

SEED

Weekly **SAFE** Magazine



Sponsor for This Mail

Mr. Rangaraj.

Pichtel, Saudi

For Communication:

Safety and Environment Education for Development Pvt. Ltd.

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SEED / SAFE / 2015 / 003

Electrical Safety

Why is it so important to work safely with or near electricity? - The electrical current in regular businesses and homes has enough power to cause death by electrocution. Even changing a light bulb without unplugging the lamp can be hazardous because coming in contact with the "hot" or live part of the socket could kill a person.

What kinds of injuries result from electrical currents? - There are four main types of injuries: electrocution (fatal), electric shock, burns, and falls. These injuries can happen in various ways:

- Direct contact with the electrical energy.

When the electricity arcs (jumps) through a gas (such as air) to a person who is grounded (that would provide an alternative route to the ground for the electricity).

- Thermal burns including flash burns from heat generated by an electric arc, and flame burns from materials that catch on fire from heating or ignition by electrical currents. High voltage contact burns can burn internal tissues while leaving only very small injuries on the outside of the skin.
- Muscle contractions, or a startle reaction, can cause a person to fall from a ladder, scaffold or aerial bucket. The fall can cause serious injuries.

What are some general safety tips for working with or near electricity?

- Inspect tools, power cords, and electrical fittings for damage or wear prior to each use. Repair or replace damaged equipment immediately.
- Always tape cords to walls or floors when necessary. Nails and staples can damage cords causing fire and shock hazards
- Use cords or equipment that is rated for the level of amperage or wattage that you are using.
- Always use the correct size fuse. Replacing a fuse with one of a larger size can cause excessive currents in the wiring and possibly start a fire. Be aware that unusually warm or hot outlets may be a sign that unsafe wiring conditions exists. Unplug any cords to these outlets and do not use until a qualified electrician has checked the wiring.
- Always use ladders made of wood or other non-conductive materials when working with or near electricity or power lines.



- *Place halogen lights away from combustible materials such as cloths or curtains. Halogen lamps can become very hot and may be a fire hazard.*
- *Risk of electric shock is greater in areas that are wet or damp. Install **Ground Fault Circuit Interrupters (GFCIs)** as they will interrupt the electrical circuit before a current sufficient to cause death or serious injury occurs.*
- *Make sure that exposed receptacle boxes are made of non-conductive materials.*
- *Know where the breakers and boxes are located in case of an emergency.*
- *Label all circuit breakers and fuse boxes clearly. Each switch should be positively identified as to which outlet or appliance it is for.*
- *Do not use outlets or cords that have exposed wiring.*
- *Do not use power tools with the guards removed.*
- *Do not block access to circuit breakers or fuse boxes.*
- *Do not touch a person or electrical apparatus in the event of an electrical accident. Always disconnect the current first.*



What are some tips for working with power tools?

- *Switch tools OFF before connecting them to a power supply.*
- *Disconnect power supply before making adjustments.*
- *Ensure tools are properly grounded or double-insulated. The grounded tool must have an approved 3-wire cord with a 3-prong plug. This plug should be plugged in a properly grounded 3-pole outlet.*
- *Test all tools for effective grounding with a continuity tester or a ground fault circuit interrupter (GFCI) before use.*
- *Do not bypass the switch and operate the tools by connecting and disconnecting the power cord.*
- *Do not use electrical tools in wet conditions or damp locations unless tool is connected to a GFCI.*
- *Do not clean tools with flammable or toxic solvents.*
- *Do not operate tools in an area containing explosive vapors or gases.*
- *Be aware that unusually warm or hot outlets may be a sign that unsafe wiring conditions exists. Unplug any cords to these outlets and do not use until a qualified electrician has checked the wiring.*
- *Always use ladders made of wood or other non-conductive materials when working with or near electricity or power lines.*
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What are some tips for working with power cords?

- Keep power cords clear of tools during use.
- Suspend power cords over aisles or work areas to eliminate stumbling or tripping hazards.
- Replace open front plugs with dead front plugs. Dead front plugs are sealed and present less danger of shock or short circuit.
- Do not use light duty power cords.
- Do not carry electrical tools by the power cord.
- Do not tie power cords in tight knots. Knots can cause short circuits and shocks. Loop the cords or use a twist lock plug.

What is a sample checklist for basic electrical safety?

