

Electrical Safety & Affected Employee Lockout / Tagout Awareness

Identifying hazards is the first step toward minimizing the risk of electrical fires and protecting yourself and others from harm. Important issues to address include:

- Make sure all electrical systems and wiring are correctly installed and up to code. Check them regularly for signs of problems.
- Never overload circuits. Dimmed lights and reduced output are signs of overloading.
- Use extension cords temporarily, not permanently. Inspect your cords for damage and do not modify the cords in any way. Remove damaged cords from service immediately.
- Never plug multiple extension cords together.
- Remove cords from receptacles by pulling on the plugs, not the cords.
- Stay away from all overhead power lines (at least 15 feet).
- Use non-conductive wood or fiberglass ladders when working near power lines.
- If there is no ground on the receptacle, use a ground fault circuit interrupter (GFCI).
- Used double-insulated tools and equipment distinctively marked.
- Remove from service any equipment with frayed cords, missing ground prongs, cracked tool casings, etc.
- Always avoid standing in wet areas when using portable electrical power tools.

When it comes to lockout/tagout (LOTO) procedures, a shortcut in the process can literally mean the difference between life and death. Long considered an important part of the industrial safety program, lockout procedures protect not only the employees working on a piece of equipment, but also co-workers and others on the premises.

Definitions:

- Lockout is the placement of a lock device to prevent machine startup or the equipment being controlled completely by the individual who installed the lock.
- Tagout is the prominent warning device that can be fastened to the lockout device and indicates that the machine or equipment is not to be operated.
- Affected Employees are those who operator or use equipment or machines which are locked/tagged out when services, maintained or setup.

Safety for the Affected employee:

- Affected Employees should never plug, turn on, or move equipment of anykind when maintenance or service is being conducted.
- As a general precaution, stay away from maintenance work until it is completed and you are advised you can come back to your work area.
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