

**ARMANDO "MANDO" MARTINEZ**  
**JANUARY 2018 - NOVEMBER 2021**

ID	Description	Gross	Check	Pay Date
2601-18	CONSULTANT AGREEMENT	5,000.00	021940	02/22/2018
2602-18	MONTHLY CONTRACT SERVICES	5,000.00	021997	03/01/2018
2603-18	CONSULTANT AGREEMENT	5,000.00	022310	03/29/2018
2404-18	CONSULTANT AGREEMENT	5,000.00	022820	05/04/2018
2505-18	CONSULTANT AGREEMENT	5,000.00	023133	06/01/2018
2606-18	CONSULTANT AGREEMENT	5,000.00	023486	06/28/2018
2807-18	CONSULTANT AGREEMENT	5,000.00	023821	08/02/2018
2708-18	CONSULTANT AGREEMENT	5,000.00	024186	08/31/2018
2709-18	CONSULTANT AGREEMENT	5,000.00	024515	10/01/2018
2510-18	CONSULTANT AGREEMENT	5,000.00	026073	11/01/2018
2711-18	CONSULTANT AGREEMENT	5,000.00	026407	12/03/2018
2812-18	CONSULTANT AGREEMENT	5,000.00	026691	01/03/2019
2501-19	CONSULTANT AGREEMENT	5,000.00	027133	02/01/2019
2802-19	CONSULTANT AGREEMENT	5,000.00	027474	03/01/2019
2603-19	CONSULTANT AGREEMENT	5,000.00	027863	04/01/2019
2804-19	CONSULTANT AGREEMENT	5,000.00	028367	05/02/2019
2505-19	CONSULTANT AGREEMENT	5,000.00	028612	06/03/2019
2806-19	CONSULTANT AGREEMENT	5,000.00	028991	07/01/2019
2607-19	CONSULTANT AGREEMENT	5,000.00	029417	08/01/2019
2608-19	CONSULTANT AGREEMENT	5,000.00	029726	09/03/2019
2309-19	CONSULTANT AGREEMENT	5,000.00	030041	10/01/2019
2810-19	CONSULTANT AGREEMENT	2,500.00	030424	11/01/2019
2711-19	CONSULTANT AGREEMENT	2,500.00	030831	12/06/2019
2612-19	CONSULTANT AGREEMENT	2,500.00	031108	01/02/2020
2901-20	CONSULTANT AGREEMENT	2,500.00	031532	02/04/2020
2802-20	CONSULTANT AGREEMENT	2,500.00	032007	03/06/2020
2703-20	CONSULTANT AGREEMENT	2,500.00	032330	04/02/2020
2904-20	CONSULTANT AGREEMENT	2,500.00	032623	05/04/2020
2905-20	CONSULTANT AGREEMENT	2,500.00	032957	06/01/2020
2906-20	CONSULTANT AGREEMENT	2,500.00	033312	07/02/2020
2707-20	CONSULTANT AGREEMENT	2,500.00	033549	08/06/2020
2808-20	CONSULTANT AGREEMENT	2,500.00	033799	09/03/2020
2809-20	CONSULTANT AGREEMENT	2,500.00	034322	10/09/2020
3010-20	CONSULTANT AGREEMENT	2,500.00	034681	11/24/2020
3011-20	CONSULTANT AGREEMENT	2,500.00	034969	12/22/2020
2812-20	CONSULTANT AGREEMENT	2,500.00	035259	01/22/2021
2601-21	CONSULTANT AGREEMENT	2,500.00	035636	02/26/2021
2602-21	CONSULTANT AGREEMENT	2,500.00	035740	03/04/2021
2303-21	CONSULTANT AGREEMENT	2,500.00	036058	04/01/2021
2004-21	CONSULTANT AGREEMENT	2,500.00	036409	04/30/2021
2005-21	CONSULTANT AGREEMENT	2,500.00	036826	06/03/2021
2306-21	CONSULTANT AGREEMENT	2,500.00	037182	07/02/2021

2607-21	CONSULTANT AGREEMENT	2,500.00	037639	08/06/2021
2008-21	CONSULTANT AGREEMENT	2,500.00	038083	10/01/2021
2409-21	CONSULTANT AGREEMENT	2,500.00	038083	10/01/2021
2210-21	CONSULTANT AGREEMENT	2,500.00	038705	11/23/2021
		<b>167,500.00</b>		

October 22, 2021

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

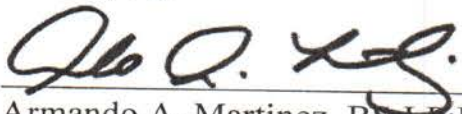
As per our contractual agreement I have completed the following for this month:

\*\*Safety course agenda preparation

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS,LI;FF

Armando A. Martinez

INVOICE

INVOICE # 2210-21  
DATE: OCTOBER 22, 2021

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				SUBTOTAL	\$2,500.00
				TOTAL	\$2,500.00

THANK YOU!







## Safety Meeting Topics (Bilingual)

### Cutting Down on Chainsaw Injuries

This story is available at our safety resource center, [SafeAtWorkCA.com](http://SafeAtWorkCA.com), and will be removed from this location by December 31. View this story, [Chainsaw Injury Prevention](#), on [SafeAtWorkCA.com](http://SafeAtWorkCA.com).

Improper chainsaw use can lead to serious injury and even death. Each year, hospital emergency rooms see approximately 30,000 catastrophic injuries from chainsaws. The most frequent chainsaw injuries occur to the left leg and the back of the left hand. These injuries are usually related to kickback and losing control of the saw. Learning about chainsaw accident and injury risk reduction techniques can help you to avoid becoming a statistic.

Kickback occurs when the tip of the saw touches an object or when the wood closes and pinches the chain. Tip contact makes the chainsaw immediately reverse and pushes it up and back toward you (rotational). Pinching causes a movement straight back toward you (linear). Either way, you may lose control of the saw. To avoid chainsaw kickback:

- Set up the worksite to avoid accidental contact with other objects during cutting.
- Use proper cutting methods to avoid touching the tip or pinching the blade.
- Use chainsaws that have an anti-kickback device installed on the tip of the blade.
- Use a chain brake that stops the chain immediately if a kickback occurs.
- Use chains with depth gauges and guard links that prevent the tip from digging deep into wood.

Chains can travel at speeds of 60 mph with 600 teeth per second passing any given point - too fast for you to rely on your reaction time to prevent an injury. To control the chainsaw properly:

- Don't "drop-start" a saw - place it level on the ground and use both hands to start it.
- ALWAYS use both hands gripped firmly on the chainsaw.
- Keep your right hand on the rear handle and wrap your left hand over the front handle.
- Hold the chainsaw down and to the side to keep your body out of the cutting plane.
- Clear the work area of trip hazards and stagger your feet securely while you work.
- Don't cut over your head or while standing on a ladder.

You can't rely on your reflexes to prevent chainsaw injury; personal protective equipment is lifesaving armor between your flesh and the sharp, fast moving teeth. Outfit yourself for chainsaw use by:

- Avoiding loose clothing, jewelry, or loose hair around the moving blade.
- Using a hard hat to protect you from falling limbs.
- Wearing hearing protection - chainsaw noises can exceed 100 decibels.
- Utilizing safety glasses and a face shield to protect your eyes from flying debris.
- Making use of gloves with a good gripping surface help you control the saw.
- Using chaps with Kevlar fibers that cover your whole leg and overlap your ankle.
- Wearing boots with layers of Kevlar in them to stop the blade.

Read the chainsaw manufacturer's instructions and take advantage of classroom and hands-on chainsaw training. Inspections and maintenance are critical - keep the chainsaw clean and in good working order. Sharpen the teeth and keep the chain lubricated and under proper tension for the best and safest cuts.

Training, site preparation, safe work practices, and wearing the proper safety equipment can prevent chainsaw injuries and fatalities. You, the chainsaw operator, can control these factors before each and every cut.

*The above evaluations and/or recommendations are for general guidance only and should not be relied upon for legal compliance purposes. They are based solely on the information provided to us and relate only to those conditions specifically discussed. We do not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations or standards.*

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

Date: \_\_\_\_\_





## Safety Meeting Topics (Bilingual)

### Reducción de lesiones con las motosierras

Esta historia está disponible en nuestro centro de recursos de seguridad, [SafeAtWorkCA.com](http://SafeAtWorkCA.com), y se suprimirá de este sitio para el 31 de diciembre. Puede ver esta historia, Reducción de lesiones con las motosierras, en [SafeAtWorkCA.com](http://SafeAtWorkCA.com).

El uso indebido de motosierras conocidas también como sierras de cadena puede dar lugar a lesiones graves e incluso la muerte. Cada año, las salas de emergencias de los hospitales atienden aproximadamente 30,000 lesiones catastróficas por accidentes con motosierras. Las lesiones más frecuentes con motosierras se producen en la pierna izquierda y en el dorso de la mano izquierda. Estas lesiones generalmente se relacionan con un efecto de contragolpe y con la pérdida de control de la sierra. Conocer los detalles sobre los accidentes con motosierras y las técnicas para la reducción de riesgos pueden ayudarle a evitar convertirse en estadística.

Los efectos de contragolpe o "kickback" se producen cuando la punta de la sierra toca un objeto o cuando la madera se cierra y atora la cadena. El contacto de la punta hace que la motosierra se retroceda inmediatamente y empuje hacia atrás y hacia arriba (en movimiento rotativo). El atoramiento genera un movimiento recto hacia atrás en dirección a usted (lineal). En cualquiera de los casos, se puede perder el control de la sierra. Para evitar el contragolpe de la motosierra:

- Establezca el lugar de trabajo de manera tal que se evite el contacto accidental con otros objetos durante el corte.
- Utilice métodos de corte adecuados para evitar el contacto de la punta de la sierra y el atoramiento de la cadena.
- Use motosierras equipadas con un dispositivo anti-contragolpe instalado en la punta de la cadena.
- Use un freno de cadena que detenga la cadena inmediatamente si se produce un contragolpe.
- Use cadenas con reguladores de profundidad de corte y guardas de eslabones que impiden que la punta penetre demasiado en la madera.

Las cadenas pueden desplazarse a velocidades de hasta 60 millas/h, y con 600 dientes por segundo pasando por cualquier punto dado... es demasiado rápido para que usted confíe en su tiempo de reacción para evitar una lesión. Para controlar la motosierra correctamente:

- No "encienda" la sierra en el aire o sin apoyo ("drop-start"), colóquela a nivel sobre el piso y use ambas manos para ponerla en marcha.
- SIEMPRE use ambas manos para sujetar firmemente la motosierra.
- Mantenga su mano derecha sobre el asa trasera y pase su mano izquierda sobre el asa en la parte frontal.
- Mantenga la motosierra hacia abajo y a un lado para mantener su cuerpo fuera del plano de corte.
- Despeje el área de trabajo para eliminar los riesgos de tropiezos, y separe los pies de manera segura al trabajar.
- No realice cortes por encima de su cabeza ni desde una escalera.

No debe confiar en sus reflejos para evitar lesiones con una motosierra; el equipo de protección personal es una armadura de protección entre su cuerpo y los filosos y rápidos dientes en movimiento. Equípese usted para usar una motosierra con lo siguiente:

- Evite usar ropa suelta, joyas, o cabello suelto cerca de la cadena en movimiento.
- Use un casco de seguridad para protegerse de las ramas que caigan.
- Use protección auditiva, ya que el ruido producido por las motosierras puede exceder 100 decibelios.
- Use gafas de seguridad y una máscara protectora para protegerse los ojos contra astillas y partículas lanzadas al aire.
- Use guantes con buena superficie de sujeción que le ayuden a controlar la sierra.
- Use chaparreras con fibras de Kevlar que le cubran toda la pierna y se traslapen sobre el tobillo.
- Use botas con capas de Kevlar en el interior para detener el paso de la cadena.

Lea las instrucciones del fabricante de la motosierra y aproveche al máximo las capacitaciones teóricas y prácticas sobre el uso de la motosierra. Las inspecciones y el mantenimiento son aspectos esenciales, mantenga la sierra limpia y en buen estado de funcionamiento. Afile los dientes y mantenga engrasada la cadena, con la tensión adecuada para lograr cortes de mejor calidad y máxima seguridad.

La capacitación, la preparación del sitio, las prácticas de trabajo seguras y el uso del equipo de seguridad apropiado pueden prevenir lesiones y muertes en el uso de la motosierra. Usted, el operador de la motosierra, puede controlar estos factores antes de todos y cada uno de los cortes.

September 24, 2021

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Use of pneumatic power tools.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP, FF



# Armando A. Martinez

# INVOICE

INVOICE # 2409-21  
DATE: SEPTEMBER 24, 2021

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!



# Machine Safety

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📅 Friday, February 12, 2021

[Español](#)

# M

achines are one of the leading causes of occupational injury. Improperly trained or careless operators are often the victims. So, until you've been trained on a machine and are authorized to run it, hands off!

Before you turn on any machine, know the hazards and make a safety check. Is everybody clear? Are the guards and safety devices in place and properly adjusted? Don't start the machine unless they are. Never tie down or block a guard or safety device. Safety features are there to protect you. Always follow established [lockout/tagout procedures](#).

Keep your machine clean. If you have to clear an object from a running machine, follow established safety procedures. Never use your hands! Don't try to slow down a moving part with your hand or makeshift device, let the machine stop completely, by itself. And never walk off and leave a machine running and unattended.

The right work clothes can help you stay safe and comfortable on the job. Wear tucked in short-sleeved shirts and cuff-less pants. **Long sleeves, neckties, scarves, gloves, or jewelry can get caught in moving parts.** Wear eye protection where required and keep long hair covered and away from moving parts.

Machine safety requires a combination of proper training, safeguards, good judgment, and concentration. Machines have hazards which can't be completely eliminated. Even simple machines can pinch, cut, or crush. To avoid injury, follow procedures and be on your guard. Allowing yourself to become distracted, even for a second, can have serious consequences for you or the people you work with.



Armando A. Martinez

INVOICE

INVOICE # 2008-21  
DATE: AUGUST 20, 2021

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				SUBTOTAL	\$2,500.00
				TOTAL	\$2,500.00

THANK YOU!





## Safety Meeting Topics (Bilingual)

# El Manejo Seguro de las Herramientas Accionadas por Pólvora

Esta historia está disponible en nuestro centro de recursos de seguridad, [SafeAtWorkCA.com](http://SafeAtWorkCA.com), y se suprimirá de este sitio para el 31 de diciembre.

Una herramienta accionada por pólvora (PAT, por sus siglas en inglés) es una que recibe su potencia de una carga explosiva. La herramienta utiliza la expansión de los gases de la explosión para introducir elementos de sujeción en materiales tales como mampostería, concreto, acero y otras superficies duras. Sólo personal entrenado, competente y autorizado tienen permitido usar las herramientas accionadas por pólvora (también conocidas como herramientas accionadas por explosivos). El entrenamiento debe efectuarse según el criterio del fabricante de la herramienta específica. Una vez terminado dicho entrenamiento, se debe emitir a la persona autorizada una tarjeta que verifique el entrenamiento. El uso no autorizado o incorrecto de una herramienta accionada por pólvora puede resultar en lesiones graves o muerte.

Aun si usted ha recibido entrenamiento sobre el uso de las PAT y está autorizado para usarlas, pruebe la herramienta todos los días usando el método recomendado por el fabricante. Asegúrese de que el cañón de la herramienta tenga un resguardo de protección centrado perpendicular al cañón para detener los fragmentos que vuelan. (La herramienta debe estar diseñada para no disparar a no ser que este resguardo esté colocado). Si usted descubre que la herramienta está dañada o defectuosa, rotúlela como tal y retírela de servicio de inmediato.

