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SafeSupervisor

YOUR FRONT-LINE MANAGER SAFETY RESOURCE SINCE 1929

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Get Ready For Your Safety Meeting

After you've selected your safety talk, you need to get ready for the meeting. Read the safety talk ahead of time, and play the video, PowerPoint or audio portion for yourself. Review the quizzes too. This way you will learn if the safety meeting material is appropriate for your workplace or if you need to edit or add anything to it.

Consider any additional ways to present the information. Would a flipchart or chalkboard help in outline the points? Could find some photographs of safe work practices? Could you bring in props that would help your workers remember what they are learning? How about a guest speaker?

Lesson or Lecture? When you create a safety lesson for your trainees, is it really a "lesson" or do you wind up giving a speech or a sermon? You are talking to the people who are your team, so be yourself.

See if any of the following techniques will help you prepare your safety lesson plan:

- Define your objective. Keep it simple. Staying on track is easier if you write down the main goal you want to attain. "I want everyone to comply with our hardhat tip" is a typical goal. If you have more than one objective, all the objectives should be closely related. If they are not, save the excess ones for a second or third safety session.
- Line up your approach. Select the appropriate subject and use your knowledge and experience. Jot down everything that relates to your objective. Before each safety training session, make a note of the significant safety hazards in your workplace.
- Get down to planning the individual steps of your safety lesson. You probably know best what should be covered because you know which hazards your workers face every day and occasionally. Consider the physical setup of your workplace when organizing the points of your lesson.
- Make notes to keep you on track during your presentation. If you use a full sheet of paper, leave space between the lines and in the margins so you can make more notes.
- Even if you use a safety talk prepared by someone else, consider how you can enhance it. Look for examples and special issues that apply to your workplace.

Be yourself when you present a safety lesson. Use everyday words. Say what you know and believe — that's how to be convincing.

Portable Space Heater Safety

Even a blurry photo can't obscure the danger of placing a kerosene heater inches away from fuel containers. Hopefully, the containers are empty; but even if they are, they may emit flammable vapors that heat from the device could cause to ignite. The electrical cord stretching across the floor as a trip wire/additional source of ignition adds insult to injury.

The Moral: Temporary heating devices are a potential ignition source that must be kept a safe distance from flammable and combustible materials like chemicals, wood, paper—and even tarpaulins used to cover the heater.

3 Reasons to Pay Attention

Portable space heaters are a leading cause of fires; explosions; and carbon monoxide poisoning.

3 Types of Portable Space Heaters

1. Kerosene Heaters

- Largest and heaviest type
- Use fuel grade kerosene
- Not regulated by a thermostat
- May require use of outside ventilation source to prevent buildup of combustible vapors

2. Electric Heaters

- Lighter, cleaner and quieter than kerosene heaters
- Function like old-style radiator
- Typically have thermostat allowing you to control temperature
- Electric supply and flow potential source of ignition—although most models include automatic shutoff in case of electrical surge or tip over

3. Forced Air Heaters

- Lightest kind of portable heater
- Can run on electric or liquid fuel
- Have thermostat allowing you to control temperature
- Generally most effective in heating a space quickly
- Often also used as fans in hot weather

8 Portable Space Heaters Do's and Don'ts There are 8 things to do/not do when using portable space heaters at work (or even at home):

DO make sure you keep the heater at least 3 feet away from chemicals and other combustible items—don't ever get into a situation like the one in the photo above

DON'T use a portable space heater without first getting your supervisor's permission

DO make sure the space heater you use has a label indicating that it's been tested by a testing lab like the Underwriter's Laboratories (UL)

DON'T use a light-duty extension cord or multi outlet strip/surge protector with a high wattage electric heater—it might start a fire

DO keep electric heaters plugged directly into the outlet

DON'T place electric heaters in enclosed spaces like bathrooms (unless you get a supervisor's permission)

DO ensure that electric heaters are grounded with a 3-pronged plug

DON'T run the power or extension cord across the floor so that it becomes a trip hazard

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Fatality Brings Recommendation for Tower Worker Safety

Following a sad and unusual worker fatality, the Kentucky Fatality Assessment and Control Evaluation (FACE) Program has made several recommendations for tower worker safety.

On July 2, 2014, Joel Metz, a 28-year-old father of three young boys, was decapitated while working with three other cell phone tower technicians to replace and upgrade three antenna arrays in central Kentucky.

After replacing two of the three arrays, the crew began work on the final one. The victim was working on the load-bearing side of the tower, 242 feet (74 meters) above ground.

At about 2:20 p.m. that day, the crew heard a loud popping sound. The supporting shackle had failed, causing the cable to snap. Metz was killed instantly when he was struck by the cable. It took rescue workers more than seven hours to recover Metz's body.

Kentucky OSHA, the company's insurance carrier and the sheriff's department searched for the broken shackle for four days using metal detectors, but it was never found. However, a shattered carabiner was found on the day of the incident, indicating that it could have been used on the winch in place of the heavier shackle.

