

## Safety Briefing for January 2008

### **Topic: LOCKOUT AND TAGOUT PROGRAMS**

**Introduction:** Since we continue to have major injuries involving employees failing to lockout machines properly, we decided to stress this issue each year at the beginning of the year. All across our country, workers suffer amputations, electrocutions, severe burns and scars, disfigurements, and even death because they do not properly lockout equipment or machinery.

**Background:** No employee, new or experienced is immune from lockout injuries. The lack of experience or improper training can cause instantaneous pain. Most employees have a strong desire to be productive and may decide to take short cuts. Safety should never be sacrificed for production. Insurance companies are taking a hard line approach and canceling policies when companies fail to produce or enforce lockout programs.

**What must an employee know:** It is critical that each machine has written procedures to properly place all power sources in a “Zero Energy” state. Procedures must include each power or energy source, identify the location of disconnects, switches, or valves, and procedures must explain how to correctly lockout out each power source. Taking the extra minute to properly shut down and lockout the power sources is the only way to insure you will not get injured. Employers are responsible to enforce the use of lockout procedures.

#### What Should You Cover?

- £ The most important and most overlooked information is the company safety policy. Ensure your employees are aware of your policy and consequences for non-compliance.
- £ Make sure your employees understand the hazards associated with the job (job safety analysis) they will be assigned.
- £ **For employees operating machinery and equipment, Lockout training that includes all energy hazards, must be the top priority.**
- £ **Each machine must have specific procedures to identify the power or energy sources that must be locked out so the machine is in a “Zero Energy” state.**
- £ Train employees to lockout thermal, gravity, electrical, hydraulic, pneumatic, chemical, or mechanical power or energy sources.
- £ Stress the importance of good housekeeping to eliminate potential hazards.
- £ Explain safety rules and emergency procedures. Point out the location of first-aid facilities.
- £ Explain how and when to use personal protective equipment and how to care for it.
- £ Inform employees to report unsafe conditions to you, as well as any accidents, even if there are no injuries or property damage.
- £ No safety-training program is complete without follow-up. Monitor employees during critical procedures. A new set of eyes may point out additional hazards that might have been overlooked.

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## Safety Briefing for February 2008

### **Topic: Fire Safety**

**Introduction:** I BET YOU DIDN'T KNOW fire can be one of our deadliest enemies. It can mutilate us, kill us, and destroy in a few minutes what took a lifetime to build. Fire can take away our work places and our jobs. How can fires be stopped? The answer is prevention. However, to prevent fires, fires we must understand them and know how to deal with them.

**Background:** Fire needs three elements to exist--fuel, oxygen and heat. To understand the relationships, think of each as separate sides of a triangle. Fire needs all three elements in the proper proportions to exist. If one side of the triangle is removed, the fire will go out. For fuel to ignite oxygen must be present; then heat must be applied until the combustion point is reached. When this point is reached, the fuel will ignite with the oxygen, consuming both fuel and oxygen and giving off heat. If the oxygen is removed, the fire is smothered. If the fuel is removed, there's nothing left to burn. Oxygen by itself, will not burn. If the heat is lowered below the combustion point, the fuel and oxygen will not unite and the fire will go out.

**What must an employee know:** For your safety and the safety of your co-workers you should know where fire extinguishers are located and how to use them properly. The most important thing to remember about fire extinguishers is that you must use the correct type for each kind of fire.

Class A fire—combustible, such as wood, paper and cloth

Class B fires--flammable liquids

Class C fires--electrical

There are several types of fire extinguishers: foam, carbon dioxide, soda acid, pump tank, gas cartridge, multipurpose dry chemical and ordinary dry chemical. Most extinguishers have labels that list the type of fires that they can be used for.

The most common extinguisher is the multipurpose dry chemical type. It can be used for any class of fire. However, if the tag on the extinguisher is not labeled ABC, you must know the type of fire the extinguisher can be used on.

Remember, it's important to use the correct type of extinguisher for the fire at hand. You should not use a water type extinguisher for a flammable liquid fire because it would cause the fire to spread. And you would not use this type of extinguisher on an electrical fire because this would expose you to a serious or fatal shock. For your safety and the safety of your co-workers:

- Know where fire extinguishers and fire alarm boxes are located. Keep areas free of debris.
- Store all flammable liquids in approved safety containers.
- Observe no smoking signs at all times.

