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Toolbox Talk

May 2023

Preventing Injuries

Engineering workshops and other job sites are areas with a high risk of accidents. The prevalence of heavy machinery, tools, and equipment increases the chance of these accidents being severe. Therefore, measures must be put in place to prevent injuries from occurring. In this month's issue of Toolbox Talks, we will highlight seven vital ways to ensure injuries are avoided in your work environment.

1. Risk Assessment

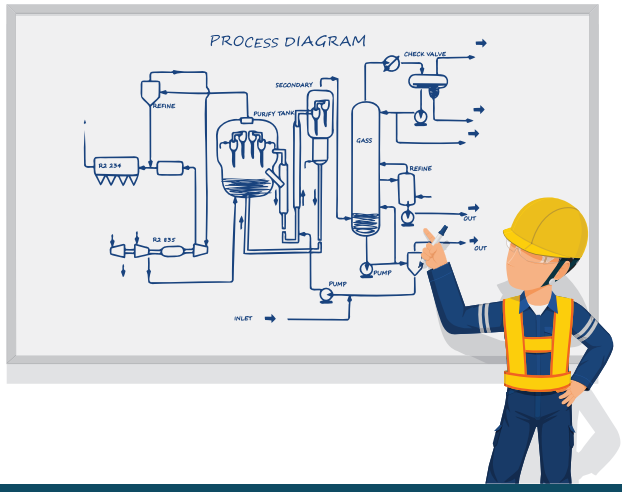
A thorough risk assessment is one of the most important steps in preventing injuries. This involves identifying potential hazards in the workplace and determining the likelihood and severity of any accidents that could occur. By identifying potential hazards, appropriate measures can be implemented to mitigate the risks.

Risk assessments should be carried out by competent persons with the knowledge, skills and experience to identify hazards and assess risks. They should also have knowledge of the relevant legislation and standards. The assessment should cover all workshop areas, including machinery, tools, equipment, materials, and the work environment.

2. Training

Training is a critical component of injury prevention. All workers should receive comprehensive training on safely using equipment, machinery, and tools. This includes training on how to use safety equipment such as goggles, gloves, and ear protection. Workers should also be trained in emergency procedures, such as how to respond in the event of an accident or injury.

Training should be provided to new workers and should be regularly refreshed for all workers. It should be tailored to the specific needs of the worker and their job role. For example, training for a worker using a lathe will differ from training for a worker using a milling machine. Training should also cover the hazards and risks associated with the job and how to control them.

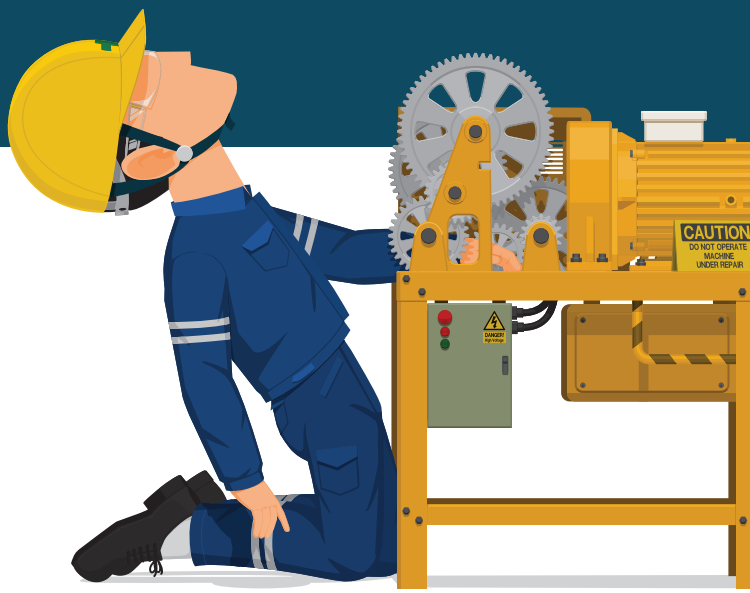


3. Personal Protective Equipment (PPE)

PPE is essential in engineering workshops to protect workers from potential hazards. It is important to provide workers with appropriate PPE, such as safety goggles, gloves, ear protection, and safety shoes. PPE should be regularly inspected and maintained to ensure that it is effective.