It is a common practice for tower climbers to use carabiners for rigging, as they are convenient to connect and disconnect easily. However, OSHA and manufacturers stress that PPE, rescue rope and rescue rigging should never be used for hoisting materials, as it is not designed for rigging.

Kentucky FACE made the following recommendations for the prevention of similar incidents:

1. Employers should ensure that a competent rigger is on site to perform a site hazard assessment before work is performed.
2. Employers should ensure that all tower technicians are competent and trained on proper equipment use, procedures, and how to safely perform their jobs.
3. Employers should ensure that regular inspection of required antenna replacement equipment is performed before initiating work. A pre-work inspection checklist could include, but not be limited to, the following: recognition of environmental hazards; recognition of jobsite hazards; inspection of all equipment being used; inspection of all PPE, including fall protection; review of emergency and rescue plans; evaluation of crew physical fitness for job performance; and inspection of the tower and foundation.
4. Employers should ensure that antenna replacement equipment is used properly and according to manufacturers' recommendations.

Two Workers Killed in Fall from Cell Phone Tower

Two workers fell to their deaths from about halfway up a 300-foot (92-meter) cell phone tower.

The workers were using a gin pole (a rigid pole with a pulley used for lifting) to hoist two antennas to the top of the tower when an apparent failure in its rigging caused it to fall onto the workers, who in turn fell to their deaths.

The workers were identified as Michael A. Castelli, 42, of Baton Rouge, LA and Johnny Martone, 32, of Taylorsville, MS. Both men died as a result of massive blunt force trauma.

Edwin Foulke Jr., former head of OSHA, once called tower climbing the most dangerous job in America. According to Foulke, "the majority of fatalities are the result of climbers not being tied off to a safe anchorage point at all times or relying on faulty PPE."

Painters Take Fatal Fall From Radio Tower

Three painters plunged 1,200 feet (365 meters) to their death when the hoist used to hold them slipped. The company owner, his 16-year-old stepson and another young worker died when the owner's wife lost her grip on the hoist line used to raise them up the 1,500 foot (457 meter) radio tower.

The woman had used the hoist several times before, but never with workers on the line. She lost control of the line when the portable capstan hoist used to raise them slipped around the capstan.

The owner had more than 20 years of experience. However, the company had no safety program in place and provided only minimal safety training. None of the workers wore adequate fall protection, including the owner who wore only a safety belt.

The other two workers wore a body harness but left the legs unfastened. The hoist used to lift the men was not designed to hoist personnel and may have been overloaded. Warning labels on the hoist stated this limitation.

Take responsibility for your own safety. Employees who work at elevations should always wear adequate fall protection and ensure that hoisting equipment used to lift them is designed to lift people and to prevent uncontrolled descent. Inspect your equipment on a daily basis to identify any damage or deficiencies.

Teaching Workers to Conduct Better Fire Safety Inspections

Eliminating fire hazards is a central part of any workplace safety program. Among the most basic tasks is to ensure that: exits are free and unobstructed; there are appropriate fire extinguishers on hand; and workers are trained on how to use the fire extinguishers in case of fire.

These seem like simple and straightforward requirements. But in operation, they often prove to be anything but. Alarming numbers of citations get issued because employers fail to carry out these tasks; sadly, such breakdowns also lead to fatalities.

The key to avoiding mistakes is to remain vigilant. As a supervisor you must be constantly on the lookout for such problems as obstructed exits and malfunctioning fire extinguishers, so you can discover problems before fire breaks out (or an OSHA or OHS inspector finds them for you). You might form your workers into fire safety teams and have them conduct regular inspections. That's a good start. But you also need to ensure those teams know what they're doing. That's a training imperative if you want them to conduct a meaningful inspection. Don't simply count on workers to carry out what you teach them during training. Give them procedures and forms to ensure they do. Create a Questionnaire for this purpose.

Benefits of Questionnaire

Standardize inspections: Distributing the Questionnaire will ensure that each team is checking for the same things and asking the same questions—the ones you mandate. This results in standardization of inspection results which facilitates analysis of the data.

Keep inspections short and focused: Fire inspection duties, although vitally important, also diminish "productive time." That puts pressure on the safety director to keep fire safety inspections short, sweet and to the point. A well-organized Questionnaire enables team members to do an appropriate inspection and then get back to their regular jobs as quickly as possible.

Identify and correct problems early: A Questionnaire can be tailored to the unique problems of your facility or operations.

Build fire safety awareness: One of the benefits of having fire safety teams conduct inspections is that it builds awareness not just among team members but other workers in areas undergoing inspection. A well-designed Questionnaire can maximize the awareness-building function of inspections by ensuring inspectors cover the right ground.

