

SAFETY THEME

LOCAL GOVERNMENT RISK MANAGEMENT SERVICES, INC., – A Service Organization of the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA and the GEORGIA MUNICIPAL ASSOCIATION

The Safety Theme program is designed to help you get an important safety message across to all employees in a simple-to-use format that can be completed each month.

Monthly Poster Theme

Make copies and post them wherever you will get the most impact.

Training Calendar

Below 100

Morrow/Clayton County

April 17

General Liability

Tifton/Tift County

May 8

Macon/Bibb County

May 24

Cartersville/Bartow County

May 29

Safety Coordinator Module III

Tifton/Tift County (III)

April 10

Statesboro/Bulloch County (III)

April 11

Macon/Bibb County (III)

April 12

Cornelia/Habersham County (III)

April 17

Cartersville/Bartow County (III)

April 19

Safety Theme Article

The article expands on the poster message for the month. Make copies and hand them out to each meeting participant.

In This Issue:

Participant Sign-In Sheets: Use the sign-in sheet to document your safety training.

Suggested Agenda for the Monthly Safety Meeting:

- >>> Assemble the participants.
- >>> Hand out copies of the article and pass around the sign-in sheet.
- >>> Read the Safety Theme aloud.
- >>> Discuss aspects of the theme relevant to the department, with examples. Ask for ideas and encourage participation.



LGRMS
RISK CONTROL
ACCG | GMA

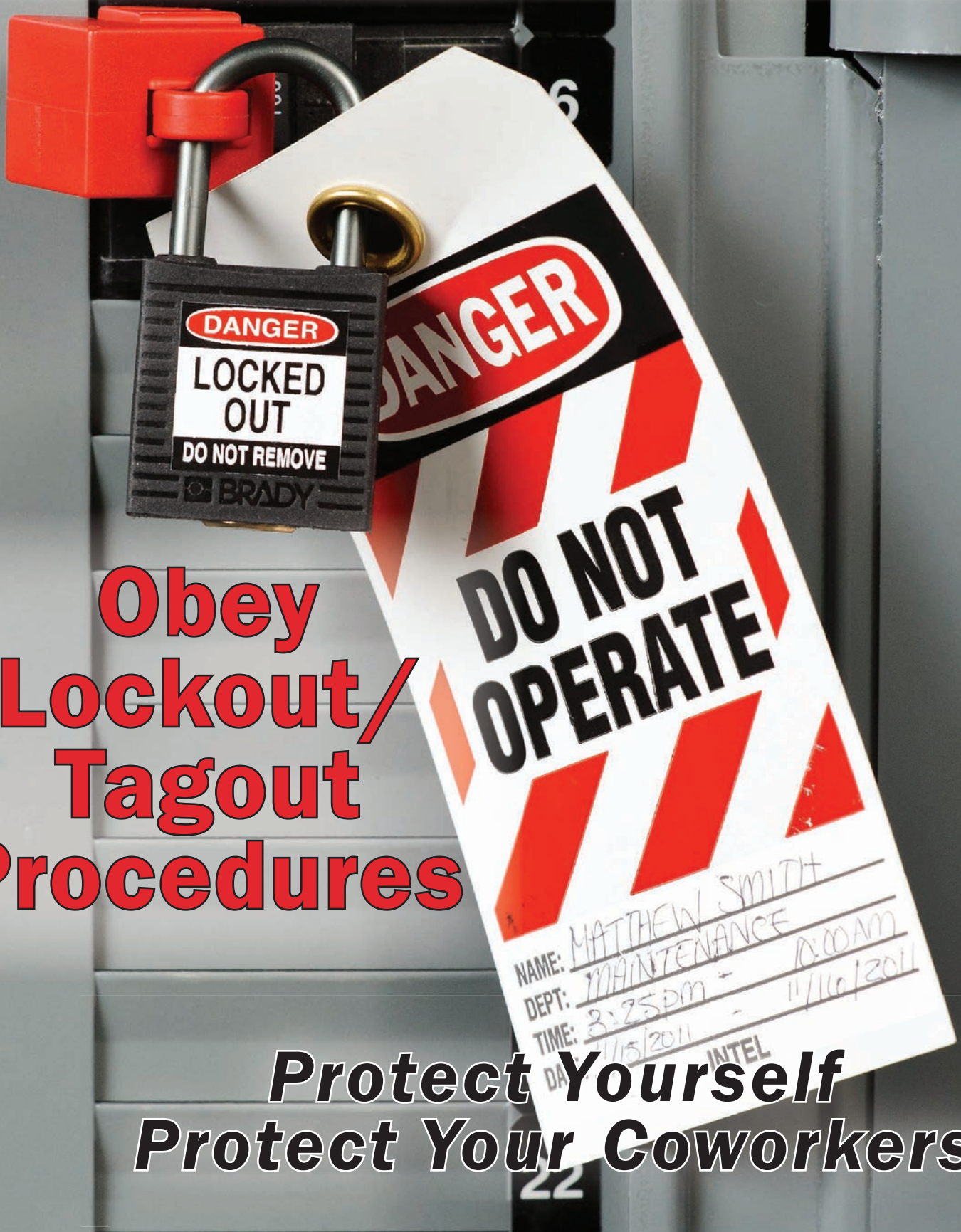
April 2018

SAFETY THEME

LOCAL GOVERNMENT RISK MANAGEMENT SERVICES, INC., – A Service Organization of the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA and the GEORGIA MUNICIPAL ASSOCIATION

