

News & Notes

LOCK OUT/TAG OUT (LOTO)

Have you ever heard the safety term Lock Out/Tag Out and wondered what it meant? Lockout-tagout (LOTO) is a safety procedure which is used in industry and research settings to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or servicing work. This is done by placing a lock and tag at the source of power for the equipment being serviced. That doesn't seem so difficult and yet simple lock-out/tag-out procedures are often misused and misunderstood.

One United Auto Workers study showed that 20 percent of fatalities in the workplace from 1973 to 1995 were caused by failures to follow the procedure.

Lockout/Tagout keeps people safe from electrical accidents and injuries when used properly and consistently.

The application of the Lockout/Tagout must be within sight of the service area. It tells everyone that repairs are ongoing.

Machines that are undergoing Lockout/Tagout should not be touched or operated at all.

In the case of a mass Lockout/Tagout, where different subcontractors work in the same building, a folding lockout scissor clamp is used with a hole for each contractor to place his own lock on the machine or facility. These tags ensure that no one would be able to unlock without the permission of the other contractors.

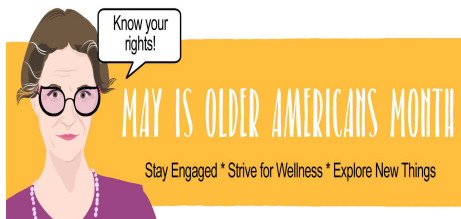


"Five minute energy drink...for those times when you want to race around the house for no reason whatsoever."

RIDDLES OF THE MONTH

- 1) What bow can't be tied?
- 2) When do people start using their trampoline?
- 3) Why did the farmer bury his money?
- 4) What did the big flower say to the little one?
- 5) What do you get when you pour hot water down a rabbit hole?

Answers on page 2 Safety Bits & Pieces



Safety Matters



Produced by the Insurance Coverage Office

State of Delaware

Issue CXXIX

May 2017

OFFICE ELECTRICAL SAFETY

May is **National Electrical Safety Month**. According to the Bureau of Labor Statistics (BLS) about 76,000 office workers nationwide receive disabling injuries every year. Although the most frequent types of incidents are falls (either from height, tripping or slippery surfaces), many injuries also occur as the result of contact with electrical equipment.

Almost everything in an office setting today operates on electricity. Electrical equipment used in an office is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained.

If a part of the body comes in contact with the electrical circuit, a shock will occur. The electrical current will enter the body at one point and leave at another. The passage of electricity through the body can cause great pain, burns, destruction of tissue, nerves, and muscles and even death.

Here are some important tips to follow in regards to electrical safety in the office:

- Use only equipment that is properly grounded or double-insulated;
- Do not overload outlets;
- Do not plug multi-outlet bars to other multi-outlet bars;
- Only use equipment that has been approved by a national testing laboratory;
- Minimize the use of extension cords. Do not plug two extension cords together; and only use them for a temporary need. If extension cords are needed longer than 90 days you should investigate the possibility of having additional outlets installed.
- Do not cover power cords or extension cords with rugs or mats;
- Do not run electrical cords through pedestrian aisles;
- Unplug or disconnect machines before servicing or repairing;
- Do not ignore the warning signs. If an item feels hot, makes an unusual noise (buzz or hum), smokes or sparks, take it out of service immediately and tag it "Do Not Use";
- Inspect cords and equipment regularly, and report any defects immediately;
- Cover or guard any exposed electrical components or wires;
- Unplug cords from the outlet by gripping the plug. Do not pull the cord;
- Do not use electrical equipment or appliances near water or wet surfaces;
- Never use electrical equipment when hands or the equipment are wet.

SAFETY TIPS OF THE MONTH

Follow these electrical cord safety tips around the house:

Regularly check cords for cranks, kinks, splints, or frays before each use.

Ensure cords are firmly plugged; if the cord's too loose (or the holes are too snug), choose another outlet with a better fit.

Use cords only for their particular purpose. Electrical appliance cords aren't clothes lines, leashes, or jump ropes.

Never staple or nail a cord in place. If you need to secure a cord more securely, tape it in place or apply twist-ties as needed.

Never modify the cord. Leave the prongs alone and never attempt to file down a wide prong in order to fit it somewhere else.

Make sure you're using the right cord; use the correct length, proper weight, and type (indoor or outdoor).