How to Use Questionnaire

Give the Questionnaire to the team leader and have that person distribute a copy to each team member responsible for inspecting an area of the facility. Once the inspection is over, the team leader should review the Questionnaire and sign it upon verifying that it's complete. After inspections, you might want to hold interdepartmental meetings with facility managers to discuss the findings. This is especially true if the inspections unearth major or recurring safety problems. Give the department leaders copies of completed Questionnaires of inspections in their area and include notes and suggestions for corrections. Appoint somebody to be in charge of corrective actions and set a deadline. Once the deadline passes, do a follow-up inspection to verify corrections have indeed been made.

How to Create Questionnaire

Fire inspection team Questionnaires must be tailored to the configuration, operation and needs of your particular facility. But the essential approach is the same.

Provide Clear Instructions: The first part of the Questionnaire should explain what you want team members to do. At a minimum, ask them to conduct the inspection, fill out the form and return it to the team leader; then have the team leader review the form and give it to you.

List Inspection Detail: Leave space for the inspection date, team leader's name and signature, inspecting team member and area inspected.

Ask 10 Questions: Next comes the heart of the Questionnaire, the actual things you want inspected. Your Questionnaire should ask questions about 10 things:

1. Whether all exit doors are clearly marked.
2. Whether all exits and exit routes are unobstructed.
3. Whether there are any doorways that workers might mistake for exits during a fire.
4. Whether workers know where in their work area portable fire extinguishers are located.
5. Whether workers in the area have been trained to use portable fire extinguishers.
6. Whether workers who are supposed to be trained to use portable fire extinguishers really know what they're supposed to do. Ask them to tell you in their own words what they would do when using the fire extinguisher.
7. Whether all fire extinguishers are where they're supposed to be. If a fire extinguisher has been removed or is missing, you'll need to immediately replace it or provide "alternate equivalent protection".
8. Whether all fire extinguishers appear to be in fully operable condition. Verify there are no signs of corrosion or mechanical damage.
9. The date of the last visual inspection listed on the tag of each portable fire extinguisher.
10. Whether there are any combustible materials, scraps or debris in the area.

A Near Miss Is Not A Lucky Break

What's At Stake

A near miss is a chain of events that very nearly results in property damage, serious injury, or death, but not quite. The official definition of a near miss is: "an unplanned event that had the potential to result in an injury or physical damage (but did not)."

A near miss is not a lucky break. A near miss is an indication of a problem, either systematic or mechanical, that has very real potential for hazard. It's a red flag calling for change to prevent a similar situation from resulting in worker injuries or deaths.

A near miss can occur in virtually every industry. Many incidents of property damage, injury or death can be predicted by near misses. Engaging a near miss as a preemptive problem-solving opportunity is crucial.

What's The Danger

A problem indicated by a near miss might involve damaged or broken equipment, such as frayed cords, broken ladder rungs, a non-functioning parking brake, ill-fitting machine guards, loose handrails, loose hinges or old PPE. The list goes on.

A near miss may also occur due to a procedural error. This could be the result of inadequate safety training, poor or non-existent communication, or failure of a worker to adhere to appropriate safety procedures.

An error may also occur due to simple carelessness, such as a dropped tool, or a shoddy packing/storage job.

Example

An office janitor was mopping an office hallway late one evening. Since it was late, the janitor was not worried about foot traffic in the area. He figured it was unlikely that anyone would be around, so he did not put up the appropriate "wet floor" warning signs. While the janitor was mopping the tile floor out of sight of the elevator, a harried company CEO rushed out of the elevator doors and skidded across the newly mopped hallway, barely retaining his balance.

How To Protect Yourself

If you nearly run into material, such as carelessly stored products protruding into an aisle, deal with the hazard or notify your supervisor before the next worker or customer to come along gets hurt.

Make sure you understand each near-miss scenario you encounter, including what went wrong, each possible outcome of the incident and how to address the hazards. Be wary of how your co-workers conduct themselves and work together to prevent injury and safeguard one another from incidents. Compare your routines and habits with theirs and share tips.

Take responsibility for the equipment or machinery you use frequently. If this equipment or machinery causes you problems or appears to be broken, report it to your supervisor.

Ensure you understand and follow all safety procedures. If you want to review or brush up on your safety training, or if you are confused about a particular procedure, talk to your supervisor without delay.

Final Word

Seize the moment! Take close calls seriously, but more importantly, use them as learning opportunities to prevent incidents. In addition to being red flags, close calls are golden opportunities to prevent a near miss from turning into a direct hit.

Quiz

1. A near miss is a lucky break as long as you cover it up.
   - ❒True
   - ❒False
2. A near miss is not preventable because it is unpredictable.
   - ❒True
   - ❒False
3. Near misses are critical preemptive problem-solving opportunities.
   - ❒True
   - ❒False
4. Everyone drops tools every once in a while. You shouldn't worry about it.
   - ❒True
   - ❒False

WHAT WOULD YOU DO?

