



San Diego Services

Lockout/Tagout

NOVEMBER WEEK 1

Every year people are injured, disabled, and killed because they do not follow simple, basic lockout/tagout procedures. The accidents happen because workers don't disconnect power sources before working on a machine or because someone else starts the equipment, unaware that they are endangering a fellow worker. When OSHA revised its lockout/tagout standard it estimated that it would save at least 100 lives per year and prevent over 25,000 lost workday injuries.

The lockout/tagout standard requires that hazardous energy sources be "isolated and rendered inoperative" before beginning maintenance or service. It is important to follow your lockout/tagout procedures to prevent accidental start-ups, electrical shock, or the release of stored energy. These procedures should cover how to perform a shutdown, how to isolate equipment, how to safely release stored energy, and how to apply and remove lockout devices. Outside contractors need to be informed of lockout/tagout procedures and should be instructed to follow them to the letter.

Locks and tags do not de-energize equipment by themselves. They should be attached only **after** the equipment has been isolated from its energy sources. Before working on any system, the equipment must be in a

zero energy state. Drain all valves, bleed off air, eliminate hydraulic pressure, and disconnect electrical power. There are many kinds of energy sources: electrical, mechanical, pneumatic, hydraulic, chemical, thermal, gravity, water pressure, air pressure, and others. Always look for hidden energy sources and make sure all energy sources are locked out. Overlooking an energy source can prove fatal.

Check and test everything before putting on your lock. Make sure that the switches can't be turned on and be certain that the power can't be turned back on without your knowledge. If several people are working on the same system, have each of them add their lock at the same time to a multiple lockout device that can accommodate several locks.

Everyone on the jobsite must **always** follow the lockout/tagout procedures. Deviation from these procedures can result in accidents or deaths. It's not worth the risk. By following lockout/tagout procedures, yours could be one of the 100 lives saved.

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SAFETY REMINDER
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Typically, a piece of equipment is locked out for one shift. The next shift should apply their locks separately!

NOTES:

SPECIAL TOPICS /EMPLOYEE SAFETY RECOMMENDATIONS/NOTES:

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S.A.F.E. CARDS* PLANNED FOR THIS WEEK:

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REVIEWED MSDS #

SUBJECT:

MEETING DOCUMENTATION:

JOB NAME:

MEETING DATE:

SUPERVISOR:

ATTENDEES:

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These instructions do not supersede local, state, or federal regulations.



Lockout/Tagout: Controlling Hazardous Energy

“Lockout/tagout” refers to safety practices and procedures designed to prevent injuries and deaths caused by the unexpected activation of machinery and equipment, or the release of other hazardous energy while workers perform maintenance, repairs, cleaning, adjusting, or servicing activities. **Lockout** involves using a security device or lock to prevent the unintentional startup of equipment. **Tagout** is the practice of using tags to make workers aware that equipment should not be energized until the lock and tag are removed.

Following is a list of common energy sources and the potential hazards they create for you:

- **Electricity:** electrical shock and burns.
- **Hydraulic pressure:** fluid spray and machine movement.
- **Thermal energy:** burns and frostbite.
- **Gravity:** crushing injuries and engulfment.
- **Fluids:** drowning and suffocation.
- **Chemical energy:** chemical exposure, fire, and burns.
- **Mechanical energy:** amputation and crushing injuries.
- **Pneumatic energy:** pressure release and machine movement.

Before working on, repairing, adjusting, or replacing machinery or equipment, notify affected employees that will

be out of service. Shut down the machinery or equipment following the appropriate procedures. Remember that different equipment may have different procedures. Place switches in the “off” position. Isolate all energy control devices: disconnect electricity; block moving parts; release stored energy; drain and bleed lines; block, vent, and drain fluid lines; disconnect pneumatic lines; and lower suspended parts to their rest positions.

Place a lock on all energy sources and isolation devices. Verify isolation. Check voltage on circuits. Check pressure on gauges and fluid lines. Attempt to start the equipment or activate the system in the normal manner and from all control points. Then, return all control devices to the “off” or neutral position. Remember that if more than one employee is assigned to a task requiring lockout/tagout, each of them must place his or her own lock and tag on each energy-isolating device.

