Safety Talk

AUGUST 2023

Discipline Should Be Part Of Your Safety Program

Does your safety program spell out the disciplinary action that will be taken if its safety rules are not followed?

Addressing disciplinary issues can be a very sensitive and stressful process for most managers, supervisors and employees. However, if disciplinary issues are avoided or handled poorly, it can lead to serious consequences such as property damage, injury or even fatalities. Your disciplinary program should be used to manage safe behavior and eliminate unsafe circumstances.

Education is the key to establishing proper disciplinary procedures and holding employees accountable to your health and safety policy program.

Discipline should be positive, not punitive or negative. The goal is to correct the problem, action or behavior. The type of discipline should fit the severity of the misconduct and be conducted in private.

Five-Step Disciplinary Program Process:

- Review your policy and procedures with employees.
- Investigate accusations and safety infractions.
- Determine and review disciplinary cation.
- Document any disciplinary action taken.
- Conduct disciplinary meetings and promote safe work practices and safety compliance.

Sample Disciplinary Action:

You should make it clear that your policy reserves the right to discipline employees who knowingly violate company safety rules and policies. Disciplinary measures will include, but not limited to:

- Verbal warning (documented) for minor offenses.
- Written warning for more severe or repeated violations.
- Suspension, if verbal and written warnings do not prove to be sufficient.

A disciplinary program does not exist to solely punish employees. Both employers and employees should understand the purpose is to control the work environment so that workers are protected and incidents are prevented.

First Aid Kits

What are OSHA's requirements for a first aid kit?

Based on Federal OSHA Regulation Standard 1910.151.b: "Adequate first aid supplies shall be readily available." This rule applies to treatment of minor injuries that occur in the workplace and refers in Appendix A to ANSI Z308.1 as the basis for minimum first aid kit content. Note: The ANSI Standard was updated in October 2022. Notable changes were the addition of Foil Blankets, Tourniquets, Bleeding Control Kits.

First Aid Kit Types:

ANSI/ISEA Z308.1-2021 outlines intended uses and specifications for the four types of first aid kit containers. (Note that Type IV is anticipated for the construction industry.)

- **Type I** first aid kits are intended for use in stationary, indoor settings where the potential for damage of kit supplies due to environmental factors and rough handling is minimal. Type I kits shall have a means for mounting in a fixed position and are generally not intended to be portable. Typical applications for Type I kits may include general indoor use, an office setting, or a manufacturing facility.

- **Type II** first aid kits are intended for portable use in indoor settings where the potential for damage of kit supplies due to environmental factors and rough handling is minimal. Typical applications for Type II kits may include general indoor use, an office setting, or a manufacturing facility. The key difference between Type I kits and Type II kits is that Type II kits are portable and Type I kits are stationary.

- **Type III** first aid kits are intended for portable use in mobile, indoor, and/or outdoor settings where the potential for damage of kit supplies due to environmental factors is not probable. Type III kits shall have a means to be mounted in a fixed position and shall have a water-resistant seal.

- **Type IV** first aid kits are intended for portable use in mobile industries and/or outdoor settings where the potential for damage to kit supplies due to environmental factors and rough handling is significant. Type IV kits shall have a means to be mounted in a fixed position and shall meet the performance requirements of Section 5.2.5. Typical applications for Type IV kits may include, but are not limited to, the transportation industry, the utility industry, the construction industry, and the armed forces.

*** Continued on Page 2 ***

Lockout/Tagout Requirements for Vehicles and Heavy Equipment

OSHA's 1910.147 Standard is designed to protect workers from injury when performing maintenance or repairs on machinery or equipment. This standard also applies to any service work being performed on county fleet vehicles or heavy equipment.

Performing service or maintenance on vehicles/equipment that is powered by an internal combustion engine exposes employees to a variety of hazardous energy sources. Some of those sources include:

- **Thermal Energy** - hot water in a radiator, usually is under high pressure if the engine has been running a while
- **Electrical Energy** - a battery in a vehicle will supply electrical voltage to components
- **Mechanical Energy** - Turning shafts, gears, belts, or fans
- **Pneumatic Energy** - Moving cylinders
- **Hazardous Chemicals** - Corrosives from batteries or fuel
- **Potential Kinetic Energy** - stored energy from an elevated dump bed on a truck, hydraulic cylinders, or elevated loader buckets

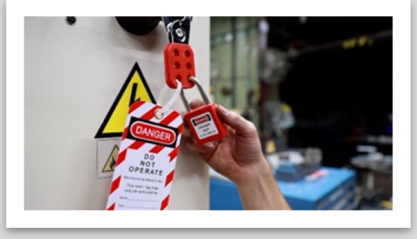
Obviously, if someone were to inadvertently start the engine of a vehicle while another person is working underneath the vehicle or beneath the hood, the person could suffer injuries from turning belts, pulleys, fans and other moving parts. It is important to develop lockout/tagout procedures to protect your employees. Listed below is an example of procedures for shutting down, isolating, blocking and securing machines or equipment.

Lockout/Tagout Procedures:

- Notify affected employees in the area of work that lockout/tagout procedures will be implemented.
- Park vehicle, place vehicle in park, turn off ignition, set parking brake and use chocks to prevent rolling.
- Remove keys and keep in authorized employee's possession.
- Remove cable from negative battery terminal.
- Attempt to start the vehicle with the key. If the vehicle does not start, continue to next step. If the vehicle starts, then energy isolation was not achieved and further steps will need to be taken to ensure isolation.
- Attach a tag to the steering wheel at 12 o'clock position identifying the mechanic/authorized employees performing the work.
- Work can now begin

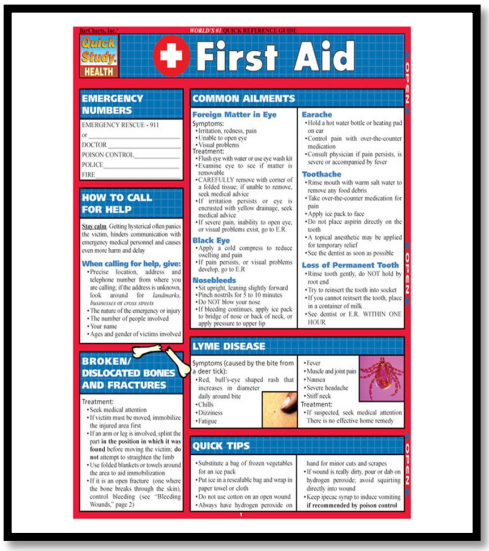
It may also be necessary to block elevated components or put those components at full rest on the ground before any work can begin. Examples would include performing work on loader buckets or dump beds.

If you need assistance implementing a lockout/tagout program, please contact your LGIP Risk Control Representative.



First Aid Kits Cont.

Since kit visibility and identification is crucial, the standard specifies that all labeling and markings shall be legible and permanent. Where adhesive labels are used, they shall not be easily removed. Each kit and/or location shall be visibly marked as a place where first aid supplies are located. The standard also illustrates the information each complete first aid kit shall contain (shown in ANSI/ISEA Z308.1-2021 as Figure 1A or Figure 1B).



*Emergency First Aid location and instruction guide may enhance compliance. Employees and visitors can easily identify and access first aid.

AUGUST 2023 QUIZ

TRUE or FALSE

1. Heavy equipment and vehicles do not have to be locked out prior to performing maintenance work.
2. A safety disciplinary program is designed to control the work environment so that workers are protected, and incidents are prevented.
3. The last change in the Standard for first aid kits was made official in October 2022.
4. First aid kits must now include foil blankets, tourniquets, and bleeding control kits.

Answers

1. False 2. True 3. True 4. True