John has been employed in a busy plastics and chemical plant. Just before quitting time, John was going into the employee lunch room to retrieve his jacket. As he was about to leave, he slipped on a coffee spill but managed to retain his balance. Does he report the situation just before the 5 o'clock whistle? What would you do? _____

_____

_____

_____

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_____

Benzene Safety

What's At Stake

Benzene is a highly flammable, colorless or light yellow, sweet smelling liquid that evaporates quickly into the air. Since its vapor is heavier than air it can sink into the low-lying areas. It is found in products made from coal and petroleum. Lubricants, plastics, rubber, dyes, and other chemicals can be produced with benzene.

What's The Danger

Benzene works by causing cells not to work correctly. For example, it can cause bone marrow not to produce enough red blood cells, which can lead to anemia. Also, it can damage the immune system by changing blood levels of antibodies and causing the loss of white blood cells.

Benzene is also harmful to the eyes, skin, airway, nervous system, and lungs and can cause blood cancers like leukemia.

The seriousness of poisoning caused by benzene depends on the level of exposure and the age and overall health of the exposed person. The level of exposure depends upon the dose, duration, and work being done.

Some examples of workers at risk of benzene exposure include the following:

- Factory workers where steel or rubber is made or processed.
- Workers in the printing industry or who work around printing inks.
- Fire fighters exposed to toxic smoke.
- Workers in gas stations, shoe making or repair, and who work in laboratories.

How To Protect Yourself

Read the Safety Data Sheet

Prior to working with benzene or any other chemical, take time to read the safety data sheet. Learn the signs and symptoms of exposure, safe use, what PPE to wear, and what to do if you've been (or think you've been) exposed.

Protect with PPE

- Wear chemical safety goggles and a face shield must be worn when contact/splash is possible.
  - Remove contact lenses prior to working with benzene.
- Use chemical protective clothing including, gloves, aprons, and boots. Safety equipment manufacturers recommend the following as protective materials:
  - Polyvinyl alcohol, Viton, Barrier PE/PA/PE
  - Silver Shield – PE/EVAL/
  - Tychem BR/LV, Tychem Respsonder CSM, Tychem TK
- Respiratory Protection
  - NIOSH recommends:
    - Over .5 ppm - NIOSH approved full facepiece with organic cartridge.
    - 5 ppm - NIOSH approved supplied - air with full facepiece in pressure-demand/positive-pressure mode.
    - 500 ppm is immediately dangerous to life and health.
    - If there is a potential for 500 ppm, a NIOSH approved self-contained breathing apparatus - SCUBA - with a full facepiece in pressure-demand/positive-pressure mode with emergency escape cylinder.
  - Check with federal, state and provincial exposure guidelines.

Signs of Overexposure

Benzene is extremely hazardous if inhaled, ingested, or absorbed through your skin. Symptoms can start to develop within a few minutes to several hours after exposure:

- Drowsiness, dizziness, or tremors.
- Rapid or irregular heartbeat.
- Headaches, confusion, unconsciousness.
- Vomiting or irritation of the stomach.
- Convulsions, rapid or irregular heartbeat.
- Death.

First Aid

Route of Entry	First Aid
Inhalation	If safe, wear PPE and move victim to fresh air. Call 911. Loosen tight clothing. Administer oxygen if available and you're trained. Perform CPR if victim is not breathing.
Ingestion	Call poison control or EMS. Do not induce vomiting unless told to do so by medical personnel. Never try to give an unconscious person food or drink.
Eye Contact	Remove contact lenses. Immediately begin to flush eyes with clean water for at least 15-20 minutes. Call for emergency help.
Skin Contact/ Absorption	Flush skin with lukewarm water ASAP – for 15-20 minutes. While doing this remove contaminated clothing and shoes. Follow up with a doctor for any pain or irritation. Double bag, seal, label, and leave clothing, shoes, and leather goods at the scene for safe disposal.

Final Word

Benzene is a cancer-causing chemical and its exposure is regulated by strict safety regulations. Educate yourself on the hazards and protective measures and talk to your supervisor or safety contact if you have questions or concerns.

Visit SafetyNow ILT to see the entire Safety Talk with handout, quiz and PowerPoint!

Cold-Water Shock

What's At Stake

Cold-water shock will rob even the strongest swimmer of the ability to hold their head above water or reach for an extended hand. It's a phenomenon many workers underestimate and one responsible for countless drowning deaths each year.

What's The Danger

A sudden fall into icy water will send the body into cold water shock and leave a person unable to control their reactions. The initial shock (like how a person might react if ice is poured down their back) often takes a person's breath away and causes them to swallow water. Within minutes, their hands and body are so numb they are unable to reach for help or pull themselves out of the water. As panic sets in, their heart races, blood pressure increases, and they are unable to swim. Death comes in as little as three to five minutes in water as warm as 25°C/77°F but usually closer to 15°C/59°F

Example

A forklift driver swerved to miss another worker and drove off the pier into the ocean. Witnesses saw the man surface after the crash and wave his arms frantically as he bobs up and down. Suddenly, as a rescue boat approaches, the man went under. Rescuers pulled him from the water but were unable to revive him.

