

# HATS ON FOR SAFETY!

## Lockout/Tagout

*“This simple procedure can save up to 122 lives and 28,000 work days a year.”*

The basic concept behind OSHA’s lockout/tagout requirement is to prevent injury and possibly even death caused by the accidental start-up of a machine while it is being serviced. According to one Web site, this simple procedure can save up to 122 lives and 28,000 workdays per year.



Hold a meeting and let everyone know that you’re concerned about their safety!

outside source (such as bolt cutters). Once all these requirements are met, you have completed the lockout portion.

The third step is referred to as tagout. Similar to the locks, these tags need to identify the employee and be

standardized throughout the company. The tags, made from something that is unable to tear or corrode, need to have a warning note on them (such as “Danger: Do not operate”). The latch that attaches the tag to the lock needs to be resilient enough so that it is impossible to remove without excessive force or the use of an outside source.

Once all servicing is complete, the employee alone must remove his lock and tag, reinstall all safety components, return the source of power, and test for safe operation.

If a group of employees are working on a machine, appoint a responsible group member to be accountable for the lock

The following steps will help your employees save themselves.

First, render the machine that requires maintenance inoperable. Using the main source, turn the power completely off.

Second, place a padlock on what is referred to as the “energy isolating device” which could mean on the door of the power box that houses the on/off switch or over a valve that allows gas to flow. This lock must be either a key or combination powered lock and consistent throughout the company. It also must identify the employee who placed it there. It needs to be strong enough so that it is unable to be removed without excessive force or an



For more information on lockout/tagout and other related safety awareness items, please contact us. Our close relationship with the National Safety Council, OSHA and Federated Insurance is here for our members use. Don’t hesitate to call.

SBMA Safety Newsletter

PO Box 18667

Charlotte, NC 28218

800-849-1503

704-331-9663

Editor: Shauna Smith

shauna@southernbuilder.com

### Let Us Know What You Think

What safety concerns do you have?  
What’s your business doing that is unique when it comes to matters of safety?

Give us your feedback on this new mailing!

**NOTIFY ME BY E-MAIL AS TO WHOSE ATTENTION IT SHOULD BE MAILED!**

## Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is

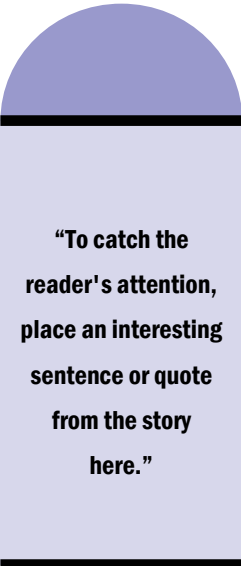
to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by

accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

Caption describing picture or graphic.



## Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note

business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your

business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

## Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of con-

text.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Caption describing picture or graphic.

## Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is

to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by

accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

Caption describing picture or graphic.

## Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

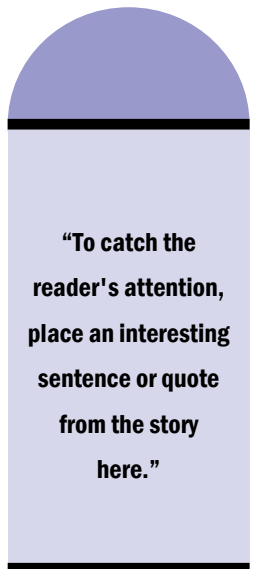
You may also want to note

business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your

business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.



## Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of con-

text.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter.

There are also several tools you can use to draw shapes and symbols.

Once you have

chosen an image, place it close to the article. Be sure to place the caption of the image near the image.

Caption describing picture or graphic.

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com



Y O U R   B U S I N E S S  
T A G   L I N E   H E R E .

We're on the Web!  
[example.microsoft.com](http://example.microsoft.com)

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

## Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are fre-

quently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

Caption describing picture or graphic.