

# MESH

## HazCom/Chemical GEMBA

- No open food or drink containers in areas where chemicals – including machine coolants – are used or handled?
- Chemical containers labeled with legible manufacturer's label or HMIS/NFPA label?
- Randomly select two chemicals and verify that there is an SDS available in the 3E system.
- Are the facility flammable cabinets free of combustibles (rags, cardboard, paper, wood, plastic, and batteries)

# MESH

## Crane/Hoist/Lifting Device GEMBA

- Documented pre-shift inspection of crane and lifting device conducted?
- Lifting devices – including slings – have sufficient capacity to handle materials (check load tag)?
- Lifting devices – including slings – free of visible damage and equipped with legible load tag?
- Body parts not placed under suspended loads?
- Crane/hoist hooks equipped with working safety latch?

# MESH

## Emergency Preparedness GEMBA

- Eye wash and safety shower units clean and unobstructed?
- Fire extinguishers mounted and charged (check pull seal and/or gauge) and not obstructed?
- Fire extinguishers inspected monthly (check tag)?
- Supply of flammable liquids and aerosol cans kept outside of flammable liquids cabinet limited to one shift?
- Exit doors free of obstructions (open doors to check that outside not blocked)?

# MESH

## Lockout GEMBA

- Employee can locate equipment-specific lockout procedure for machine?
- Equipment locked out in accordance with procedure?
- Employee can demonstrate/explain verification steps?
- Employee maintains lock key during task?
- Locks have legible identification?
- Labeling of lockout points match written procedure?

# MESH

## Storage Rack GEMBA

- Racks labeled with rated capacity?
- Uprights and cross members free of damage?
- Hooks, bolts or other similar devices are used to prevent the inadvertent separation of horizontal beams from vertical uprights?
- Uprights equipped with post protectors to prevent damage?
- Loose materials stored on top shelf are wrapped or secured with shrink-wrap or banding?
- Do all overhead (>6 ft.) racks have back protection guarding? If not, all employees should be removed from adjacent aisles.

# MESH

## Hand/Arm Protection GEMBA

- Where gloves are required, are they available, clean and free of damage such as holes, tears and loose threads?
- Are cut-resistant gloves worn when using knives and handling sharp parts?
- Are the correct size gloves being worn? (Ex. check for loose fingertips)
- Is the team member wearing tear away gloves or no gloves at all when working with a rotating tool?
- Are chemical-resistant gloves worn when handling chemicals or parts contaminated with metal working fluids?
- If protective sleeves are required for the workstation, are the sleeves free of damage and pulled over the top of the elbow?

# MESH

## Housekeeping GEMBA

- Floors free of slip and trip hazards such as cord, hoses and fluids?
- Tools and parts stored such that they cannot fall into moving equipment?
- Tools are not placed on the ladder steps?
- Work benches free of clutter?
- Materials not stored in aisles?
- Empty pallets stored flat (not standing on end)?
- Coiled materials such as steel and hose reels chocked or blocked to prevent movement?

# MESH

## Electrical Safety GEMBA

- Electrical panels closed?
- 36 inches clear and free space maintained in front of electrical panels?
- Extension cords used only for temporary applications?
- Cords in good shape (3-wire plug, no exposed wires, no splices fixed with electrical tape)?
- Extension cords not equipped with "homemade" outlet boxes?
- Ground fault circuit interrupters (GFCI) used by maintenance when using power tools?

# MESH

## Hand Tool GEMBA

- Tools free from damage or visible defects such as cracks or ‘mushrooming’?
- Tools stored in designated areas when not in use?
- Tool holder used when using punch or chisel?
- No fixed blade or manually retractable knives at workstation except those approved by EHS?
- Team members cut away from body when using knives?
- Team members are not putting their free hand in the line of fire or near rotating parts of a tool?
- Is the team member wearing tear away gloves or no gloves at all when working with a rotating tool?

# MESH

## Eye/Face Protection GEMBA

- Face shield worn when using the horizontal saw, wood saw or watering forklift batteries?
- Are safety glasses worn with side shields?
- Are safety glasses without mirrored tint?

# MESH

## Forklift GEMBA

- Pre-shift inspection conducted (look at checklist)?
- Seat belt fastened?
- Slows, sounds horn, and looks at corners/blind spots?
- Loads stable and secure (no loads higher than mast) during transport?
- Drives in reverse if load obstructs vision?
- Eyes on path while driving in reverse?
- Flashing or rotating light visible in the direction of travel?

# MESH

## Compressed Air GEMBA

- Radiator-style hose clamps not used to secure fittings to hoses?
- Compressed air not used to clean clothing or body?
- No air leaks from compressed air piping, hoses and fittings?
- Plastic hose airlines aren't used as permanent installations?

# MESH

## Machine Safety GEMBA

- Machine controls labeled to indicate function?
- Machine controls and indicator lights operating properly?
- Guards are free of damage such as sharp edges and loose parts?
- Emergency stops, light curtains and interlocks tested to verify operation (check documentation)?
- Loose tools and parts not stored such that they could fall into moving equipment?

