

11.40 | General Safety MEETING DOCUMENTATION

Your Company Name Here

Another Benefit from MMA

Michigan Manufacturers Assn.

MEETING DATE:

TIME / SHIFT:

LOCATION:

CONDUCTED BY:

ATTENDEES:

SAFETY REMINDER

Workers under stress are more likely to show up late, more likely to call off, more likely to get sick, and more likely to quit.

If stress is a problem for you, talk with your supervisor before it harms you and your family.

Don't Let Safety Take a Back Seat to the Schedule

Crunch time is that frantic period leading up to a production deadline. As deadlines close in, stress levels increase. Sometimes stress can cause you to work faster while letting safety take a back seat. The key is to work in a way that doesn't compromise safety or productivity. Let's consider some tactics that can help.

Shortcuts: You may think about taking shortcuts to help get the work done on time. Sometimes shortcuts affect product quality and create "seconds" that can't be sold. Too often shortcuts have a negative effect on safety. Whether we're talking about products or workers, shortcuts cause damage and eventually wreak havoc on the schedule. If you have an idea that's safe, makes production faster, and maintains quality, it shouldn't be a "shortcut." Talk to your supervisor about changing the process or the procedure.

Overexertion: Working too hard or too long can cause overexertion injuries like muscle strains, fatigue, and heat exhaustion. Pushing yourself to "lift just one more carton" or "work one more hour of overtime" can have real and tragic consequences. Don't risk a long-term back injury to meet a short-term demand, or work so long that you fall asleep on the way home and end up in the hospital. Work quickly and effectively, and stay within your limits. During breaks: rest, drink water, and eat something healthy.

PPE: Make sure you take the time to find and put on the appropriate personal protective equipment (gloves, safety glasses, earplugs, etc.). PPE is always important, but it's especially important when longer shifts leave you feeling tired or distracted.

Task planning: The stress caused by a tight production schedule can be eliminated or at least controlled when steps are taken to address a potential problem before it becomes a crunch-time crisis. Even if you're already in the crunch, a few minutes of planning will help. For example, make a checklist of all the tasks—or even the steps in the tasks—you have to complete. It's much easier to understand and explain the time requirements when the tasks and times are written down. Ask for help if you need it. Look ahead, and plan before deadlines approach. Learn how long it takes to complete specific tasks. Know what materials are in stock, what needs to be ordered, and add in lead times.

Getting the job done on time is vital, but killing people and breaking things is never an option, no matter what the schedule says. At the same time, safety is never an excuse for slacking. Know your job. Be effective. Stay focused. Work safely. Get the job done.

Notes

11.41 | Policy Issues MEETING DOCUMENTATION

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Prescription medications can be just as dangerous as illicit drugs. Before you take prescription medication, talk to your doctor and the pharmacist about the kind of work you do and the machinery you work with.

Substance Abuse at Work

Don't fool yourself into believing that drug use and addiction can't affect you at work. According to the National Council on Alcoholism and Drug Dependence, 70% of the estimated 14.8 million Americans who use illegal drugs have jobs. That means that about 10.3 million, or 1 in 15 American workers use illegal drugs. Here are some simple facts you should know about substance abusers:

- 70% of substance abusers go to work every day. They are not unemployed deadbeats and they could be in this facility, putting you in danger.
- According to the Mayo Clinic, sometimes drug abuse symptoms look like symptoms of depression. Abusers may have a lack of energy or motivation, and they may not care about their appearance or personal grooming.
- The quality and productivity of their work may become inconsistent.
- They may lack focus and concentration.
- They will probably be slower to react, and may not even notice hazards.
- They may call off more often or disappear for periods of time during the day.
- They may be more likely to take risks and might not pay attention to safety rules and good work practices.

You're more likely to be involved in an accident if you work with someone who's abusing, or even casually using, drugs or alcohol. When one person comes to work impaired by drugs or alcohol, he threatens everyone's safety. If you know that a co-worker is under the influence, tell your supervisor! Don't look the other way. That person is putting you and everyone else in danger. We all share the responsibility for keeping the workplace safe.

Protect yourself. If you are out at a party the night before your shift, remember that it takes time for the alcohol to leave your system. Drinking coffee or water, or taking aspirin will not sober you up more quickly. Only time will do that. On average, it takes your body 11 hours to process 3 pints of beer. So if you go out on Thursday night and stop drinking at 11:30, you could still be too drunk to drive to your 7am shift on Friday morning.