Inspect Cords and Plugs

- *Check power cords and plugs daily. Discard if worn or damaged. Have any cord that feels more than comfortably warm checked by an electrician.*

Eliminate Octopus Connections

- *Do not plug several power cords into one outlet.*
- *Pull the plug, not the cord.*
- *Do not disconnect power supply by pulling or jerking the cord from the outlet.*

Never Break OFF the Third Prong on a Plug

- *Replace broken 3-prong plugs and make sure the third prong is properly grounded.*

Never Use Extension Cords as Permanent Wiring

- *Use extension cords only to temporarily supply power to an area that does not have a power outlet.*
- *Keep power cords away from heat, water and oil. They can damage the insulation and cause a shock.*
- *Do not allow vehicles to pass over unprotected power cords. Cords should be put in conduit or protected by placing planks alongside them.*

Safety is not automatic, think about it. Leave sooner,

drive slower, live longer.

Safety Multi Skill Practical Training with A Special Focus on First Aid & Fire



Title	<i>Safety Multi Skill Practical Training With Special Focus On First Aid & Fire</i>
Category	Safety Professional Training.
Duration	14 th March 2015. Time: 9.30 am to 3.30 pm.
Location	SEED Training Hall – Camp road, Chennai.
Fees	900 + Tax

Mode of Language : English & Tamil

Course objectives : This course will cover all Safety Multi Skill Practical Training With A Special Focus On First Aid & Fire.

Who should attend? : All Professional

WHAT WILL YOU LEARN?	WHO WILL TEACH?
<p>First Aid</p> <ul style="list-style-type: none"> ▪ Need and Importance of First Aid ▪ Basics of first Aid ▪ Procedure for diagnosis and treatment ▪ CPR ▪ First Aid Box Usage ▪ Mannequin Usage ▪ Fracture Slings & Bandages ▪ Recovery Position ▪ Transportation <p>Fire</p> <ul style="list-style-type: none"> ▪ Understanding and identification of fire hazards ▪ Evacuation Procedures ▪ Types of fire and extinguishers types ▪ Hydrant Valve, Branch Pipe & Hose Usage ▪ Fire Refilling Method <p>Rescue Emergency Handling Equipment's Environment</p>	<p>Expert From Industries</p>

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Accidents of the Week

14 killed, 20 injured in bus accident in Andhra Pradesh: Fourteen people died and 30 others received injuries as an APSRTC rural service bus fell into a valley on Penukonda-Madakasira road in Anantapur district on Jan 7th 2015. The bus was proceeding to Penukonda from Madakasira when it slipped into the valley 20 feet below.



15 injured as auto-rickshaw overturns: Fifteen students sustained injuries in a road accident in Gurrampode mandal of Nalgonda district on Jan 9th 2015 evening.



15 killed as RTC bus falls into gorge: Fourteen students and another person were killed and 35 injured in an accident when the RTC bus in which they were travelling fell into a gorge on the Madakasira-Penukonda ghat road in Anantapur district of Andhra Pradesh.



One dead, four injured in fire: One person was killed and four others of a family suffered severe burns in a fire that broke out at a house in Thousand Lights on Thursday.



“Speed Thrills, But it Kills”

Legal Article

THE FACTORIES ACT 1948

Chapter I-Preliminary

7. Notice by occupier - (1) *The occupier shall, at least fifteen days before he begins to occupy or, use any premises as a factory, sent to the Chief Inspector a written notice containing –*

(a) The name and situation of the factory;

(b) The name and address of the occupier;

[(bb) the name and address of the owner of the premises or building (including the precincts thereof) referred to in section 93];

(c) That address to which communication relating to the factory may be sent;

(d) The nature of the manufacturing process –

(i) Carried on in the factory during the last twelve months in the case of factories in existence on the date of the commencement of this Act, and

(ii) to be carried on in the factory during the next twelve months in the case of all factories;

[(e) the total rated horse power installed or to be installed in the factory, which shall not include the rated horse power of any separate stand-by plant];

(f) The name of the manager of the factory for the purposes of this Act;

(g) The number of workers likely to be employed in the factory;

(h) The average number of workers per day employed during the last twelve months in the case of a factory in existence on the date of the commencement of this Act;

(i) Such other particulars as may be prescribed.

2) In respect of all establishment which come within the scope of the Act for the first time the occupier shall send a written notice to the Chief Inspector containing the particulars specified in sub-section (1) within thirty days, from the date of the commencement of this Act.

3) Before a factory engaged in a manufacturing process which is ordinarily carried on for less than one hundred and eighty working days in the year resumes working, the occupier shall send a written notice to the Chief Inspector

containing the particulars specified in sub-section (1) 33[at least thirty days before the date of the commencement of the work.

