

**NDSU** UPPER GREAT PLAINS  
TRANSPORTATION INSTITUTE

# Introduction to the R.E.D. Book



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# It Looks Like This:

**R.E.D. BOOK**

Recognize  
Eliminate  
Discuss

**NOBODY  
GETS HURT.**

This book belongs to: \_\_\_\_\_

WHO IS RESPONSIBLE FOR SAFETY?

**I AM!**

# How to Use The R.E.D. Book

- Every morning before you go out on a project
- Foreman will fill it out
- Review with all crew members

# Instructions are Included

## Recognize Eliminate Discuss

The R.E.D. Book program is designed to eliminate unsafe acts by requiring employees to immediately identify and discuss hazards that can hurt them. By recognizing these hazards in advance our employees are less likely to commit unsafe acts.

### Requirements

1. Before EVERY operation a R.E.D. Book page will be filled out. Anytime that you are unsure of how to proceed safely, it is your responsibility to STOP.
2. Additionally, if any of the following occur a R.E.D. Book page will be filled out.
  - I. Equipment Malfunction
  - II. Materials are different or wrong for installation
  - III. New crew members/assist from another crew
  - IV. Use of unfamiliar tools or equipment
  - V. Anytime that a recognized change in conditions occurs in the operation
  - VI. Any change from the way the operation was originally planned
  - VII. An abandoned container is discovered
3. R.E.D. Book is in the immediate possession of crew members and available to the supervisor

**Safety is an attitude, commitment and core  
value.**

**Safety is our Responsibility.**

**Who is responsible for Safety?**

**I AM!**

# Complete and Review With Crew

Date/Time: \_\_\_\_\_ Task: \_\_\_\_\_

Weather: \_\_\_\_\_

Planned Steps (list):

\_\_\_\_\_  
\_\_\_\_\_

Tools and Equipment Needed (list):

\_\_\_\_\_  
\_\_\_\_\_

My Top Hazard(s) Today (list):

\_\_\_\_\_  
\_\_\_\_\_

What can hurt me (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Motor Vehicle Incident/Crash        | <input type="checkbox"/> Traffic                                      |
| <input type="checkbox"/> Strains/Sprains                     | <input type="checkbox"/> Cuts/Abrasions                               |
| <input type="checkbox"/> Physical Agents (Heat/Cold, Noise)  | <input type="checkbox"/> Working Around Water                         |
| <input type="checkbox"/> Working with Chemicals              | <input type="checkbox"/> Exposed Utilities (Above/Below Ground)       |
| <input type="checkbox"/> Repetitive Work Activities          | <input type="checkbox"/> Falls from Height                            |
| <input type="checkbox"/> Moving Heavy Equipment              | <input type="checkbox"/> Moving Parts on Equipment (PTO)              |
| <input type="checkbox"/> Backing Up                          | <input type="checkbox"/> Infectious Agents (Insects, Vegetation, BBP) |
| <input type="checkbox"/> Uneven Terrain/Work Surfaces        | <input type="checkbox"/> Slips/Trips/Falls                            |
| <input type="checkbox"/> Hot Equipment/Material              | <input type="checkbox"/> Energized Equipment                          |
| <input type="checkbox"/> Trench/Excavation                   | <input type="checkbox"/> Heavy Lifting                                |
| <input type="checkbox"/> Particles in Eye (debris or liquid) | <input type="checkbox"/> Confined Space                               |
| <input type="checkbox"/> Tension (cable & chains, felling)   | <input type="checkbox"/> Fatigue                                      |
| <input type="checkbox"/> Additional Hazards _____            | <input type="checkbox"/> Additional Hazards _____                     |

