depending on the nature of the job, there can be a greater risk for the theft of chemicals and explosives.

### **What can your company do to protect you and the jobsite?**

Efforts to maintain jobsite security include everything from controlling access by vehicles and pedestrians to using lighting and motion detection alarms to detect intruders.



### **Control access**

Access control measures are used to direct and restrict access to a jobsite or facility. For a jobsite without any buildings, these control measures can include fences, gates, and earthen berms. If you are working in an existing facility doing renovation work, the control measures should already be in place. They may consist of walls, fences, bushes, gates, sidewalks, ponds, and traffic islands.

### **Secure the perimeter**

Perimeter security refers to measures used to protect the approaches and access to the grounds, including adequate illumination and signs detailing access rights and entrance locations. At a building renovation job, access to pedestrian entrances can be controlled through the use of security personnel, gates or turnstiles, locked keycard gates or doors, and surveillance cameras.

### **Control vehicle traffic**

Vehicle traffic can be controlled through landscaping, gates, and manned security points. Ditches, bollards, and traffic islands can be used to restrict or direct traffic flow. Contractors and contract employees can be required to park their vehicles in clearly marked locations away from any sensitive areas.

### **Screen deliveries**

Your location can establish a central delivery point for packages, equipment, materials, and supplies coming onto the jobsite. This provides a screening function to protect against things like bombs or biological hazards.

### **Provide a security staff**

Many jobsites have uniformed security staff posted at strategic locations or patrolling the site. They can monitor security-sensitive or unoccupied areas of the facility and watch for fires, break-ins, environmental problems, or other unauthorized access. This is especially important at night or on weekends.

### **Monitor employees**

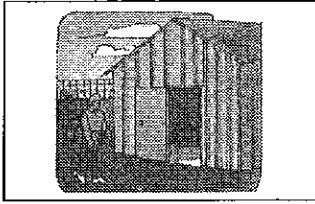
The movements of employees and visitors can be controlled or monitored through using ID/visitor badges, electronic keycard doors, security posts, and surveillance cameras.

### **What can you do to maintain security?**

Finally, jobsite security depends upon the employees' and security staff's knowledge of safety and security protocols and procedures. Remember, jobsite security is an issue that everyone must take seriously.

## SITE VIOLENCE—BUILDING & FACILITY SECURITY HANDOUT

# KELLER'S CONSTRUCTION TOOLBOX TALKS



## Site Violence—Building & Facility Security Sign-Off Sheet

This sign-off sheet documents the employees at this company, \_\_\_\_\_, who have taken part in a training session on Site Violence—Building and Facility Security. The session covered:

- What your company does to protect you and the jobsite.
- Things like controlled access points, the screening of deliveries, and monitoring employees.
- What you can do to maintain security.

The space below is for employees to “sign-off” that they were in attendance.

**Date of Training:** \_\_\_\_\_

**Job Location:** \_\_\_\_\_

**Employee Signature**

**Print Name Here**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

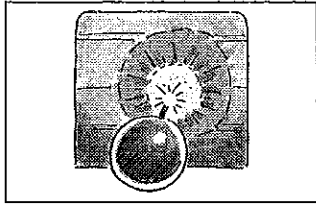
---

\_\_\_\_\_  
Supervisor's Signature

### SITE VIOLENCE—BUILDING & FACILITY SECURITY SIGN-OFF



# KELLER'S CONSTRUCTION TOOLBOX TALKS



## Site Violence—Explosives Theft

### Overview Of Topic

Go to your favorite internet search engine and plug in: “explosives” and “theft” and be ready for a shock. Mine sites, Army depots, and even police bunkers are targets of explosive thieves. Some construction companies, and probably all demolition companies, store and use explosives. The OSHA regulations tell you how to store and use explosives. They even say that you should report thefts to the authorities if you notice explosives are missing.

### But is that enough?

Don't let your explosives become the tools of terrorism. Anyone who imports, manufactures, deals in, purchases, uses, or stores explosive materials is also subject to the Bureau of Alcohol, Tobacco, and Firearms (BATF) regulations at 27 CFR, Part 55.

And there are also state requirements. The BATF rules say: license or permit issued under this part confers no right or privilege to conduct business or operations, including storage, contrary to State or other law.

### OSHA regulations

When storing and safeguarding explosives, the OSHA regulations at 29 CFR 1926.900(d) say that: All explosives must be accounted for at all times. Explosives not being used need to be kept in a locked magazine, unavailable to persons not authorized to handle them. The employer must maintain an inventory and use record of all explosives.

Appropriate authorities (BATF) have to be notified of any loss, theft, or unauthorized entry into a magazine. The regulations at 29 CFR 1926.904 give the requirements for storage of explosives and say that explosives and related materials must be stored in facilities approved by the BATF regulations contained in 27 CFR, Part 55.

### BATF regulations

BATF is mentioned in the OSHA standards as the agency that lays down the rules for storage of explosives. Their publication—*The Orange Book—ATF: Explosives Law and Regulations* can be found at: <http://www.info-central.org/regulatory/orangebook/>. This

## KELLER'S CONSTRUCTION TOOLBOX TALKS

---

---

publication describes in detail the requirements for storage of explosives.