PPE should be selected based on the hazards identified in the risk assessment. The worker should be provided with the correct type of PPE and should be trained in how to use it. The PPE should be regularly checked for damage and replaced if necessary.

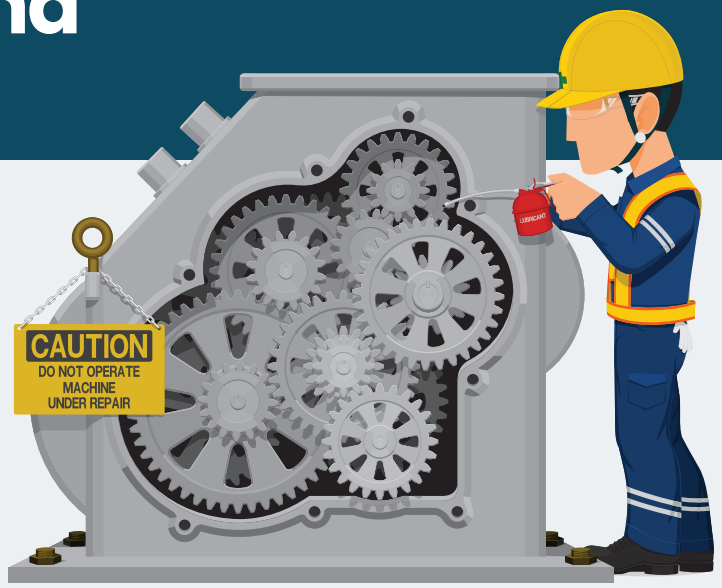
4. Machine Guards



Machine guards are designed to prevent workers from coming into contact with dangerous machinery parts. All machinery in the workshop or other sites should be equipped with appropriate guards to prevent accidental injury. Workers should be trained on how to use and maintain machine guards.

Machine guards should be properly designed, installed and maintained. They should be securely attached to the machinery and not easily removed or bypassed. Workers should be trained to recognize when a machine guard is not working properly and report it immediately.

5. Maintenance and Inspection



Regular maintenance and equipment and machinery inspection are essential to prevent accidents and injuries. All equipment should be inspected and maintained regularly to ensure it is in good working order. Workers should be trained to recognize signs of wear and tear or malfunctioning machinery and report it immediately.

Maintenance and inspection should be carried out by competent persons. They should be carried out in accordance with the manufacturer's recommendations or industry standards. Records should be kept of all maintenance and inspection activities.

6. Housekeeping

Good housekeeping practices are critical in engineering workshops. Cluttered and messy workplaces can increase the risk of accidents and injuries. It is important to keep the workplace clean and tidy and store all tools and equipment properly.

Workers should keep their work areas clean and tidy. They should be provided with appropriate storage for tools and equipment. Hazardous materials should be stored in designated areas.

7. Communication and Collaboration

Effective communication and collaboration between workers, supervisors, and management are important in preventing injuries in engineering workshops. Workers should be encouraged to report potential hazards or unsafe practices. They should be able to communicate with their supervisors and management about any concerns they have about their safety at work.

Supervisors should be trained to recognize potential hazards and to respond appropriately. They should work collaboratively with workers to identify solutions to potential safety problems.

Management should provide adequate resources to implement and maintain safety measures. They should provide training and education to workers and supervisors on safety practices.

Summary

Preventing injuries in engineering workshops is a critical priority. The strategies outlined in this article, including risk assessment, training, personal protective equipment, machine guards, maintenance and inspection, housekeeping, and communication and collaboration, can help to minimize the risk of accidents and injuries in these environments. By implementing these strategies, employers can create a safe and healthy workplace for their workers.

Remember STAAR = Good Work Practices
Stop Think Assess Act Review

Health and safety reps

Your Health and Safety (H&S) Reps are here to represent and assist you (apprentices) in all health and safety matters. If you would like to talk to an H&S Rep or have any H&S issues, feel free to contact any one of them. They will be more than happy to help.

Waikato	
Elizabeth Humberstone	027 806 8879
Wellington	
Joseph Toeaso	027 419 4730
ATNZ Staff	
Kylie Mason	027 431 5877
Jo Brierley	027 438 8195
Alan Lockett	027 239 6197

Health and safety summary March/April

Remember to keep reporting accidents and incidents so we can all learn from them.