4) Whenever a new manager is appointed, the occupier shall send to the 34[Inspector a written notice and to the Chief Inspector a copy thereof] within seven days from the date on which such person takes over charge.

5) During and period for which no person has been designated as manager of a factory or during which the person designated does not manage the factory, any person found acting as manager, or if no such person is found, the occupier himself, shall be deemed to be the manager of the factory for the purposes of this Act

[7A.General duties of the occupier - (1) Every occupier shall ensure, so far as is reasonably practicable, the health, safety and welfare of all workers while they are at work in the factory.

(2) Without prejudice to the generality of the provisions of sub-section (1), the matters to which such duty extends, shall include -

(a) The provision and maintenance of plant and systems of work in the factory that are safe and without risks to health;

(b) The arrangement in the factory for ensuring safety and absence of risks to the health in connection with the use, handling, storage and transport of articles and substances;

(c) The provision of such information, instruction, training and supervision as are necessary to ensure the health and safety of all workers at work;

(d) the maintenance of all places of work in the factory in a condition that is safe and without risks to health and the provision and maintenance of such means of access to, and egress from, such place as are safe and without such risks;

(e) The provision, maintenance or monitoring of such working environment in the factory for the workers that is safe, without risks to health and adequate as regard facilities and arrangements for their welfare at work.

3) Except in such cases as may be prescribed, every occupier shall prepare, and, as often as may be appropriate, revise, a written statement of his general policy with respect to the health and safety of the workers at work and the organization and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision thereof to the notice of all the workers in such manner as may be prescribed.]

Continue in Next Mail.....

Safety will always be the best recipe for success.

Tool Box of the Week

HOW TO CONDUCT A TOOLBOX TALK

Frequency: One every week

Topic for discussion: Choose a topic that is relevant to your audience; one that will create a discussion; a two-way communication; use either your own topic e.g. discuss an incident that happened on site the week before, discuss new work hazards, or one generated from the **Toolbox talk** programme. Choose the relevant subject number from the list and make yourself familiar with the topic.

Location: Does not have to be an office; a mess-room or workshop area will suffice.

Audience: Between 4 and 10 in number will be the most effective but larger audiences, say in a contractor's mess-room, are suitable and sometimes the only solution.

Time: Limit the duration to 10-15 minutes - try not to become side-tracked on other issues.

Approach: Use a questioning approach, get the message across and **listen to responses**. **Toolbox** talks are **not lectures** and are designed to get people to think and talk about Health, Safety and Environmental issues.

For example: Typical prompts / questions may be:

- What do you as a group think the benefits are from this type of discussion?
- What are the hazards from the incident described and what are the learning points.

Style: The following are encouraged:-

- Watch how other people present **Toolbox** talks and decide upon the style that best suits you.
- Try to generate interest in the topic with the questions you ask - Highlight some key words to remind you of the points to bring up.
- Avoid just reading the topic - take the topic and try to build up the discussion point by point.
- Try to be a good listener.
- Do not allow the group to get totally side tracked, if it is important and relevant allow a short discussion then bring them back to the main issue

Signatures

Obtain signatures from delegates to confirm attendance and keep on file.



Safety Format of the Week

SAFETY COMPLIANCE CHECKLIST

General				
Building Number _____				
Room/Area # _____				
				Are there visible thermometers to regulate refrigerator temperature?
				Are the plumbing fixtures maintained in good working order?
				Are floors safe (Examples of unsafe include the following: loose carpet squares, floor tiles highly waxed, wet areas, and obstacles which create trip hazards)?
				Are mats or grating used where drainage is necessary?
				Are the walls, and ceiling clean?
				Are all work areas clean, sanitary, orderly, and adequately illuminated?
				Is there hot water available in the restrooms?
				Are all toilets and washing facilities clean and sanitary? (Are they enclosed, self-closing doors, fixtures, good repair, and clean? Are there sanitary towels/tissues/hand-drying devices and proper waste receptacles?)
				Are garbage receptacles emptied and cleaned daily?
				Are the garbage receptacles kept closed tightly between use?
				Is the work area free of roach droppings?
				Is the work area free of rodent droppings?
				Are sharp objects handled carefully and cleaned and put away when not in use.
				Are the walk-in freezers free of ice on the floor?
				Are the hoods clean and free of excessive grease?
				Are moving parts on machines guarded so the employees won't get injured?