How To Protect Yourself

- Wear a lifejacket or personal flotation device (PFD) when working on or around the water, regardless of how well you swim. These devices will keep your head above water when your body is no longer able to.
- Wear a wetsuit or immersion suit that protects your extremities and will reduce the effect of cold water on your heart rate, blood pressure and breathing.
- Develop and practice recovery drills.
- Know what to do in an emergency and practice rescuing workers from the water on the first attempt.
- Use guardrails and safety harnesses intended to keep you out of the water.
- Stay out of the water. If a colleague falls in, do not go in after them.
- Never abandon a capsized boat and attempt to swim to shore.

Final Word

Understand the effect cold water has on the body and the importance of conserving your energy and keeping your head above water until rescuers come. This is important advice for all workers, especially those working on or near water (including longshoremen, highway crews and bridge workers)

Quiz

1. What is the most important thing to do after falling into cold water?
   - **a.** Wave you arms to call for help.
   - **b.** Keep your head above water.
   - **c.** Swim for shore.
2. When should you jump into the water to rescue a coworker who is experiencing cold water shock?
   - **a.** Only if you are a strong swimmer.
   - **b.** Never.
   - **c.** Only when a rescue boat is on the way, and the coworker is distressed.
3. The initial shock of immersing in cold water can cause a person to gasp and swallow water.
   - ❒True
   - ❒False
4. Why don't workers who fall in cold water call for help?
   - **a.** They are physically unable to.
   - **b.** The cold water makes it hard to think clearly.
   - **c.** They are stubborn.

WHAT WOULD YOU DO?

Your company builds high-end resorts and is always on the lookout for property to develop. One day, your boss walks into your office and says he's rented a boat and would like you to accompany him on a two hour trip up the inlet to look at a 20-acre parcel he thinks would make an ideal fishing lodge. As you pull away from the dock you begin zipping up your lifejacket. Your boss takes offence, suggesting you might be better off working for someone you trust since you obviously don't trust him.

What would you do? _____

_____

_____

_____

_____

_____

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_____

_____

A Joke Isn't Funny When It Hurts!

What's At Stake

At one time or another, almost everyone has pulled a "harmless" joke on a friend. But there is difference between a true witty joke that does not cause any harm and what is commonly known as "horseplay". The task at hand is to avoid any acceptance of the horseplay mentality in the workplace.

What's The Danger

The following are examples of horseplay incidents and horseplay mentality that could lead to serious harm.

- Remember when you pretended to shove a friend down the stairs. What if the person had slipped and fallen? The possible outcome could have been a serious head or spine injury. Even a twisted ankle is no laughing matter.
- Then there was the time you shot an eraser, propelled by an elastic band, across the room towards your co-worker. What if it had connected with his eye? The damage to the cornea could have resulted in the loss of sight.
- One horseplay incident which did result in the loss of an eye occurred when a person was smoking a cigarette. His co-worker playfully jabbed him in the ribs. Startled, the smoker inadvertently raised his hand up to his face, burning his eye in the process. Saying, "sorry, and was only fooling around" doesn't mean much at a time like this.
- If there is an all-time horseplay favorite, fighting with fire extinguishers could be it. What do you do when a fire starts and the fire extinguisher is empty? What if someone gets the chemicals sprayed into their face and eyes?
- Another incident involved a water fight. This time two glass bottles were used, resulting in sliced wrist tendons for one of the pranksters. Several days off work and several more weeks in bandages with follow-up physiotherapy was the cost.
- Horseplay, even when you are not directly involved, interferes with your ability to concentrate on the task at hand. A lack of concentration could cause you to look away just as you are making a critical cut to a piece of wood. It may only take a fraction of a second to glance up at a friend's antics, but your hand could be amputated just as quickly. Why should their moment of laughter be the cause of your pain or permanent disability?
- When we were children, we indulged in school-yard jokes, such as tripping someone or pulling a chair out from under a classmate. But those antics are old, tiresome, and dangerous. As adults we should be able to conduct ourselves in a manner which respects the right of our co-workers and ourselves to work safely.

How To Protect Yourself

Sound company policy forbidding horseplay acts or horseplay mentality followed up by aggressive enforcement is the first step to stopping horseplay conduct. It also takes regular update and company review with employees of the company's policy forbidding horseplay. Corrective action by the company and employees buying into the policy of no horseplay in the workplace is required.

Final Word

The law of averages dictates that what you may have "gotten away" with before will eventually cause somebody an injury. Do you really want to have a friend's disability on your conscience for the rest of your life? Horseplay can only be stopped by you. Don't indulge in it. Don't encourage it. Don't laugh at the antics of your company's fool.