It's great to see near misses being reported and we encourage you to keep reporting these so we can prevent an actual injury happening.

- S Stop
- T Think
- A Assess
- A Act
- R Review

Lost time injuries	3
First aid injuries	3
No injury	0
Medical treatment injuries	0
Near miss	0
Non work injuries	1
Restricted work injuries	0
Pain/discomfort	0
Total Incident	**7**

Incidents

First aid injury	Crush to thumb – Late reported
Nature of injury	Being hit by a moving object
Incident	Apprentice was loading a sheet into the press using the gantry and magnet attachment. The magnet detached form the sheet causing it to fall and land on the apprentices thumb causing a crush injury
Immediate actions taken	Went to doctor for further assessment
Corrective actions	Communicated to apprentice to be aware of the capacity of the magnet and the shape of the plate. Apply STAAR to their work practice

Lost time injury	Neck sprain
Nature of injury	Other muscular stress
Incident	Neck strain from working at an awkward angle while working
Immediate actions taken	Went to doctor for further assessment
Corrective actions	Communicated to apprentice to be aware of surroundings when completing tasks and think about body position in relation to the task. Apply STAAR to their work practice

Lost time injury	Cut to wrist
Nature of injury	Powered hand tools
Incident	Apprentice was drilling out a steel rivet on a ladder when the drill slipped and punctured their wrist. The accident was caused by the way the apprentice was supporting the ladder while they were drilling out the rivet
Immediate actions taken	First aid applied and went to hospital for further assessment
Corrective actions	Communicated to apprentice to be aware of surroundings when completing tasks and suggest the job is clamped to a bench rather than holding it Apply STAAR to their work practice

First aid injury	Sprain to finger
Nature of injury	Powered hand tools
Incident	Apprentice was using a dyna drill. As they went to drill their last hole the drill bit grabbed in the hole and twisted the drill around catching their fingers in the handle. The handle broke from the force
Immediate actions taken	First aid applied and went to doctor for further assessment
Corrective actions	Communicated to apprentice to be aware of surroundings when completing tasks and think about body position in relation to the task. Apply STAAR to their work practice

Incidents

Lost time injury	Back sprain
Nature of injury	Being hit by a moving vehicle
Incident	Apprentice was working inside a Mobile elevated work platform MEWP raised approx. 5 meters inside a cold store room, the MEWP was positioned approx. 3 – 4 meters away from the curtain door entrance. The forklift operator drove through the door entrance at speed. The forklift mast dislodged half the curtain rail from its door surround mountings and then collided with the MEWP striking the access ladder steps with the load backrest, damaging two rungs. The impact of the collision shunted the raised MEWP approx. 500mm forwards hitting the handrail into a copper suction line pipe bending it out of the way and breaking a PVC drain pipe. The MEWP operator was jolted off balance inside the platform cage lift, hitting their right hip into the MEWP handrail. They also hit their hand when they reached out to steady themself but the pain in hand was short lasting. After the incident, the Forklift operator reversed away from the MEWP and drove out of the Cool store room, immediately after this the Site Manager entered the Cool store room and requested MEWP to be lowered and a discussion to determine if everyone was safe and what had happened. There were no temporary exclusion zones, barriers or warning signs erected to warn of the work being performed inside the room. Reckless operation of a forklift Communication and understanding of risks hazard and recognition of the serious consequence when operating mobile plant.
Immediate actions taken	A short break was had, and the workers returned to repair the damage to the copper and PVC pipes and the curtain door rail was reinstalled. At the time of the event, there were no reported or recorded injuries made by the Apprentice.
Corrective actions	Barriers and signs in front of cold store doors when working in rooms to be placed Toolbox talk around working on and around MEWP to be refreshed , emphasis on the use of exclusion zones and warning signage. The event will be raised for discussion by the Branch Mgr at the next weekly safety meeting to share the lessons learned. Awareness of the site Policy Change when operating MEWP on site.

First aid injury	Cut to leg
Nature of injury	Non-powered hand tools/equipment (e.g. stanley knife)
Incident	Apprentice was cutting a piece of conduit with stanley knife, as they were doing this, the knife slipped causing a minor cut to their thigh
Immediate actions taken	First aid applied
Corrective actions	Communicated to apprentice to be aware of surroundings when completing tasks and think about body position in relation to the task. Apply STAAR to their work practice