

LOSS CONTROL

Information Bulletin

Shop Hazards & Typical Incidents

Incidents or accidents do not usually just happen; they happen for a reason and are usually due to unsafe acts or conditions. The following is a list of incidents that have *typically* led to employee accidents.

1. Adjusting, or cleaning a machine while it is in operation
2. Removing a machine guard or tampering with its adjustment
3. Using compressed air over 30 psi to blow dust or dirt off clothing
4. Working without safety glasses and or a face shield in a designated eye-hazard area
5. Wearing gloves, rings, long sleeves or loose clothing around machines
6. Using a grinder without a tool rest
7. Lifting an object that you know is too heavy for one person to handle
8. Using an ungrounded or non-insulated portable electric hand tool
9. Using frayed or poorly patched electrical cords
10. Smoking in areas where flammables or combustibles are used or stored
11. Storing spare oxygen and acetylene bottles near each other
12. Using cranes beyond their load limits or with a missing safety latch on the hook

The above actions have caused many serious, sometimes fatal, injuries in shops and work places--and are just not worth the possible consequences!

The following are common safety guidelines to remember when working in a shop.

- Unapproved people should not be allowed to use the shop equipment. Do not allow unauthorized persons to visit or loiter in the shop.
- Secure the shop when no one is present.
- Never leave a machine in operation while it is unattended.

Important Phone Numbers

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- Check emergency equipment such as; first aid kits, emergency lighting and fire extinguishers monthly.
- Check all hand tools, portable power tools, and larger shop equipment. This is a good time to submit purchase requisitions for replace cords, guards and worn or damaged equipment, such as a scratched face shield or safety glasses.
- Good safety practices start with *good housekeeping*. Use the following guidelines for your shop maintenance:
 - ✓ Clean up spills immediately
 - ✓ Keep walkways and stairs free of tripping hazards
 - ✓ Store oily rags in a covered metal container
 - ✓ Periodically remove excess oils and filings from shop machinery
 - ✓ Keep all tools in their place and red-tag tools that need repair
 - ✓ Remove all loose objects from your machine; such as, forklifts, loaders and skidders
- Never wear jewelry or loose clothing around rotating machinery. Be cautious of any item that may become entangled, including long hair.
- Remember to follow all the proper steps when utilizing a lockout/tag out procedure. Never cut corners because you think it's going to save time.
- If you have any doubts or questions about the operation of a particular piece of shop machinery, never hesitate to ask your supervisor or a qualified co-worker.
- Do not be super heroes; ask for help before trying to lift heavy objects.
- Maintain maintenance records on equipment and vehicles.

Note

This document is not intended to be legal advice. It does not identify all the issues surrounding the particular topic. You are encouraged to review your policies and procedures with an expert or an attorney who is knowledgeable about the topic.

Important Phone Numbers