MS IHL OFFICE OF INSURANCE AND RISK MANAGEMENT

"There are risks and costs to a program of action, but they are far less than the long-range risks and cost of comfortable inaction." *President John F. Kennedy*

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SAFETY & LOSS CONTROL NEWS

JANUARY 2005

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CONGRATULATIONS TO:

Mississippi University for Women and USM's Gulf Coast Research Laboratory! Galloway-Chandler-McKinney (GCM) records indicate no vehicle claims for first half of FY 05.

DID YOU KNOW?

Certified First Aid and CPR training is now available through IHL's Office of Risk Management.

Contact Andy Taylor at attaylor@ihl.state.ms.us to schedule a 7-hour class for up to 12 people.

Certification through MEDIC First Aid is good for two years.

SAFE WINTERTIME DRIVING

Be prepared by getting your vehicle tuned up - check brakes, battery, tire tread, fluid levels, and exhaust system. Make sure your heater and defroster are in good working order. Replace your wiper blades. Get ready for cold weather with antifreeze, non-freezing washer fluid and winter weight oil. Carry emergency supplies - sand, salt, shovel, snow scraper, booster cables, blankets and flashlight.

Of all the things you can do to make winter driving less stressful, giving yourself a little more time is the most important. More time to get to and from work and more time to stop when you're on the road. Going slower is the key to safe driving on slippery roads, and it's pretty hard to go slower when you're in a race with the clock.

The biggest hazard of winter driving is slippery roads - caused by ice, slushy snow, or rain, especially the first rain after a dry spell when oil and grease have built up on the roads. Remember how far it takes to bring your car to a stop on dry pavement? In winter conditions, allow at least 3 times that distance to reach a full stop and avoid skidding. This means your safe distance behind the car in front of your should be 3 times as far. And you must begin braking 3 times as far away from the stoplight or corner where you turn. Reduce the danger of skidding by driving more slowly and by knowing what your brakes will do: stomp on anti-lock brakes, pump non-antilock brakes. Use low gears on slick surfaces, especially hills and curves. Test your brakes frequently and never tailgate.

If in spite of your precautions ,

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ACCIDENT INVESTIGATION: LEARNING FROM EXPERIENCE

Learning from your experience, otherwise known as "the school of hard knocks", is recognized as a valuable concept almost everywhere including the area of accident/injury prevention. In our quest to provide a safe workplace, we must first identify the hazards and then do what we can to eliminate or minimize them. We need to know how people are getting injured and what we can do about it. Accident investigation is the best method of addressing those needs.

Begin by asking **who** was injured, involved, present, etc. These people will provide answers for most of the remaining investigation.

The next big question is very simply, "**What** happened?" Ask that question to each person involved and then just listen. What was the loss, damage or injury? What was the victim doing? What conditions were present? What….?

When did all this occur? Time, day and date can play a causal role and if not, should be documented for future reference if needed.

Where the loss, damage or injury took place is also of value for various reasons. Being able to visit the site and sorting out liability are a couple.

As the pieces start to fit together, you will begin to see **why** this set of circumstances resulted in this particular loss, damage or injury. Answering that question enables us to address the next question.

How can we prevent this loss, damage or injury from happening again? Following up on the answer to that question is how we can make the workplace safer.

For more information contact Andy Taylor at 601-432-6659

SAFE WINTERTIME DRIVING (CONTINUED)

...you find yourself beginning to skid, DO NOT BRAKE. Instead, take your foot off the accelerator and gently turn your car in the direction you want your front wheels to go. Hitting the brakes or turning sharply will only lock you into a skid. If you can't get control of your car it is better to steer off the road to the right than to risk a collision in traffic.

Visibility is another big hazard of winter driving. In heavy snow, keep your lights on. Stop and clean your windshield and lights if necessary. Get off the road before you get stranded by worsening weather conditions.

If you get stuck in snow, avoid spinning your wheels - you'll only dig in deeper. Instead, shovel snow away from the wheel paths and put salt, sand, kitty litter or even floor mats around the drive wheels to improve traction.

To sum up: keep your car or truck in top shape, allow extra time and space on the road, and listen to the weather forecast - sometimes the best winter driving strategy is to stay home.

For more information go to www.NHTSA.gov or www.NSC.org

YOUR HELP NEEDED WITH REPORTING VEHICLE COLLISIONS -

1. **Submit "Automobile Loss Notice" to GCM as soon as possible. Other documents such as Police report and photos can be sent as they become available.**
2. **Include a brief description of accident on "Automobile Loss Notice" instead of "see Police report". The good people at GCM appreciate your help.**

SAFETY MEETING TOPIC: LOCKOUT / TAGOUT

Hazards:
Amputations, fractures, electrocution and death

What is Lockout / Tagout (LOTO)?
A way to make sure electricity or other energy is not turned on (or released) while someone is working on machinery. Turning off a power switch is not enough. You must de-energize (prevent equipment from starting or moving), lock it out, release stored energy (for instance, bleed air from a pneumatic hose), test to make sure the energy is off, and warn others not to re-energize.

Lockout / Tagout Procedures:
Each piece of equipment or machinery should have its own LOTO procedures.

Notify operators and supervisors that power is being disconnected or isolated.

Prepare for isolation by checking for specific written procedures that state the shutdown and restart process.

Shutdown by turning off the equipment.

Separate all energy sources using proper isolating devices – like manual circuit breakers or disconnect switches.

Pushbuttons or selector switches may not be the only way to de-energize. Equipment may have more than one type of energy that needs to be isolated.

Tagout devices are prominent warning devices that an authorized employee fastens to energy-isolating devices to warn employees not to reenergize the machine while he or she services or maintains it.

Each worker who can be exposed to hazardous energy must be part of the LOTO process.

Control stored energy, e.g. discharge capacitors or drain hydraulic lines.

Verify equipment has been de-energized by trying to restart and using testing equipment (such as an electric circuit tester).

Only the worker who puts on a lockout or tagout device may remove it.

When the work is finished, inspect to ensure all tools, mechanical restraints, and electrical devices have been removed before you turn on power. Warn affected employees that power will be restored.

If the LOTO job is interrupted for testing or positioning equipment, the procedures must start over from the beginning.

Source: OSHA Region IV "Toolbox Reviews"

For more info. (45 page book) go to: www.osha.gov/Publications/osha3120.pdf

HAZARDOUS ENERGY COMES IN MANY FORMS:

Electrical	Water
Pneumatic	Chemical
Hydraulic	Gravity
Compressed Gas	Motion
	Rotation
Combustion	Thermal

For comments or to contribute material, contact:

Andrew Taylor,

Safety and Loss Control Director,

MS Institutions of Higher Learning,

3825 Ridgewood Road,

Suite 425

Jackson, MS 39211

Phone: 601-432-6659

Fax: 601-432-6986

attaylor@ihl.state.ms.us