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October 2016

Local Government Risk Management Services, Inc.

# Safety Theme

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 Theme Poster

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

## Safety Theme Article

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

## Participant Sign-In Sheet

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.

## Training Calendar

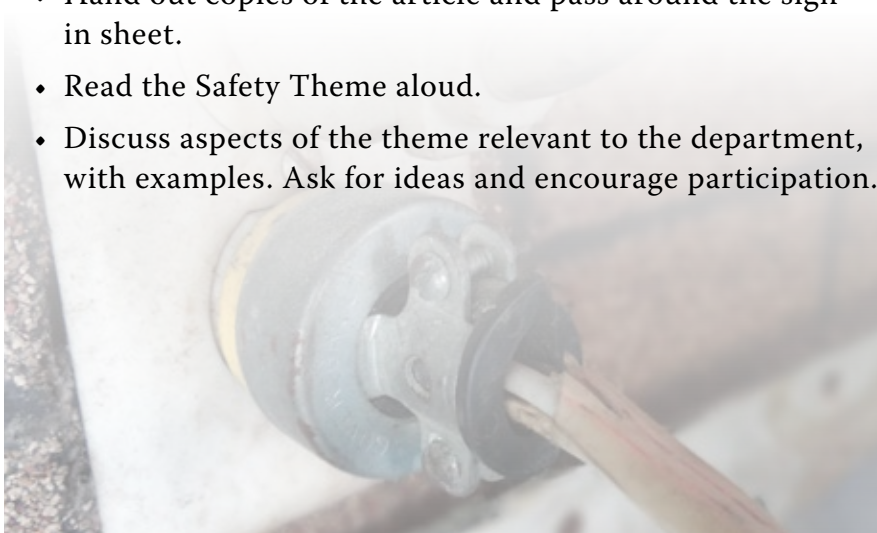
### Law Enforcement Liability

November 1	Tifton, Tift County
November 2	Macon, Bibb County
November 3	Cartersville, Barlow County

Stay Tuned for the  
**2017 Training Calendar**

**Coming Soon**

[www.lgrms.com](http://www.lgrms.com)





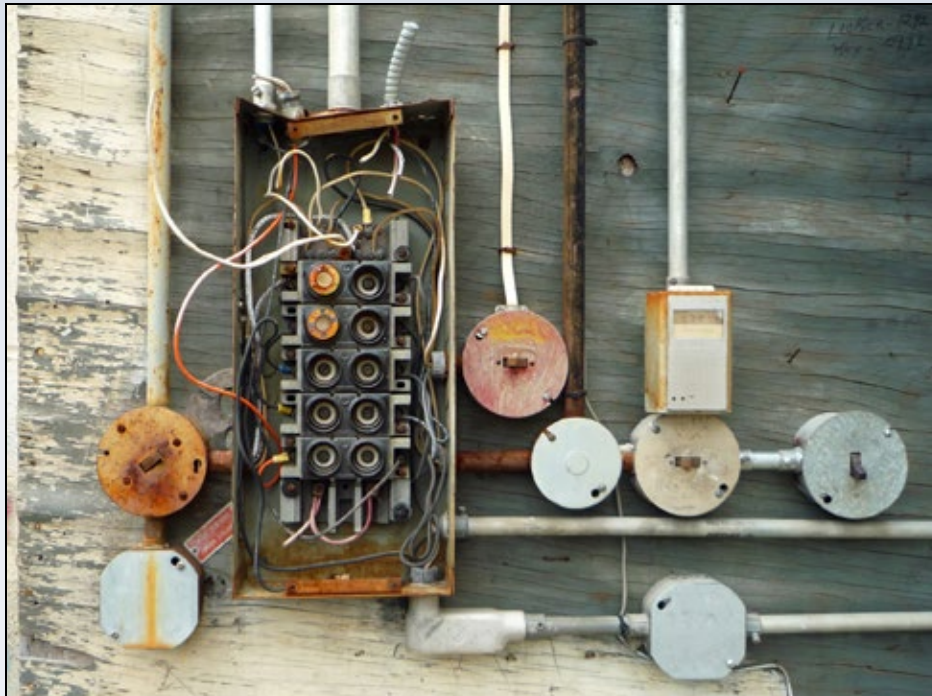
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# Safety Bulletin

## It's Shocking!



# It's Shocking!

Electric shocks kill more than 100 workers each year and injure many more. Electrical tools and equipment are used every day for hundreds of tasks, yet, are we operating these tools safely (or do we just assume that everything is OK)? By knowing a little more about how electrical shocks occur and what conditions and actions cause them, we can better protect ourselves in our work sites as well as at home.

