

SAFETY SYSTEMS HAWAII, INC.

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Safety Awareness Sheet

Workplace Safety

The workplace has many areas where hazardous conditions can exist or arise. Each company will employ every effort to remove hazardous conditions before problems can arise. However, hazardous conditions may appear through improper procedures or shortcuts.

Most noted possible hazard conditions are electrical safety, workplace falls, lockout/tagout and safe lifting.

The following guidelines can help you prevent hazard problems from occurring.

ELECTRICAL SAFETY TIPS

Potential electrical hazards are found anywhere there is electricity.

Safe Work Practices

- Use caution working near electricity.
- Follow all instructions and warnings.
- Never do repairs unless authorized and qualified.
- Turn off and lockout/tagout electricity before inspections or repairs.
- Use proper personal protective equipment.
- Avoid overhead and underground hazards.
- Beware of electricity around water.
- Know the location and use of fire equipment.
- Get electrical safety training.

Safe Equipment

- Insulate metal and other conductors.
- Check for exposed or defective wires.
- Guard equipment with exposed parts.
- Ground all electrical systems.
- Use circuit protection and lockout/tagout devices.
- Properly maintain electrical equipment.
- Always use appropriate tools as directed.
- Use non-conductive tools whenever possible.
- Report equipment problems immediately.

WORKPLACE FALLS

Falls are leading causes of workplace injuries and fatalities.

High-Risk Areas

Stairways, Ladders, Scaffolds, Ramps, Runways, Walkways, Excavations, Hoists, Holes, Roofs, Unprotected sides, Windows and Trenches.

Identify Hazards

- Understand the nature of fall hazards.
- Beware of surface clutter causing slips and falls.
- Avoid structurally inadequate surfaces.
- Beware of slippery or wet conditions.
- Avoid overhead electrical hazards.
- Beware of falling objects.

Protect Yourself

- Use proper fall protection procedures.
- Follow all instructions and warnings.
- Restrict access to hazardous areas.
- Use proper personal protective equipment.
- Use the buddy system, if possible.
- Properly maintain all safety equipment.
- Remove debris from safety nets promptly.
- Get fall protection safety training.

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Safety Awareness Sheet

LOCKOUT/TAGOUT

Effective lockout/tagout procedures safeguard against potential electrical hazards during machine servicing.

Lockouts are mechanical devices that lock energy in the off position to prevent unexpected machine startup.

Tagouts are warning devices, such as tags, which alert workers not to start machinery until tags are removed by an authorized person.

Before Servicing Machinery

Shut machinery down.
Disconnect energy sources.
Apply lockout/tagout devices.
Ensure that machinery is disabled.
Inform co-workers of the lockout/tagout.

Before Starting Machinery

Assure machine operating status.
Remove any nonessential items.
Clear co-workers away from machinery.
Have an authorized person remove lockout/tagout devices.
Notify co-workers before connecting energy sources.

Safety Tips

Follow all instructions and warnings.
Never do repairs unless authorized and qualified.
Always use lockout devices, if possible.
Use tagout devices if lockouts cannot be used.

Test the effectiveness of lockout/tagout devices.
Review lockout/tagout procedures often.
Get lockout/tagout training.
Never wear jewelry or metal objects.

SAFE LIFTING

Lifting hazards can negatively affect your health and result in musculoskeletal disorders (MSDs).

Lifting Hazards

Lifting heavy objects.
Repetitive lifting motions.
Awkward lifting positions.
Bulky objects.

Lift Objects Properly

Seek alternatives to repetitive lifting.
Avoid lifting heavy objects, if possible.
Ask for help or use lifting equipment.
Plan your route before lifting.
Beware when lifting objects above your shoulders.
Never twist your waist while lifting.
Keep legs shoulder width apart.
Bend knees and hips, not your waist.
Hold objects close to the body at waist level.

Be Aware

Know signs and symptoms of MSDs.
Seek medical attention for all injuries and health concerns.
Get training on proper lifting techniques.

The guidelines can be found on the American Society of Safety Engineers website (Occupational Safety & Health Administration (OSHA) Quick Cards (2004_09_10) are originally from OSHA).