

## LOCKOUT/TAGOUT SAVES LIVES

Lock it and tag it. That doesn't seem so difficult and yet simple lockout/tagout procedures are often misused and misunderstood.

One United Auto Workers study showed that 20 percent of fatalities in the workplace from 1973 to 1995 were caused by failures to follow the procedure.

Lockout/Tagout keeps people safe from electrical accidents and injuries by ensuring that all electrical energy is stopped at the source. It is required for machines and equipment to allow contractors making repairs to proceed.

There are four types of tags: Energy for servicing and maintenance; Process for production purposes; Information to impart information; and Danger Do-Not-Use tags for defective tools and equipment.

The application of the Lockout/Tagout tags must be within sight of the service area. It tells everyone that repairs are ongoing.

Most locks have the names or pictures, plus contact numbers, for those authorized to unlock and untag each device. If authorized people aren't present when the device is set to be unlocked or untagged, someone must get in touch with them and require them to travel to the facility and unlock and untag the device. The use of duplicate keys is a violation of the procedure.

Machines that are undergoing Lockout/Tagout should not be touched or operated at all.

In the case of a mass Lockout/Tagout, where different subcontractors work in the same building, a folding lockout scissor clamp is used with a hole for each contractor to place his own lock on the machine or facility. These tags ensure that no one would be able to unlock without the permission of the other contractors.



"And for you, Dorothy, a portable GPS system to help you find your way back to Kansas."

## RIDDLES OF THE MONTH

- 1) I am taken from a mine, shut up in a wooden case, from which I am never released, and yet I am used by almost everybody.
- 2) I bind it and it walks. I loosen it and it stops.
- 3) Scarcely was the father in this world when the son could be found sitting on the roof.

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# Safety Matters

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## Fire Alert!

### How to prevent electrical fires

Electricity is hazardous in more than one way. It can give you a shock or a burn. It can electrocute and kill you. And it can also start deadly and damaging fires. Since this month is **National Electrical Safety Month**, this is the perfect time to give you a few important reminders about electrical safety and fire prevention.

#### Common causes of electrical fires include:

- Overloaded circuits, motors, fuses, and outlets
- Exposed wires when insulation is worn or damaged, which can cause a short
- Loose ground connections
- Hot lights or machinery in contact with combustible materials like cardboard, paper, or cloth
- Defective electrical equipment or tools that spark or short

#### Take these steps to prevent electrical fires in the workplace:

- ➔ Report damaged wires and electrical cords so that they can be replaced.
- ➔ Don't overload motors, circuits, fuses, or outlets.
- ➔ Report any electrical equipment that sparks, shocks, smokes, or otherwise malfunctions. Turn it off, tag it out, and get it repaired. Don't use it!
- ➔ Use extension cords as a temporary measure only, and make sure they're in good condition and are appropriate for the task.
- ➔ Keep combustible materials away from electrical equipment and hot lights.
- ➔ Don't let grease, dust, or dirt build up on electrical machinery.
- ➔ Don't place electrical cords near heat or water.
- ➔ Check ground connections because proper grounding provides a safe path for the electricity if there is an electrical fault.

#### In case of an electrical fire, remember these safety tips:

- ➔ Activate the fire alarm.
- ➔ Never touch the burning object or person because you could be electrocuted.
- ➔ Turn off the power if possible.
- ➔ Extinguish a small electrical fire with a carbon dioxide or multipurpose ABC fire extinguisher—never water.

Electrical fires are a major cause of workplace fires, and almost all of them are preventable. Do your part to make sure we don't have any electrical fires in our workplace.



## SAFETY TIPS OF THE MONTH

Remember these home electrical safety tips: Electrical appliances should always be kept away from damp or hot surfaces. Allow room for air circulation around electrical appliances.

Light bulb wattage needs to be correct for the lighting fixture. A light bulb with too much wattage can overheat and cause a fire.

Electrical outlets and switch plates need to be in place and in good shape.

# Safety Bits and Pieces

## PERSONAL JOB SAFETY COMMITMENT

It makes good sense to recommit yourself to personal safety in your job frequently. For example, take time to reorient yourself to the safety issues in your workplace. Use this list of general safety orientation areas:

- ☑ General hazards in your area
- ☑ Specific hazards involved in each task
- ☑ Hazards in other areas of the workplace
- ☑ Workplace safety policies and work rules
- ☑ Who to talk with about safety questions
- ☑ Smoking rules and smoking areas
- ☑ How to select, use, and care for Personal Protective Equipment (PPE)
- ☑ Safe housekeeping rules
- ☑ Facility security procedures and systems
- ☑ How to use tools and equipment safely
- ☑ Safe lifting techniques and material handling procedures
- ☑ Safe methods for handling, using, or storing hazardous materials and the location of Material Safety Data Sheets (MSDS) or Safety Data Sheets
- ☑ Location of emergency equipment such as fire extinguishers, eyewash stations, and first-aid supplies
- ☑ Evacuation procedures and routes
- ☑ What to do if there is an accident or injury
- ☑ How to report emergencies, accidents, and near misses

Are you still checked out in all the safety issues that apply to your job? If not, get yourself reoriented toward total safety.