Quiz

1. Its ok to play a joke on a fellow employee at work provided he or she is not injured.

   ❒True

   ❒False

2. Jokes around the workplace tend to bring employees together so horseplay, now and then can be condoned.

   ❒True

   ❒False

3. Co-workers have the right to work safely and without fear from being subjected to horseplay antics.

   ❒True

   ❒False

4. Horseplay is a serious issue because it causes accidents and injuries.

   ❒True

   ❒False

WHAT WOULD YOU DO?

You observed a fellow employee, on a continual basis, play horseplay jokes and pranks on some younger employees. You can see that this conduct is not going down well with the younger employees who have not complained because they fear retaliation.

What would you do? _____

_____

Six Steps for Machine Safety

Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other sources in machines and equipment can be hazardous to workers. During the servicing and maintenance of machines and equipment, the unexpected startup or release of stored energy can result in serious injury or death. Injuries may include electrocution, burns, crushing, cutting, lacerating, amputating, or fracturing body parts.

It's estimated more than 120 deaths and over 50,000 injuries are prevented each year due to following proper lockout/tagout procedures.

Preparation

Prepare for shutdown – authorized employees must know the type and magnitude of the energy, the hazards involved, and the means to control the energy.

Shutdown

Notify affected workers. Shut down the equipment in an orderly and safe manner.

Isolation

Operate all isolating devices (valves or switches) to deenergize the equipment. Check primary and secondary sources of energy.

Lockout/Tagout

Attach all LOTO devices to the energy isolating devices (and, if appropriate, personal LOTO devices to group LOTO mechanisms).

Stored Energy Release

Release all stored energy (electric charge, pressure, charged springs, etc.).

Isolation Verification

Verify equipment energy isolation has been accomplished.

Unintentional Falls

Unintentional falls are the most common form of injury across the country: every day last year, falls resulted in almost 1,800 reported emergency department visits and 417 hospital admissions, says a new report by the Canadian Institute for Health Information (CIHI).

In the U.S. in 2017, fatal falls were at their highest level in the 26-year history of the Census of Fatal Occupational Injuries (CFOI) accounting for 887 (17 percent) worker deaths.

- 65% of fall-related injuries occur as a result of falls from same-level walking surfaces.
- The services, wholesale, and retail trade industries together accounted for over 60% of injuries that resulted from same level falls.
- An estimated 20 – 30% of people who experience a slip and fall will suffer moderate to severe injuries such as bruises, hip fractures, or head injuries.
- The most common fractures that occur from slip and fall accidents are fractures are of the spine, hip, forearm, leg, ankle, pelvis, upper arm, and hand.
- 1 in 6 of all lost-time work injuries result from slips, trips and falls.
- Slips, trips and fall injuries make up almost 20 percent of all job-related injuries.
- It is estimated that these injuries result in an average of 11 days away from work.
- Slips, trip and fall injuries cost employers approximately $40,000 per incident

Source: https://www.arbill.com/arbill-safety-blog/bid/203028/Painful-Statistics-on-Slips-Trips-and-Falls

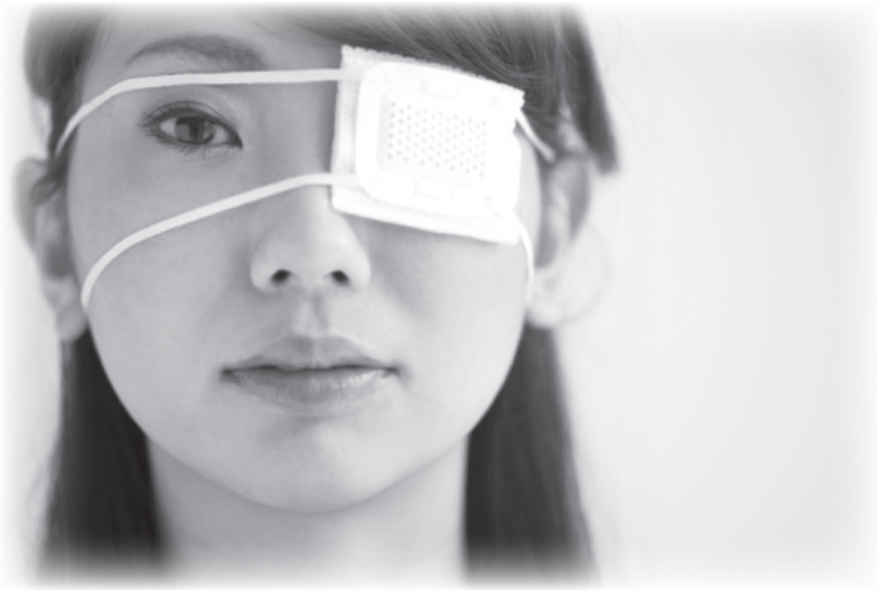
Slips, Trips & Falls Statistics

- An estimated **20 – 30% of people** who experience a slip and fall will suffer moderate to severe injuries such as bruises, hip fractures, or head injuries;
- Slip and fall accidents are the most common cause of traumatic brain injuries (TBI) and these result from **46% of fatal falls** among older Americans;
- **1 in 6** of all lost-time work injuries result from slips, trips and falls;
- Slips, trips and fall injuries make up almost **20% of all job-related injuries**;
- It is estimated that these injuries result in an average of **11 days away from work**;
- According to OSHA, slips, trips and falls cause **15% of all accidental deaths**;
- Slips, trips and fall injuries account for between **12 and 15% of all Workers' Compensation expenses**;
- Slips, trip and fall injuries cost employers approximately **$40,000 per incident**.

