

For Your Safety: Don't Gamble on LOTO

Locking out a machine to change parts, to make repairs or clear a jam may seem like a pain. You may think the time savings is worth the gamble but it's not. Don't ever risk your life by skipping Lockout Tagout (LOTO) procedures. Here is a quick review of what it takes to properly lockout a machine.

1. Identify all parts that need to be shut down. Find the switches, valves or other devices that need to be locked out.
2. Tell all affected employees you'll be locking out the equipment.
3. Neutralize all power sources including electric, pneumatic, and hydraulic systems. Don't forget to control stored energy like springs or parts that are held up by hydraulic pressure.
4. Lockout all power supplies using locks and devices designed for this purpose.
5. Test the system by turning on all controls to make sure all the power is off.
6. Turn all the controls back to the off position
7. Once you are certain the system is in a "zero energy state" you can make your repairs.

If you ever have questions on how to lockout a piece of machinery, see your supervisor.

For Your Health: How Do I Quit Smoking?

It may be on of the toughest things you ever do, but ask any ex-smoker and they will tell you it's worth it. The following are tips to get you headed in the right direction:

- Make an agreement with yourself to quit.
- Ask your healthcare professional for information and programs that may help.
- Fight the urge by going where smoking isn't allowed, and if possible avoid being around people who smoke.
- Reward yourself when you quit.
- Keep busy doing things that make it hard to smoke like working with your hands and being more active.
- Remind yourself that smoking causes many diseases, and can harm or kill you and others.
- Ask your family and friends to support you.

For Your Information: Free Emergency Planning Resources

The Department of Homeland Security has launched a campaign to educate small- and medium-sized employers about preparing employees, operations, and assets in the event of an emergency.

According to an October 2005 survey of small businesses conducted by The Ad Council, only 39% of respondents said that their company has a plan in place in the event of a catastrophic disaster, such as an earthquake, hurricane or terrorist attack. DHS has developed a campaign called *Ready Business* to educate and provide resources to companies who want to build an emergency response plan.

For more information about *Ready Business*, visit the campaign's website at Ready.gov.

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