Una herramienta accionada por pólvora actúa como una pistola cargada, y se debe manejar con el mismo respeto y precauciones de seguridad. Cuando un trabajo requiere el uso de una PAT, asegúrese de seleccionar el cartucho apropiado para el elemento de sujeción a usar y después cargue la herramienta justo antes de usarla, manteniendo las manos alejadas del extremo del cañón. Nunca lleve una PAT cargada de un trabajo a otro y no la deje sola. Al igual que con una pistola, siempre mantenga el cañón apuntado en una dirección segura, nunca la apunte a otra persona.

Cuando use una PAT, asegúrese de usar el equipo de protección personal apropiado, incluyendo gafas o protección para la cara y los oídos. La herramienta accionada por pólvora se debe sujetar firmemente y perpendicular contra la superficie en que se desea introducir el elemento de sujeción. Agárrese bien cuando use una PAT sobre una escalera o andamio para mantener el equilibrio.

Sólo dispare contra una superficie que usted esté seguro que va a retener el elemento de sujeción; nunca dispare a una superficie ciega. Tome el tiempo necesario para revisar el otro lado de la superficie para cerciorarse de que no haya nadie en el paso del elemento de sujeción. Al introducir elementos de sujeción en materiales tales como ladrillo o concreto, manténgase al menos a 3 pulgadas de los bordes o de las esquinas. En acero, el elemento de sujeción no debe quedar a menos de media pulgada de los bordes o de las esquinas. Mantenga a las demás personas alejadas del área de trabajo. Puede ser necesario usar resguardos para proteger a los trabajadores contra posibles rebotes en el área de trabajo.

Nunca trate de introducir elementos de sujeción en materiales quebradizos tales como hierro fundido, bloques de vidrio, losas y azulejos u otros materiales que el elemento de sujeción pueda quebrar, rebotar de ellos o pasar a través de ellos. Y no trate de introducir elementos de sujeción en materiales resquebrajados o donde intentos previos no han tenido buen resultado. Tenga cuidado especialmente de no usar las herramientas accionadas por pólvora en ambientes inflamables, combustibles o explosivos.

Si una PAT no dispara, espere al menos 30 segundos y trate de dispararla de nuevo. Si aún no dispara, espere otros 30 segundos de manera que el cartucho defectuoso tenga menos probabilidades de explotar. Después saque con cuidado el cartucho y sumérjalo en agua.

Para obtener información más detallada sobre las PAT, consulte el sitio Web de la Occupational Safety & Health Administration (OSHA): <http://www.osha.gov/SLTC/constructionhandpowertools/index.html>.

*The above evaluations and/or recommendations are for general guidance only and should not be relied upon for legal compliance purposes. They are based solely on the information provided to us and relate only to those conditions specifically discussed. We do not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations or standards.*

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

Date: \_\_\_\_\_





## Safety Meeting Topics (Bilingual)

### Handling Powder Actuated Tools (PATs) Safely

This story is available at our safety resource center, [SafeAtWorkCA.com](http://SafeAtWorkCA.com), and will be removed from this location by December 31.

A powder-actuated tool (PAT) is a tool that gets its power from an explosive charge. The tool uses the expanding gas from the explosion to drive a fastener into materials such as masonry, concrete, steel, and other hard surfaces. Only trained, competent, and authorized persons are permitted to operate a powder-actuated tool (also known as explosive-actuated tools). The training should be in accordance with the specific tool manufacturer's criteria. A card verifying training should be issued to the authorized person after training is completed. Unauthorized or improper use of a powder-actuated tool could result in a serious injury or a death.

Even if you have been trained and authorized to use a PAT, test the tool each day before loading using the testing method recommended by the manufacturer. Make sure the muzzle end of the tool has a protective shield centered perpendicular to the barrel to stop flying fragments. (The tool should be designed not to fire unless this shield is in place.) If you find that the tool is damaged or defective, tag it as such and remove it from service immediately.

A powder-actuated tool operates like a loaded gun so it should be handled with the same respect and safety precautions. When a job calls for a PAT, be sure to choose the correct cartridge for the fastener being used then load the tool just before you intend to use it, keeping your hands clear of the open barrel end. Never carry a loaded PAT from job to job and don't leave it unattended. As with a gun, always keep the tool pointed in a safe direction; never point it anyone.

When using a PAT, be sure to wear the appropriate personal protection equipment including safety glasses or a face shield and hearing protection. A powder-actuated tool must be held firmly against and perpendicular to the surface into which it's driving the fastener. Securely brace yourself when using PATs on ladders or scaffolds to maintain good balance.

Only shoot into a surface you're certain will safely contain the fastener; never shoot into a blind surface.

Take the time to check the other side of your surface to ensure that no one is in the path of the fastener. When driving fasteners into materials like brick or concrete, stay at least 3 inches away from an edge or corner. With steel, the fastener must not come any closer than one-half inch from a corner or edge. Keep bystanders away from the work area. Shields for protecting workers against a possible ricochet may be necessary in the working area.

Never drive fasteners into very hard or brittle materials like cast iron, glass blocks, glazed tile or other material that the fastener could shatter, ricochet off or pass through. And don't drive fasteners into a spalled area or where a previous fastening was unsuccessful. Be especially careful that you don't use a powder-actuated tool in flammable, combustible or explosive environments.

If a PAT misfires, wait at least 30 seconds, and then try firing it again. If it still doesn't fire, wait another 30 seconds so that the faulty cartridge is less likely to go off. Then, carefully remove the cartridge, and place it in water.

For more detailed information on PATs, visit the website maintained by the Occupational Safety & Health Administration at <http://www.osha.gov/SLTC/constructionhandpowertools/index.html>.

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting Attended By: \_\_\_\_\_

July 26, 2021

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course on driving safely.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS,LI;FF

Armando A. Martinez

INVOICE

INVOICE # 2607-21  
DATE: JULY 26, 2021

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				SUBTOTAL	\$2,500.00
				TOTAL	\$2,500.00

THANK YOU!



# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>July 13, 2021</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Manuel Aguilar</u>
Shift/Station(s): _____	Subject Matter: <u>Driving and Moving</u>	<u>Ernesto Cantu</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Jorge Cantu</u>
Course Description: This course is designed to the importance of not being distracted in the workplace when driving or or moving objects. It provides protection, prevention regarding various measures to reduce injuries or accidents.		<u>Roberto Cervantes</u>
		<u>Fernando Garza</u>
		<u>Clemente Gonzalez</u>
		<u>Adrian Guerrero</u>
		<u>Henry Libreros</u>
		<u>Alfredo Longoria</u>
		<u>Jose Luis Martinez</u>
		<u>Manuel Moreno</u>
		<u>Daniel Ovalle</u>
		<u>Juan Ramirez</u>
		<u>Daniel Rocha</u>
		<u>Alexis Rosales</u>
		<u>Ruben Salazar</u>
		<u>Jose Siller</u>
		<u>Inez Trevino</u>
		<u>Sergio Valdez</u>
		<u>Jessie Valdez</u>
	<i>Ruben De Leon</i>	<u>Ricardo Valdez</u>
<input type="checkbox"/> Rules and Regulations	<input type="checkbox"/> Public Transportation	<u>Jose Valle</u>
<input type="checkbox"/> Forcible Entry	<input type="checkbox"/> Fire Science	<u>Steven Webber</u>
<input type="checkbox"/> Portable Extinguishers	<input type="checkbox"/> Haz-Mat	<u>Ruben De Leon</u>
<input type="checkbox"/> Ropes, Knots, Hitches	<input type="checkbox"/> Communications	<u>Daniel Ramirez</u>
<input type="checkbox"/> Ladders	<input type="checkbox"/> Public Relations	
<input type="checkbox"/> Salvage	<input type="checkbox"/> Reports/Records	
<input type="checkbox"/> Overhaul	<input type="checkbox"/> Fire Origin and Cause	
<input type="checkbox"/> Fire Streams/Hydraulics	<input type="checkbox"/> SCBA	
<input type="checkbox"/> Apparatus Familiarization	<input type="checkbox"/> PPE	
<input type="checkbox"/> Ventilation	<input type="checkbox"/> Safety	
<input type="checkbox"/> Rescue	<input type="checkbox"/> Pre-Fire Survey	
<input type="checkbox"/> Pump Operations	<input type="checkbox"/> Incident Command	
<input type="checkbox"/> Inspections	<input type="checkbox"/> Building Construction	
<input type="checkbox"/> Water Supplies	<input type="checkbox"/> Live Fire Training	
<input type="checkbox"/> Fire Protection Systems	<input type="checkbox"/> First Aid	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;"><i>Armando A. Martinez</i></p> <p>Signature of Instructor</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><i>Armando A. Martinez</i></p> <p>Signature of Training Officer</p> </div> </div>		

# Driving Vehicles and Moving Equipment Safely

---

📅 Friday, February 12, 2021

[Español](#)

**M**any workplace injuries and deaths involve vehicles and moving equipment, but sometimes this equipment is essential to the work operation. All vehicle and equipment operators should be trained, competent, and safety-minded to avoid costly accidents and injuries. Before operation, drivers should carefully read the operators manual and observe the operating, maintenance, and safety instructions.

Operators should be prepared for a safe day at the wheel, by getting enough rest and taking occasional breaks, especially on hot days, to reduce fatigue.

## **Vehicle operation should be limited or avoided when drivers are ill or taking medications that can affect alertness.**

Operators should dress appropriately for the weather and work conditions, including head and eye protection. If the vehicle doesn't have a protective cab, dust respirators and acoustic earmuffs or plugs may be required. Before driving, seat belts should be securely fastened, even if the vehicle has roll over protection (ROPs). No one should ride on any part of a moving vehicle, except areas intended for transport. If there are no passenger seats, there should be no riders. Operators should see to it that everyone is at a safe distance from the equipment before moving. Only those with a driver's license should drive equipment on public roads.

## **Vehicle ground speed should match operating conditions.**

Speed should be cut in turns, when near ditches and obstacles, on rough, hilly or muddy ground, and when visibility is poor. All workers should be warned not to approach or get on equipment that is under power. When the vehicle is stopped, brakes should be set securely,

using park lock, and remove keys to keep unauthorized persons or children from restarting the machinery. Operators should disengage the power take off, keeping shields and guards in place, and turn off the engine before unclogging, refueling, or working on any power-driven machine.

Other workers can avoid danger from moving equipment by staying alert, out of the way, and by never walking under or alongside moving equipment. As an added safety precaution, a first-aid kit with emergency numbers should be kept in the vehicle or close enough for quick access.

**Was this helpful?**  



# Cómo Conducir Vehículos y Mover Equipos en Forma Segura

---

📅 miércoles, 8 de julio de 2020

English

**M**uchas de las lesiones y muertes en el trabajo involucran vehículos y equipos en movimiento, pero a menudo estos equipos son esenciales para la ejecución de los trabajos. Todos los operadores de vehículos y equipos deben estar entrenados, ser competentes y pensar en la seguridad para evitar costosos accidentes y lesiones. Antes de comenzar las operaciones, los operadores deben estudiar cuidadosamente el manual del operador, así como observar las instrucciones de operación, mantenimiento y seguridad.

Los operadores deben prepararse para un día seguro detrás del volante durmiendo lo suficiente y tomando descansos ocasionales, especialmente en días calurosos, para reducir la fatiga. La operación de vehículos debe limitarse o evitarse cuando el conductor esté enfermo o tomando medicinas que puedan afectar su actitud alerta. Los operadores deben vestirse en forma apropiada para el clima y las condiciones de trabajo, incluyendo protección para la cabeza y los ojos. Si el vehículo no tiene una cabina de protección, pueden requerirse equipo de respiración contra el polvo y orejeras o tapones contra el ruido para los oídos. Antes de comenzar a conducir, se deben abrochar el cinturón de seguridad, aún si el vehículo tiene barra de protección contra vuelcos. Nadie debe subirse a ninguna parte de un vehículo en movimiento, excepto a las áreas diseñadas para transporte de personas. Si no hay asientos para pasajeros, no deben llevarse pasajeros. Los operadores deben cerciorarse de que todo el personal esté a una distancia segura del vehículo antes de ponerlo en movimiento. Sólo las personas con licencia de conducir deben conducir en la vía pública.

La velocidad del vehículo debe concordar con las condiciones de operación. Se debe reducir la velocidad en las curvas, en las cercanías de zanjas u obstáculos, en terrenos desiguales, montañosos o lodosos y cuando la visibilidad no sea buena. Todo el personal debe estar advertido de no acercarse ni subirse a equipos en movimiento. Cuando el vehículo se detenga, se debe detener el vehículo de manera segura, usando el freno de estacionamiento y sacando las llaves para que las personas no autorizadas, o los niños, no puedan poner en marcha la maquinaria. Los operadores deben desconectar la toma de potencia, mantener los resguardos y blindajes en su lugar y apagar el motor antes de desobstruir algo, reabastecer el combustible o efectuar trabajos en cualquier maquinaria motorizada.

Los demás trabajadores pueden evitar los peligros que presentan los equipos en movimiento manteniéndose alerta, alejados de la maquinaria y nunca caminar por debajo de, o al lado de equipos en movimiento. Como precaución de seguridad adicional, se debe tener en el



vehículo, o cerca del mismo para acceso rápido, un botiquín de primeros auxilios con números telefónicos de emergencia.

Was this helpful?  

June 23, 2021

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered


Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course on hazards in and around the workplace.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,

A handwritten signature in black ink, appearing to read "Armando A. Martinez". The signature is stylized and written over a horizontal line.

Armando A. Martinez, BS, LP, FF

# Armando A. Martinez

# INVOICE

INVOICE # 2306-21  
DATE: JUNE 23, 2021

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

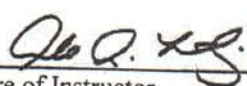
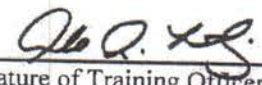
TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!



# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>June 18, 2021</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	MANUEL AGUILAR
Shift/Station(s): _____	Subject Matter: <u>Tool Safety</u>	JORGE CANTU
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		ROBERT CERVANTES
Course Description: This course is designed to discuss tool safety within the workplace. Utilizing correct protection, prevention and various measures to injuries.		ROGELIO GARCIA
		FERNANDO GARZA
		CLEMENTE GONZALEZ
		JUAN GUERRERO
		ALFREDO LONGORIA
		MANUEL MORENO
		DANIEL OVALLE
		JUAN RAMIREZ
		ALEXIS ROSALES
		JOSE SILLER
		ELISEO TORAL
		INEZ TREVINO
		SERGIO VALDEZ
		JESSIE VALDEZ
		DANIEL RAMIREZ
		JOSE VALLE
		STEVEN WEBBER
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Rules and Regulations  <input type="checkbox"/> Forcible Entry  <input type="checkbox"/> Portable Extinguishers  <input type="checkbox"/> Ropes, Knots, Hitches  <input type="checkbox"/> Ladders  <input type="checkbox"/> Salvage  <input type="checkbox"/> Overhaul  <input type="checkbox"/> Fire Streams/Hydraulics  <input type="checkbox"/> Apparatus Familiarization  <input type="checkbox"/> Ventilation  <input type="checkbox"/> Rescue  <input type="checkbox"/> Pump Operations  <input type="checkbox"/> Inspections  <input type="checkbox"/> Water Supplies  <input type="checkbox"/> Fire Protection Systems                 </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Public Transportation  <input type="checkbox"/> Fire Science  <input type="checkbox"/> Haz-Mat  <input type="checkbox"/> Communications  <input type="checkbox"/> Public Relations  <input type="checkbox"/> Reports/Records  <input type="checkbox"/> Fire Origin and Cause  <input type="checkbox"/> SCBA  <input type="checkbox"/> PPE  <input type="checkbox"/> Safety  <input type="checkbox"/> Pre-Fire Survey  <input type="checkbox"/> Incident Command  <input type="checkbox"/> Building Construction  <input type="checkbox"/> Live Fire Training  <input type="checkbox"/> First Aid                 </div> </div>		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 45%; text-align: center;">                       _____                      Signature of Instructor                 </div> <div style="width: 45%; text-align: center;">                       _____                      Signature of Training Officer                 </div> </div>		



# Safety Meeting Topics (Bilingual)

## Handle Tools for Your Safety

This story is available at our safety resource center, [SafeAtWorkCA.com](http://SafeAtWorkCA.com), and will be removed from this location by December 31. View this story, [Handle Tools Safely](http://SafeAtWorkCA.com), on [SafeAtWorkCA.com](http://SafeAtWorkCA.com).