Fire is an essential part of our live. We cannot do without it, but we must stop unwanted fires that can destroy our buildings, lives and job. Never take the attitude that any building is fireproof or that fires won't happen. Do what you can to prevent fires, but always be prepared by knowing what actions to take if one occurs. Good teamwork is a must. To prevent fires we must all work together.

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## Safety Briefing for March 2008

### **Topic: Truck Driver Safety**

**Introduction:** For the last three years, truck accidents have been the number one cause of fatalities and severe, traumatic injuries affecting our Policyholders. A news article released from the US Federal Highway Administration tells a chilling story about truck driver safety. The Headlines read:

- **EVERY 21 MINUTES: A road departure fatality occurs.**

Each day across America millions of truck drivers haul products to support our economy. Trucking plays a huge role in the wood products industry from logs to finished furniture. Trucking is the way our industry moves its products to market. Once the truck leaves the logging job, warehouse, plant or mill, drivers are on their own and away from direct supervision. There is a huge amount of responsibility and liability based upon the driver's decisions and actions.

As stated above, a large number of truck wrecks, some proving fatal have occurred. Each driver killed was a family member that did not go home at the end of the workday. Some of the most common causes of these accidents involved driver distractions such as talking on a cell phone or CB radio, becoming sleepy from long hauls, and boredom.

In order to reduce the number of road departure fatalities hold regularly scheduled safety meetings to help keep safety awareness at a high level. Some topics to discuss include:

- Hold an annual motor vehicle record review with the driver.
- Make sure all medical requirements are met for drivers with commercial licenses.
- Do a thorough pre-trip inspection of the truck and trailer.
- Make sure scheduled maintenance been completed.
- Inspect the brakes and tires for serviceable conditions. Fix or replace if needed.
- Check the load often. Tighten binders and chains frequently.
- Know your load. A double bunk load of cut logs pulls and handles differently than a load of tree-length wood. Pallets and finished furniture handle differently then wet or dried packs of lumber.
- Use your seat belt.
- Drive alert and avoid distractions.
- Do not use cell phones while driving.
- Constantly scan your mirrors. Be aware of blind spots.
- Adjust your speed for the driving conditions you encounter.
- Be aware of following distances, your truck doesn't stop on a dime.

**Accidents can be prevented.** Lowering risk through safety awareness reduces the chance of an accident. Taking the time to hold safety briefings with your employees will demonstrate your concern for them. Drive safely.

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## Safety Briefing for April 2008

### **Topic: WORKPLACE HAND AND FOOT INJURIES**

**Introduction:** Hand injuries account for a major portion of on-the-job accidents. Each year, more than 1,000,000 U.S. workers receive treatment in emergency departments for acute hand injuries. In fact, the U.S. Bureau of Labor Statistics estimates that approximately 110,000 workers with hand and finger injuries lose days away from work annually — second only to back strain and sprain.

**What must an employee know:** Common causes for hand and foot injuries are:

- Distractions or being rushed,
- Complacency in the job,
- Impairment from drugs or alcohol,
- Poor tools or equipment,
- Change in normal work method,
- Failure to realize the potential for harm from a machine.
- Failure to lockout a machine before performing maintenance.

### **What must an employee do?**

Employees can do several things to help prevent an injury to a hand or foot:

- Always pay attention to the job.
- Do not become complacent.
- Be aware of all hazardous areas on a machine.
- Be aware of the placement of your hand or foot before activating the machine, including hand tools such as nail guns, drills, etc.
- Use machine guarding, work screens, or other engineering controls.
- Inform supervisors about faulty tools or equipment.
- **LOCKOUT THAT MACHINE!**

The number one leading cause of hand and foot injuries in the wood products industry is the failure to place a machine in a zero energy state. This is also the easiest way to prevent an injury. Eliminating the energy source will reduce the risk of an unexpected action which can cause an injury. Many amputations occur from employees placing their hands into machines that are still in motion.

Remember, it is your hand or foot that you are working with. Take a few extra steps to insure that you go home with the same number of fingers and toes that you came to work with.

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## Safety Briefing for May 2008

### **TOPIC: EYE PROTECTION**

**Introduction:** I BET YOU DIDN'T KNOW that the human eye occupies the smallest portion of area on your body but is involved in more accidents than any other part of the body. Try to imagine your life without sight. Close your eyes, and try walking 50 feet down the side walk. Now consider how your life would be changed if you lost this most precious of senses.

**Background:** Your eyes have protection built in to prevent injuries. However, its own protection is not enough. Workers can still get particles of dust, metal, wood, glass, concrete, plastic, or other hard substance in their eyes. Additionally, chemicals, acids, spark, hot oil, fire and steam are very hazardous to the eyes. Employees must wear approved eye protection to provide the added protection your eyes need.

