

Conducting Your Own Field Safety Survey

Collecting and recording a comprehensive and accurate summary of machine conditions

Objectives

- Recognize the hazards presented by industrial technology machines
- Complete and transmit a safety inventory of machine conditions from your shop

Survey purpose and scope

- Follow the Field Safety Survey Guide to identify existing machine conditions relative to applicable:
 - OSHA Regulations
 - ANSI Standards
 - NFPA Standards
 - State OSHA Regulations

Remember OSHA basics; each machine...

- **Must** have a:
 - Guarded point of operation
 - Guarded power transmission system
 - Clearly marked control system
 - Properly located emergency stop system
 - Power outage protection system
 - Firm base that will prevent its movement
 - Non-skid surface at the operator's position

Machine Guarding should:

- Provide protection to the user
- Be easily adjustable
- Minimally interfere with production
- Not increase the hazard of the machine

Field Safety Survey Planning Basics

Survey only those machines that:

- Are electrically, pneumatically or hydraulically powered - or -
 - Are powered by mechanical prime mover
- Are intended for a fixed location (not portable)
- Possess a point of operation or power transmission system

Common machine locations:

- School custodial/maintenance shops
- Art Departments (Clay and Jewelry)
- Theatre Departments (Scene Shops)
- Industrial Technology Classrooms
 - Woodworking
 - Metalworking
 - Small Engines, Auto and Power Mechanics, Agriculture

Resources needed

- A copy of the Field Safety Survey package that includes:
 - School District Cover page(s)
 - Individual Field Safety Survey machine page(s)
 - Regulatory references
 - Example machines and guarding options
 - Glossary of terms

Recording your School District's Information

- Fill out the Field Safety Survey Fax Cover Page fully:
- Describe each building containing machines by recording all requested information
- Once you have completed the Field Safety Survey, go back and fill in:
 - All surveyed room names
 - All surveyed room numbers
 - The total number of machines in each room surveyed

Useful Field Safety Survey Hand Tools

- To make your survey easier and to help assure good data collection, a basic tool kit should include:
 - A small flash light and inspection mirror
 - A #2 Phillips head screw driver
 - A medium sized flat (Stanley) bit screw driver
 - A folding set of common Allen (hex key) wrenches
 - An eight inch adjustable jaw wrench
 - A measuring tape

Tips for Conducting the Field Safety Survey

- Enter room to be surveyed at the main entry door
- Turn left and follow the wall to first qualifying machine
- Plan your route through the room to finish in its center with the last machine
- Following a clockwise pattern, record all conditions observed on each machine
- Using a single machine survey form for each machine, determine and record:
 - The district # & building # (see cover page)
 - Your initials and the date of the survey
 - Manufacturer, make, model and serial number
 - All available electrical information
 - Answer all of the Field Safety Survey questions posed
- Follow up any "NO" answers with a full explanation in the notes section

If you choose to supplement the survey with photos--- (strongly recommended)

- Before entering room:
 - Confirm that camera is operating properly
 - Confirm extra batteries and media
- Record photo of room number and name plate
- Record enough wide angle photos of room to photographically locate most machines
- Follow **exact** sequence of Field Safety Survey when recording photos
- Use your hand as pointer in photos to note deficiencies
- Record room name plate and number after last machine photo

Photo survey guidelines

Digital Camera Guidelines

- Record all machine photos in **portrait** mode
- Record in landscape mode only for MACRO photos
- Record close-up photos liberally
- *Record more photos than you think you will need*
- Photograph every deficiency noted on your survey
- Before leaving the room you have surveyed:
 - Record photo of room number and name plate
 - If using a digital camera, remember to review recorded media to confirm recording **before** leaving room
 - Print out and prepare all useable photos for mailing or faxing to ReiTech Corporation
- Single use 35mm camera guidelines
 - Record photo of room number and name plate
 - Photograph every deficiency noted on your survey
 - *Record more photos than you think you will need*
 - Flash power is limited to 10 feet away
 - Record all machine photos in **portrait** mode- close ups at less than arm's length are not possible with fixed focus cameras
 - Send the entire camera back in the ReiTech Corporation with your report information.

Transmitting the Info

- Surface mail to:
ReiTech Corporation
11965 12th Ave S
Burnsville, MN 55337
Attn: Dave Volker, Sr. Safety Consultant

Or

- Fax all survey pages and photos to:
ReiTech Corporation
952-385-8010
Attn: Dave Volker, Sr. Safety Consultant