Safety Bits & Pieces

REPORT UNSAFE CONDITIONS

Anytime you see something unsafe, report it to your facilities management department or supervisor. Things you might want to point out include sightings of:

- Torn/Buckled Carpet
- Loose/Broken Tiles
- Wobbly steps or floorboards
- Burned-out lightbulbs
- Broken chairs or desks
- Any defective/malfunctioning equipment
- Stray electrical cables
- Obstructions of walkways and doorways
- Obstructions of any safety equipment
- Possible unauthorized visitors

RIDDLES OF THE MONTH ANSWERS


- 1) A rainbow.
- 2) Spring Time.
- 3) To make his soil rich.
- 4) "You're really growing, bud!"
- 5) A hot, cross bunny.

ON THE LIGHTER SIDE



QUOTATION OF THE MONTH

When you are a Mother, you are never really alone in your thoughts..
A Mother always has to think twice, once for Herself and once for Her Child...
- Sophia Loren



BASIC OFFICE SAFETY

Here are a few basic office safety rules to help keep you safe in the office:

- Sit upright in your chair, with your feet touching the floor when you're working at your desk. Before sitting down, look to make sure your chair is beneath you and hasn't rolled away.
- Look where you're going whenever you're walking around the office.
- If you've got to carry anything from one place to another, don't stack things up so high that you can't see directly in front of you.
- Walk, don't run. Don't read while walking.
- Go slowly if the floor is wet or otherwise slippery; take baby steps.
- Open one drawer in a filing cabinet at a time to keep it from tipping over.
- Close desk or file cabinet drawers before walking away so others don't walk into them.
- Always hold the handrail when using stairs.
- When carrying boxes, use the elevator if available.
- Store supplies inside of cabinets or bookcases, and place heavier items in the lower drawers or shelves.
- Immediately wipe up spilled beverages, water tracked in by wet shoes or drippings from umbrellas. Ask a custodian to do the cleaning if you don't have time to do it yourself.
- Refrain from eating or drinking at a computer station. Spills and crumbs could get into the keyboard and cause malfunctions.
- Slips and falls are the most frequent cause of injuries in the workplace and people working in an office are twice as likely to be injured by falling than people who are working in other workplaces. Keep alert and think ahead to help minimize the risk.



From the State of Delaware's Office of Highway Safety... Slow Down. Buckle Up.

The Delaware Office of Highway Safety (OHS) is once again reminding all vehicle occupants to buckle up when traveling in their vehicle. Seat belts are shown to reduce the likelihood of a serious injury or fatality by 50%.

What you need to know

Over the last five years, traffic fatalities have been increasing both nationally and in Delaware. Seat belt usage is a significant determining factor in the severity of an injury.

- In 2016, there were 120 traffic fatalities in Delaware. (preliminary data)
- Seventy-two were vehicle occupants. 50% were not wearing a seat belt.
- More than 60% of those involved in unrestrained crashes were male.
- 42% of individuals unrestrained in a crash were 24 years old or younger.
- 43% of individuals unrestrained in a crash were passengers

What you can do

Driving without a seat belt can cause unnecessary serious injuries and fatalities. With the chance for fines, the loss of life for you or your friends/family, it's not worth the risk. Even one life lost on our roadways is one too many.

- **Buckle Up. Every trip. Every time.** No matter the distance of your trip, it is important for everybody in your vehicle to use their seat belt.
- **Wear your seat belt correctly.** Remember, for a seat belt to be effective and save a life, it must be worn properly with the lap belt low and snug across the hips and the shoulder harness worn across the shoulder and chest with minimal slack.
- **Have your child car seat checked.** Over 80% of child car seats are installed incorrectly. If you would like to have your seat checked by a certified technician please visit <http://ohs.delaware.gov/carseat2.shtml> and make an appointment.

During Click It or Ticket, law enforcement will be working overtime to enforce seat belt use laws. Special enforcement campaigns are scheduled for throughout the month of May. OHS has launched a special website to help spread the word. Visit www.arrivealivede.com/Buckle-Up.

For more information on traffic safety, visit www.ohs.delaware.gov. Follow us on Twitter at www.twitter.com/DEHighwaySafe and Facebook www.facebook.com/ArriveAliveDE. For any specific questions please contact Richard Klepner at Richard.klepner@state.de.us or 302-744-2740.

Drive Safe. Arrive Alive DE.