**Obey
Lockout/
Tagout
Procedures**

***Protect Yourself
Protect Your Coworkers***





Lockout/Tagout Checklist

YES NO



Energy Control Program

- ☞ Your company has an energy control program that prohibits service or maintenance on powered equipment unless energy has been drained and lockout/tagout procedures performed. ☐ ☐
- ☞ All locations requiring lockout/tagout are identified. ☐ ☐
- ☞ Lockout/tagout procedures are tested at least annually. ☐ ☐
- ☞ Only trained authorized employees perform lockout and remove locks or tags. ☐ ☐



Locks and Tags

Locks are:

- ☞ Standardized throughout the facility ☐ ☐
- ☞ Strong enough to withstand all but heavy force or tools ☐ ☐
- ☞ Used only for lockout ☐ ☐
- ☞ Durable enough for conditions where they're used ☐ ☐
- ☞ Identified with name of authorized employee who installs and removes them ☐ ☐

Tags are:

- ☞ Used only when equipment can't be locked out ☐ ☐
- ☞ Understood to be a warning only ☐ ☐
- ☞ Standardized throughout the facility ☐ ☐
- ☞ Used for this purpose only ☐ ☐
- ☞ Strong and durable ☐ ☐
- ☞ Marked with bold, easy-to-read warnings ☐ ☐
- ☞ Identified, when used, with name of authorized employee who installs and removes them ☐ ☐



Employee Training

Authorized employees have been trained and know:

- ☞ Type and amount of energy their machines and equipment use ☐ ☐

Continued ☞



Control of Hazardous Energy (Lockout/Tagout)

Checklist

➡ *Continued*

YES NO

- ☛ How to control machine and equipment energy ☐ ☐
- ☛ Specific lockout/tagout procedures ☐ ☐
- Affected employees* have been trained and know:
 - ☛ Why energy control procedures are important and required ☐ ☐
 - ☛ Never to try to start locked or tagged equipment ☐ ☐
 - ☛ Never to remove, ignore, or bypass locks and tags ☐ ☐
- Other employees* have been trained and know:
 - ☛ Never to try to start locked or tagged equipment ☐ ☐
 - ☛ Never to remove, ignore, or bypass locks and tags ☐ ☐



Lockout Procedures

Authorized employees perform lockout procedures in this sequence:

- ☛ Identify machine energy type, its hazards, and control devices. ☐ ☐
- ☛ Inform affected employees of planned lockout. ☐ ☐
- ☛ Determine who has primary responsibility if service/maintenance is group assignment. ☐ ☐
- ☛ Turn off machine or equipment. ☐ ☐
- ☛ Locate and isolate all energy sources; get rid of stored energy. ☐ ☐
- ☛ Lock out energy controls (all members attach own locks during group service/maintenance). ☐ ☐
- ☛ Test operating controls, then return to “off” position. ☐ ☐
- ☛ Perform service/maintenance. ☐ ☐
- ☛ If energizing to test or position equipment, follow lockout removal steps ☐ ☐
- ☛ Repeat lockout steps after test/positioning. ☐ ☐
- ☛ Before re-energizing, remove tools and be sure employees are safely away from equipment. ☐ ☐
- ☛ Reinstall machine guards. ☐ ☐
- ☛ Remove lockout devices. ☐ ☐
- ☛ Turn on energy and notify other employees. ☐ ☐



Safety Issue:

Machinery and electrical equipment must be shut off completely and prevented from being restarted while workers are repairing, maintaining, or cleaning equipment.

Every year people are injured, maimed, and killed in grisly accidents either because they have failed to disconnect the power source of machinery they are working on or because a fellow worker has restarted equipment, not knowing anyone was in harm's way. The procedures for securing power sources and alerting all persons that power is not to be restored are spelled out in the OSHA standard called Lockout/Tagout (or LO/TO).

Legal Issues

OSHA regulation: 29 CFR 1910.147.

Comments: Citations for violations, many of them serious, of LO/TO procedures and training requirements have been numerous since the standard went into effect in 1990. The control of hazardous energy training regulations are generally among the OSHA's ten most frequently violated standards. This level of enforcement makes sense since the terrible tragedies that failure to secure energy causes are entirely preventable.

Management Issues

✓ **Basic definitions.** "Lockout" and "tagout" are two entirely separate procedures.

❑ **Lockout** means placing a lock on the part of the machine that controls energy, such as a circuit breaker, disconnect switch, line valve or block.

❑ **Tagout** means attaching a tag that warns others not to start up the machine. Tagout may only be used together with lockout, unless it is impossible to lock out a particular piece of equipment.

