1) **Avoid Hand Tool Injuries**
   - Use the right tool for the job
   - Keep tools in good working condition and return them to their proper storage place
   - Always use hand tools in the way they were intended

2) **Personal Protective Equipment**
   - Back support belts should be worn when lifting
   - Cinch side straps when preparing to lift
   - Back support belts are no substitute for proper lifting techniques

3) **Life Jackets or Work Vests**
   - Must always be worn when there is a danger of falling into the water. Includes docks, dredge decks, pump platforms, tugs and barges
   - Inspect periodically
   - Replace when torn or defective

Attendees:

| _________________________ | _________________________ | _________________________ |
| _________________________ | _________________________ | _________________________ |
| _________________________ | _________________________ | _________________________ |
| _________________________ | _________________________ | _________________________ |

Employees Comments: