2018

Safety ToolBox Talks Bundle:

3 tools to help you improve safety in the workplace

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SIX STEPS TO JOB HAZARD ANALYSIS

Safety ToolBox Talks BLR

This talk describes the six basic steps to completing a job hazard analysis (JHA). It is appropriate for any employees, supervisors, or managers who participate in or oversee JHAs as part of their jobs.

Materials to have on hand:

- Company JHA forms
- Sample completed JHA

Items for attendees to consider during the talk:

- What is the purpose of a job JHA?
- How do we prioritize which jobs to analyze first?
- Do you know the steps of a JHA?

TALK

A job hazard analysis, or JHA, is a way of breaking down a job or task into its basic steps to find the hazards it poses. JHA is an essential tool in our safety program, so it's important that you understand the process.

There are six basic steps to job hazard analysis:

Step 1: Select jobs or tasks to analyze. Not every single job or task will be the subject of a JHA. Generally, we prioritize the most hazardous jobs or the jobs that have caused injuries in the past. Managers will typically be in charge of this step, but if you think a job or task that hasn't been selected for a JHA needs one, suggest it to your supervisor.

Step 2: Observe the job or task and list its steps. Once a job has been selected for JHA, think carefully about all the steps it involves, and list them on the JHA form. Pay attention not only to the obvious steps of the job but also to startup, shutdown, and any necessary maintenance steps.

When you list the steps on the JHA form, try to find the right balance between being too brief and too detailed. Most of the time, you should be able to describe the job in 10 or fewer steps. If you feel that you need more steps, that's probably a sign that you're either trying to be too detailed or that the job you're analyzing is too broad to be covered by a single JHA.

Step 3: Describe the hazards in each step. For each step you've listed on the JHA form, think about the hazards associated with it. Record the hazards that correspond to each step on your JHA form. Remember to look at the working environment as well as the task itself.

[Note to presenter: Select the hazards from the list below that are relevant for your employees.]

These are some of the common types of hazards you should look for:

- Heavy lifting, repetitive motion, or awkward postures or movements

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SIX STEPS TO JOB HAZARD ANALYSIS

- Chemical exposure
- Hot or cold conditions
- Electrical hazards
- Burn hazards
- Fire or explosion hazards
- Dangerous machinery or equipment
- Slips, trips, and falls
- Workplace conditions like lighting, noise, and ventilation
- Human-related hazards like vulnerability to crime or violence

Step 4: Develop corrective measures. For each hazard you identified in Step 3, think about what could be done to reduce the risk. Should machine guarding be installed? Would changing the setup of a work area or modifying the process make the job safer? Is personal protective equipment, or PPE, needed? In general, you should always try to think of a way to eliminate the hazard before you suggest other types of hazard controls like PPE.

Record your suggested corrective measure for each step on the JHA form.

Step 5: Write safe job procedures. Once you've completed Steps 1 through 4, the next step is to write a safe job procedure for the task that takes your hazards and corrective measures into account. These safe job procedures are an important resource for employees, so make sure they're clear and easy to understand. Write in a step-by-step format, use simple language, and include any necessary special equipment or PPE.

Step 6: Keep records. Once everything is complete, you'll need to submit it to be reviewed by ***[the safety manager/other job title]***. He or she will maintain the records of all the JHAs performed at the facility so that they can be updated and revised as needed.

PERSONAL FALL ARREST SYSTEMS FOR GENERAL INDUSTRY

Safety ToolBox Talks BLR

This talk discusses fall hazards and the safe use of a personal fall arrest system for general industry workers.

Materials to have on hand:

- Examples of real-life injuries/fatalities from falls in general industry work activities
- A full body harness, lanyard and/or lifeline, and an anchorage point

Items for attendees to consider during the talk:

- What are some types of fall protection?
- When are you required to have appropriate personal fall protection?
- How often should your fall protection system be inspected?

TALK

The company is required to provide you with an appropriate personal fall protection system if you will be working in unprotected areas where you can fall 4 feet or more. Today we will be using personal fall arrest systems—also known as PFAS.

Fall arrest stops you from falling. The entire PFAS needs to be capable of withstanding the tremendous impact forces involved in a fall. A person without protection will free-fall 4 feet in half a second and 16 feet in 1 second! A PFAS includes a full-body harness, a shock-absorbing lanyard or rope grab, vertical lif line, and a sound anchorage able to support a load of up to 5,000 pounds.

The PFAS will be rigged so that you cannot free-fall more than 4 feet or hit a lower level. You are not allowed to use body belts as part of your PFAS. Body belts have proven to cause even more hazards to a worker. For example, a worker could suffer internal injuries or even death from pressure on the internal organs while suspended, or you could suffocate by a belt that shifted upward from the waist to the armpits. So, do not use them as part of your PFAS.

Let's talk about some do's and don'ts of your PFAS.

Do

- Pick an anchorage point that will support 5,000 pounds (strong enough to support a pickup truck).
- Rig the fall arrest systems so you can't free-fall more than 4 feet (or contact any lower level).
- Tie off above your head. A 6-foot person who ties off at the feet could free-fall as much as 12 feet.
- Place your anchorage directly above/behind your work area to avoid potential swing fall hazards.
- Use the shortest lanyard possible. The shorter the tie-off, the shorter the fall.
- Have your anchorage points selected by a competent person.