Many workers routinely use hand tools and don't think of them as dangerous, but accidents continue to occur. Hand tools include hammers, screwdrivers, saws, wrenches, cutters, tape measures, sledge hammers, cat's paws, chisels, punches, pipe wrenches, pliers, and planes, just to name a few. Each tool is designed to do a specific task. The greatest hazards posed by a hand tool are from their misuse or improper maintenance. It's up to you to select the right tool for the job and to use and care for it properly.

Hand tool safety begins by selecting the right tool for the task and using it the way it was designed. Using the wrong tool for a job is likely to result in an accident. Before you start a job, inspect the tool for defects. Check to be sure that the handle fits tightly into the head, especially with a cutting tool such as an axe. Replace cracked, splintered or broken handles and worn jaws on wrenches or pliers. Replace or repair broken tools and/or power cords. Keep tools clean, sharp and in good condition so they'll be ready for use the next time. When you've finished the job, return tools to their proper storage position protected from unintended contact.

If possible, choose tools designed to keep your wrist straight not bent. Pull on wrenches or pliers don't push on them and avoid applying excessive force. When using a cutting tool, hold its handle firmly in the palm of your hand and cut away from your body never towards it. Carry sharp tools away from your body, never in your pocket. Keep pointed or sharp tools away from walkways where they could injure someone passing by.

Tools should never be tossed to another worker, surface or height; they should be handed securely to another worker or placed directly on another surface or level. If working on a ladder or scaffold, tools should be raised or lowered using a bucket and hand line. Never carry tools in a way that may interfere with your using both hands on a ladder or climbing on a structure.

Remember to wear personal protective equipment when using certain tools. Wear hearing protection when using power saws, drills or other noise-generating tools. If a task involves getting close to pointed objects or branches - like when pruning- or if work could possibly generate flying objects or dust, protect your eyes by wearing safety glasses with side shields or safety goggles. When gloves are necessary, make sure they fit properly. Gloves that are too loose, tight or bulky could contribute to hand fatigue or injury.

As the tool handler, think of your safety first, but also be aware of others around you when using tool, so you don't involve them in an accident. If you have any question about the use, condition or care of a tool, talk to your supervisor.

*The above evaluations and/or recommendations are for general guidance only and should not be relied upon for legal compliance purposes. They are based solely on the information provided to us and relate only to those conditions specifically discussed. We do not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations or standards.*

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

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting Attended By: \_\_\_\_\_

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\_\_\_\_\_  
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## Safety Meeting Topics (Bilingual)

### Herramientas Seguridad

Esta historia está disponible en nuestro centro de recursos de seguridad, [SafeAtWorkCA.com](http://SafeAtWorkCA.com), y se suprimirá de este sitio para el 31 de diciembre. Puede ver esta historia, Herramientas Seguridad, en [SafeAtWorkCA.com](http://SafeAtWorkCA.com).

Muchos trabajadores usan herramientas de mano sin considerarlas peligrosas, pero continúan ocurriendo accidentes. Las herramientas de mano incluyen los martillos, desarmadores, serruchos, llaves, pinzas de corte, cintas de medir, mazos, sacaclavos, cinceles, perforadoras, llaves de tubos, pinzas y cepillos para madera, nombrando sólo algunas. Cada herramienta está diseñada para una tarea en particular. Los mayores peligros que presentan las herramientas son por su mal uso o mal mantenimiento. Depende de usted el seleccionar la herramienta correcta para la tarea y usarla y cuidarla correctamente.

La seguridad con las herramientas de mano comienza al seleccionar la herramienta correcta para la tarea a ejecutar y usarla de la manera en que fue diseñada. El uso de una herramienta incorrecta para un trabajo probablemente resulte en un accidente. Antes de comenzar el trabajo, inspeccione la herramienta para asegurarse de que no tenga desperfectos. Revise que el asa esté bien sujeta, especialmente para herramientas cortantes tales como un hacha. Reemplace las asas quebradas, agrietadas o astilladas así como las mordazas desgastadas en llaves o pinzas. Repare o reemplace las herramientas y/o cordones eléctricos dañados. Mantenga las herramientas limpias, afiladas y en buenas condiciones para que estén listas para usarse la próxima vez. Cuando termine el trabajo, devuelva las herramientas a su lugar de almacenaje, protegidas contra contactos inesperados.

Si es posible, elija herramientas diseñadas para mantener la muñeca recta, no doblada. Tire de las llaves o pinzas, no empuje contra ellas, y evite aplicar demasiada fuerza. Cuando use una herramienta de corte, sujete firmemente el asa en la palma de la mano y corte al alejarla del cuerpo, nunca tirando hacia su cuerpo. Lleve las herramientas filosas alejadas del cuerpo, nunca en los bolsillos. Mantenga las herramientas con punta o filosas alejadas de las aceras y caminos donde puedan lesionar a alguien que pase.

Las herramientas nunca deben tirarse a otro trabajador, sobre una superficie o desde un lugar alto; se deben entregar con seguridad al otro trabajador o colocarse directamente sobre otra superficie o nivel. Si se trabaja sobre una escalera o andamio, las herramientas se deben subir y bajar usando un cubo y una cuerda. Nunca lleve las herramientas de tal manera que puedan interferir con el uso de ambas manos al subir una escalera o trepar a una estructura.

Recuerde usar los equipos de protección personal cuando use ciertas herramientas. Use protección para los oídos cuando use sierras eléctricas, taladros eléctricos u otras herramientas que hagan ruido. Si la tarea involucra acercarse a objetos puntiagudos o ramas (como al podar árboles) o si el trabajo puede generar desperdicios que vuelen o polvo, protéjase los ojos con gafas de seguridad con resguardos laterales o anteojos protectores (goggles). Cuando sea necesario usar guantes, cerciórese de que le queden bien. Los guantes que son demasiado grandes, chicos o gruesos pueden contribuir a la fatiga de las manos o a una lesión.

En cuanto a la persona que usa las herramientas, piense primero en su seguridad, pero también esté consciente de las personas que le rodean mientras usa la herramienta de manera que no sean parte de un accidente. Si tiene alguna pregunta sobre el uso, las condiciones o el cuidado de una herramienta, diríjase a su supervisor.

*The above evaluations and/or recommendations are for general guidance only and should not be relied upon for legal compliance purposes. They are based solely on the information provided to us and relate only to those conditions specifically discussed. We do not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations or standards.*

Copyright © 2000-2021 State Compensation Insurance Fund

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting Attended By: \_\_\_\_\_



May 20, 2021

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course on hazards in and around the workplace.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2005-21  
DATE: MAY 17, 2021

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!





## Back Injuries and Prevention

[Click here for an ad-free PDF version of this talk!](#)

### Back Injuries and Prevention Safety Talk

Back injuries are some of the most prevalent and hardest-to-prevent injuries on the job. According to the Bureau of Labor Statistics, more than one million workers suffer back injuries each year, and back injuries account for one of every five workplace injuries or illnesses. These types of injuries account for a large majority of worker's compensation claims every year.

#### Back injuries often occur when:

- An individual is lifting up an object
- Using improper lifting techniques such as lifting with the back and not the legs
- Lifting an object that is too heavy for the individual
- Twisting while lifting or carrying objects
- Repetitive lifting during a work task



#### Ways to Prevent Back Injuries

**Eliminate**- The best way to protect individuals against back injuries is to eliminate as many lifts as possible during the work day. Using equipment such as forklifts, heavy equipment, dollies, etc. are the best way to achieve eliminating handling and lifting objects by hand. Break down large or heavy objects that pose a hazard when lifting into smaller safer loads when possible.

**Engineering Controls**- Setup work areas that are ergonomically friendly to all employees. Install mechanical lifting devices and conveyor belts where feasible to limit handling objects. Install proper shelving and setup storage areas that keep objects and lifts within an optimal range. Keeping objects within the proper range helps keep employees from making awkward or dangerous lifts that can result in a sprain.

**Administrative Controls**- Use the buddy system when lifting any awkward or heavy objects. Agree on weight limits for lifting. For example, having a policy to not lift anything over 100lbs as a team without first involving a supervisor to see if there is a safer way to complete the lift is an administrative control. Also, always select employees who are physically capable of making the lifts of a task before the work begins.

**Personal protective equipment** such as back supports or back belts have not shown to be overly effective in preventing back injuries. These devices often create a false sense of security when completing lifts. Individuals should focus on stretching and using proper lifting techniques over using a back belt to keep them safe.

**Discussion points:**

More Content, Support the S

Over 50 Safe Talks Added for Members in the Last Few Months

Join Today

1. Are there hazardous lifts we can eliminate in our daily operations?
2. Are we using engineering controls when we cannot eliminate a lift or are we just completing the lifts without looking at a safer way to do them?

### Join the Free Email List and Get 10 Member Talks!

Email Address \*

\* indicates required

First Name

Subscribe

Distracted Driving (Cellphone Use)

Spotter Safety at Work

### 2 thoughts on "Back Injuries and Prevention"



**Duran Goberdhan says:**

February 27, 2020 at 6:59 am

informative

Reply



**Nosa Igiede says:**

February 11, 2021 at 3:09 am

Straight to the point and informative.  
Thanks.

Reply

### Leave a Reply

Your email address will not be published.

Comment

Name

Email

Website

Post Comment

ment data is processed.

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use  
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## Protección de la espalda – Charla de seguridad

Las lesiones de espalda son algunas de las lesiones más frecuentes y difíciles de prevenir en el trabajo. Según la Oficina de Estadísticas Laborales, más de un millón de trabajadores sufren lesiones en la espalda cada año, y éstas representan una de cada cinco lesiones o enfermedades que ocurren en el ámbito laboral. Estos tipos de lesiones son la causa de la gran mayoría de reclamos de compensación de trabajadores cada año.

### Proteja su espalda

Hay muchas maneras de protegerse usted mismo de las lesiones de espalda en el trabajo.

La mejor opción para prevenir lesiones de espalda debido al levantamiento de objetos es eliminar la mayor cantidad posible de levantamientos manuales. Esto se puede lograr mediante una planificación previa del trabajo, la configuración adecuada de las áreas de trabajo, así como el uso de un equipo, como por ejemplo un montacargas, para completar el levantamiento. Si la eliminación no es posible, existen muchas otras opciones para prevenir lesiones de espalda.

### Tome las precauciones adecuadas

- Asegúrese de conocer el peso y el centro de gravedad del objeto antes de levantarlo.
- Asegúrese de que el camino por donde tiene que llevar el objeto y el lugar donde tiene que dejarlo estén despejados antes de comenzar el levantamiento.
- Tome descansos según como sea necesario.
- Coloque el objeto en una superficie elevada siempre que tome descansos o cuando lo coloque en su lugar de ubicación final si es posible. Esto último hará que el levantamiento sea mucho más seguro para la siguiente persona que tenga que recoger el objeto.
- Pídale a un compañero de trabajo que le ayude a levantar el objeto si éste es demasiado pesado o incómodo para levantarlo usted solo.

### Use la forma correcta cuando haga levantamientos

- Cargue los objetos cerca de su cuerpo para reducir el esfuerzo.
- No gire al levantar o cargar un objeto.
- Use sus piernas en lugar de su espalda cuando levante un objeto del suelo

### Resumen

Es cierto que las lesiones de espalda pueden ser difíciles de prevenir en el trabajo, pero es posible hacerlo con una planificación previa adecuada junto con la implementación de medidas de seguridad cuando es necesario completar un levantamiento. Tenga en cuenta las medidas de seguridad mencionadas en esta charla de seguridad. Piense en los levantamientos que realiza en su ámbito laboral y cómo puede eliminar el riesgo de lesiones durante estos levantamientos.



April 20, 2021

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

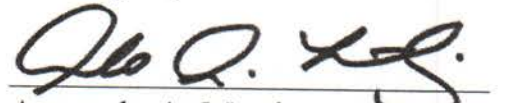
Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course on hazards in and around the workplace.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,

  
Armando A. Martinez, BS,LI,FF

# Armando A. Martinez

# INVOICE

INVOICE # 2004-21  
DATE: APRIL 20, 2021

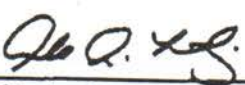
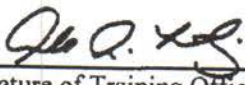
2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!

# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>April 19, 2021</u>	Instructor: <u>Armando A. Martinez</u>	Students:		
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>MANUEL AGUILAR</u>		
Shift/Station(s): _____	Subject Matter: <u>Slips and Falls</u>	<u>ERNESTO CANTU</u>		
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>JORGE CANTU</u>		
<b>Course Description:</b> This course is designed to discuss falls from elevation within the workplace. Utilizing protection and prevention from incidents cause from slippery surfaces and elevated structures.		<u>JESSE CASIANO</u>		
		<u>ROGELIO GARCIA</u>		
		<u>FERNANDO GARZA</u>		
		<u>CLEMENTE GONZALEZ</u>		
		<u>JUAN GUERRERO</u>		
		<u>JOSE HERRERA</u>		
		<u>HENRY LIBREROS</u>		
		<u>JOSE MARTINEZ</u>		
		<u>MANUEL MORENO</u>		
		<u>DANIEL OVALLE</u>		
		<u>DANIEL ROCHA</u>		
		<u>RUBEN SALAZAR</u>		
		<u>JOSE SILLER</u>		
		<u>ELISEO TORAL</u>		
		<u>INEZ TREVINO</u>		
		<u>SERGIO VALDEZ</u>		
		<u>JESSIE VALDEZ</u>		
		<u>RICARDO VALDEZ</u>		
		<u>STEVEN WEBBER</u>		
		<u>DANIEL RAMIREZ</u>		
		<u>RAM DE LEON</u>		
	<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Rules and Regulations  <input type="checkbox"/> Forcible Entry  <input type="checkbox"/> Portable Extinguishers  <input type="checkbox"/> Ropes, Knots, Hitches  <input type="checkbox"/> Ladders  <input type="checkbox"/> Salvage  <input type="checkbox"/> Overhaul  <input type="checkbox"/> Fire Streams/Hydraulics  <input type="checkbox"/> Apparatus Familiarization  <input type="checkbox"/> Ventilation  <input type="checkbox"/> Rescue  <input type="checkbox"/> Pump Operations  <input type="checkbox"/> Inspections  <input type="checkbox"/> Water Supplies  <input type="checkbox"/> Fire Protection Systems                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Public Transportation  <input type="checkbox"/> Fire Science  <input type="checkbox"/> Haz-Mat  <input type="checkbox"/> Communications  <input type="checkbox"/> Public Relations  <input type="checkbox"/> Reports/Records  <input type="checkbox"/> Fire Origin and Cause  <input type="checkbox"/> SCBA  <input type="checkbox"/> PPE  <input type="checkbox"/> Safety  <input type="checkbox"/> Pre-Fire Survey  <input type="checkbox"/> Incident Command  <input type="checkbox"/> Building Construction  <input type="checkbox"/> Live Fire Training  <input type="checkbox"/> First Aid                 </td> </tr> </table>			<input type="checkbox"/> Rules and Regulations <input type="checkbox"/> Forcible Entry <input type="checkbox"/> Portable Extinguishers <input type="checkbox"/> Ropes, Knots, Hitches <input type="checkbox"/> Ladders <input type="checkbox"/> Salvage <input type="checkbox"/> Overhaul <input type="checkbox"/> Fire Streams/Hydraulics <input type="checkbox"/> Apparatus Familiarization <input type="checkbox"/> Ventilation <input type="checkbox"/> Rescue <input type="checkbox"/> Pump Operations <input type="checkbox"/> Inspections <input type="checkbox"/> Water Supplies <input type="checkbox"/> Fire Protection Systems
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 _____ Signature of Instructor		 _____ Signature of Training Officer		

*Ruben D Leon*



## Slips, Trips, and Falls

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### Slips, Trips, and Falls Safety Talk

Slips, trips, and falls are one of the leading causes of injuries and fatalities in the workplace. According to OSHA, slip, trip, and fall incidents cause 15% of all accidental deaths, and are second only to motor vehicle incidents as a cause of fatalities on the job. These types of incidents are extremely costly to businesses. According to the 2006 Liberty Mutual Workplace Safety Index, the annual direct cost of disabling occupational injuries due to slips, trips and falls is estimated to exceed \$11 billion.