## PDA SAFETY TIPS

Using personal digital assistants (PDAs) over a long period of time can lead to repetitive motion injuries. The problems occur when you grip the PDA in the palm of your hand between the four fingers and the fatty pad below the thumb, and use your thumb to type on the tiny keypad.

This motion can aggravate arthritis and lead to tendonitis of the thumb, as well as other repetitive motion injuries. The American Physical Therapy Association offers the following tips for preventing injury:

- ⇒ Take frequent breaks from your PDA. Don't type for more than a few minutes.
- ⇒ Write fewer and shorter messages. Abbreviate your responses when possible.
- ⇒ Avoid using your thumb for typing. Use the fingers of the other hand instead.
- ⇒ Stretch your fingers periodically, holding the stretch for 10 seconds, then repeating 8 times.

## RIDDLES OF THE MONTH ANSWERS

- 1) Pencil Lead
- 2) Sandal
- 3) Fire, Smoke



# Office Safety

## Good housekeeping keeps offices safe

### To prevent falls:

- ⇒ Use a stepstool—not your chair—to reach items on a high shelf.
- ⇒ Keep to the right on stairways, use the handrail, and don't rush.
- ⇒ Don't tilt backward or lean too far forward in your chair.
- ⇒ Keep passageways clear of tripping hazards such as cartons and wastebaskets.
- ⇒ Report damaged flooring or carpeting.

### To prevent bumps and bruises:

- ⇒ Don't leave drawers open for someone to bang a shin or shoulder against.
- ⇒ Put the heaviest materials in the bottom drawers of file cabinets and bottom shelves of bookcases to keep them from tipping over.
- ⇒ Hold the handle when closing drawers to avoid pinching your fingers.
- ⇒ Be cautious coming to doors that open toward you and going around corners.
- ⇒ Don't carry materials that block your view.

### To prevent cuts, scrapes, and punctures:

- ⇒ Sheathe box cutters and other sharp implements before putting them away.
- ⇒ Make sure staples are fully closed when stapling papers.
- ⇒ Handle pushpins, thumbtacks, etc., carefully.
- ⇒ Use fingertip covers if you handle a lot of paper to avoid painful paper cuts.
- ⇒ Notify maintenance of any sharp edges, splinters, splinters, splinters, or protruding nails.

## ON THE LIGHTER SIDE...



## QUOTATION OF THE MONTH

"We think sometimes that poverty is only being hungry, naked and homeless. The poverty of being unwanted, unloved and uncared for is the greatest poverty. We must start in our own homes to remedy this kind of poverty."

Mother Teresa  
(August 26, 1910 - September 5, 1997)



## From the State of Delaware's Office of Highway Safety...

### Click It or Ticket Boosting Seat Belt Use – Day and Night

Over the years, the *Click It or Ticket* seat belt enforcement mobilization has saved thousands of lives across the country with the help of law enforcement officers, highway safety officials and safety advocates. In fact, right here in Delaware, the percentage of people killed because they did not have their seat belt on has been cut in *half* since the *Click It or Ticket* campaign began. Yet far too many people still continue to take a chance that a crash won't happen to them, and choose not to buckle up.

Regardless of the vehicle you're in, not wearing a seat belt can result in tragedy if you are in a crash. Delaware statistics show that in 2011, 65 passenger vehicle occupants were killed in motor vehicle collisions, and an astounding 65% percent of them were **NOT** wearing seat belts when the wreck occurred. It's estimated that as many as 18 lives could have been saved if the individuals had just taken an extra few seconds to put on their seat belts.

Between the dates of May 14<sup>th</sup> – May 28<sup>th</sup>, **Delaware** motorists can expect to see an increase in police officers strongly enforcing seat belt laws around the clock, including at night when 2/3rds of unrestrained crashes in DE occur. You may encounter traffic safety checkpoints or see more officers on patrol. You will also likely hear radio and TV ads, and see billboards encouraging you to wear your seat belt.

Remember: Officers are making it a priority to save more lives by cracking down on seat belt law violators. Encourage your family and friends to always buckle up... you could save them the cost of a ticket, and quite possibly even their life. *Click It or Ticket*.

For more on the *Click It or Ticket* mobilization, please visit [www.ohs.delaware.gov](http://www.ohs.delaware.gov).

**Click It or Ticket. Arrive Alive DE.**