What am I going to do about it (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Drive Defensively/Attentive      | <input type="checkbox"/> Discuss Work Activity with Team/Crew |
| <input type="checkbox"/> Keep Work Area Clean             | <input type="checkbox"/> 3 Points of Contact                  |
| <input type="checkbox"/> Lift & Carry Properly            | <input type="checkbox"/> Keep Guards in Place                 |
| <input type="checkbox"/> Trench Box/Sloping/Shoring       | <input type="checkbox"/> Secure Equipment                     |
| <input type="checkbox"/> Job Task Rotation                | <input type="checkbox"/> Ask for Assistance                   |
| <input type="checkbox"/> Stretch Prior to Work - MnSTEP   | <input type="checkbox"/> Lock Out Tag Out                     |
| <input type="checkbox"/> Review Safety Data Sheet         | <input type="checkbox"/> Use Air Monitoring Meter             |
| <input type="checkbox"/> Dress Appropriately for Job Task | <input type="checkbox"/> Eye Contact with Operator            |
| <input type="checkbox"/> Review Operators Manual          | <input type="checkbox"/> Practice Good Ergonomics             |
| <input type="checkbox"/> Get Out and Look (GOAL) Spotter  | <input type="checkbox"/> Use Lifting Device                   |
| <input type="checkbox"/> Review Written Directive/Program | <input type="checkbox"/> Situational Awareness                |
| <input type="checkbox"/> Contact Supervisor               | <input type="checkbox"/> Proper Labeling                      |
| <input type="checkbox"/> Additional Precautions _____     | <input type="checkbox"/> Additional Precautions _____         |

# Assign Duties Accordingly

Read materials safety data sheets - MSDS

Know the Traffic Control Plan

Hand tool inventory

Vest – ANCI Standard, clean and visible

Other PPE – gloves, masks, hardhats, ear protection

Vehicle lightbulb checks

See the rest of the list



# Two Main Topics in Checklist

- What can hurt the crew and myself
- What is going to be done to prevent that?





# Temporary Traffic Control Plan

- Do not work in the dark, only daylight
- Refer to the NDDOT Traffic Control Manual
- At this link: \_\_\_\_\_
- Main layouts for 2 lane moving repair crew ie: crack seal, pothole , signing & etc.

# Example Layouts

Component Parts of a Temporary Traffic Control Zone

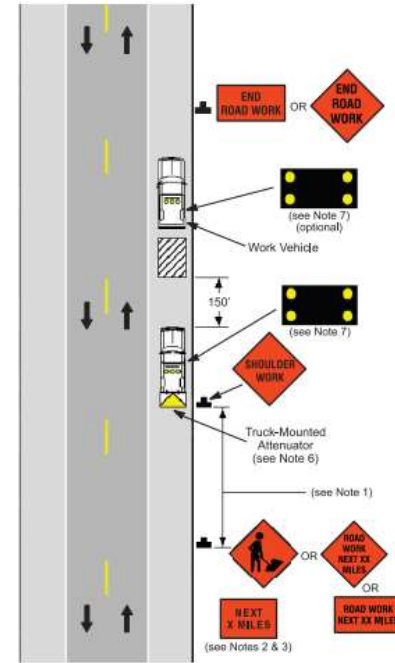
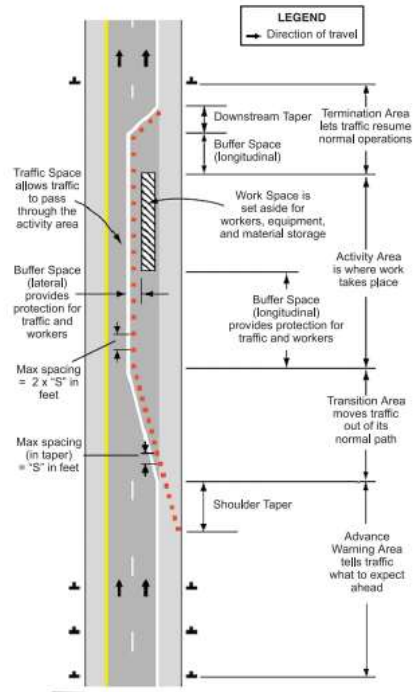


Figure 4: Short duration or mobile operation on a shoulder

# Not Just For On The Road Work

- Roadside or ROW weed spraying
- Under bridge decks, inside culverts
- Mowing roadsides and ROW
- Sign maintenance

# At The End Of The Day

- Tear out the checklist
- Attach it to your timesheet or file with road number
- It's a document that can save you time and money



# Get In The Habit

- Of using the RED Book
- Too many distractions in todays world make it unsafe to be working on the roads
- This book improves your awareness





- We take a lot of things for granted and life can change in a minute
- Go to work, think safety
- Go home safe and sound

# Contact Information



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