Focus On: Why It Pays to Protect Your Workers' Eyes

There's no debate that our eyesight is invaluable: vision is a primary way humans experience the world, and without it, many jobs would prove impossible. The government has recognized the value of sight by passing legislation for workplace eye safety, and employers institute safety measures of their own to protect workers' vision. While these combined efforts have had a positive impact on reducing workplace eye injuries, the statistics prove there is still much room for improvement.

According to Prevent Blindness America, workers experience more than 700,000 eye injuries per year, 36,000 of which require time off from work. Perhaps most surprising, though, is that 90 percent of those injuries are preventable by wearing the proper safety eyewear.



That means that every day of the week an average of nearly 90 workers experience a serious – yet preventable – eye injury that requires time off.

What Eye Injuries Cost

The cost of an eye injury is immeasurable to a worker who partially or completely loses his or her sight and includes a diminished quality of life, lost wages and medical expenses.

What may not be as obvious, though, are the staggering costs a company pays as a result of eye injuries. The Bureau of Labor Statistics (BLS) reports that workplace eye injuries cost employers more than $934 million in direct and indirect costs each year.

By understanding the full scope of such expenses to a company, employers can more clearly see how a relatively small investment in high-performing eye protection can equal significant savings to their bottom lines.

Eye injury-related costs to a company are complex and vary greatly depending upon the individual incident. In basic terms, though, they can be broken down into direct and indirect costs.

Direct Costs

These include workers' compensation and insurance premium increases, emergency response and medical treatment costs, equipment repair and legal fees. Companies spend more than $467 million per year in direct eye injury costs alone according to the BLS. It's important to remember that workers' compensation rates are based on a firm's individual safety record and premiums are based on the number of injuries regardless of severity. Companies rated high-risk based on prior incidents can pay several hundred times that of low-risk rated companies, according to the Insurance Information Institute.

Regulatory fines are another direct cost associated with eye injuries. Occupational Safety and Health Administration (OSHA) penalties are wide ranging and are calculated, in part, based on incident severity and whether or not the incident is deemed a willful or repeat violation.

Companies are required by law to comply with the industry standards for eye safety set by OSHA and the American National Standards Institute (ANSI). Those found in violation of the requirements – nearly 50 percent of all employers – may be assessed a civil penalty ranging from $5,000 to $70,000 for each violation.

Indirect costs

Indirect costs related to eye injuries include lost production, reduced worker morale, reduced company competitiveness, employee re-training and replacement employee hiring and training, damaged goods and administrative support. The median number of days away from work for cases involving an eye injury is two days according to the BLS. Costs relating to lost time not only account for the affected worker but also those who become involved in assisting after the accident and those responsible for investigating, reporting and processing paperwork related to it. Lost time also encompasses production support, including time related to rescheduling and retraining employees who will assume the injured worker's workload as well as hiring and training a replacement employee.

Reputation is another indirect cost that is difficult to calculate yet impactful to a company's bottom line. Companies that have poor safety records may damage their reputation in the industry, hindering hiring and new business efforts, and ultimately their ability to compete in the marketplace. In contrast, successful safety programs may be viewed by those interested in a company's practices, including employees, customers, competitors, regulators, investors, government and the media, as evidence of superior management and corporate responsibility.

How to Avoid the Costs

When it comes to eye safety, paying the small price for preventative measures can save a company from these substantial, unplanned and usually preventable costs. In fact, statistics from injury and illness reports filed with OSHA show that companies that establish safety and health management systems can expect reductions in injury and illness costs by 20 to 40 percent and see a return of $4 to $6 for every $1 invested. Consider the following hypothetical example provided by the International Safety Equipment Association (ISEA). In this case, an eye injury that cost the company nearly a million dollars could have been prevented with a $5 pair of safety spectacles or a $10 pair of goggles.

Direct cost of eye injury	$10,000
Indirect costs of eye injury (three times direct)	+ $30,000
Total nominal cost of eye injury (direct and indirect)	$40,000
Profit margin on job where injury occurred	5% (0.05)
Added revenue the company must generate to recover injury cost (C/D)	$800,000

Or, consider this scenario: At a light manufacturing company with 50 employees, a forklift operator is not wearing protective eyewear. He bumps into an overhead pallet causing objects to fall and scratch his eye, and while his vision is obstructed the forklift causes damage to the surrounding pallet shelving equipment. Costs relating to such an accident could range between $5,000 and tens of thousands of dollars. In contrast, the cost to purchase protective eyewear for the entire staff would average approximately $310. Had the injury been prevented by properly protecting the worker's eyes up front, the cost of that single injury would have paid for more than 16 years' worth of protective eyewear for the company.

