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Take the 3 step Safe and Sound Challenge

1- Management Leadership

Commit to implementing a program and use it to drive continuous improvement in safety and health

2- Worker Participation

Tap into workers' collective experiences, knowledge, and insights in order to find solutions to workplace safety and health challenges.

3- Find and Fix Hazards

Develop a systematic process for identifying and controlling (i.e., finding and fixing) workplace hazards.

Safe and Sound Week

Safe + Sound Week is a nationwide event held each August that recognizes the successes of workplace health and safety programs and offers information and ideas on how to keep America's workers safe. This year Safe + Sound Week will provide resources for businesses on Job Hazard Analysis (JHA).

Successful safety and health programs can proactively identify and manage workplace hazards before they cause injury or illness, improving sustainability and the bottom line. Participating in Safe + Sound Week can help get your program started, energize an existing one, or provide a chance to recognize your safety successes.

All organizations looking for an opportunity to recognize their commitment to safety are welcome to participate. Last year, more than 3,900 businesses helped to raise awareness about workers' health and safety!

For more information or to have your company sign up to participate in Safe + Sound week, find materials to plan and promote activities for your workplace, and be recognized for your participation, go to www.OSHA.gov/safeandsoundweek.

Safe + Sound Week is a time to take action and reflect on and recognize the efforts you have made to improve workplace safety and health throughout the year.

Safe Access and Egress

Safe access and egress on a site refers to ensuring that people and vehicles can enter and exit safely, especially in an emergency. Here are some tips for ensuring safe access and egress:

- **Planning:** Plan for access and egress at the planning stage, not when issues arise.
- **Clearance:** Keep access and egress areas clear of obstructions, such as tools, equipment, waste, vehicles, or snow and ice. If necessary, treat areas with sand or similar material to provide firm footing.
- **Lighting:** Ensure exit routes are well lit at all times.
- **Signs:** Mark access to exits with clearly visible signs if they aren't immediately visible.
- **Maintenance:** Keep access and egress areas well maintained and free of impediments that could prevent people from escaping quickly in an emergency.
- **Equipment:** Ensure that railings have properly secured top and mid-rails, posts, and toe boards. If electrical cords or hoses cross walkways, make sure they are properly secured and don't interfere.
- **Evacuation drills:** Conduct evacuation drills frequently to ensure that everyone is properly trained.



Machine Hazards:

- ❖ **Moving parts** such as rotating machine parts, reciprocating parts (sliding up/down motions) and transverse motions (materials moving in a continuous line).
- ❖ **Points of operation** such as places where the machine cuts, shapes, bores, or bends material being fed through it.
- ❖ **Pinch points and Shear points** – the area where a part of the body or clothing could be caught between a moving part and a stationary object.
- ❖ **Non mechanical hazards** could include flying splinters, chips, or debris, splashes, sparks, or sprays created when the machine is operating

Machine Safeguards

Every piece of machinery has its own unique mechanical and non-mechanical hazards. Moving machine parts have the potential to cause a variety of injuries ranging from minor abrasions, burns or cuts to severe injuries such as fractures, lacerations, crushing injuries or even amputation.

Machine guards are your first line of defense against injuries caused by operating machines. Any machine part, function, or process that may cause injury must be safeguarded, and OSHA has several specific standards to address this for all different types of industries.

Guard Protection for Workers - All guards should:

- ❖ Prevent contact – machine guards must provide a physical barrier that prevents the operator from having any part of their body in the “danger zone” during the machine’s operating cycle.
- ❖ Be secured in place – machine guards must be secure and strong enough that workers are not able to bypass, remove or tamper with them.
- ❖ Create no new hazard – A safeguard defeats its own purpose if it creates a hazard of its own such as a shear point, jagged edge, or unfinished surface that can cause a laceration. If possible, one should be able to maintain and lubricate the machine without removing safeguards.
- ❖ Not interfere with the machines operation – Proper safeguards should enhance efficiency, relieve safety concerns and not impede a worker from being able to perform the job properly and comfortably.

Types of Guards – There are several general types of machine safeguards;

- ❖ Physical barriers that prevent contact. They can be fixed, interlocked, adjustable or self-adjusting as the machine moves.
- ❖ Devices that limit or prevent access to hazardous area such as pullback or restraint straps, safety trip controls, two-handed controls or gates, and presence-sensing devices that stop the machine.
- ❖ Automated feeding and ejection machines eliminate the operator’s exposure to the machine while handling materials.
- ❖ Miscellaneous aids such as shields to contain chips, sparks, sprays and other forms of flying debris; holding tools to handle materials going into the point of operation rather than using your hands; and awareness barriers to warn of hazardous areas.



Every employee who operates machinery must be trained on each machine and apply the use of safeguards, inspect the machine and safeguards prior to each use, always use safeguards as required, alert management when machines and/or safeguards need repair or replacement.

Ultimately, it's up to each individual to follow and apply these guidelines and practice safety!