#### Common Slip, Trip, and Fall Incidents

Falls from elevation are often deadly or result in serious injury and may include falls from ladders, falls off of mobile equipment, falls from roofs or other elevated structures, etc. Slip incidents on slippery surfaces such as snow and ice are common in colder geographical areas in the U.S. Wet floors due to moisture or chemicals is also a common cause of slip incidents at work. Trips can be caused by a multitude of reasons including poor housekeeping, changes in elevation, improper footwear, etc.

#### Mitigation Actions to Prevent Slip, Trip, and Fall Incidents

- Always use fall prevention or protection for work over 4ft in general industry work and 6ft in the construction industry. Protect workers by using proper guarding of any holes or open windows and use guardrails to prevent falls. Where guardrails are not feasible, use adequate fall protection. An example of adequate fall protection is a full-body harness and a self-retracting lanyard attached to an approved anchor point with 100% tie-off.
- Proper housekeeping is very important in preventing slip, trip, and falls incidents. Objects on the ground create a hazard for anyone walking or working in the area. Maintain clearly defined paths for walking in the work area. Maintain organized lay down yards for tools and equipment out of the way of employee foot traffic.
- Address any wet, slippery, or icy walking surfaces in your work area. Post signs of any hazardous surfaces until the situation is taken care of completely.
- When climbing up or down a portable or fixed ladder, ensure that you use proper techniques such as using three points of contact and keeping your belt buckle within the sides of the ladder. Do not lean to reach objects- this can throw off your balance and you could fall.

#### Discussion points:

- Are there trip hazards due to improperly placed objects in your work area?

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## Lidiando con los peligros – Charla de seguridad

Todos los días nos enfrentamos a los peligros, ya sea al salir de nuestra casa por la mañana o durante las tareas que realizamos en el trabajo. Para que un lugar de trabajo sea seguro, los empleados deben tener la capacitación y el conocimiento para poder reconocer los peligros y tomar medidas para mitigarlos. Con mucha frecuencia, los peligros son reconocidos o identificados, pero no se toman acciones para eliminarlos. Cuando esto ocurre, cualquier persona que trabaja en el área se ve obligada a lidiar con el peligro.

Es imposible eliminar por completo todos los peligros que enfrentamos mientras trabajamos. No obstante, se deja a los empleados lidiando o evitando los peligros en vez de abordarlos adecuadamente. Hay muchos ejemplos de que esto ocurre en todo lugar de trabajo.

### Ejemplos de peligros que se dejan para ser lidiados por otros

1. Un pedazo de metal sobresale del suelo en un área de trabajo en un sitio de construcción. Un empleado deja saber a sus compañeros de trabajo de la presencia del metal, sin embargo, esa es toda la acción que se toma. Cualquiera que camine por esa área tendrá que lidiar con ese peligro. Una medida más efectiva sería hacer que a una pieza de equipo pesado retire el metal del suelo.
2. Una tubería con fugas está causando una superficie mojada en el piso de una fábrica. La fuga fue detectada hace meses, pero la única respuesta fue poner un aviso para advertir al personal sobre las condiciones resbaladizas. Tomarse el tiempo para arreglar la tubería adecuadamente garantiza que los empleados no se resbalen en el piso mojado.
3. Usted ve a un compañero de trabajo retrocediendo en una cargadora compacta cada vez que realiza una tarea de trabajo determinada sin un observador. En su experiencia, sabe que el compañero está retrocediendo a ciegas y si algo o alguien se atraviesa en su camino, definitivamente sería golpeado. Usted toma nota mental de esto para evitar esa área de trabajo. En lugar de solo tomar una nota mental para mantenerse alejado, tómese el tiempo de conversar con la persona para discutir una manera más segura y eficiente de completar la tarea.

### Resumen

No solo "lidie" con los peligros, elimínelos siempre que sea posible. Con demasiada frecuencia, no nos tomamos el tiempo o la energía necesaria para abordar adecuadamente los peligros y hacer que un área de trabajo o tarea sea segura. Es cierto que tomar alguna acción es mejor que no hacer nada en absoluto, pero a menudo no toma mucho tiempo adicional corregir el problema y solucionarlo completamente para estar seguro de que nadie será herido por ese peligro.



**Punto de discusión:**

1. ¿Cuál sería un ejemplo de "lidiar con un peligro" aquí en nuestro sitio de trabajo?



March 23, 2021

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered


Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course on trip hazards and awareness

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,

  
Armando A. Martinez, BS,LI,FF

Armando A. Martinez

INVOICE

INVOICE # 2303-21  
DATE: MARCH 23, 2021

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!

# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>March 23, 2021</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Manuel Aguilar</u>
Shift/Station(s): _____	Subject Matter: <u>Trip Injuries</u>	<u>Ernesto Cantu</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Jorge Cantu</u>

Course Description:

This course is designed to discuss trip injuries and prevention of trip injuries within the workplace. Personnel must be aware of all obstructions surrounding them in the area.

*Ruben De Leon*

- Jesse Casiano
- Roberto Cervantes
- Ruben De Leon
- Rogelio Garcia
- Fernando Garza
- Clemente Gonzalez
- Juan Guerrero
- Jose Herrera
- Henry Libreros
- Alfredo Longoria
- Jose Luis Martinez
- Manuel Moreno
- Daniel Ovalle
- Juan Ramirez
- Daniel Ramirez
- Daniel Rocha
- Ruben Salazar

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| <input type="checkbox"/> Rules and Regulations<br><input type="checkbox"/> Forcible Entry<br><input type="checkbox"/> Portable Extinguishers<br><input type="checkbox"/> Ropes, Knots, Hitches<br><input type="checkbox"/> Ladders<br><input type="checkbox"/> Salvage<br><input type="checkbox"/> Overhaul<br><input type="checkbox"/> Fire Streams/Hydraulics<br><input type="checkbox"/> Apparatus Familiarization<br><input type="checkbox"/> Ventilation<br><input type="checkbox"/> Rescue<br><input type="checkbox"/> Pump Operations<br><input type="checkbox"/> Inspections<br><input type="checkbox"/> Water Supplies<br><input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Fire Science<br><input type="checkbox"/> Haz-Mat<br><input type="checkbox"/> Communications<br><input type="checkbox"/> Public Relations<br><input type="checkbox"/> Reports/Records<br><input type="checkbox"/> Fire Origin and Cause<br><input type="checkbox"/> SCBA<br><input type="checkbox"/> PPE<br><input type="checkbox"/> Safety<br><input type="checkbox"/> Pre-Fire Survey<br><input type="checkbox"/> Incident Command<br><input type="checkbox"/> Building Construction<br><input type="checkbox"/> Live Fire Training<br><input type="checkbox"/> First Aid |
|---|---|

 _____ Signature of Instructor	 _____ Signature of Training Officer
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## Trip Injuries and Prevention

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### Trip Injuries and Prevention Safety Talk

There are many times when the hazards with the most severe outcomes are focused on more than the common hazards found in a workplace. A good example of a common hazard that can be overlooked is trip hazards. It is important to give attention to trip hazards in your work area to prevent yourself from being injured or a coworker.

### Trip Injuries in the Workplace

Trips are lumped into the same category as slips and falls in most injury statistic data. While it is difficult to separate trip injury data from the other two, the overall data of this category of injuries is staggering. According to the 2017 edition of "Injury Facts," a National Safety Council chartbook, injuries from slips, trips and falls resulted in 247,120 cases involving days away from work, and 818 worker deaths in 2014. While falls are undoubtedly responsible for the majority of the fatalities, trips cause far too many injuries in the workplace.

### Common Trip Hazards Found in Workplaces

There is an endless list of possible trip hazards found in a workplace. Some common examples to look for in your work area today:

- Extension cords
- Tools, equipment, materials
- Debris
- Cracks in floor
- Spaces or holes in flooring
- Changes in elevation
- Unexpected sloping
- Loose carpet or rugs

Certain environmental factors of a workplace can also increase the chance of a trip occurring when paired with the above hazards.

### Common Environmental Factors that Increase Risk of Trip Incidents

- Glare
- Poor lighting
- Shadows
- Excessive dust
- Noise



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- Fall Protection Anchor Points
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- Temperature extremes
- Distractive work environment

## Best Practices to Eliminate Trip Incidents from Occurring

Eliminating trip hazards is relevantly simple compared to some workplace hazards. Here are a few ways to lessen the chance someone is injured at your workplace due to a trip incident.

- Eliminate as many trip hazards through proper housekeeping and work area setup. Poor housekeeping leads to the majority of trip hazards in most workplaces.
- Paint or mark changes in elevation with bright paint or signage to alert others of the danger.
- Have any open holes, cracks, spaces, etc. on walking surfaces repaired as soon as possible.
- Completely block off areas that have excessive trip hazards until fixed or addressed.
- Tape down cords to the floor or hang them up out of the way so individuals walking through the area do not trip on them.

### Summary

Do not let complacency creep in when dealing with addressing trip hazards. Do not underestimate how far simple measures such as good housekeeping practices can go in preventing injuries. Evaluate your work area today for the hazards and environmental conditions mentioned in this safety talk. *Discussion point: What are other common examples of trip hazards in this workplace?*

## THANK YOU FOR STOPPING BY

I created this website in 2016 after not having the resources I needed to feel prepared for safety talks.

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February 26, 2021

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

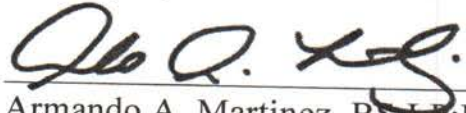
As per our contractual agreement I have completed the following for this month:

\*\*Safety course agenda preparation for year.

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS,LP;FF



Armando A. Martinez

INVOICE

INVOICE # 2602-21  
DATE: FEBRUARY 26, 2021

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!

# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>February 25, 2021</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Manuel Aguilar</u>
Shift/Station(s): _____	Subject Matter: <u>Struck by Objects</u>	<u>Ernesto Cantu</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Jorge Cantu</u>

Course Description:  
 This course is designed to discuss the various hazards on work sites that are found in the workplace. Personnel must be aware of all flying debris and objects overhead.

- Roberto Cervantes
- Ruben DeLeon
- Rogelio Garcia
- Fernando Garza
- Clemente Gonzalez
- Juan Guerrero
- Jose Herrera
- Henry Libreras
- Alfredo Longoria
- Jose Luis Martinez
- Daniel Oralle
- Juan Ramirez
- Daniel Ramirez
- Daniel Rocha
- Ruben Salazar
- Eliseo Toral
- Inez Trevino
- Jessie Valdez
- Ricardo Valdez
- Sergio Valdez
- Jose Valle
- Steven Webber

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| <input type="checkbox"/> Rules and Regulations<br><input type="checkbox"/> Forcible Entry<br><input type="checkbox"/> Portable Extinguishers<br><input type="checkbox"/> Ropes, Knots, Hitches<br><input type="checkbox"/> Ladders<br><input type="checkbox"/> Salvage<br><input type="checkbox"/> Overhaul<br><input type="checkbox"/> Fire Streams/Hydraulics<br><input type="checkbox"/> Apparatus Familiarization<br><input type="checkbox"/> Ventilation<br><input type="checkbox"/> Rescue<br><input type="checkbox"/> Pump Operations<br><input type="checkbox"/> Inspections<br><input type="checkbox"/> Water Supplies<br><input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Fire Science<br><input type="checkbox"/> Haz-Mat<br><input type="checkbox"/> Communications<br><input type="checkbox"/> Public Relations<br><input type="checkbox"/> Reports/Records<br><input type="checkbox"/> Fire Origin and Cause<br><input type="checkbox"/> SCBA<br><input type="checkbox"/> PPE<br><input type="checkbox"/> Safety<br><input type="checkbox"/> Pre-Fire Survey<br><input type="checkbox"/> Incident Command<br><input type="checkbox"/> Building Construction<br><input type="checkbox"/> Live Fire Training<br><input type="checkbox"/> First Aid |
|---|---|

 _____ Signature of Instructor	 _____ Signature of Training Officer
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*Ruben D. Lewis*

January 26, 2021

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course agenda preparation for year.

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS,LI;FF



Armando A. Martinez

INVOICE

INVOICE # 2601-21  
DATE: JANUARY 26, 2021

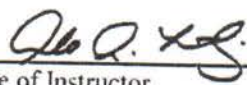

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THANK YOU!

# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>January 15, 2021</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Manuel Aguilar</u>
Shift/Station(s): _____	Subject Matter: <u>Hazardous Materials</u>	<u>Clemente Gonzalez</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Jose Valle</u>
Course Description: This course is designed to discuss the various hazardous materials that can be in the workplace. There are four routs of entry of Hazardous Chemicals.		<u>Ruben Salazar</u>
		<u>Jessie Valdez</u>
		<u>Ricardo Valdez</u>
		<u>Inez Trevino</u>
		<u>Jose Luis Martinez</u>
		<u>Ernesto Cantu</u>
		<u>Fernando Garza</u>
		<u>Juan Ramirez</u>
		<u>Rogelio Garcia</u>
		<u>Jorge Cantu</u>
		<u>Henry Libreros</u>
		<u>Alexis Rosales</u>
		<u>Roberto Cervantes</u>
		<u>Eliseo Toral</u>
		<u>Daniel Ovalle</u>
		<u>Alfredo Longoria</u>
		<u>Jose Herrera</u>
		<u>Daniel Rocha</u>
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<input type="checkbox"/> Public Transportation <input type="checkbox"/> Fire Science <input type="checkbox"/> Haz-Mat <input type="checkbox"/> Communications <input type="checkbox"/> Public Relations <input type="checkbox"/> Reports/Records <input type="checkbox"/> Fire Origin and Cause <input type="checkbox"/> SCBA <input type="checkbox"/> PPE <input type="checkbox"/> Safety <input type="checkbox"/> Pre-Fire Survey <input type="checkbox"/> Incident Command <input type="checkbox"/> Building Construction <input type="checkbox"/> Live Fire Training <input type="checkbox"/> First Aid		
Signature of Instructor: <u></u>		
Signature of Training Officer: <u></u>		

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## The Four Routes of Entry of Hazardous Chemicals (Safety Talk)

Chemicals exist on virtually every single worksite. Many chemicals used on the job are hazardous to humans depending on how an individual comes into contact with them as well as the amount of the chemical they are exposed to. Employees need to understand the chemicals they are exposed to and the possible routes of entry. There are four ways a chemical or substance can enter the human body. These four routes of exposure include: inhalation, absorption, ingestion, and injection.

### The Four Routes of Entry (source: [www.ehs.unl.edu](http://www.ehs.unl.edu))

**1. Inhalation**- Inhalation is the most common route of entry a person comes into contact with a chemical. Once inhaled, chemicals are either exhaled or deposited in the respiratory tract. Upon contact with tissue in the upper respiratory tract or lungs, chemicals may cause health effects ranging from simple irritation to severe tissue destruction. The chemical can also go onto affecting organs that are sensitive to the chemical.

**2. Absorption**- Getting chemicals onto the skin or eyes can result in redness and irritation all the way to severe destruction of tissue or blindness. The eyes are especially sensitive to chemicals. Some chemicals have the ability to pass through the skin and get into the blood stream of

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a victim. This can lead to systemic problems in the organs.

