WHAT? Safety Committee Meeting

WHO? Safety Committee Members
New Employees
Injured Employees
Other Interested Employees

WHEN? ______/______/______

         at ________AM PM

WHERE? ________________________

WHY? To discuss workplace health and safety topics. Some items we may cover:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

*This notice to be posted one week prior to the date of the meeting.*
Employee Safety Committee Agenda

Month/Year: August, 2013

Company Name: ________________________________

Location: ________________________________

Employee Safety Committee Agenda for _______ ________, 20_______

Month Day Year

Company Safety Policy:

Ageia Health Services believes safety is a cardinal responsibility and is committed to providing a safe workplace for all employees and has developed this manual to integrate safety and health practices into every job task to prevent occupational injuries and illnesses. This will be accomplished through the cooperative efforts of managers, supervisors and employees to identify and eliminate hazards that may develop during our work process.

1. Call to Order

2. Roll Call (new hires and injured workers attend 3 meetings)

3. Review Minutes of Previous Meeting (see attached)

4. Committee Report:
   a. Incident Investigation Committee
      i. Review of incidents for current month
      ii. Identification of corrective measures
      iii. Implementation of corrective measures

5. Old Business
   a. Inspections & Corrections
      i. Last month’s policy review results
      1. Safety Committee and Elections (policy review)
      2. Other Items

6. New Business
   a. Monthly PPE Audit
   b. Committee Members and non-members concerns
   c. Training Topic: Lock Out Tag Out

7. Next meeting date & time

8. Adjournment
Employee Safety Committee Minutes

Date: ____________________________________________

Location: ____________________________________________

Start Time: ___________ A.M. / P.M. (please circle)

Roll Call (members and non-members present-indicate new hires and injured workers)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Review Minutes of Previous Meeting (see attached)

Comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Monthly Safety Training Topic (briefly describe actual training covered)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

 Incident Review Report: Evaluate the investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Follow-Up on Old Business: Inspections & Corrections


New Business: ___ Quarterly Inspection or ___ Policy Review
Comment on inspection results or list the policy reviewed and note any comments, revisions, recommendations, addendums, etc.


New Business: Safety and health issues discussed, hazards reported, committee reports.


Action Plan: Recommendations for correcting hazards and reasonable deadlines for management to respond.


Name of the person(s) who will follow up on the recommendations:


Date of next safety committee meeting: ______________________

Notes taken by: ______________________

Signature: ______________________

End Time: ___________ A.M. / P.M. (please circle)
satisfied.

and legal counsel to ensure that all local, state and federal requirements are
implemented and reviewed by safety and risk management professionals,
whether required by law or not, should be

All procedures and training.

This program is neither a determination that the conditions and practices of
prevent accidents and losses or satisfy local, state or federal regulations.

Your organization are safe nor a warranty that reliance upon this program will
measures to effectively control exposures and assure compliance.

and regulations, and establish proper controls, training, and protective
Your organization must do an evaluation of all exposures, applicable codes

This training material presents very important information.

Disclaimer
Course Outline – Lockout and Tagout

1. Why Take Lockout and Tagout Training?
2. Definitions
3. Types of Hazardous Energy
4. Energy Control Procedures
5. Start-up Procedures
6. Additional Lockout/Tagout Requirements
7. Summary
It can be used as a basis for designing a program that is applicable to your specific facility.

This is an example of a lockout and tagout training program.

Prevent injury to employees.

• To otherwise disable machines or equipment to prevent unexpected energy isolating devices.

• Procedures for attaining appropriate lockout or tagout devices to require organizations to establish a program and utilize:

The lockout/tagout standard:

It is important for everyone’s safety!

Why take lockout and tagout training?
Hardware: A device that is attached to the machine or equipment.

Authorized Employee: A person who looks out maintenance, which needs servicing or requires him or her to operate or use a machine.

Affected Employee: An employee whose job is being moved from the OFF position.
Equipment can't be energized or turned on.

- Dissipated.
- Energy has been released, restricted or
- Zero energy state: All stored or residual.

- Control circuit devices
- Push buttons
- ON/OFF switches
- DOES NOT include:

- Breaker
- OFF position such as a gate valve of a circuit
- Transmission or release of energy when in the
  device that physically prevents the

Energy Isolating device: A mechanical

Definitions
There are several types of hazardous energy which can injure an employee. These include but are not limited to:

- Pneumatic
- Hydraulic
- Thermal
- Chemical
- Mechanical
- Electrical
Types of Hazardous Energy

- Overcurrent protection
- Isolating devices and provide energy
- Panelboards are also distribution of electricity.
- Panelboards house circuit breakers for
- Batteries & capacitors.
- Electrical storage devices such as
- Most common energy type.

Electrical energy:
Types of Hazardous Energy

- Burns
- Electric shock
- Electrocution

Injuries:
- Disconnect are common electrical energy isolating devices.

Electrical energy (continued):
Types of Hazardous Energy

- Contact with moving parts can crush.
  - Pulleys
  - Belts
  - Fly wheels
  - Power transmission apparatus

System: Moving parts of a mechanical and energy is associated with energy is manifested through motion.

