EMPLOYEE SAFETY UPDATE

Lockout/tagout for 'other' employees— How to identify locks, tags and isolation devices

Unauthorized employees should never try to restart or run machinery or equipment that's locked out or tagged out and should never try to remove or bypass lockout or tagout devices. Only someone specifically authorized to perform lockout and tagout procedures is allowed to use or handle the devices. However, it's important for other employees to be able to identify the three primary types of devices used to protect them from the hazardous energy of machines or equipment: energy isolation devices, locks and tags.

An energy isolation device

- Before any service or maintenance is performed on a machine, and if there's any possibility that there could be an unexpected start-up or release of energy that could cause an injury, an energy isolation device is used.
- An energy isolation device is used to cut off the machinery or equipment from its energy source.
- Push buttons, selector switches, interlocking gates and other control circuits located on a piece of equipment are NOT examples of energy isolation.
- Examples of an isolation device include an electrical circuit breaker or switch located in an electrical panel on a wall away from the equipment; a valve to control liquid or gas pressure, such as a pipeline valve leading to equipment; or a machine block.

A lockout device

- A lockout device physically prevents access to the controls to turn the machine or equipment on or off.
- Any machine with a power source has to be locked out when the unexpected start-up or release of stored energy could cause injury to employees.
- The lockout has to make the machine inoperative and immovable.
- Lockout devices have to be strong and durable enough to prevent removal except with bolt cutters or other metal-cutting tools.
- Lockout devices have to include a tag or other legible means to identify the employee who applied the device. Examples include a padlock or combination lock, a block, chain, multi-lock hasp, wheel valve cover or a ball valve cover.

A tag or tagout device

- A tag is a prominent warning device with a means to attach it securely to an energy-isolating device. The writing on the tag has to indicate that the energy-isolating device and the equipment being controlled can't be operated until the tagout device is removed.

- A tag or tagout device is often used along with a lockout device, and it has to be used whenever the energy-isolating device isn't lockable.
- Tags or tagout devices warn people not to start up the machine or equipment.
- Tagout devices are for warning purposes only and don't control hazardous energy.
- Tags have to be readable and legible with phrases such as "Do Not Start," "Do Not Open," "Do Not Close," "Do Not Energize," or "Do Not Operate" so anyone working near them can notice and understand them.
- They have to be attached securely to the isolating device at the same place a lockout device would be attached. They have to be durable so they can't be crumpled or made unreadable.
- Tagout devices can't be removed by anyone except an authorized employee. The tagout device must identify the person who attached it.

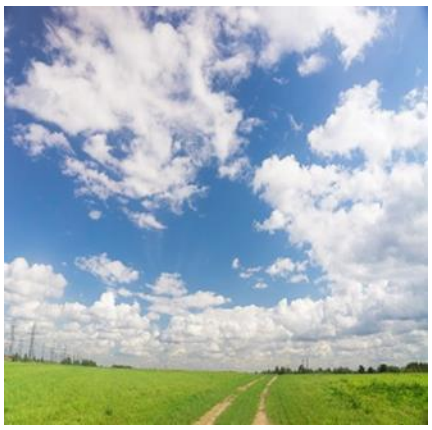
Summer sustainability

Summer is the time when families and friends get together for vacations, cookouts and cooling off inside with the AC. Unfortunately, some of the activities aren't particularly eco-friendly. Use the following tips to have a more sustainable summer:

Have a "staycation." Instead of flying abroad or taking a road trip across the country, you may want to consider staying home and taking day trips via train. Not only is this more friendly on the environment — carbon emissions from airplanes and cars are much higher than emissions from trains — it's also more friendly on your wallet. Check out nearby zoos, amusement parks or museums. Consider biking to these attractions if you live close enough! Other staycation ideas include visiting local mountains for hiking, rivers for kayaking, and lakes for swimming.

Eliminate single-use plastics. Picnics and cookouts are very common in the summer, and plastic, single-use dinnerware is usually the choice of convenience. Instead of buying dinnerware that will ultimately end up in the landfill, use your usual plates and utensils or buy inexpensive ones that can be cleaned and reused. Another option is to use biodegradable napkins and prepare finger foods, which don't require plates or utensils. Be sure to bring your reusable water bottle to any outings!

Use fans. Instead of blasting your AC, try using a fan to help cool off the rooms in your home. Whether it be a ceiling, window or single-standing fan, using a fan is more environmentally friendly than an AC unit. Fans require much less energy than AC. If using an AC, the recommended temperature setting for your home in summer is 78 degrees Fahrenheit, according to the U.S. Department of Energy (DOE). This may seem a little high and even uncomfortable for some, but cooling your home to 78 degrees rather than 72 degrees can cut your electricity bill by more than 25% in summer.