**3. Ingestion**- Chemicals that inadvertently get into the mouth and are swallowed do not generally harm the gastrointestinal tract itself unless they are irritating or corrosive.

Some chemicals can be absorbed through the gastrointestinal track where they enter the bloodstream. Once in the bloodstream they can cause damage to the organs.

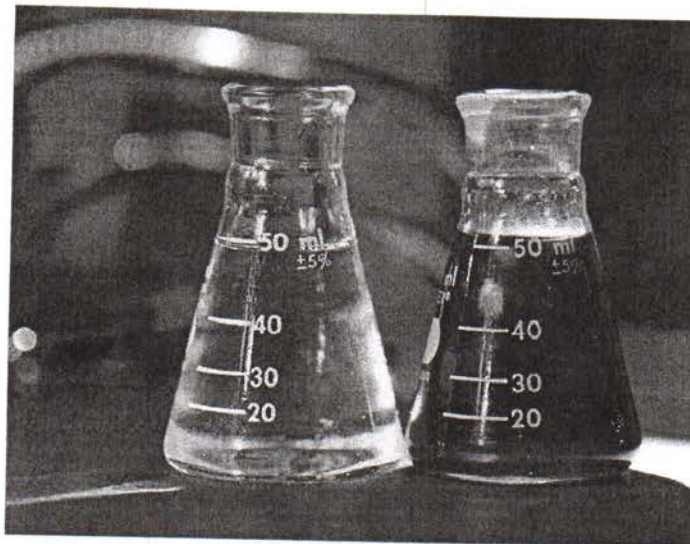
**4. Injection**- Though not common, injection of chemicals into the body can occur. A sharp object can be contaminated with a chemical or substance and penetrate the skin. The chemical is then in the body and can make its way into the bloodstream where it can damage organs or other tissue.

### Safe Work Practices When Working with Chemicals

- Know the chemicals you are working with. Read the SDS to understand the safe handling procedures and what to do if you come into contact with the chemical.
- **Eliminate** chemical hazards where possible. Do not use extremely hazardous chemicals unless absolutely necessary. Substitute a less hazardous chemical in place of a more hazardous chemical.
- Engineer chemical hazards out of the workplace. Engineering controls include ventilation such as fans, barriers to create distance or a shield from chemicals, filters, etc.
- Wear the correct PPE to protect yourself from the chemical. PPE such as respirators, goggles, a face shield, chemical gloves, and a lab coat are some examples to create barriers between your body and a chemical.

### Discussion point:

Also think about your family. If you are not practicing good hygiene you could be bringing chemicals home with you and exposing family members to them. For example, there is lead dust on the floor of a work area you are often in. You walk through the floor all day and then when you go



home you do not take off you shoes and you walk around on your carpet. Your baby son crawls on the carpet inhaling and possibly ingesting the lead dust leading to health problems for him. Take preventive measures to clean your clothes and other items that you take home with you.

**THANK YOU FOR STOPPING BY**

I created this website in 2016 after not having the resources I needed to feel prepared for safety talks.

The goal is to **provide value** to other safety pros!

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Lawn Mower Safety

Hierarchy of Controls

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December 28, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

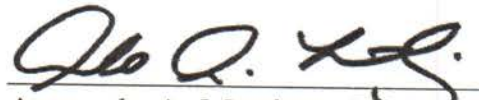
As per our contractual agreement I have completed the following for this month:

\*\*Safety course agenda preparation for year.

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS,LI,FF



# Armando A. Martinez

# INVOICE

INVOICE # 2812-20  
DATE: DECEMBER 28, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!

November 30, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

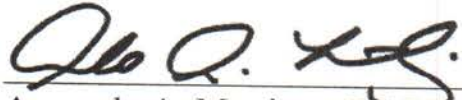
As per our contractual agreement I have completed the following for this month:

\*\*Safety course agenda preparation

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS,LI;FF

Armando A. Martinez

INVOICE

INVOICE # 3011-20  
DATE: NOVEMBER 30, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

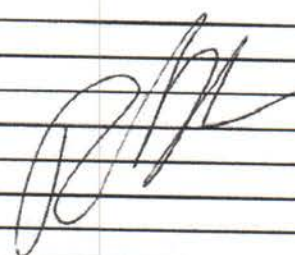
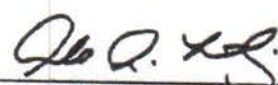
TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				SUBTOTAL	\$2,500.00
				TOTAL	\$2,500.00

THANK YOU!



# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>November 16, 2020</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Manuel Aguilar</u>
Shift/Station(s): _____	Subject Matter: <u>Lack of Time</u>	<u>Jorge Cantu</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Roberto Cervanes</u>
Course Description: This course is designed to inform employees about different sources of pressure employees face in workplace.		<u>Rogelio Garcia</u>
		<u>Fernando Garcia</u>
		<u>Clemente Gonzalez</u>
		<u>Jose Herrera</u>
		<u>Henry Libreros</u>
		<u>Alfredo Longoria</u>
		<u>Jose Luis Martinez</u>
		<u>Daniel Ramirez</u>
		<u>Daniel Rocha</u>
		<u>Ruben Salazar</u>
		<u>Jose Siller</u>
		<u>Eliseo Toral</u>
		<u>Jessie Valdez</u>
		<u>Ricardo Valdez</u>
		<u>Sergio Valdez</u>
		<u>Jose Valle</u>
		<u>Steven Webber</u>
		<u>Ram De Leon</u>
<input type="checkbox"/> Rules and Regulations <input type="checkbox"/> Forcible Entry <input type="checkbox"/> Portable Extinguishers <input type="checkbox"/> Ropes, Knots, Hitches <input type="checkbox"/> Ladders <input type="checkbox"/> Salvage <input type="checkbox"/> Overhaul <input type="checkbox"/> Fire Streams/Hydraulics <input type="checkbox"/> Apparatus Familiarization <input type="checkbox"/> Ventilation <input type="checkbox"/> Rescue <input type="checkbox"/> Pump Operations <input type="checkbox"/> Inspections <input type="checkbox"/> Water Supplies <input type="checkbox"/> Fire Protection Systems		
<input type="checkbox"/> Public Transportation <input type="checkbox"/> Fire Science <input type="checkbox"/> Haz-Mat <input type="checkbox"/> Communications <input type="checkbox"/> Public Relations <input type="checkbox"/> Reports/Records <input type="checkbox"/> Fire Origin and Cause <input type="checkbox"/> SCBA <input type="checkbox"/> PPE <input type="checkbox"/> Safety <input type="checkbox"/> Pre-Fire Survey <input type="checkbox"/> Incident Command <input type="checkbox"/> Building Construction <input type="checkbox"/> Live Fire Training <input type="checkbox"/> First Aid		
 _____ Signature of Instructor		
 _____ Signature of Training Officer		

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## Lack of Time

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### Lack of Time Safety Talk

There are many different sources of pressure individuals face at work for getting the job done. Time, or the lack of it, is a major driver in whether or not workers feel that they need to rush to get a job complete. It is important to plan work accordingly to avoid having to rush work tasks.

#### Sources of Time Pressures on the Job

There are many reasons why there is not enough time to get work done or at least the perception that there is a lack of time. Some reasons to consider:

- **Poor preplanning-** A lack of planning is a major factor in whether or not employees have to rush to get work done. Poor preplanning leads to a huge number of issues on the job and often results in **safety-related shortcuts**.
- **Unrealistic deadlines-** Related to poor preplanning, unrealistic deadlines put unnecessary pressure on workers to perform. When deadlines force workers to rush, incidents and injuries are bound to occur overtime.
- **Weather-** Weather can throw a huge curve ball at production schedules in the construction industry. When weather is not planned for both in the short and long-term major issues and setbacks can arise for everyone involved.



#### Best Practices to Avoid Time-related Issues

Proper preplanning is critical to all work. New work tasks especially should be evaluated well ahead of the actual work needing to be completed. Tasks need to be evaluated for both safety issues and production issues. The hazards of the work need to be reviewed as well as what the mitigation actions would be for those hazards. Any extra safety equipment or training would need to be provided prior to the work beginning.

From a production standpoint, proper preplanning looks at what tools, material, equipment, personnel, time, etc. are needed to complete the project. Having all of these items in line prior to work beginning allows for a much smoother work process.

After preplanning is completed everyone should be on the same page of what time is required to complete the project. Realistic goals should be set by management and understood by everyone involved in the work. Plans for setbacks, weather conditions, or other issues should be considered when planning for time needed.

#### Summary

All too often time pressures are created unnecessarily. Lack of time to get a job complete can lead to workers taking shortcuts which leads to additional exposure to risk. Proper time allotted for tasks allows for workers to ensure the proper safeguards are in place before a work task begins. When individuals work together to properly preplan and carry out tasks the job goes a lot smoother. Avoid time pressures through proper preplanning and setting realistic expectations for getting work tasks completed.

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October 30, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

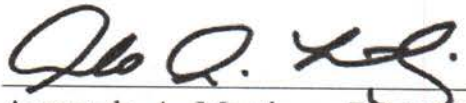
As per our contractual agreement I have completed the following for this month:

\*\*Safety course agenda preparation

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF



Armando A. Martinez

INVOICE

INVOICE # 3010-20  
DATE: OCTOBER 30, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				SUBTOTAL	\$2,500.00
				TOTAL	\$2,500.00

THANK YOU!

September 25, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works. (See Attached Roster and Training Sheet)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

# Armando A. Martinez

# INVOICE

INVOICE # 2809-20  
DATE: SEPTEMBER 25, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!



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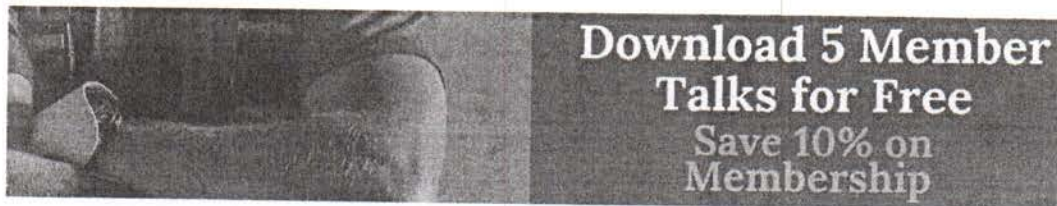
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## Shortcuts are a Choice

### Shortcuts are a Choice Safety Talk

The decision to take a shortcut can be influenced by many different factors. That being said, at the end of the day shortcuts are a choice made by an individual. It is important to realize this fact and take steps to avoid taking shortcuts especially when it comes to safety on the job.

#### Common Safety Shortcuts

Taking shortcuts when it comes to safety can manifest in many different ways. Some common types of safety shortcuts that occur in many workplaces:

- Not implementing all necessary safeguards. Almost every work task has several safeguards that are to be implemented prior to work beginning. Each safeguard that is implemented is one more way to protect yourself and others from injury.
- Not wearing the necessary PPE. PPE is the last line of defense for workers. You never know when you may need it.
- Rushing during tasks or not taking the necessary time to do certain tasks. Many things can be missed when rushing during a work task. This can lead to incidents occurring.

#### Ways to Avoid Taking Shortcuts

- Hold yourself to a higher standard. Do not take the easy way out. Take the time and energy to perform tasks correctly. Make it a habit to follow safety policies and procedures.
- Help set the expectation that shortcuts are unacceptable when it comes to safety. If coworkers see you taking shortcuts they are more likely to do so themselves.
- Realize that shortcuts affect more than just you. They can result in negative impacts on production, property damage, as well as injuries.
- If facing a perceived time pressure, evaluate whether it is a self-imposed time pressure. Many times individuals put pressure on themselves to perform a task faster when there is no real outside pressure to get a work task completed.
- Preplan work tasks well ahead of time so the necessary tools, training, personnel, safety equipment, time, etc. are available. Having all the necessary items for work tasks can help to avoid the urge to take shortcuts.

#### Summary

To boil it down taking shortcuts is just an individual choice. Sure there are many factors that affect whether an individual will make the choice to do so, but it is ultimately a choice that is made. It can be difficult to never take a shortcut when it comes to safety, but there are many actions that can be utilized to eliminate the urge to do so.

*Discussion point: What are other factors that may lead to a worker taking a shortcut?*

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August 28, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

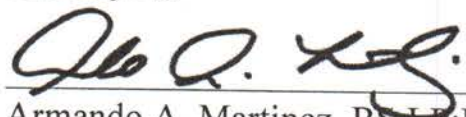
As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works. (See Attached Roster and Training Sheet)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS,LP;FF

Armando A. Martinez

INVOICE

INVOICE # 2808-20  
DATE: AUGUST 28, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

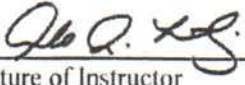
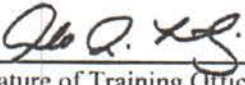
TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				SUBTOTAL	\$2,500.00
				TOTAL	\$2,500.00

THANK YOU!



# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>August 25, 2020</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Manuel Aguilar</u>
Shift/Station(s): _____	Subject Matter: <u>Emergency Call</u>	<u>Jorge Cantu</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Bernabe Coronado</u>
Course Description: This course is designed to inform employees about what to do in an emergency situation.		<u>Rogelio Garcia</u>
		<u>Fernando Garza</u>
		<u>Clemente Gonzalez</u>
		<u>Juan Guerrero</u>
		<u>Jose Herrera</u>
		<u>Henry Libreros</u>
		<u>Alfredo Longoria</u>
		<u>Jose Luis Martinez</u>
		<u>Daniel Ovalle</u>
		<u>Juan Ramirez</u>
		<u>Daniel Ramirez</u>
		<u>Daniel Rocha</u>
** Each employee was given a copy of safety meeting "Knowing What to do in an Emergency" topic.**		<u>Ruben Salazar</u>
		<u>Jose Siller</u>
		<u>Eliseo Toral</u>
		<u>Inez Trevino</u>
		<u>Sergio Valdez</u>
<input type="checkbox"/> Rules and Regulations	<input type="checkbox"/> Public Transportation	<u>Ricardo Valdez</u>
<input type="checkbox"/> Forceible Entry	<input type="checkbox"/> Fire Science	<u>Jose Valle</u>
<input type="checkbox"/> Portable Extinguishers	<input type="checkbox"/> Haz-Mat	<u>Ram De Leon</u>
<input type="checkbox"/> Ropes, Knots, Hitches	<input type="checkbox"/> Communications	
<input type="checkbox"/> Ladders	<input type="checkbox"/> Public Relations	
<input type="checkbox"/> Salvage	<input type="checkbox"/> Reports/Records	
<input type="checkbox"/> Overhaul	<input type="checkbox"/> Fire Origin and Cause	
<input type="checkbox"/> Fire Streams/Hydraulics	<input type="checkbox"/> SCBA	
<input type="checkbox"/> Apparatus Familiarization	<input type="checkbox"/> PPE	
<input type="checkbox"/> Ventilation	<input type="checkbox"/> Safety	
<input type="checkbox"/> Rescue	<input type="checkbox"/> Pre-Fire Survey	
<input type="checkbox"/> Pump Operations	<input type="checkbox"/> Incident Command	
<input type="checkbox"/> Inspections	<input type="checkbox"/> Building Construction	
<input type="checkbox"/> Water Supplies	<input type="checkbox"/> Live Fire Training	
<input type="checkbox"/> Fire Protection Systems	<input type="checkbox"/> First Aid	
 _____ Signature of Instructor	 _____ Signature of Training Officer	

RSL

8-27-2020



## Knowing What to do in an Emergency

*Members can click here for an ad-free version of this talk!*

### Knowing What to Do in an Emergency (Safety Talk)

When dealing with workplace safety, most of the focus is given to preventing injuries and incidents. While being proactive in preventing bad things from occurring is critical to an effective safety program, time also needs spent discussing what to do in different emergency situations if one does occur. No one wants to think of something bad happening at work, but when it does occur you need to be prepared for it.