# MESH

## Ladder Safety GEMBA

- No portable metal ladders?
- Ladders equipped with safety feet and erected on solid footing?
- Three-point contact used when climbing ladders?
- Portable ladders erected in a 4:1 ratio and extend three (3) feet beyond the top of a structure (applicable to contractors)?
- Extension ladders footed at the base by another employee or tied off at the top to prevent tipping?
- Step ladders not used in the folded position in place of a straight ladder?

# MESH

## Pedestrian Safety GEMBA

- Pedestrians make eye contact with forklift operator before stepping into path of moving truck?
- Forklift operators keep eyes on path while driving in reverse?
- Pedestrians stop and check overhead mirrors before proceeding into blind areas?
- Pedestrian does not place self between moving forklift and fixed object?
- Persons do not place any part of their bodies under a suspended load?

# MESH

## Ergonomics

- Are there any heavy or awkwardly-shaped materials stored above shoulder height?
- Are there any awkward reach distances created by the placement of parts, equipment controls or tools?
- Does there appear to be any potential contact stresses such as striking parts with hands or resting arms on sharp edges?
- Does there appear to be any excessive pushing, pulling, twisting, kneeling or other awkward postures?

# MESH

## Safety Message GEMBA

- ❑ Use this card as an opportunity to discuss safety and identify any concerns that team members might be experiencing. Recommended messages to initiate the discussion include:
  - Nothing we do is so important that it cannot be done in a safe manner
  - All employees share in the responsibility to create and maintain a safe work environment
  - You have a responsibility to **STOP** work and contact your supervisor if you recognize a condition or behavior that places you or your co-workers at risk of injury

# MESH

## COVID19 GEMBA

- ❑ The employees are distanced at least 6ft from each other.
- ❑ The employees are disinfecting tools before using shared tools or equipment.
- ❑ The employees are not touching their face, or coughing, or sneezing on their hands.
- ❑ There is enough spacing at their work stations, break rooms and cafeteria.
- ❑ There is no physical contact amongst employees.
- ❑ There is enough disinfectant available to employees.
- ❑ Ask employees if they are washing their hands for at least 20 seconds.

# MESH

## Security GEMBA

- ❑ The visitor log is current and complete, and all visitors are processed through a central location?
- ❑ All employees, contractors and visitors are wearing company-issued identification badges?
- ❑ Self-closing doors function properly and latches are fully engaged?
- ❑ There is adequate access control for critical and restricted areas, and facility procedures to monitor access are being followed?
- ❑ Monthly security walk-throughs are documented using the standard template and all identified vulnerabilities have been addressed?

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# MESH

## First Aid Room/First Aid Kit GEMBA

- Do the First Aid Kits have an inventory list?
- Is there a completed monthly inspection for all first aid kits?
- Is 5S maintained in the First Aid Room?
- First Aid kits are easily accessible and not blocked.

# MESH

## Zero Waste To Landfill

- Are recyclable materials separated into the correct bins?
  - Recyclables: Soft plastic, cardboard, paper, packing paper, thick white foam
  - Trash: water bottles, wax paper, pressed cardboard
- Are there enough waste/ recycling bins in the area?
- Have a discussion with the employees in the area, do they understand the ZWTL goal?

# MESH

## Life Saving Rules

- Use this card as an opportunity to discuss the 6 Life Saving Rules; Machine Guards and Devices, LOTO, Confined Spaces, Electrical Work/Arc Flash, Fall Protection, and Seatbelt/ Restraints.
- Recommended messages to initiate the discussion include:
  - Discuss how LSRs apply at their location and specifically to their job
  - Are they familiar with the 6 life saving rules?
  - Discuss their responsibility to stop work and ask their supervisor how to proceed, if a task seems to require violation of a LSR.
  - Discuss the consequences when a life saving rule is broken (1. Death 2. Termination)

# MESH

## Waste Management GEMBA

- Are the used oil drums stored on secondary containment spill pallets?
- Are the drums in the waste storage area labeled properly?
- Are the hazardous waste drums closed?
- Drums stored in the waste area should be clean and free of residue.
- Spill kits available/ near the waste storage area.
- Drums are not damaged.

## Hands as Fixture Gemba

### Situation / Activity Example #1:

Someone is holding a panel with one hand while drilling holes in it with a hand drill.

- ❑ What could be used to hold the panel in place instead of their hand?

Stop and talk with the employee to discuss options such as clamps, tooling, fixtures instead of their hand.

- ❑ What can be done to prevent it from happening again?

Coach employees to find the right fixtures and have them at their workstations for future work.

### Situation / Activity Example #2:

Look for activities involving holding, gripping, or using hands to hold parts in place while other hand is using a tool.

Coach the local employees to remove their hands from the line of fire, stop and talk with supervisor for other, safer way to hold part. Ensure that the situation has been reported during the line of fire scavenger event that occurred on October 5<sup>th</sup>.

### Situation/ Activity #3

Discuss with employees the importance of reporting safety concerns immediately. These concerns should be escalated to their supervisors and EHS team members.