✓ **Program elements.** Under this standard, employers must have a written energy control program that includes the following elements:

❑ A list identifying all energy sources that require lockout/tagout

❑ Procedures to ensure that energy is fully drained before powered equipment is serviced or maintained

❑ Procedures to prevent machines from being turned on or restarted accidentally

❑ Assigning lockout responsibilities to specific authorized employees



❑ Plans to test procedures annually and correct any problems.

✓ **Personnel designations.** In managing the program, you need to recognize three different categories of employees:

1. **Authorized** (qualified) employees are the only ones permitted to perform lockout procedures or remove locks or tags.
2. **Affected** employees are those who work with or around this equipment.
3. **All other** employees are those who may be in the area.

✓ **Procedures.** The standard is very particular, even in the locks and tags to be used. OSHA insists that one authorized employee perform the entire sequence of lockout/tagout procedures in a specific order. If a group performs service or maintenance, one employee has primary responsibility and all team members put on their own lock or tag.

✓ **Affected employees** must learn not to clean, repair, or perform maintenance on any piece of machinery without first observing proper lockout/tagout procedures.

✓ **All other employees** need enough training to understand why they must never try to restart or energize equipment that's locked or tagged.

Take Action

Authorized employees need in-depth knowledge of lockout/tagout procedures, and all employees must understand its purpose and importance. Be sure your workers know how to prevent unexpected energization—and possible tragedy. Use the quiz that follows, as well as the checklist, to test their understanding.

Training Issues

In addition to the usual hazard recognition, training needs to reflect the classification, in OSHA's terms, of the employee.

✓ **Authorized employees** have to know how to recognize hazardous energy sources and how to control them by using the proper procedures.

The Great Multitasking Lie

MYTH versus REALITY

MYTH #1 Drivers can multitask REALITY

The human brain cannot do two things at the same time – like watch tv and hold a phone conversation.

I'm good. How ya doing? Great.

PLEASE STAND BY



The same is true when driving and talking on your phone. The brain switches between the two tasks which slows reaction time.

BOTH THINKING TASKS



MYTH #2 Talking on a cell phone is just like speaking to a passenger REALITY

Backseat drivers are good for you. Adult passengers help the driver and alert drivers to traffic problems.



WATCH OUT!



People on the other end of phones can't see what's going on!

MYTH #3 Speaking hands-free is safe to use while driving REALITY

Drivers talking on cell phones can miss seeing up to 50% of their driving environments, including pedestrians and red lights.



MYTH #4 I only use my phone at stop lights so it's ok REALITY

Even at stop lights, it is important to remain an attentive driver. For example, a recent AAA study shows that people are distracted up to 27 seconds after they finish sending a voice text.

27 SECONDS



MYTH #5 Voice-to-text is safe to do while driving REALITY

It is actually still very distracting. You're not only mentally distracted, but you're visually distracted due to the common autocorrect errors.

Send text to Aunt Lisa

I miss you and hope to see you soon
Sending text to Amoré Pizza

Get more info: distracteddriving.nsc.org

Sources: National Highway Traffic Safety Administration | University Of Utah | The AAA Foundation for Traffic Safety | National Safety Council



DRIVING DOWN DISTRACTION

Reducing the Risk of the #1 Cause of Workplace Deaths

Cell phone distracted driving policies help employers keep employees safe and also protect their bottom lines.

HIGHWAY HAZARD



Drivers using handheld or hands-free cell phones are **4x** as likely to crash.

The National Safety Council estimates 25% of crashes involve cell phones.



21% Phone Conversations
4% Text Messaging

WORKPLACE DANGER

#1 Cause of Workplace Death: Car Crashes



Motor vehicle crashes



Assaults



Incidents involving objects or equipment



Falls

INCREASING EMPLOYER LIABILITY

Companies have paid big for cell phone-related crashes. Go to nsc.org/liability to learn more.

\$16.1
MILLION



For a salesperson who was talking on his cell phone en route to a sales appointment and crashed, injuring another driver

\$21
MILLION



For a driver talking on a hands-free headset—in accordance with her company's policy—who struck another vehicle, seriously injuring the other driver

\$24.7
MILLION



For a tractor-trailer driver who, while checking text messages, ran into 10 vehicles stopped in traffic on the freeway, killing 3 people and injuring 15 others

IMPROVING COMPANY POLICIES

Thousands of employers prohibit employees from using cell phones while driving. Federal and state laws fall short of best practice safety standards. It's up to employers to keep their employees safe with cell phone distracted driving policies.

The best cell phone policies cover:



All employees



All handheld and hands-free devices



All company vehicles



All company mobile phone devices



All work-related communications, even in personal vehicles or on personal cell phones

COMPANIES WITH TOTAL BANS ARE NO LESS PRODUCTIVE



1%

An NSC survey of companies of all sizes found a mere 1% of employers with cell phone distracted driving policies saw a productivity decrease.



Employers can find everything they need to start a cell phone distracted driving policy in our free Cell Phone Policy Kit at cellphonekit.nsc.org



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LGRMS
RISK CONTROL
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A Service Organization of the Association County Commissioners of Georgia and the Georgia Municipal Association

This Issue:

Lockout/Tagout Procedures Distracted Driving