#### Emergency Situations in the Workplace

There are many different kinds of emergency situations that can occur in a workplace. Depending on factors such as the work being performed, workplace setup, the geographical area the business is located in, etc. will impact what kind of emergencies could occur. Some common types of emergency situations that should be considered when discussing emergency response:

- Medical emergencies such as heart attack or stroke
- Caught-in or between moving equipment
- Electrical-related incidents
- Fires
- Weather-related disasters

#### Emergency Response

Obviously every type of emergency will have a different response and even the same types of emergencies may have completely different responses depending on the situation. Some things to consider when discussing emergency response in the workplace:

- Before helping a victim of an incident or before assisting in an emergency, always ensure it is safe for you to do so. Sometimes the best plan is just to get to safety. An event such as a failed confined space rescue resulting in multiple fatalities is an example of making a bad situation worse by trying to help.
- Do not overreact. Rushing or making poor choices when dealing with an emergency can result in more victims or create a worse situation in general.
- Understand your company's policies and procedures regarding specific weather emergencies such as a tornado or flood.
- Know where emergency meeting points are at your worksite. Also be familiar with the address of where you're at on a jobsite or for your workplace. If you have to call 911, one of the first questions they ask is- "Where are you located?"
- Know where emergency response equipment is located onsite and how to use it. Also be familiar with emergency shutoff switches on equipment or machinery.
- Know the signs and symptoms of common medical emergencies or medical emergencies that can occur in your workplace. Knowing what to look for can make the difference in whether someone gets the medical attention they need or not.

#### Summary

Knowing what to do in an emergency is just as important as knowing how to prevent them from happening in the first place. All too often bad situations are made worse when individuals are ill prepared for the bad things that can happen- whether that is at work or home. Take company policies and procedures regarding emergency

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July 27, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works. (See Attached Roster and Training Sheet)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF



Armando A. Martinez

INVOICE

INVOICE # 2707-20  
DATE: JULY 27, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!

# IN-SERVICE TRAINING REPORT

Date Training Was Done: July 16, 2020 Instructor: Armando A. Martinez

Training Location: Public Works Length of Class: 1.0Hr.

Shift/Station(s): \_\_\_\_\_ Subject Matter: Hygeine

Training Aides Used:  Video  Overhead  PowerPoint  Book  Apparatus  Tools  Other

Course Description: This course is designed to inform employees about hygeine and to continue to inform the importance within the workplace.

Students:

*(Handwritten list of names follows)*

- Rules and Regulations
- Public Transportation
- Forcible Entry
- Fire Science
- Portable Extinguishers
- Haz-Mat
- Ropes, Knots, Hitches
- Communications
- Ladders
- Public Relations
- Salvage
- Reports/Records
- Overhaul
- Fire Origin and Cause
- Fire Streams/Hydrualics
- SCBA
- Apparatus Familiarization
- PPE
- Ventilation
- Safety
- Rescue
- Pre-Fire Survey
- Pump Operations
- Incident Command
- Inspections
- Building Construction
- Water Supplies
- Live Fire Training
- Fire Protection Systems
- First Aid

*Armando A. Martinez*  
Signature of Instructor

*Armando A. Martinez*  
Signature of Training Officer

## Today's Refinance Rate

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### Flu



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#### Flu Safety Talk

The flu affects most people at some point in their lives. Almost everybody experiences the flu multiple times in their lifetime. It is most deadly to those individuals with a weak immune system and those older than 65 years old. Some flu seasons are worse than others. The flu virus is often most active beginning in late October and can last as late as early May. In the past three decades the influenza virus was most active during the months of February and December.

#### Flu Vaccinations

It is important to lower your risk of getting the flu. Vaccination has been proven to be the most effective way to prevent the influenza virus. Each year research is done to see what flu is most likely for that particular flu season and which

vaccination will be the most effective to prevent it. Flu vaccines cause antibodies to develop in the body about two weeks after vaccination. These antibodies provide protection against infection with the viruses that are in the vaccine.

#### Ways to Prevent the Spread of the Flu

(source: [www.cdc.gov](http://www.cdc.gov))

1. Get vaccinated. Getting vaccinated is the single best way to prevent getting the flu.
2. Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
3. If possible, stay home from work, school, and errands when you are sick. This will help prevent spreading your illness to others. Imagine if over half of your work crew missed work for more than a week because of an infected worker coming into work. In some businesses where timelines are tight a situation like this can cause serious financial issues.
4. Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
5. Washing your hands often will help protect you from germs. If soap and water are not available, use an alcohol-based hand rub.
6. Avoid touching your eyes, nose, or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

Need More Resources?



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June 29, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

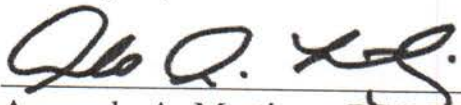
As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works. (See Attached Roster and Training Sheet)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2906-20  
DATE: JUNE 29, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!

# IN-SERVICE TRAINING REPORT

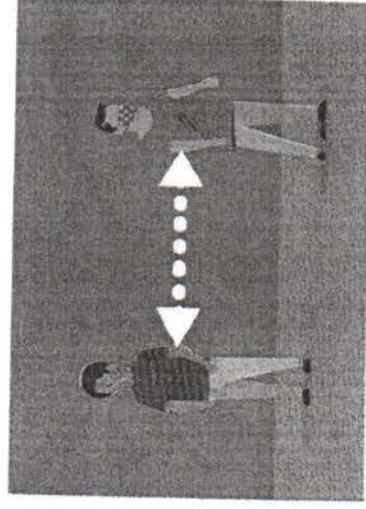
Date Training Was Done: <u>June 17, 2020</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Henry E.</u>
Shift/Station(s): _____	Subject Matter: <u>COVID-19</u>	<u>Walter A</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Ja Naran</u>
Course Description: This course is designed to inform employees about COVID-19 and what measures to take within the workplace.		<u>Dal O'Neil</u>
		<u>Diego</u>
		<u>Miller</u>
		<u>B. Hinoj</u>
		<u>Ben G.</u>
		<u>James</u>
		<u>Rubén</u>
		<u>Greg</u>
		<u>Raul V.</u>
		<u>George</u>
		<u>Walter</u>
		<u>Eliseo</u>
		<u>Greg</u>
		<u>Alfonso</u>
		<u>Carl</u>
		<u>Sam De Leon</u>
		<u>Dommy</u>
<input type="checkbox"/> Rules and Regulations <input type="checkbox"/> Forcible Entry <input type="checkbox"/> Portable Extinguishers <input type="checkbox"/> Ropes, Knots, Hitches <input type="checkbox"/> Ladders <input type="checkbox"/> Salvage <input type="checkbox"/> Overhaul <input type="checkbox"/> Fire Streams/Hydraulics <input type="checkbox"/> Apparatus Familiarization <input type="checkbox"/> Ventilation <input type="checkbox"/> Rescue <input type="checkbox"/> Pump Operations <input type="checkbox"/> Inspections <input type="checkbox"/> Water Supplies <input type="checkbox"/> Fire Protection Systems	<input type="checkbox"/> Public Transportation <input type="checkbox"/> Fire Science <input type="checkbox"/> Haz-Mat <input type="checkbox"/> Communications <input type="checkbox"/> Public Relations <input type="checkbox"/> Reports/Records <input type="checkbox"/> Fire Origin and Cause <input type="checkbox"/> SCBA <input type="checkbox"/> PPE <input type="checkbox"/> Safety <input type="checkbox"/> Pre-Fire Survey <input type="checkbox"/> Incident Command <input type="checkbox"/> Building Construction <input type="checkbox"/> Live Fire Training <input type="checkbox"/> First Aid	
<u>Armando A. Martinez</u> Signature of Instructor		
<u>Armando A. Martinez</u> Signature of Training Officer		





## What can individuals do?

- Be informed and prepared.
- Maintain social distancing (6 feet).
- Wash your hands frequently.
- Use alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cough or sneeze into a tissue or your elbow.
- Clean and disinfect frequently touched objects and surfaces such as cell phones.
- Be prepared if your child's school, daycare facility, or your worksite is temporarily closed.





## COVID-19 can cause mild to severe symptoms

### Most common symptoms

#### include:

- Fever
- Cough
- Shortness of breath

### Other symptoms may include:

- Sore throat
- Runny or stuffy nose
- Body aches
- Headache
- Chills
- Fatigue
- Gastrointestinal: diarrhea, nausea
- Loss of smell and taste

May 29, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,


As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works. (See Attached Roster and Training Sheet)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS,LP;FF



# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>May 26, 2020</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Henry</u>
Shift/Station(s): _____	Subject Matter: <u>Diesel Exhaust Dangers</u>	<u>Juan Ramirez Jr</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Manuel A</u>

Course Description:

This course is designed to inform employees on the dangers of diesel exhaust within the workplace. It helps identifies the dangers, causes and remedies.

	<u>INERTIA</u>
	<u>Valls Joe</u>
	<u>George Castro</u>
	<u>Ortiz</u>
	<u>Chico</u>
	<u>Ronald</u>
	<u>Demetri</u>
	<u>Ruben</u>
	<u>Joe</u>
	<u>Tom</u>
	<u>Mari</u>
	<u>Ran</u>
	<u>Penny</u>

<input type="checkbox"/> Rules and Regulations <input type="checkbox"/> Forcible Entry <input type="checkbox"/> Portable Extinguishers <input type="checkbox"/> Ropes, Knots, Hitches <input type="checkbox"/> Ladders <input type="checkbox"/> Salvage <input type="checkbox"/> Overhaul <input type="checkbox"/> Fire Streams/Hydraulics <input type="checkbox"/> Apparatus Familiarization <input type="checkbox"/> Ventilation <input type="checkbox"/> Rescue <input type="checkbox"/> Pump Operations <input type="checkbox"/> Inspections <input type="checkbox"/> Water Supplies <input type="checkbox"/> Fire Protection Systems	<input type="checkbox"/> Public Transportation <input type="checkbox"/> Fire Science <input type="checkbox"/> Haz-Mat <input type="checkbox"/> Communications <input type="checkbox"/> Public Relations <input type="checkbox"/> Reports/Records <input type="checkbox"/> Fire Origin and Cause <input type="checkbox"/> SCBA <input type="checkbox"/> PPE <input type="checkbox"/> Safety <input type="checkbox"/> Pre-Fire Survey <input type="checkbox"/> Incident Command <input type="checkbox"/> Building Construction <input type="checkbox"/> Live Fire Training <input type="checkbox"/> First Aid
---	---

Armando A. Martinez  
Signature of Instructor

Armando A. Martinez  
Signature of Training Officer

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## Diesel Exhaust Dangers and Safeguards

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### Diesel Exhaust Safety Talk

On construction sites, mines, and other types of work sites diesel engines are used frequently. Diesel engines power everything from water pumps to heavy equipment that allow for day to day activities to be completed efficiently. While these engines are great tools, precautions need to be taken to protect workers from being overexposed to diesel exhaust. Workers exposed to diesel exhaust face the risk of health effects ranging from irritation of the eyes and nose, headaches and nausea, to respiratory disease and lung cancer.

#### Diesel Exhaust Composition

(source: [www.osha.gov](http://www.osha.gov))

Diesel exhaust is a mixture of gases and particulates produced during the combustion of diesel fuel. The very small particles are known as diesel particulate matter (DPM), which consists primarily of solid elemental carbon (EC) cores with organic carbon (OC) compounds adhered to the surfaces. The organic carbon found in the exhaust includes a hydrocarbon that has been shown to cause cancer in test animals.

#### Safe Guards to Protect Workers

- Limit workers' time spent in an area with higher levels of diesel exhaust.
- Properly ventilate any areas where there may be high levels of exhaust.
- Perform routine air monitoring to ensure levels are not at a dangerous level.
- Perform routine preventive maintenance of diesel engines to minimize emissions.
- Install engine exhaust filters.
- Install cleaner burning engines.
- Using special fuels or fuel additives (e.g., biodiesel).
- Provide equipment cabs with filtered air.
- Install or upgrade main or auxiliary ventilation systems, such as tailpipe or stack exhaust vents to capture and remove emissions in maintenance shops or other indoor locations.
- Prohibit unnecessary idling or lugging of engines.
- Restrict the amount of diesel-powered equipment in an area.
- Designate areas that are off-limits for diesel engine operation and/or personnel travel.



#### Summary

Diesel exhaust has been listed as a known human carcinogen in 2012, so it is very important to recognize the hazards that the exhaust poses. Exposure to the exhaust can be greatly limited through proper engineering controls as well as practices as simple as not allowing equipment to idle unless absolutely necessary. Occupations such as miners may have a higher chance of being overexposed however even on an outdoor work site safe work practices need to be followed to protect everyone on site.

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Armando A. Martinez

INVOICE

INVOICE # 2905-20  
DATE: MAY 29, 2020

2107 Reginald Dr., Westlaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!



April 29, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works. (See Attached Roster and Training Sheet)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2904-20  
DATE: APRIL 29, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!

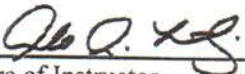

# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>April 24, 2020</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Armando A. Martinez</u> <u>Juan Ramirez</u> <u>Alonso A</u> <u>INSTRUMENT</u> <u>Valle Jose</u> <u>Jorge Carrero</u> <u>J Siller</u> <u>Peter Siller</u> <u>Kevin Hill</u> <u>Sergio Velazquez</u> <u>Roberto</u> <u>Francisco</u> <u>Mari Tomkins</u> <u>Ram De Leon</u> <u>Danny Ramirez</u>
Shift/Station(s): _____	Subject Matter: <u>Communication</u>	

Course Description:

This course is designed to inform employees on the use of verbal and non verbal communication in the workplace. It helps identifies the dangers and causes.

- |   |   |
|---|---|
| <input type="checkbox"/> Rules and Regulations<br><input type="checkbox"/> Forcible Entry<br><input type="checkbox"/> Portable Extinguishers<br><input type="checkbox"/> Ropes, Knots, Hitches<br><input type="checkbox"/> Ladders<br><input type="checkbox"/> Salvage<br><input type="checkbox"/> Overhaul<br><input type="checkbox"/> Fire Streams/Hydraulics<br><input type="checkbox"/> Apparatus Familiarization<br><input type="checkbox"/> Ventilation<br><input type="checkbox"/> Rescue<br><input type="checkbox"/> Pump Operations<br><input type="checkbox"/> Inspections<br><input type="checkbox"/> Water Supplies<br><input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Fire Science<br><input type="checkbox"/> Haz-Mat<br><input type="checkbox"/> Communications<br><input type="checkbox"/> Public Relations<br><input type="checkbox"/> Reports/Records<br><input type="checkbox"/> Fire Origin and Cause<br><input type="checkbox"/> SCBA<br><input type="checkbox"/> PPE<br><input type="checkbox"/> Safety<br><input type="checkbox"/> Pre-Fire Survey<br><input type="checkbox"/> Incident Command<br><input type="checkbox"/> Building Construction<br><input type="checkbox"/> Live Fire Training<br><input type="checkbox"/> First Aid |
|---|---|

<div style="text-align: center;">   <hr style="width: 80%; margin: 0 auto;"/>         Signature of Instructor       </div>	<div style="text-align: center;">   <hr style="width: 80%; margin: 0 auto;"/>         Signature of Training Officer       </div>
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## Verbal Communication and Workplace Safety

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### Verbal Communication Safety Talk

Every single day when we are around other people, we are communicating something to them regardless if we actually speak to them. The way we look at people, what we wear, our facial expressions, and our body language are just a few ways we communicate with others outside of spoken word. It is important to be aware of what message we are sending to those around us and how it is affecting them or the work you are completing.

#### Non Verbal and Verbal Communication

Most people would guess that verbal communication makes up the majority of communication. Studies show however that the majority of communication is actually nonverbal. This nonverbal communication is linked to actual words we say. **The Non Verbal Group states**, "Dr. Albert Mehrabian, author of Silent Messages, conducted several studies on nonverbal communication. He found that 7% of any message is conveyed through words, 38% through certain vocal elements, and 55% through nonverbal elements (facial expressions, gestures, posture, etc)." While this statement makes the claim that we overwhelmingly communicate non verbally, much of the communication is delivered through how we talk not so much as to what we say. When is the last time you have given thought to the link between how you communicate and the effect it has on the people around you?



