

# KSU Facilities Safety Bulletin



## TEST BEFORE YOU TOUCH: TREAT ALL CIRCUITS AS LIVE UNTIL TESTED

Every year, thousands of workers are injured or killed by circuits they thought were safely turned off. Simply shutting off the power is not enough. Hazardous conditions can still exist. Make sure to always **TEST BEFORE YOU TOUCH**.

### How to Test Before You Touch:

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| 1. Notified All Affected Employees                       | 8. De-activate the Energy Isolating Device from Energy Sources |
| 2. Identified All Energy Sources and Disconnecting Means | 9. Lockout the Energy Isolating Device with Assigned Locks     |
| 3. Determined Protective Barriers                        | 10. Dissipate or Restrain Stored or Residual Energy            |
| 4. Determined Hazard Risk Category for Task              | 11. Verify Zero Mechanical State/Using 3 Step Voltage Testing  |
| 5. Appropriate PPE and Voltage Rate Tools                | 12. Install Grounding Equipment                                |
| 6. Shut Down Machine                                     | 13. Apply Lock Out and Tag                                     |
| 7. Test Voltage Meter using 3 Step Method                |  |

### Extension Cord Safety Tips For The Workplace

1. Always check the extension cord before each use. Make sure the cord is not frayed or broken in any way. Exposed wires can cause electrical fires.



2. Keep the cord out of walkways. If it is possible to keep it against a wall that is always the best option.

3. Taping the cord to the wall or floor will help keep it in place so that it does not become a tripping hazard.



4. When buying extension cords check to see if they have the UL stamp. This signifies that the cord has been tested by the Underwriters Laboratories. It shows that the cord has been approved by consumer safety.

5. Never use more than one extension cord at a time. If it is not long enough buy a new extension cord that is long enough to fit your needs.

6. Keep all cords away from areas where water is present.

7. Never use a cord that is marked for outdoor use in a building. They are marked that way for a reason.



8. If you must run a cord across a hallway or high traffic area make sure it can be seen by any person walking by. It might seem like a good idea to put it under the rug but this will cause more of a problem.

**Sources:** [workplacesafetyexperts.com](http://workplacesafetyexperts.com), [esfi.org](http://esfi.org)

## Let's Get to Zero



For us at the Occupational Safety and Health Administration, the loss of one workers' life is one too many. Workplace tragedies are devastating for the families and friends left behind. Their effects are long-term and far-reaching in our communities.

On Workers' Memorial Day, we were reminded that every day, 13 American workers don't make it back home at the end of their shift. That's not a cold statistic but rather a fact of life for us here at OSHA. Our Boise office alone has investigated the deaths of 10 workers killed on the job in Idaho in the past 12 months. As recently as last week I watched as the bodies of two workers who had been installing a utility line were pulled out of a deadly trench collapse right here in Boise. **Nobody should die for a paycheck.**

Our investigation will determine exactly what happened in Boise and why it happened. But we already know this much: workplace fatalities and injuries often prove to be avoidable and caused by a lapse in safety protocol. Trench deaths are no exception. We have known for centuries how to prevent workers from getting killed in trenches.



[Click to watch: OSHA's David Kearns talks safety at a recent event with construction workers and subcontractors.](#)

In the coming days I will be reaching out to the families of those two workers killed. They were 36 and 26 years old, and one of them recently bought a home and was looking forward to the birth of his child.

In my 19 years at OSHA I've been witness to too many tragedies like this. Providing effective training and adequate tools is necessary. But there must also be real commitment at the highest levels of a workplace, and workers must be involved in a meaningful way. Last week's National Safety Stand-Down highlights the critical need for a real culture of workplace safety. We can no

longer accept outdated thinking and excuses; worker injuries, illnesses and deaths should never be accepted as simply the cost of doing business.

Workers are our most valuable resource. They make us who we are as a community. During the National Safety Stand-Down and long after, let's make worker safety a part of the culture and commit to big ideas and forward thinking on workplace safety and health. As Assistant Secretary of Labor for Occupational Safety and Health Dr. David Michaels has said, "When it comes to workplace fatalities and injuries, **the only acceptable number is zero.**"

**Source:** David Kearns OSHA's area director in Boise, Idaho. - [Dol.gov](http://Dol.gov)