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PERSONAL FALL ARREST SYSTEM

Don't

- Don't tie a knot in the lanyard. This will reduce its strength.
- Don't use water pipes, electrical conduits, light fixtures, or guardrails as anchor points.
- Don't use any lanyards without self-locking snap hooks.
- Don't join multiple lanyards together to reach an anchorage.
- Don't tie-off to the same anchorage as another worker unless it is designed and approved by an engineer.
- Don't unhook from your fall protection while exposed to a fall of 4 feet or more.
- Don't allow someone else to rig your equipment unless you verify that it has been done correctly.
- Don't use an anchorage that is not independent of any anchorage used to support or suspend platforms.

And finally:

- You must inspect your equipment daily before each use for wear damage, deterioration, fraying ropes, cracks, or other defects in the hardware;
- Tag and remove any defective equipment from service; *and*
- Make sure you are attached to a sound anchorage.

Remember, if you have any questions or concerns, please speak up. Think safety first!

MACHINE GUARDING

The case of the inadequate guard

Safety ToolBox Talks BLR

This talk discusses injury prevention precautions to take when working on or near machines and how to identify the safeguards on the machines.

Materials to have on hand:

- A machine with adequate guards in place
- A machine without the proper guards in place

Items for attendees to consider during talk:

- If you are asked to do some maintenance or service work on or around a machine that is running, what is the first thing to look for to see if it's safe to do so?
- How often should the guards on machines be inspected to make sure they are in place and working properly?

Talk

We're going to talk about an actual industrial incident where a worker was hurt involving a machine with poor safeguards on it. It's a good exercise to help recognize the safeguards on the machines and equipment in your work area so that you can report inadequate or damaged guards. Hopefully, you'll get something out of it and think about steps to prevent a similar incident from happening here.

A worker at a food processing company was sweeping a large amount of ground wheat from around a flour milling machine that was running. She wasn't aware of any warnings or notices about working near the machinery, so she thought it was safe to clean in and around it. There were some guards on the machine, and she made no attempt to remove them.

The employee knelt down and reached in the space under a belt and pulley guard about 1 foot (ft) above the floor with a hand brush. There was a 6-inch (in.) gap between the guard and the mill machine body, and no guard between the belt/pulley assembly and the floor. This allowed the worker to reach her hand under the belt and pulley guard. Her glove was caught by the in-running portion of the notched flat belt, and it pulled her left hand into the motor pulley. She was able to pull it out, and then she ran to another employee who gave first aid and called for help. The worker suffered two compound fractures to her left arm and the complete loss of the middle and index fingers.

Consider these questions about the incident as we look at ways to prevent injuries around running machines:

Why did the employee think it was OK to reach under the guard? Perhaps she thought it was safe since there were no warning notices and access under the belt and pulley wasn't blocked. Walk around your machines to see if there are ways you could be

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easily hurt from exposed moving parts, and talk to your supervisor about how machines could be better guarded and where to post warnings.

Was the employee aware of the hazards? Either the employee wasn't aware, or she wanted to just get the job done quickly. A good practice for anyone working on or near a machine that he or she doesn't operate is to stay away unless he or she has been trained and made aware of the potential hazards of the machines. Even when only cleaning around the machine, it is important to stay away unless you have been trained on the hazards and danger zones of the machine. In this worker's case, if she was aware of the hazards associated with the machinery, she would not have reached under the machine.

Was there something wrong with the guard? The guard did not completely cover the hazard. According to the people investigating the incident, there was a 4-in. gap between the guard and the machine body, which means a worker could have reached into the gap from the top or the sides. Also, the bottom of the belt and pulley was over 1 ft from the floor, but the gap was not guarded at all.

Since the guard was inadequate, who would be responsible for inspecting it and ensuring it was fixed? Clearly, the worker cleaning the machine did not have the training to properly inspect the guards. All machine operators should inspect the guarding on their equipment daily to make sure it has not been removed or damaged since they last operated it. Inadequate guarding should be reported immediately for repair or replacement.

Is there a process she could have followed for cleaning in and around the machine that is safe? If the employee had asked or waited for the machine to be shut down and locked and tagged out before cleaning under it, she would not have been injured.

How should workers be informed about hazards of working around machinery? According to the people who investigated the incident, there was no written safety procedure about working around machinery, especially when it was in operation. Anyone whose job duties could expose them to machine hazards should be trained about those hazards and the precautions to follow to prevent injury.

Can you think of any other causes or factors that may have contributed to this accident and ideas to prevent injuries from them?

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- Avoiding costly OSHA citations
- Implementing alternative measures to lockout/tagout under the minor servicing exemption
- Conducting efficient job hazard analysis
- Mastering hazard communication
- Training your workers effectively, even with little time and budget
- Keeping your employee engaged in safety initiatives so you can avoid accidents
- Identifying leading safety indicators for tracking and improving safety performance
- And much more

2018 Session Tracks

Risk Management & OSHA Compliance

&

Performance Management & Engagement

Attendee Benefits

Enjoy a networking reception on day one of the conference to get to know your peers, and explore featured solution providers with our Exhibitor Showcase. Lunch and refreshments are included on both main conference days. Additionally, a facility tour will be offered concurrent with the afternoon preconference workshops, for an additional registration fee.

Preconference Workshops

Take advantage of additional learning and networking opportunities by attending our pre-conference workshops, designed to train you on how to implement specific functions that will improve your safety processes with general and health-care industries.

Contact your representative for streamlined service:

Stephen Scarbrough

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