Conclusion

Once an employer considers the cost to properly protect its workers' eyes versus paying for a workplace eye injury, the decision to purchase high-performing safety eyewear becomes an easy one to make. While it may be difficult to calculate all the direct and indirect costs of workplace eye injuries before they happen, with this basic understanding a company can easily see it will save immensely by avoiding such injuries. Employers that protect their workers' vision through safety programs and a true safety culture will benefit from greater productivity and significant savings to their bottom lines.

SUPERVISOR SECRET

Using Discipline to Make the Workplace Safer

Discipline has gotten a bad rap. In the workplace setting, those who decry discipline include both the administrators who should be dishing it out and representatives of employees who should be receiving it. The end result is that discipline often doesn't get imposed even when it's richly deserved. And in the realm of health and safety, absence of discipline is a recipe for disaster.

The Discrediting of Discipline

Once upon a time, discipline was lauded as a fundamental value. In some cultures, it still is. So why has it become such a bugaboo for us? After all, we would all agree that lack of discipline is a bad thing. So why have so many of us become unwilling to use it?

Discipline is unpleasant. But we need to remember that its value is as a means to a larger end. When you think of discipline in this way, it doesn't seem so bad. Webster's defines discipline as:

"*Training that is expected to produce a specific character or pattern of behavior, especially training that produces moral or mental development.*"

Isn't safety largely about human behavior? What about all those behavior-based theories? We should be prepared to discipline those who don't exhibit the right behaviors as a way to help them improve. Discipline thus becomes not only not cruelty but an act of kindness and one that's essential to the well being of the individual and all of the other persons in the workplace.

Using Discipline Right

Discipline is a good thing when you couple it with correction and encouragement. In this way, the act of disciplining serves to change behavior for the positive.

Affirmation and Praise. When you see somebody at your facility doing what he's supposed to do, like wearing safety glasses, walk up to him and say: "*Hey Joe, I'm really glad to see you wearing your safety glasses. You're setting a really good example for everyone around you!*" In addition to making Joe feel like a million bucks, you've reinforced his positive behavior and encouraged him to repeat it not just with regard to safety glasses but in general behavior. When people taste positive feedback, they generally crave more.

Goal Incentives. At the end of the year, supervisors are evaluated based on completion of positive safety-related activities, not on their incident rate or lost time accident rates. The goal incentives I'm referring to include things like conducting monthly safety meetings, filing incident reports within 24 hours of an incident, correcting unsafe acts and conditions, checking fire protection equipment weekly, etc.

Stages of Discipline

If society is to function, there need to be consequences for infractions. Doing discipline right is largely about selecting the appropriate consequences. Stated simply, the punishment-from the electric chair to the slap on the wrist-must fit the crime. Within the workplace context, the typical way to impose discipline is to do it in stages. The stages of what's generally called progressive discipline include:

Verbal reproofs and warnings. The mildest form of discipline involves forgiving the individual after reproaching him for the unsafe act and warning him not to do it again. In many cases, individuals will learn from their mistakes and not make them again.

Methods of Imposing Discipline

The delivery of discipline is often just as important as the choice of punishment. Praise in public, punish in private. This preserves the employee's dignity and minimizes fallout among other employees. Of course, some employees may want to tell their co-workers that they've been disciplined. That's their choice. But we as safety professionals are bound to not talk about others in front of employees.

Another piece of advice is to consider the entire situation. Remember that discipline is a means to an end, not an end in itself. The goal is to correct bad behavior and ensure it doesn't happen again. Consider that sometimes the natural consequences of the bad behavior are enough to accomplish that goal. For example, an employee who doesn't wear her goggles to break a line might end up getting sprayed in the face with caustic chemicals. The facial burns she suffers as a result are essentially a natural form of discipline. The employee has learned the lesson of what happens to those who don't wear goggles and suspending her for the violation might be just an unnecessary form of piling on.

Another essential part of workplace discipline is to document the action in case the employee challenges it in court or arbitration. The task of documentation should be carried out by line supervision and management, not the safety director.

Yes, Virginia, You Can Fire an Employee

Punishment for its own sake is unproductive and cruel. The ultimate goal of discipline is to promote the right behavior. It's to bring employees back into obedience. That's why it's generally not a good idea to terminate an employee for a single offense (*unless, of course, the offense is so serious that it's beyond toleration*).

However, if an employee who's been disciplined for breaking safety rules persists in committing infractions, you must be prepared to dispense the ultimate punishment. Understand that everyone-and I mean everyone-is expendable. The employee that you can't afford to fire does not exist. Of course, you hope it never comes to that, especially with your best employees. But a pattern of disobeying safety rules can result in injury, illness or death-to the employee and co-workers. And this simply cannot be tolerated.