Once the task is finished, it is time to reverse your steps. Only the person who performed the lockout/tagout procedures is allowed to remove the lock and tag. Before a lock or tag is removed and the energy is restored, the work area should be inspected. Make sure everyone is accounted for, all guards are replaced, and all tools and materials are out of the way.

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SAFETY REMINDER
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**Identify • Isolate • Release • Lockout •
Verify • Inspect • Clear**

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Weekly Safety Meetings

Safety Training for the Construction Industry

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Select Edition

San Diego Services

Safe and Sober!

NOVEMBER WEEK 3

What drug has the highest abuse rate in the United States? It isn't crack, meth, heroin, or even marijuana—it's alcohol! An estimated 15.1 million Americans currently abuse alcohol. Alcohol should never be used while you're on duty. Similarly, off-the-job alcohol abuse affects your co-workers in the workplace if a hangover impairs your ability to work safely. Alcohol abuse becomes more than just a personal matter when it affects the safety of those around you.

The first step to rehabilitation is to recognize that an alcohol abuse problem exists. Consider the following questions to determine whether you or someone you know might have a problem. If you answer "yes" to any of these questions, you are very likely dealing with an alcohol abuse problem.

- Do you get irritable, moody, or withdrawn when you drink?
- Has the frequency or quantity of your drinking increased over time?
- Do you often drink to a state of intoxication?
- Have you ever been injured while you were under the influence of alcohol?
- Have you suffered blackouts or loss of memory during or after drinking?
- Do you drink to relieve feelings of stress, insecurity, boredom, or low self-esteem?

- Does your drinking interfere with your job or family life?
- Do you lie to your doctor, your family, or your friends about your drinking habits?
- Have the people closest to you told you that you have a drinking problem?

Construction work is dangerous and every worker has to be alert, aware of his surroundings, and able to think clearly to make good decisions. In order to work safely, you must be sober! Your mind must be clear and you must be ready to focus your full attention on the tasks at hand.

If you have problems with alcohol, help is available through your doctor, neighborhood health clinic, and your local chapter of Alcoholics Anonymous. If you suspect a co-worker has a problem, encourage him to seek help or report your suspicion to your supervisor. Your employer may have an employee assistance program to help with substance abuse.

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SAFETY REMINDER
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Alcohol is not the only thing that can affect your ability on the job.

Did you get enough sleep last night?

Are you taking prescription medications that cause drowsiness or affect balance?

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San Diego Services

Substance Abuse

NOVEMBER WEEK 4

Construction work presents enough safety hazards without the added danger of substance abuse. Whether you work with tools, heavy equipment, or on scaffolds, construction work requires that you be alert, observant, and ready to make decisions based on sound judgments. Drugs and alcohol can impair a person's perception, affect judgment, and slow reflexes and reaction times. Substance abuse creates a serious safety hazard for users and their co-workers and cannot be tolerated in the workplace.

According to the Institute for a Drug-Free Workplace, 73% of all drug users are employed. This means that drug abuse is not just a problem on the streets but is also a serious concern in the workplace. Additionally, 35% of workers have seen or heard of on-the-job drug use by co-workers. It is important that you report any instances of drug abuse to your supervisor so that substance abusers can be given help and are prevented from putting you and others in danger.

Even if you are not a user, substance abuse directly affects you. National statistics show that substance-abusing employees are almost three times more likely to injure themselves or a co-worker in a workplace accident. This means that no matter how careful you are, your safety may still be in the hands of a worker with impaired vision and judgment.

Prescription and over-the-counter drugs can also be dangerous and highly addictive if they are abused. When taking prescription drugs, always follow medication directions carefully. Don't increase or decrease doses without talking with your doctor. Be aware of the drug's effects on driving and other daily tasks. Learn about the drug's potential interactions with alcohol, other prescription medicines, and over-the-counter medicines. Never take another person's prescription medication and never share yours.

Talk to your children about drug and alcohol abuse. Good communication is the best way to help them avoid these problems. If you are having drug or alcohol abuse problems, there is help available for you. Check with your company employee assistance office, talk with your doctor, or contact your local chapter of Alcoholics Anonymous. You can also call the Substance Abuse and Mental Health Services Administration (1-800-662-HELP) or the National Clearinghouse for Alcohol and Drug Information (1-800-729-6686).

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SAFETY REMINDER

**There is no safe level of impairment.
 Substance abusers put everyone at risk.**

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