You use power tools, hazardous chemicals, and dangerous machines on the job. You can't work safely when you are even a little bit drunk or high. There will always be some hazards on the shop floor, but you should never be one of them. Do not come to work if you are under the influence of drugs or alcohol. If you need help dealing with addiction, talk with your doctor.

Notes

11.42 | Special Topics MEETING DOCUMENTATION

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SAFETY REMINDER

Although water is not a great electrical conductor, it is a much better conductor than air. Avoid using electricity in wet areas, especially if your feet are wet or in water.

Keep Wet Processes Safe

When contaminants like water, grease, and other fluids are on walking surfaces, they can cause slips and falls. Marble, tile, and other smooth surfaces become extremely slick when they are wet. If you work around wet processes, you should understand the hazards created by the wet environment and follow these safe work practices to prevent slips and falls:

- Always keep your work area clean and orderly.
- Make sure to post warning signs around wet areas.
- Where wet processes are in use, keep drains clear to avoid puddles. Use false floors, platforms, or mats, but don't create tripping hazards.
- In areas where non-slip mats can't be used, use no-skid waxes and floor coatings with anti-slip grit to make surfaces less slippery.
- Keep a good footing. Wear waterproof shoes or boots with non-skid soles.
- Remember that slipping hazards are worse on sloped walking surfaces.
- Keep floors in wet areas as clean and dry as possible to prevent the growth of bacteria and mold.

Speaking of molds, they are the most common forms of fungi found on earth. Mold can grow on almost any material, as long as moisture and oxygen are available. Most mold reproduces by forming airborne spores. Mold can cause mild to severe health problems in some people when they inhale the microscopic spores. The most common health effects associated with mold exposure are allergic reactions that lead to breathing or skin problems. The key to mold prevention is moisture control. Mold will not grow without moisture. At work, you can prevent mold growth by:

- Removing excess moisture with a wet-dry vacuum. Use fans and other methods to dry out the work area.
- Cleaning wet materials and surfaces with detergent and water.
- Cleaning or discarding all materials that are visibly contaminated with mold.
- Removing and discarding all porous materials that have been wet for more than 48 hours and can't be cleaned.

There is another fungus that can cause problems in wet areas—the one that causes athlete's foot. This fungus likes warm, wet, areas. Athlete's foot is a likely result if your feet get wet inside your boots, especially if it happens on a regular basis. Keep your feet dry: wear waterproof boots and change into dry socks when necessary.

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11.43 | Tools MEETING DOCUMENTATION

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On very large grinders, the machine bed moves the workpiece back and forth under the grinding head. Watch out for pinch points and crushed-by hazards.

Cutters and Grinders

Cutting and grinding is messy, noisy, dangerous work. There is a huge range of equipment that is used, from handheld die grinders to enormous surface grinders that weigh many tons. Although the machines vary in shape and size, the hazards are much the same: flying fragments, noise, inhalation hazards, and contact with moving parts. Let's talk about cutting and grinding safely so that no one gets hurt.

Before you start any cutting or grinding, visually inspect the wheel for problems and damage. After your visual inspection, do a ring test to check the integrity of the wheel and identify hidden cracks, defects, or damage. To do a ring test, tap the wheel gently with a light, non-metallic instrument. A stable, undamaged wheel will give a clear metallic tone or "ring." If the sound is dead or dull, or you just hear the click of tapping the wheel, do not use that wheel, even if you can't see a crack. No ringing sound means that the wheel has a crack or internal defect, and it could fly apart while it's spinning.

Always follow the manufacturer's instructions when you install a wheel. The wheel must fit freely on the spindle; you shouldn't have to force it on. Be sure to tighten the spindle nut enough to hold the wheel in place, but not so tight that you distort the flange. Make absolutely certain that the spindle speed of the machine will not exceed the maximum operating speed marked on the wheel. Always let the wheel come up to full operating speed before you start grinding or cutting.

Here are some ways you can avoid common grinder accidents:

- Always wear appropriate hearing, hand, eye, and face protection. You may need a dust mask or respirator depending on what you're grinding.
- Never leave an unattended grinder running.
- Bench and pedestal grinders need to be permanently mounted or secured so they cannot move during use. Never clamp a hand-held grinder in a vise to "create" a bench grinder.
- Adjust the work rest on the grinder so there is less than an eighth of an inch between the wheel and the rest. Adjust the tongue guard (located at the top of the grinding wheel) so it is no more than a quarter of an inch from the wheel.
- The grinder side guard should cover the spindle, the nut, the flange, and 75% of the wheel diameter.
- If grinding requires a coolant, make sure that the grinder is designed for wet operation and that it has a splash guard.

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