**What must an employee know:** Proper lighting is essential for our eyes, especially in an industrial setting where increased illumination levels can improve comfort, efficiency, productivity and safety. Exposure to some light sources, like the intense radiation from a welding arc or lasers, can be serious. Exposure to that intense light causes a painful burn to the cornea unless proper eye protection is worn.

In order to prevent eye injuries, protective eye shields, glasses or other approved eyewear must be worn. Make sure the eye protection is marked with **ANSI Z87.1** to assure you they meet the impact resistance standards. Coverall goggle or face shields must be used in situations where safety glasses are not enough, such as in areas where high concentrations of dust or flying objects or particles exist.

- € Contact lenses do not provide eye protection in the industrial arena; their use without industrial quality eye or face protective devices is not be permitted. If you need to wear corrective lenses on the job, wear prescription safety glasses.
- € Have your eyes examined periodically. Accidents are sometimes the result of poor vision.
- € Do not work outdoors for extended periods without sunglasses.
- € Wear eye protection of there is the slightest chance of injury.
- € Always wear face shields and or goggles when working with a chain saw, stump remover or chipper. Watch for tree branches and other objects that protrude at eye level.
- € Never rub your eye if you get something in it. However, extreme caution must be taken to prevent further injury to the eye. If an object is embedded in the eye, do not try to remove it. Seek medical help.
- € If your eye is seriously injured, cover it with a sterile oval eye pad, a clean cloth or a piece of gauze. Never use any kind of oil on the eye for first-aid treatment. If the eye has come into contact with acid or chemicals, flush the eye with plenty of water from an eyewash station. If an eyewash is not available, use a drinking fountain or water spigot.

**Put those safety glasses on, even if you only have one nail to shoot or one hole to drill.** Don't take chances with your eyesight!

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## Safety Briefing for June 2008

### **Topic: Heat-Related Illness**

**Introduction:** I BET YOU DIDN'T KNOW that the body burns calories and produces heat to keep its temperature at 98.6 degrees Fahrenheit. In a hot environment or during vigorous physical activity, the body will rid itself of excess heat. Two effective ways it does this are sweating and dilation of blood vessels. When sweat evaporates from the skin, you begin to cool off. When blood vessels dilate, blood is brought to the skin surface to release heat.

**Background:** Heat-related illness takes several forms. Heat rash occurs when sweat ducts get clogged. Heat cramps are painful muscle spasms caused by loss of electrolytes from heavy sweating. If employees develop these conditions, immediately get them out of the heat so they can rest. The next stage of heat-related illness may not be far away. Heat syncope, heat exhaustion and heatstroke develop from prolonged exposure to heat. A victim of heat syncope faints when blood flow to the brain is decreased.

**What must an employee know:** When the body loses too much water and salt, heat exhaustion sets in. Signs include weakness, dizziness, nausea, headache, heavy sweating, clammy skin and slightly elevated body temperature.

### **Hot Tips to Cool Conditions**

As a supervisor or an employee, you should know how to recognize a victim of heat-related illness. Evaluate the symptoms and follow these first aid actions:

**Heat cramps:** Have the employee sip water or a diluted sports drink. Gently stretch the muscle.

**Heat syncope:** Have the employee lie down in a cool area.

**Heat exhaustion:** Lay the employee down in a cool area with his or her legs raised. Remove excessive layers of clothing. Give up to 1 liter of water. Do not give anything to drink if the employee vomits. Cool the worker with cold, wet cloths and a fan.

**Heatstroke:** Call for medical help immediately. While you wait for help to arrive, move the employee to a cool place, remove clothing down to underwear and apply ice packs at the neck, armpits and groin. Cover the employee with wet towels or cloths or spray him or her with cool water, and fan the employee to quickly evaporate the dampness on the skin.

### **Catch It Early**

Awareness is vital to prevent heat-illness. Supervisors and employees need to watch for warning signs. Employees adapt to the heat, but they usually know their limitations and supervisors should never push beyond those limits. Employees can take other preventive measures to combat the heat:

- £ Eat light. The more calories you take in, the more body heat you produce.
- £ Drink plenty of fluids throughout the day. Drink at least 8 ounces per half hour.
- £ Choose the proper type and amount of clothing. Cotton allows skin to breathe and absorbs sweat. Wide-brimmed hats protect from direct sunlight.

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