Mechanical energy:
Types of Hazardous Energy

- Capacitors
- Stored energy
- Thermal energy
- Springs
- Gravity

Examples of potential energy include:
- Some potential energy is stored energy that can be hazardous if released.
Types of Pneumatic Energy:

- Other gases
- Air powered tools
- House air
- Compressors
- Pressurized systems

This may be encountered in:

- Pneumatic lines and vessels can retain energy in the form of stored pressure which may have to be relieved prior to servicing or maintenance.
Energy Control Procedure

- Present hazardous energy sources are equipment and processes where maintenance on machines, protect employees who perform

A written procedure, developed to
Equipment -
Machinery -
Prime movers -

Servicing, setting-up or adjusting of:

The employer when employees are engaged in the cleaning, repairing,

A hazardous energy control procedure shall be developed and utilized by

Energy Control Procedure (continued):
There are six steps:

1. Prepare for shutdown
2. Shutdown
3. Isolate energy sources
4. Apply locks & tags
5. Control residual energy
6. Very energy control methods

Process of energy control procedure implementation:
Energy Control Procedure

Step 1 - Prepare for Shutdown:

- Use energy control procedure data activities.
- Notify affected employees of isolation.
- Identify energy sources.
- Identify shutdown procedures.
- Determine quantity and type of devices.
- Lockout and tagout devices.

Required:
Step 2 - Shutdown:

Shut equipment down by its normal stop/start method.

This can include an on/off switch, a toggle switch, or a typical machine start/stop method.

Energy Control Procedure
Step 3 - Isolate energy sources:
- Isolate all energy sources from the machinery or equipment.
- This may include using energy isolating devices, i.e., circuit breakers, valves, etc.
Energy Control Procedure

Step 4 – Apply locks and tags:

- Signs, tags, padlocks, and seals
- Energy isolating devices in OFF position
- Apply locks, tags and hardware to controls
Group Lockout:

Step 4 - Apply Locks and Tags: (continued):

- Each person who enters a danger zone must apply his or her own lock/tag.
- Isolating device.
- One lock/tag per individual per energy isolating device.

Energy Control Procedure
Locks will also be placed inside a lock box or hasp, and additional lock will be placed on the outside of lock box or hasp.

Devices through the use of hasps, group lockout boxes, or other equivalent must provide the same level of protection as individual lockout/tagout.

Group Lockout (continued):

Step 4 – Apply Locks and Tags (continued):

Energy Control Procedure
Step 5: Control Residual Energy

This is accomplished by releasing, restraining, or dissipating all residual energy, i.e., bleeding, blocking, or discharging all sources of energy.
Step 6 - Verify energy control procedures:

- Activate equipment control
- Ensure that switches, valves, and other mechanisms are not present.
- Turned on.
- Use a meter to ensure that electrical energy is not present.

The off position, switches, levers, and buttons to ensure power is isolated. Then return depressing start buttons to ensure switches and lever's and ensure effective:

Energy Control Procedure
Remove lockout/tagout devices.

Verify all controls are in the neutral or "OFF" position.

Check work area to ensure all employees are safely positioned.

Notify affected employees that equipment will be restarting.

Ensure that equipment/machinery is operationally intact and all guards and other safety devices are replaced, if applicable.

Inspect area and remove all tools, rags and other materials.

Once repairs/maintenance have been completed:

Start-up Procedures
Lockout/Tagout Program

Associated with the

If a weakness or issue is noted

A review is also to be performed

Annually.

The audit must be conducted

Energy control procedure.

Then the one(s) utilizing the

Authorized employee or

Other Program must be performed by

The audit of the Lockout/Tagout

Auditing:

Additional Lockout/Tagout Requirements
Training Requirements:

Additional Lockout/Tagout Requirements:
Periodic training as necessary.

• Initial training on the energy control program, the steps and requirements.
• The purpose and use of the energy control procedure.
• The methods and means necessary for energy isolation and control.
• Recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace.

Important Instructions for Authorized Employees:

Additional Lockout/Tagout Requirements
the energy control procedures.

employee's knowledge or use of
from or inadequacies in the
believe, that there are devatlions
the employer has reason to
A periodic inspection reveals, or

- energy control procedures.
- There has been a change in the
- that present a new hazard.
- machines, equipment or processes
- There has been a change in
- employee's job assignments.
- There has been a change in an

Re-training must be done when:

Additional Lockout/Lagout Requirements
Audit contractors prior to allowing processes with all affected people.

Cross-communicate re the Lockout and in compliance with all codes.

Your organization's procedures, controls at least as effective as assure they have and follow Review work to be done and

Contractors:

Additional Lockout/Tagout Requirements
Summary

- There are several types of hazardous energy which can injure an employee. Lockout and tagout procedures are important to keep everyone safe!

- Ensure your organization is following the correct guidelines for lockout/tagout, including:
  - Start up and group lockout procedures
  - Auditing
  - Training and retraining
Follow the six steps for energy control procedure:

1. Prepare for shutdown
2. Shutdown
3. Isolate energy
4. Apply locks and tags
5. Control residual energy
6. Verify energy control methods

Summary
Remember to load your completed trainings into the Training Track application of the Risk Management Center.

Name: ______________________ Signature: ______________________
Date: ______________________

Name: ______________________ Signature: ______________________
Date: ______________________

Name: ______________________ Signature: ______________________
Date: ______________________

Name: ______________________ Signature: ______________________
Date: ______________________

Name: ______________________ Signature: ______________________
Date: ______________________

Name: ______________________ Signature: ______________________
Date: ______________________

Name: ______________________ Signature: ______________________

Class Participants:

Trainer: ______________________ Signature: ______________________

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.