			Are employees cautioned to use good hygiene practices while working around food. (Hands washed and clean, clean clothes, hair restraints , and personnel with infections restricted from working in food preparations)
			Is the wash and rinse water kept warm and reasonably clean?
			Are the food-contact surfaces of equipment and utensils clean, and free of abrasives, and detergents?
			Are spills cleaned up immediately to avoid cross contamination?
			Radiant space heaters require a Portable Appliance Permit, MSFC 3798 and be equipped with a Tip Over cut off switch.
			Are work areas free from electrical wires in the walkways?
			Are MSDS's available for office area chemicals?
			Are work supplies and materials stored in cabinets, on storage shelves, or other areas specifically set aside for that purpose?
			Is combustible scrap, debris, and waste stored safely and removed from the work site promptly?
			Are emergency phone numbers posted where they can be readily found in case of an emergency? Call 911 on a MSFC network phone or 544-4357 (4-HELP).
			Are fire alarm pull stations visible and accessible?
			Is the access to the fire alarm panel unobstructed?
			Are fire evacuation procedures posted?
			Are evacuation plans current?
			Are fire evacuation drills conducted at least annually
			Are there signs marking the exits from the building?
			Is there emergency lighting in rooms without windows?
			Is the minimum clearance of 18 inches maintained between the bottom of any sprinkler head or fire detection device and the top of equipment, storage, room partitions, or mobile compact shelving within a room? This "plane of clearance" shall extend horizontally wall to wall throughout the room.

Safe Driving, Saves Lives.

Building Number _____

Room/Area #

				Are fire doors left in the closed position
				Are fire doors in good operating condition?
				Are fire doors unobstructed?
				Are flammable chemicals stored in flammable storage cabinets.
				Are fire extinguishers mounted in readily accessible locations?
				Have employees been trained in the proper use of fire extinguishers?
				Are fire extinguishers checked monthly/periodically?
				Where doors open into hallways and aisles, are they marked with yellow and black stripes to warn passing personnel? Are "Open Door Slowly" signs posted on the office side of the door?
				Is the 44-inch minimum clearance maintained in all hallways and major passageways between partitions or cubicles maintained. There should be a 36-inch minimum clearance maintained in all other walkways.
				Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?
				Are there stair rails or handrails on all stairways having four or more risers?
				Are all stairways at least 22 inches wide?
				Do stairs have a slip resistant surface?
				Are all exits kept free of obstructions? Marked with an exit sign and illuminated by a reliable light source?
				Are the directions to exits, when not immediately apparent, marked with visible signs?
				Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits appropriately marked "Not an Exit," "To Basement," "Storeroom", etc.?
				Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?

A driving tip for the day – yield the right of way.

Building Number				
General area #				
				Are wrist supports present at computer workstations?
				Does the working space allow for a full range of work movements?
				Are mechanical aids and equipment provided where feasible?
				Is the work surface height proper and adjustable?
				Is the workstation designed to minimize or eliminate twisting at the waist, reaching above the shoulder, bending a the waist, static muscle loading, extension of the arms, bending or twisting of the wrist, and elevation of elbows?
				Are cushioned floor mats provided for workers who are required to stand for long periods?
				Where chairs or stools are provided are they easily adjustable and suited to the task?
				Are all task requirements visible from comfortable positions?
				Is the area free of exposed wiring and cords with frayed or deteriorated insulation?
				Are all unused openings (including conduit knockouts) in electrical enclosures and fittings enclosed with appropriate covers, plugs, or plates?
				Are switches, receptacles, etc., provided with tight-fitting covers or plates?
				Are all personal electrical equipment such as coffee makers, radios, lamps, and similar appliances Underwriters Laboratory (UL) listed? Coffee Makers, Ovens ,Microwaves and any other heat producing product requires a Portable appliance Permit.
				Is the work area free of exposed floor telephone jacks and electrical outlets in work area which could constitute a tripping hazard?
				Are the electrical or telephone cords crossing a passage or aisle covered by a rubber channel designed for that purpose?
				Are there electrical power strips connected in a series? (Only a single strip shall be used between equipment and facility electrical outlet).

Life don't have Reset button. Drive safe.