#### Why We Need to Be Aware of How We Communicate

Everyone has worked with someone who is consistently **negative** and is hard to approach about anything. Often times, most people do not want to approach these individuals or communicate with them due to how they communicate verbally and nonverbally. When an individual snaps back or approaches communication with others in a negative manner it is difficult to get any message across. Going back to the statistic about how communication is more about **how we say something** and **less about what we actually say**, everyone should be aware of how they are coming across to others.

When we pay no mind to how we communicate with each other, messages are lost or not conveyed at all. At work, communication is vital in being able to successfully work safely and efficiently. When everyone feels comfortable being able to approach each other it creates a healthier working environment. Effective and open communication creates a working environment that can lead to individuals feeling comfortable **stopping work when needed**, more hazards addressed, higher morale, less stress, and better cohesiveness between work groups.

#### Summary

Think about how you come off to others you are working with. Almost any problems in the workplace can be solved with effective and respectful conversations. Try to adjust the way you communicate verbally and nonverbally with others at work to enhance your working environment, not hurt it.

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March 27, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works. (See Attached Roster and Training Sheet)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2703-20  
DATE: MARCH 27, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				SUBTOTAL	\$2,500.00
				TOTAL	\$2,500.00

THANK YOU!





## Distractions Created by Smartphones When Not in Use

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### Distractions Created by Smartphones Even When Not in Use Safety Talk

Smartphones have completely changed the way we are able to live our lives, in many ways for the better. Their use, however, can also create hazardous situations. Smartphones are a huge distraction from simply walking down the street and texting to taking the eyes of a driver off the road for hundreds of feet of travel at a time. While it is a well-known fact that actively using a smartphone (or a regular cellphone) distracts you from other tasks at hand, research is coming out that shows there are negative effects from just having your smartphone in the area near you.

#### The Distractions of Smartphone Use

Today's modern world is arguably busier and more than distracting than ever before. Add smartphones into the mix and you are guaranteed to lack focus on things occurring around you. It is obvious that using these devices while completing other tasks is distracting, but the studies that show that they can negatively affect cognitive abilities even when not in use may surprise you.



#### A Study Looking at the Effects of a Smartphone in Our Presence

An article published by the **Journal of the Association for Consumer Research** reported study findings that indicated the mere presence of an individual's own smartphone affected test scores that targeted attention and problem solving. More specifically, the two measures of cognitive capacity focused on in the study were "available working memory capacity" and "functional fluid intelligence". The researchers asked participants to place their smartphone in one of three places. The three places were (1) in sight on the desk they were working at, (2) in their pocket/ bag, or (3) in another room completely.

Even though the smartphones did not receive any notifications or alerts during the testing process it was shown that the individuals who had their phones on their desk where they could see them did worse on the test than those individuals who had it in their pocket or bag. Furthermore, the individuals who had the phone in their pocket or bag performed worse than those individuals who had their phone in another room.

The researchers also asked participants after the testing process how much they were thinking about their smartphone during the test. The most common response was "not at all" even though the test scores clearly showed a relationship between how close the phone was to the participants and the score received on the test. The researchers came to the conclusion that an individual does not have to be actively thinking about their smartphone for it to affect cognitive capacity when it is around them.

#### Summary

It can be frightening to think of the negative effects technology can have on our brains. While the majority of individuals recognize the dangers of using a cellphone while completing tasks, many do not realize the impact of just having a smartphone in our presence can have on our ability to focus and problem solve. When completing

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Would You Use a Tracking Software?

### DO YOU NEED A SAFETY MEETING TRACKING SOFTWARE?

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February 28, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works. (See Attached Roster and Training Sheet)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF



Armando A. Martinez

INVOICE

INVOICE # 2802-20  
DATE: FEBRUARY 28, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!

# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>February 25, 2020</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Juan Ramirez #</u>
Shift/Station(s): _____	Subject Matter: <u>Shortcuts at Work</u>	<u>Alexis Cope</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>Jorge Cortez</u>

**Course Description:**


This course is designed to inform employees of the hazards of taking shortcuts in the workplace. There are many risks and injuries that can take place

Sergio Valle  
Luis Torres  
Raul Vazquez  
Joseluis  
Juan Hernandez  
Jose  
Jose  
Josie Valdez  
Raul Salazar  
Valle  
Manuel H  
Alfonso Lopez  
Raul Delcor  
Danny Ramirez

- |   |   |
|---|---|
| <input type="checkbox"/> Rules and Regulations<br><input type="checkbox"/> Forcible Entry<br><input type="checkbox"/> Portable Extinguishers<br><input type="checkbox"/> Ropes, Knots, Hitches<br><input type="checkbox"/> Ladders<br><input type="checkbox"/> Salvage<br><input type="checkbox"/> Overhaul<br><input type="checkbox"/> Fire Streams/Hydraulics<br><input type="checkbox"/> Apparatus Familiarization<br><input type="checkbox"/> Ventilation<br><input type="checkbox"/> Rescue<br><input type="checkbox"/> Pump Operations<br><input type="checkbox"/> Inspections<br><input type="checkbox"/> Water Supplies<br><input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Fire Science<br><input type="checkbox"/> Haz-Mat<br><input type="checkbox"/> Communications<br><input type="checkbox"/> Public Relations<br><input type="checkbox"/> Reports/Records<br><input type="checkbox"/> Fire Origin and Cause<br><input type="checkbox"/> SCBA<br><input type="checkbox"/> PPE<br><input type="checkbox"/> Safety<br><input type="checkbox"/> Pre-Fire Survey<br><input type="checkbox"/> Incident Command<br><input type="checkbox"/> Building Construction<br><input type="checkbox"/> Live Fire Training<br><input type="checkbox"/> First Aid |
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*Armando A. Martinez*  
Signature of Instructor

*Armando A. Martinez*  
Signature of Training Officer

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## Shortcuts are a Choice

### Shortcuts are a Choice Safety Talk

The decision to take a shortcut can be influenced by many different factors. That being said, at the end of the day shortcuts are a choice made by an individual. It is important to realize this fact and take steps to avoid taking shortcuts especially when it comes to safety on the job.

#### Common Safety Shortcuts

Taking shortcuts when it comes to safety can manifest in many different ways. Some common types of safety shortcuts that occur in many workplaces:

- Not implementing **all necessary safeguards**. Almost every work task has several safeguards that are to be implemented prior to work beginning. Each safeguard that is implemented is one more way to protect yourself and others from injury.
- Not wearing the necessary PPE. PPE is the last line of defense for workers. You never know when you may need it.
- Rushing during tasks or not taking the necessary time to do certain tasks. Many things can be missed when rushing during a work task. This can lead to incidents occurring.

#### Ways to Avoid Taking Shortcuts

- Hold yourself to a higher standard. Do not take the easy way out. Take the time and energy to perform tasks correctly. Make it a habit to follow safety policies and procedures.
- Help set the expectation that shortcuts are unacceptable when it comes to safety. If coworkers see you taking shortcuts they are more likely to do so themselves.
- Realize that shortcuts affect more than just you. They can result in negative impacts on production, property damage, as well as injuries.
- If facing a perceived time pressure, evaluate whether it is a self-imposed time pressure. Many times individuals **put pressure on themselves** to perform a task faster when there is no real outside pressure to get a work task completed.
- Preplan work tasks well ahead of time so the necessary tools, training, personnel, safety equipment, time, etc. are available. Having all the necessary items for work tasks can help to avoid the urge to take shortcuts.

#### Summary

To boil it down taking shortcuts is just an individual choice. Sure there are many factors that affect whether an individual will make the choice to do so, but it is ultimately a choice that is made. It can be difficult to never take a shortcut when it comes to safety, but there are many actions that can be utilized to eliminate the urge to do so.

*Discussion point: What are other factors that may lead to a worker taking a shortcut?*

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Would You Use a Tracking Software?

DO YOU NEED A SAFETY MEETING TRACKING SOFTWARE?

HELP ME BUILD IT BY CLICKING HERE





January 29, 2020

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works on heavy machinery use (See Attached)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2901-20  
DATE: JANUARY 29, 2020

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!

# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>January 28, 2019</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Juan Ramirez</u>
Shift/Station(s): _____	Subject Matter: <u>Lifting and Rigging</u>	<u>Sergio Valdes</u>
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		<u>JANE TREXLER</u>
Course Description: This course is designed to discuss the risks of lifting and rigging equipment in the workplace. This deals with loads on crans or equipment.		<u>Frank Cantu</u>
		<u>Armando</u>
		<u>in service</u>
		<u>Randy</u>
		<u>Paul</u>
		<u>Jorge Cantu</u>
		<u>Henry Cibres</u>
		<u>Valle Jose</u>
		<u>Yvan</u>
		<u>Juan Luis</u>
		<u>Salvador</u>
		<u>Francisco</u>
		<u>Paul O'Neil</u>
		<u>Richard</u>
		<u>Eliseo Toral</u>
		<u>Bernabe Coron</u>
		<u>Robert</u>
		<u>Sergio Valdes</u>
		<u>Randy</u>
<input type="checkbox"/> Rules and Regulations	<input type="checkbox"/> Public Transportation	
<input type="checkbox"/> Forcible Entry	<input type="checkbox"/> Fire Science	
<input type="checkbox"/> Portable Extinguishers	<input type="checkbox"/> Haz-Mat	
<input type="checkbox"/> Ropes, Knots, Hitches	<input type="checkbox"/> Communications	
<input type="checkbox"/> Ladders	<input type="checkbox"/> Public Relations	
<input type="checkbox"/> Salvage	<input type="checkbox"/> Reports/Records	
<input type="checkbox"/> Overhaul	<input type="checkbox"/> Fire Origin and Cause	
<input type="checkbox"/> Fire Streams/Hydraulics	<input type="checkbox"/> SCBA	
<input type="checkbox"/> Apparatus Familiarization	<input type="checkbox"/> PPE	
<input type="checkbox"/> Ventilation	<input type="checkbox"/> Safety	
<input type="checkbox"/> Rescue	<input type="checkbox"/> Pre-Fire Survey	
<input type="checkbox"/> Pump Operations	<input type="checkbox"/> Incident Command	
<input type="checkbox"/> Inspections	<input type="checkbox"/> Building Construction	
<input type="checkbox"/> Water Supplies	<input type="checkbox"/> Live Fire Training	
<input type="checkbox"/> Fire Protection Systems	<input type="checkbox"/> First Aid	
<u>Armando A. Martinez</u>	<u>Armando A. Martinez</u>	
Signature of Instructor	Signature of Training Officer	



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## Lifting and Rigging

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### Lifting and Rigging Safety Talk

Lifting and rigging work tasks are considered a high hazard task by many companies. There are a lot of associated hazards that accompany lifting any loads with cranes or equipment. It is important to not only understand proper rigging techniques, but also the other hazards that accompany this type of work task.

#### Lifting and Rigging Incidents

The first type of incident that often comes to mind regarding lifting and rigging is breakage of a sling, wire rope, or chain resulting in a dropped load. While these types of incidents usually have the most severe consequences, there are often many other types of less severe incidents that cause the majority of injuries or property damage. Some of the other injuries and incidents that occur are sprains, falls, crush injuries, electrocutions, and struck-by incidents just to name a few. Hazards such as swinging loads, manual handling of heavy rigging, holding on to tag lines, moving equipment, **pinch points**, working on elevated surfaces, trip hazards, slippery surfaces, etc. can all be present during lifting operations.

#### Safe Work Practices

- Anyone in a work area where a lift is being performed should be properly trained on the work scope, hazards, and mitigations of the task.
- Have a written lift plan. A lift plan ensures the desired rigging, angles of equipment, lifting capacities, etc. are thought about prior to the start of the lift.
- Plan the travel area and potential lines of fire prior to the lift. This helps to avoid striking other objects or having to move objects or equipment after the load is already in the air.
- Inspect all rigging prior to using it for a lift. Continuously check the integrity of the equipment throughout the day if there are multiple lifts.
- All rigging should be properly stored after lifting operations are complete. Proper storage helps prevent the rigging from being damaged.
- Keep away from the load. Always strive to use tag lines or push sticks to ensure space from the load.

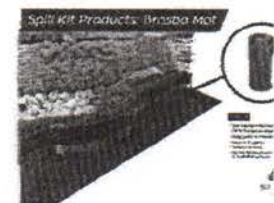
#### Summary

This is not an exhaustive list of all the hazards and safe work practices when completing lifting and rigging activities. Proper planning and forethought is important to eliminate hazards and avoid incidents. Be aware of the hazards that affect you and your coworkers on each unique lift that is completed.

#### Discussion point:

-What are other hazards when we are completing lifting and rigging activities onsite?

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December 26, 2019

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

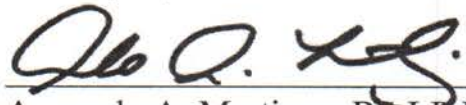
As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works on heavy machinery use (See Attached)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

# Armando A. Martinez

# INVOICE

INVOICE # 2612-19  
DATE: DECEMBER 26, 2019

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!



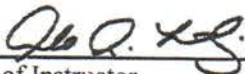
# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>December 20, 2019</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>By Garcia</u>
Shift/Station(s): _____	Subject Matter: <u>Intoxication</u>	
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		

Course Description:  
 This course is designed to discuss the risks of driving while intoxicated. What is intoxication and it does not always have to include alcohol.

- Ernesto Canipe
- Garcia
- Josue
- Sergio Valdez
- David
- Orlando
- Essie Valdez
- Clayton
- Ruben
- Marcos
- Henry
- Josue Siller
- Francis
- Juan Ramirez
- Stevan
- Jose
- Eliseo
- Daniel
- Wendy
- Yule
- Dennis
- Ruben

- |   |   |
|---|---|
| <input type="checkbox"/> Rules and Regulations<br><input type="checkbox"/> Forcible Entry<br><input type="checkbox"/> Portable Extinguishers<br><input type="checkbox"/> Ropes, Knots, Hitches<br><input type="checkbox"/> Ladders<br><input type="checkbox"/> Salvage<br><input type="checkbox"/> Overhaul<br><input type="checkbox"/> Fire Streams/Hydraulics<br><input type="checkbox"/> Apparatus Familiarization<br><input type="checkbox"/> Ventilation<br><input type="checkbox"/> Rescue<br><input type="checkbox"/> Pump Operations<br><input type="checkbox"/> Inspections<br><input type="checkbox"/> Water Supplies<br><input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Fire Science<br><input type="checkbox"/> Haz-Mat<br><input type="checkbox"/> Communications<br><input type="checkbox"/> Public Relations<br><input type="checkbox"/> Reports/Records<br><input type="checkbox"/> Fire Origin and Cause<br><input type="checkbox"/> SCBA<br><input type="checkbox"/> PPE<br><input type="checkbox"/> Safety<br><input type="checkbox"/> Pre-Fire Survey<br><input type="checkbox"/> Incident Command<br><input type="checkbox"/> Building Construction<br><input type="checkbox"/> Live Fire Training<br><input type="checkbox"/> First Aid |
|---|---|

 _____ Signature of Instructor	 _____ Signature of Training Officer
---	--



## Drunk Driving



### Drunk Driving Safety Talk

Accidents resulting from drunk driving occur every single day in the United States, causing an average of 28 deaths. According to the National Highway Safety Transportation Administration, there were 9,967 deaths in 2014. People drive drunk an average of over 300,000 times a day in the United States, but fewer than 4,000 are arrested for it according to the FBI. When you are involved in an accident, it affects more than just yourself. It will affect your family financially as well as emotionally, and if there is another people involved, their families as

well.