Reduce water usage. It can be difficult to be conscious of your water usage during the summer. From the pool and splash pad to watering your lawn and running through the sprinkler, we use a lot of water during the summer. To help combat this, try to take a shorter shower, don't overwater your garden, and don't leave the tap running freely when you brush your teeth or wash your hands. When you're running the shower or faucet and waiting for the water to get hot, use a bucket to catch the water. You can then use that water for your plants or filter the water and fill up your pet's water bowl.

Visit the farmer's market. Very often, our food, especially fruits and vegetables, travels hundreds of miles to get to the grocery store. To make sure these fruits and vegetables last, preservatives are added to help keep the produce fresh. When your food doesn't have to travel as far, chemicals don't have to be added for preservation. In addition, visiting the farmer's market gives you the opportunity to buy what's in season.

Material handling—Removing steel strapping

Before attempting to remove steel strapping from a container, you should be dressed for the job and wearing appropriate personal protective equipment (PPE). Wear safety goggles and leather palm gloves. When working with heavier weight straps, it may be necessary to wear steel-studded gloves and a face shield in addition to goggles. Wear long pants, a long-sleeved shirt and safety shoes.

Before you remove strapping, make sure everyone else in the area is clear of the danger zone.

Also, make sure you know the contents of the container or box before cutting the straps. Some materials, such as auto springs or mattresses, may recoil violently when the steel binding is released. Skill and special instruction are required for opening bales of burlap or other materials that are highly compressed.

Use a cutting tool designed for the job. Duck-billed shears with long handles that keep the person doing the cutting at a safer distance from the strapping are usually the best option. Special cutting tools shouldn't leave sharp edges. Make cuts squarely to avoid forming extra-sharp surfaces. Don't try to snap the strapping with a crowbar, claw hammer or similar tool.

When you make the cut, hold down the strapping with one gloved hand to prevent it from flying loose while cutting with the other. However, when the strapping is very heavy, the rebound may be too strong to control with your hands. In these situations, stand out of the likely path of the strapping when it's cut.

After cutting the straps, place the cut straps in a scrap container.

Loading dock safety — Using dockboards

Always follow these safe practices when working on a dockboard:

- Make sure dockboards can safely support the weight they need to hold. Make sure to account for the weight of materials being transferred, the weight of the forklift or other equipment being used to transfer materials, and the weight of the people doing the loading and unloading.
- Use dockboards that have built-in runoff protection, unless there's no hazard of running off the dockboard edge.
- Secure portable dockboards by anchoring them in place or using equipment to prevent them from moving out of a safe position.
- If it isn't possible to secure the dockboard, make sure there's enough contact between the dockboard and the surfaces it's connecting to prevent it from moving out of a safe position.
- To prevent the dockboard from moving out of place while workers are on it, take steps to prevent the truck or other vehicle that materials are being loaded into or out of from moving. Wheel chocks and sand shoes are two possible means of accomplishing this.
- When using a forklift on a dockboard, drive carefully and slowly. Make sure there's enough space for you to maneuver safely.
- If the dockboard is 4 feet (ft) or more above a lower level, make sure it has a guardrail system or handrails to protect you from falling. The only time this isn't required is if the dockboard is only used for material-handling operations using motorized equipment and you won't be exposed to fall hazards greater than 10 ft on the dockboard.
- Make sure the dockboards you use have handholds or other means for handling them safely.

Chemical spotlight

Fumaryl chloride

Fumaryl chloride is a clear, straw-colored liquid. It's used as a chemical intermediate for pharmaceuticals, dyestuffs, and insecticides.

Fumaryl chloride isn't compatible with oxidizing agents, alcohol, or water. Store the chemical in tightly closed containers in a cool, well-ventilated area away from water and moisture. Sources of ignition are prohibited where fumaryl chloride is used, handled, or stored. Metal containers involving the transfer of ethyl alcohol should be grounded and bonded.

If fumaryl chloride is spilled or leaked, avoid breathing vapors, mist, or gas, and ensure adequate ventilation. Remove all sources of ignition, and evacuate personnel to safe areas. Use personal protective equipment (PPE), including goggles or safety glasses, gloves, flame-retardant protective clothing and respiratory protection.

Prevent further leakage or spillage if safe to do so, and don't let the product enter drains, sewers, underground or confined spaces, groundwater, or waterways or discharge into the environment. Absorb liquids in dry lime, sand, or soda ash, and deposit in sealed containers. Ventilate and wash the area after cleanup is complete. It may be necessary to contain and dispose of fumaryl chloride as a hazardous waste. Contact the federal Environmental Protection Agency (EPA) and local environmental regulatory agency for specific recommendations.