### **Your course of action**

Are your explosive storage facilities in top shape and as theft-proof as possible? You should review the OSHA and BATF regulations and make sure they meet these basic requirements.

The regulations call for you to inspect your storage facilities weekly. The regulations say: Persons storing explosives must inspect their storage facilities at intervals not greater than seven days to determine whether the contents are intact or if theft or unauthorized entry has occurred (27 CFR 55.204). Maybe you want to inspect more than once a week.

27 CFR, Part 55, Section K—Storage, discusses everything from the proper structure, to housekeeping, to lighting. As you review the regulatory requirements for storage of explosives, you can see that they were not written with the terrorist in mind. The facility must be theft-resistant. But, you can review the regulatory requirements and make sure your explosive storage facility is up to speed. Beyond that, implementing a fail-safe security system to immediately detect unauthorized entry may be your best bet against theft.

### **Employee Training**

There are no specific training requirements for safely storing, and preventing the theft of, explosives.

### **Training Tips**

Talk about the types and quantities of explosives that you keep at your jobsites. Explain company procedures for safeguarding these explosives.

### **Where To Go For More Information**

27 CFR, Part 55—Commerce in explosives

29 CFR 1926.900—Blasting and Use of Explosives.

29 CFR 1926.904—Storage of explosives and blasting agents

*The Orange Book—ATF: Explosives Law and Regulations* can be found at: <http://www.info-central.org/regulatory/orangebook/>.

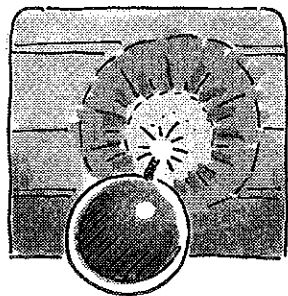
# KELLER'S CONSTRUCTION TOOLBOX TALKS

## Site Violence—Explosives Theft

Mine sites, Army depots, and even police bunkers are targets of thieves attempting to steal explosives. Some construction companies, and probably all demolition companies, store and use explosives. The OSHA regulations tell your employer how to store and use explosives. They also require your employer to report thefts to the authorities if they notice explosives are missing.

### But is that enough?

Don't let the explosives at your jobsite become the tools of terrorism. Anyone who imports, manufactures, deals in, purchases, uses, or stores explosive materials is also subject to the Bureau of Alcohol, Tobacco, and Firearms (BATF) regulations at 27 CFR, Part 55.



And there are also state requirements. The BATF rules say: license or permit issued under this part confers no right or privilege to conduct business or operations, including storage, contrary to State or other law.

### OSHA regulations

When storing and safeguarding explosives, the OSHA regulations at 29 CFR 1926.900(d) say that: All explosives must be accounted for at all times. Explosives not being used must be kept in a locked magazine, unavailable to persons not authorized to handle them. The employer needs to maintain an inventory and use record of all explosives. Appropriate authorities (BATF) must be notified of any loss, theft, or unauthorized entry into a magazine. The regulations at 29 CFR 1926.904 give the requirements for storage of explosives and say that explosives and related materials have to be stored in facilities approved by the BATF regulations contained in 27 CFR, Part 55.

### BATF regulations

BATF is mentioned in the OSHA standards as the agency that lays down the rules for storage of explosives. Their publication— *The Orange Book-ATF: Explosives Law and Regulations* describes in detail the requirements for storage of explosives.

### Your course of action

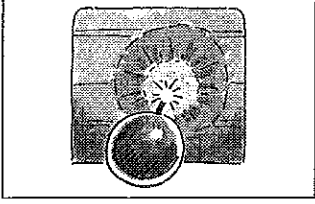
Are your explosive storage facilities in top shape and as theft-proof as possible? Your employer should review the OSHA and BATF regulations and make sure they meet these basic requirements. The regulations call for your employer to inspect your storage facilities weekly. The regulations say: Persons storing explosives must inspect their storage facilities at intervals not greater than seven days to determine whether the contents are intact or if theft or unauthorized entry has occurred (27 CFR 55.204). Maybe you want to inspect more than once a week.

27 CFR, Part 55, Section F—Storage, discusses everything from the proper structure, to house-keeping, to lighting. A review of the regulatory requirements for storage of explosives indicates that they were not written with the terrorist in mind. The facility must be theft-resistant.

But, you can help your employer review the regulatory requirements and make sure your explosive storage facility is up to speed. Beyond that, implementing a fail-safe security system to immediately detect unauthorized entry may be your best bet against theft.

## SITE VIOLENCE—EXPLOSIVES THEFT HANDOUT

# KELLER'S CONSTRUCTION TOOLBOX TALKS



## Site Violence—Explosives Theft Sign-Off Sheet

This sign-off sheet documents the employees at this company, \_\_\_\_\_, who have taken part in a training session on Site Violence—Explosive Theft. The session covered:

- Requirements for keeping track of explosives on the jobsite.
- The OSHA requirements for storage of explosives.
- How BATF regulates the storage of explosives.
- The course of action to take to prevent the theft of explosives.

The space below is for employees to “sign-off” that they were in attendance.

**Date of Training:** \_\_\_\_\_

**Job Location:** \_\_\_\_\_

**Employee Signature**

**Print Name Here**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Supervisor's Signature

### SITE VIOLENCE—EXPLOSIVES THEFT SIGN-OFF