Health Safety

5 WAYS TO GET MORE AEROBIC EXERCISE

If you have made aerobic exercise part of your workout routine - congratulations! Walking, running, cycling and other continuous forms of aerobic activity are vital to the health of your heart and overall well-being. But if you find this type of exercise overwhelming or not enjoyable, there are some steps that can help you get back on track. Use these suggestions for making aerobic exercise an ongoing, safe and rewarding part of your life:



- 1.Any aerobic exercise is better than no aerobic exercise. Even a few minutes on a regular basis can be healthful, but if you want to experience all the benefits, aim for some continuous aerobic activity for thirty minutes a day, on average, five days a week.*
- 2.Work up to this amount gradually and at your own pace, especially if you have not been exercising. Start with 10 minutes per day, then increase it to 15, and so on.*
- 3.Do what you can, and don't feel bad if you miss a day. I am recommending an average amount of activity over time. Feeling bad about missing exercise probably does you more harm than missing it.*
- 4.In addition to aerobic workouts, find other ways to increase your daily activity, such as using the stairs, parking farther from your destination to walk more, and doing more physical work yourself instead of delegating it to others.*
- 5.Competitive sports are not substitutes for aerobic activities such as walking, running and cycling. You want to aim for regular, continuous effort that tones your cardiovascular system, not sports that stop and go.*

Frequently Asked Questions In Safety

1. What is emergency planning?

Emergency planning can be defined as a control measure. It can control the accidents, safeguard people and provide information to media.

2. What is work permit system?

Work permit system is a “written document” for permission to undertake a job by area in charge or it is a written document issued by the area in charge to the performer to undertake the specific job.

3. What is work at height?

Any work above 2 meters from ground is called work at height.

4. What is confined space?

An area which is small and enclosed or an area where one entry and exit or where a man cannot work comfortably in any location is called confined space.

5. What is excavation?

Marking a hole or tunnel by digging the ground by man or machine is called excavation.

6. What is scaffolding?

It is a temporary platform constructed for supporting both men and materials and working safely at a construction site.

7. What is welding?

The process of joining of metals either by electrical or by gas is called welding.

8. What is gas cutting?

The process of joining of cutting metals by using oxygen and combustible gas is called gas cutting.

Quiz of the Week

Q1. Avoid using the phone or device whenever possible - True or False

Q2. Do not participate in very emotional or stressful conversations while driving - True or False

Q3. Do not consume alcohol, drugs, medications or other substances that may affect driving - True or False.

Q4. Any work above 2 meters from ground is called work at height. - True or False.

Q5. The process of joining of metals either by electrical or by gas is called welding. - True or False.

Send your answers at support@seedforsafety.com

Winner will be awarded with a cash prize of Rs.500.If more than one person answers the quiz correctly, then winner will be selected based on random pick up by the selection committee.

Winner of the last week: Mr.Ramasamy (Bowonlee)

Safety Vacancy

Position : Safety Officer

Client : Sriram EPC

Experience : 5 years with Construction Experience

Mail at : venkat@shriramepc.com

Feed Back

Dear all

We from the Safety Dept of Tata Steel Ltd,HMC Division convey our gratitude to the Team SEED for sharing the weekly magazine.

This really informative and knowledgeable. Our BEST WISHES.

P.R.Sinha
Sr Manager-Safety

SAFE – MEMBER REGISTRATION FORM

Type of Membership :

Name & Address of the Member:

Name : Designation :

Resident : Office :

.....
.....
.....

Pin : Cell:

E Mail :

Alternate E Mail :

Date of Birth :

Gender :

Enclosed D.D / Cheque No Date :

For Rs. only in favor of

Safety Association for Everyone (SAFE)

Signature.

Fees:

Membership Type	Life Time	Yearly
Professional Member	Rs.1000	Rs.100
Corporate Member	Rs.2500	Rs.250
Student Member	Rs.500	Rs.50

Address to send the Cheque / DD:

Safe Association for Everyone (SAFE), 5/414, Ambedkar Street, Nanmangalam, Chennai.600129. 08144846277, Tel: 044-22681385.

SEED Activities



Follow traffic rules, save your future

SEED SERVICES

- ❖ *Safety Training*
- ❖ *Competency Certificate*
- ❖ *Safety Audits*
- ❖ *HSE Consultation*
- ❖ *HSE Posters*
- ❖ *Safety Multi Skill (SMS) Practical Training*
- ❖ *Customized Accident Prevention Audit (CAPA)*
- ❖ *Safety Officer / Supervisor / Steward Deputation*
- ❖ *Environmental Services*
- ❖ *Safety Management Systems (SMS)*
- ❖ *Fire Detection & Protection*
- ❖ *Personal Protective Equipment*
- ❖ *Accident Investigation*
- ❖ *Safety Videos & Safety E Learning Package*
- ❖ *CSR Activities on and Behalf of the Corporate.*

Know road safety, No injury. No road safety, Know injury.

Be Grateful...



Get in touch with....

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