

# eplica Safety Lines

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Regardless of the type of heating system you have, install and maintain at least one smoke detector that is in good working condition on each floor of your home.

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## Lockout/Tagout 101



Every year people are injured, maimed and killed in grisly machine-related accidents, either because workers failed to disconnect the power source of machinery they were using or because they restarted equipment not knowing someone was in harm's way. The procedures for securing power sources and alerting people when power should not be restored are spelled out in the Occupational Safety and Health Administration standard, Lockout/Tagout (LO/TO), OSHA regulation 29 CFR 1910.147.

Citations for violating LO/TO procedures and training requirements, many of them serious, have been abundant since the standard went into effect in 1990. The control of hazardous energy training regulations are generally among OSHA's 10 most frequently violated standards. This level of enforcement makes sense because the tragedies caused by failure to secure energy are entirely preventable.

### Lockout and Tagout are 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 lockout a particular piece of equipment

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

- A list identifying all energy sources that require LO/TO.

- 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.

In managing the program, you need to recognize three different categories of employees:

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

### Procedures

The standard is very particular, even in regards to the locks and tags to be used. OSHA insists that one authorized employee perform the entire sequence of LO/TO 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.

### 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.
- ▶▶ Affected employees must learn not to clean, repair or perform maintenance on any piece of machinery without first observing proper LO/TO 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 LO/TO procedures, and all employees must understand power sources and the potential they have for tragedy.



## November Safety Tip: Electric Heaters

- ▶▶ Don't dry clothing on top of an electric heater and never use a heater to thaw pipes.
- ▶▶ Never operate a defective heater. Replace missing guards and controls at once.
- ▶▶ Don't place heaters where children play or where people can trip over it.
- ▶▶ Place heaters on a level surface for stability.
- ▶▶ Install and maintain at least one smoke detector on each floor of your home.

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## 7 Reasons New Employees Get Injured



The Occupational Safety & Health Administration's Office of Statistics reports that 40 percent of employees injured at work have been on the job less than one year.

Why is the percentage so high? New employees lack the knowledge and experience gathered by workers who have spent more time on the job.

How can employers protect their new employees and prevent them from being injured? The following list highlights seven reasons new employees are injured and what you can do:

**1. Employers assume that new employees know more than they really do and that common sense will prevent most accidents.**

While many new employees have specific knowledge or special skills, they may not know how to translate this knowledge into safety in their new work environment.

Certain jobs require precautions that may seem like common sense to someone who has spent years on the job. For a newcomer, however, these jobs may present new hazards they had never thought about.

**2. New employees are often afraid to ask questions.**

New employees are afraid they will sound foolish for asking a question with an obvious answer and may even fear being fired over it. This may be

especially true of younger workers. Supervisors should remind their new employees repeatedly that they are happy to answer any questions at any time.

One safety instructor put it this way: when students ask questions, they often remind him of things he didn't explain thoroughly or something he forgot to mention altogether. He feels the more questions that are asked, the better, because everyone will learn more.

**3. New employees do not thoroughly understand the necessity of using required personal protective equipment (PPE) or how to use it properly.**

Most people have heard stories about workers who were injured because they weren't wearing the PPE that could have kept them safe. Year after year, work accident statistics show that an alarming number of injured workers were not wearing the PPE that could have prevented or at least lessened the severity of their injuries.

**Other reasons new employees may be injured:**

4. Unfamiliarity with the new environment and its hazards or what to do in an emergency.

5. No on-the-job hazard training is available.

6. Not enough knowledge of hazardous substances in the workplace.

7. The workplace does not send the message that safety is a high priority.

New hires need to be aware of how serious safety training is right from the start. While there is no specific requirement for new hire safety orientation, many training requirements explicitly state that training must be provided to new employees.

## November Safety Quote

**"If the cord has a fray, throw it away."**