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### Costs of a DUI

Outside of the injuries and deaths resulting from crashes, getting arrested and charged for drunk driving is expensive. The average cost for a person's first DUI conviction is anywhere from \$9,000 to \$24,000. A DUI can also cost you your job or make it difficult for you to find a new job. Many employers will not hire someone with a recent DUI or will fire someone who has got one while working for them. Many employers require employees to be able to drive a company vehicle and maintain a clean driving record. A DUI is virtually an instant way to lose your ability to drive a company vehicle. If driving a vehicle is a requirement for your job and you cannot perform that function you will be let go.

### Avoid Drinking and Driving

The best way to avoid getting a DUI is to avoid drinking and driving entirely. If you are planning on having a few drinks while you are out, make sure you have a ride beforehand. Do not put yourself in a situation where you feel that your only option is to drive home drunk. If you are at a friend or relative's house consider staying the night instead of driving. If staying the night where you are at is not an option, find a ride home. Call family, friends, a taxi, or Uber to get you home safely.

### Summary

There is never such a thing as "just a drive down the street" when you are drunk. It may seem like an easier and quicker option compared to finding a designated driver, but it is a decision that could change your life or someone else's life forever. Think before you decide to drive drunk.

### Discussion points:

- Does anyone have any stories of someone they know who drank and drove and has been involved in a crash or was arrested? How did it affect their life?
- What would you do if you were charged with drunk driving tonight and lost your job within the next month?

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November 27, 2019

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

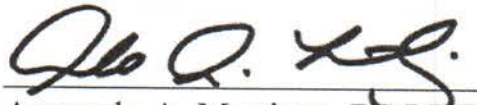
\*\*Safety course for public works on Trench Safety (See Attached)

\*\*Reviewed EMS Call numbers and response times.

\*\*Met with Knapp Foundation regarding parks grant and process.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LF, FF



Armando A. Martinez

INVOICE

INVOICE # 2711-19  
DATE: NOVEMBER 27, 2019

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				<b>SUBTOTAL</b>	\$2,500.00
				<b>TOTAL</b>	\$2,500.00

THANK YOU!





# OSHA<sup>®</sup> FactSheet

## Trenching and Excavation Safety

Two workers are killed every month in trench collapses. The employer must provide a workplace free of recognized hazards that may cause serious injury or death. The employer must comply with the trenching and excavation requirements of 29 CFR 1926.651 and 1926.652 or comparable OSHA-approved state plan requirements.

An excavation is any man-made cut, cavity, trench, or depression in an earth surface formed by earth removal.

Trench (trench excavation) means a narrow excavation in relation to its length, made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 meters).

### Dangers of Trenching and Excavation

Cave-ins pose the greatest risk and are much more likely than other excavation-related accidents to result in worker fatalities. Other potential hazards include falls, falling loads, hazardous atmospheres, and incidents involving mobile equipment. One cubic yard of soil can weigh as much as a car. An unprotected trench is an early grave. Do not enter an unprotected trench.

### Trench Safety Measures

Trenches 5 feet (1.5 meters) deep or greater require a protective system unless the excavation is made entirely in stable rock. If less than 5 feet deep, a competent person may determine that a protective system is not required.

Trenches 20 feet (6.1 meters) deep or greater require that the protective system be designed by a registered professional engineer or be based on tabulated data prepared and/or approved by a registered professional engineer in accordance with 1926.652(b) and (c).

### Competent Person

OSHA standards require that employers inspect trenches daily and as conditions change by a competent person before worker entry to ensure elimination of excavation hazards. A competent person is an individual who is capable of identifying existing and predictable hazards or working conditions that are hazardous, unsanitary, or dangerous to workers, soil types and protective systems required, and who is authorized to take prompt corrective measures to eliminate these hazards and conditions.

### Access and Egress

OSHA standards require safe access and egress to all excavations, including ladders, steps, ramps, or other safe means of exit for employees working in trench excavations 4 feet (1.22 meters) or deeper. These devices must be located within 25 feet (7.6 meters) of all workers.

### General Trenching and Excavation Rules

- Keep heavy equipment away from trench edges.
- Identify other sources that might affect trench stability.
- Keep excavated soil (spoils) and other materials at least 2 feet (0.6 meters) from trench edges.
- Know where underground utilities are located before digging.
- Test for atmospheric hazards such as low oxygen, hazardous fumes and toxic gases when > 4 feet deep.
- Inspect trenches at the start of each shift.
- Inspect trenches following a rainstorm or other water intrusion.
- Do not work under suspended or raised loads and materials.
- Inspect trenches after any occurrence that could have changed conditions in the trench.
- Ensure that personnel wear high visibility or other suitable clothing when exposed to vehicular traffic.

### Protective Systems

There are different types of protective systems.

**Benching** means a method of protecting workers from cave-ins by excavating the sides of an



October 28, 2019

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

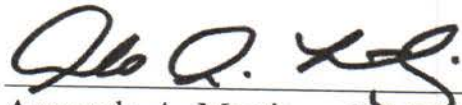
As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works on Eye Injuries. (See Attached)

\*\*Reviewed EMS Call numbers and response times.

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF

Armando A. Martinez

INVOICE

INVOICE # 2810-19  
DATE: OCTOBER 28, 2019

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$2,500.00	\$2,500.00	\$2,500.00
				SUBTOTAL	\$2,500.00
				TOTAL	\$2,500.00

THANK YOU!

# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>October 22, 2019</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<u>Ernesto Cantan</u> <u>Ramirez</u> <u>Jose Kevin Jr.</u> <u>Ryan Garcia</u> <u>Jose Luis Jr.</u> <u>Jose Sierra</u> <u>Francisco Jr.</u> <u>Victor Jr.</u> <u>Jose Velaz</u> <u>Henry Lopez</u> <u>Hector Lopez</u> <u>Manuel Aguilar</u> <u>Benigno Colon</u> <u>6411</u> <u>Jose R. Lopez</u> <u>Joselito Cruz</u> <u>Benny Garcia Jr.</u> <u>Man Kamirath</u> <u>Gliseo Tonal</u> <u>Lucy Lopez</u> <u>Jose R. Lopez</u> <u>Jose R. Lopez</u> <u>RIS</u>
Shift/Station(s): _____	Subject Matter: <u>Eye Injuries</u>	

Course Description:  
 Course is designed to inform all personnel about eye injuries that can occur in the workplace

- |   |   |
|---|---|
| <input type="checkbox"/> Rules and Regulations<br><input type="checkbox"/> Forcible Entry<br><input type="checkbox"/> Portable Extinguishers<br><input type="checkbox"/> Ropes, Knots, Hitches<br><input type="checkbox"/> Ladders<br><input type="checkbox"/> Salvage<br><input type="checkbox"/> Overhaul<br><input type="checkbox"/> Fire Streams/Hydraulics<br><input type="checkbox"/> Apparatus Familiarization<br><input type="checkbox"/> Ventilation<br><input type="checkbox"/> Rescue<br><input type="checkbox"/> Pump Operations<br><input type="checkbox"/> Inspections<br><input type="checkbox"/> Water Supplies<br><input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Fire Science<br><input type="checkbox"/> Haz-Mat<br><input type="checkbox"/> Communications<br><input type="checkbox"/> Public Relations<br><input type="checkbox"/> Reports/Records<br><input type="checkbox"/> Fire Origin and Cause<br><input type="checkbox"/> SCBA<br><input type="checkbox"/> PPE<br><input type="checkbox"/> Safety<br><input type="checkbox"/> Pre-Fire Survey<br><input type="checkbox"/> Incident Command<br><input type="checkbox"/> Building Construction<br><input type="checkbox"/> Live Fire Training<br><input type="checkbox"/> First Aid |
|---|---|

Armando A. Martinez  
 Signature of Instructor

Armando A. Martinez  
 Signature of Training Officer



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## Eye Injuries and Prevention

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### Eye Injuries and Prevention Safety Talk

Our eyes are one of our greatest assets. They give us the ability to see the world around us. If we do not protect our eyes from injuries while at work we could easily lose that ability. There are an estimated 2,000 eye injuries every single day on the job according to the CDC. These incidents cost employers over \$300 million dollars per year. It is important to eliminate or engineer out the hazards that could pose hazards to our eyes at work. Many hazards to our eyes on a worksite cannot be fully eliminated so proper eye protection is also critical.

#### Common Hazards that Cause Eye Injuries on the Job

- Flying dust
- Flying debris
- Chemicals
- Blunt trauma to the eye
- Burns due to UV exposure, such as welder's flash

#### Best Practices to Avoid Injuries to the Eyes

- Identify all of the potential eye hazards in your work area and for your specific work tasks. Ensure there are proper safeguards in place to prevent an eye injury. If there is a safeguard missing, stop the work task and correct the problem.
- Eliminate or lessen the chance of getting something into your eye by avoiding being in the line of fire. One quick example is standing upwind of debris or dust blowing around the work area.
- Always wear approved safety glasses, face shield, or goggles when needed. The type of PPE needed will depend on the work task. Three out of every five victims of eye injuries on the job were not wearing any eye protection.
- If there is welding activities going on, wear proper eye protection and ensure there is a protective barrier in place to protect other employees in the area from UV exposure.
- If you get something in your eye do not rub or scratch it. Rubbing the eye can cause scratching of the cornea resulting in injury. Find an eye wash station or saline bottle to rinse out the object.
- If you get a chemical in your eyes, remove your contacts if there is any in and begin to rinse your eyes out.

#### Discussion points:

- What are some hazards we have onsite that can injure our eyes?
- How can protect ourselves from those hazards?
- What job tasks require us to wear a face shield onsite? What about goggles?

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Email Address \*

\* indicates required

First Name



September 23, 2019

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered

Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

- \*\*Safety course for public works on Hazards of Heavy Equipment. (See Attached)
- \*\*Reviewed and made Fire Recommendations for KFC and Subdivision Plans.
- \*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LF; FF

Armando A. Martinez

INVOICE

INVOICE # 2309-19  
DATE: SEPTEMBER 23, 2019

2107 Reginald Dr., Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				<b>SUBTOTAL</b>	\$5,000.00
				<b>TOTAL</b>	\$5,000.00

THANK YOU!



# IN-SERVICE TRAINING REPORT

Date Training Was Done: <u>August 26, 2019</u>	Instructor: <u>Armando A. Martinez</u>	Students:
Training Location: <u>Public Works</u>	Length of Class: <u>1.0Hr.</u>	<i>[Handwritten signatures]</i>
Shift/Station(s): _____	Subject Matter: <u>Work Task</u>	
Training Aides Used: <input type="checkbox"/> Video <input type="checkbox"/> Overhead <input type="checkbox"/> PowerPoint <input type="checkbox"/> Book <input type="checkbox"/> Apparatus <input type="checkbox"/> Tools <input checked="" type="checkbox"/> Other		

<p>Course Description:          This course is designed to focus on certain work tasks prior to starting a job.          Personnel must have proper equipment and personnel to do the job.</p>	<i>[Handwritten signatures]</i> <u>Man Ramirez #</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u> <u>[Signature]</u>
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- |   |   |
|---|---|
| <input type="checkbox"/> Rules and Regulations<br><input type="checkbox"/> Forcible Entry<br><input type="checkbox"/> Portable Extinguishers<br><input type="checkbox"/> Ropes, Knots, Hitches<br><input type="checkbox"/> Ladders<br><input type="checkbox"/> Salvage<br><input type="checkbox"/> Overhaul<br><input type="checkbox"/> Fire Streams/Hydraulics<br><input type="checkbox"/> Apparatus Familiarization<br><input type="checkbox"/> Ventilation<br><input type="checkbox"/> Rescue<br><input type="checkbox"/> Pump Operations<br><input type="checkbox"/> Inspections<br><input type="checkbox"/> Water Supplies<br><input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Fire Science<br><input type="checkbox"/> Haz-Mat<br><input type="checkbox"/> Communications<br><input type="checkbox"/> Public Relations<br><input type="checkbox"/> Reports/Records<br><input type="checkbox"/> Fire Origin and Cause<br><input type="checkbox"/> SCBA<br><input type="checkbox"/> PPE<br><input type="checkbox"/> Safety<br><input type="checkbox"/> Pre-Fire Survey<br><input type="checkbox"/> Incident Command<br><input type="checkbox"/> Building Construction<br><input type="checkbox"/> Live Fire Training<br><input type="checkbox"/> First Aid |
|---|---|

*[Handwritten Signature]*  
 Signature of Instructor

*[Handwritten Signature]*  
 Signature of Training Officer

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## Heavy Equipment (Two Major Hazards)

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### Heavy Equipment (Two Major Hazards) Safety Talk

Heavy equipment such as cranes, maintainers, bull dozers, front loaders, dump trucks, excavators, etc. are used on virtually every single construction site. There are many hazards created by the use of this equipment for those who operate it and especially for those who work around the equipment. It is easy to become complacent when working around these machines every single work day. The Center for Construction Research and Training states that heavy and mobile equipment were responsible for 7,681 construction worker deaths between 1992 and 2010. It is important to continually remind yourself of the hazards of working around heavy equipment.

#### Hazards Created by Heavy Equipment

There are many different hazards associated with heavy equipment. It is impossible to list every single hazard and scenario down here during this safety talk. Instead we will discuss the two major hazards associated with these work tasks that are responsible for the majority of injuries and fatalities.

1. Struck-by incidents- One of the biggest exposures for a fatality on a construction site is ground personnel being struck by moving equipment. **OSHA states** approximately 75% of struck-by fatalities involve heavy equipment such as trucks or cranes. It is everyone's responsibility to look out for one another while working around this equipment. Work areas where heavy equipment is should be clearly marked and barricaded. Unnecessary foot traffic should be eliminated in these barricaded work areas. Ground personnel entering a work area where there is equipment operating need to make their presence known to all operators in the area. Operators should avoid backing whenever possible and need to stop their work task if they lose sight of any ground personnel. A spotter should be used if equipment is operating in a tight area or when operating around ground personnel. In certain situations it could more **hazardous to use a spotter**. Plan work tasks accordingly and eliminate the need for a spotter if possible.
2. Caught-in or between incidents- These incidents are very similar to struck-by incidents, however there are differences. A struck-by incident is when an object striking a person causes the injury. A caught-in or between incident is when there is an injury due to crushing between two objects. An excavator bucket swinging around and striking a person in an open field would be a struck-by incident. An excavator counter weight that turns and pins a person against a wall would be a caught-in or between incident. Many of the same safeguards discussed above will protect workers from being involved in a caught-in or between incident. One important safeguard in protecting yourself from these incidents is to stay out of the line of fire and always leave yourself an "out". You should first always consider the safest place to be around equipment with regards to the line of fire. Never put yourself in a situation where you do not have an out to escape danger. It is important to always be able to get out of the way if other safeguards fail and you are put in a situation where you can become of victim of these incidents.



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#### Discussion points:

- What are some of the most effective way to avoid incidents from the two hazards?
- Are there unnecessary risks we are taking onsite with regard to heavy or mobile equipment?

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Email Address \*

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\* indicates required



August 26, 2019

City of Donna  
Attn: City Manager Carlos Yerena  
307 S. 12th St.  
Donna, Texas 78537

Re: Update on Services Rendered


Mr. Yerena,

As per our contractual agreement I have completed the following for this month:

\*\*Safety course for public works on snake bites and treatment of those types of bites. (See Attached)

\*\*Waiting on commencement of testing and compliance of all fire hydrants within the city.

Thank you,



Armando A. Martinez, BS, LP; FF



Armando A. Martinez

INVOICE

INVOICE # 2608-19  
DATE: AUGUST 26, 2019

2107 Reginald Dr. , Weslaco, Texas 78596  
Phone 956-493-7600 Fax 956-969-8287  
amtz059@hotmail.com

TO City of Donna  
307 S. 12th St.  
Donna, Texas 78537  
956-464-3314

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT	LINE TOTAL
1	N/A	Monthly Invoice for Contract Services	\$5,000.00	\$5,000.00	\$5,000.00
				<b>SUBTOTAL</b>	\$5,000.00
				<b>TOTAL</b>	\$5,000.00

THANK YOU!