Electricity follows the easiest path to the ground, through any material that is conductive. This includes water, metal, and some chemical solutions . . . and the human body. If you come into contact with an energized electrical source, your body provides the path to the ground and therefore, becomes a part of the electrical circuit. The result is a shock.

The effects of a shock depend on several factors, such as the duration of the contact, the voltage, and the pathway through the body. A heavy shock can stun your muscles and stop such functions as your heart and breathing. (This is not good!) A mild shock can still injure you seriously by creating deep internal burns and can trigger involuntary muscular reactions, which may cause falls which result in bruises, fractures and breaks, or even death. Sometimes the path to the ground is such that contact with an energized source will cause the person to be unable to let go of the source, which can result in serious nerve damage.

Working sensibly with electricity includes a combination of addressing unsafe conditions and the prevention of unsafe acts. Let's discuss these individually.

Unsafe working conditions result from faulty equipment such as defective tools, poor insulation, improper grounding, and unguarded energized parts. Environmental concerns also effect these unsafe working conditions such as wet or damp locations and locations where flammable vapors, or corrosive chemicals exist.

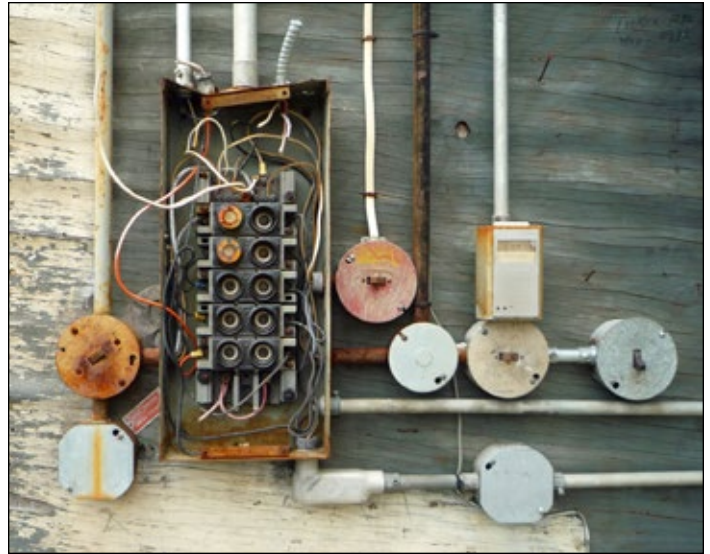
The preventive steps to control these conditions include:

- Always check equipment, cords, and plug attachments before each use. Never assume that all is good because it was okay the last time you used the tool or piece of equipment.
- Make sure all tools and equipment are properly grounded and used in grounded circuits. Do not use tools that have had the "third prong" grounding device removed (a commonly found hazard).
- Never remove or modify a tools guard. These are made to protect against contact with spinning blades and other parts and also protect the operator from energized parts.
- Be aware of special precautions when working in damp or wet areas, or those where flammable or corrosive chemicals are present.

Unsafe acts involving electrical shocks usually include working around energized parts, failing to shut off power during maintenance functions, and using defective or unsafe equipment.

The preventive steps to prevent shock with these include:

- Keep clear of energized parts. Be aware of the conductive materials around you at all times and keep them far away from electrical sources.



- Don't risk a lot for a little. Using an obviously defective or unsafe tool is a shortcut no one can afford. Report any loose connections or damaged insulation, and don't be afraid to take a piece of unsafe equipment to the supervisor for removal and repair.
- Always cut the power when working on electrically operated equipment. A "tag and lock-out" procedure is preferred to assure that energized equipment will not be contacted by employees accidentally during these maintenance tasks.
- If work must be done in wet or damp environments, utilize Ground Fault Interrupter Circuits (GFI). These devices can be wired into circuits in any location where electrical equipment is used near water or dampness, like outdoors or around swimming pools. They can be lifesavers!
- Unplug a piece of equipment by pulling it by the cord instead of by its power cord.
- Stay within cord voltage requirements for all tools and equipment.

The bottom line? Practice basic safety around electrical equipment and tools. Inspect equipment before using it, and report loose or damaged wiring or connections. Use grounded tools and outlets. Treat electricity with the respect it is due so you and your co-workers do not have a "shocking" experience.

## Discussion Questions

1. How can electricity hurt you?

Burns; involuntary muscle reaction resulting in falls; respiratory and pulmonary paralysis.

2. Name three hazardous conditions that could lead to an electrical shock.

Damaged cords or insulation; improper or no grounding; exposed energized parts; removed or modified guards; wet or damp locations.

3. Give two ways you can prevent shocks due to unsafe acts.

Report damaged equipment; tag and lock out electrical equipment while performing maintenance; use GFCI circuits; don't work in wet areas; pull on plugs to disconnect equipment, not the cords.



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October 2016  
***Shock Hazards***



***Safety Theme***