

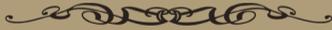
## Office Hours:

Monday - Friday  
8 a.m. - 5 p.m.

## Front Desk Hours:

Monday - Friday  
8:00 a.m. - 12:00 p.m.

(701) 250-7911



## Program Manager Notes:

Summer is upon us again. It seemed like there was no spring at all this year. As the season progresses, you may spot me at your location inspecting walking and working surfaces. These sessions are for compliance with OSHA guidelines and to assess general conditions at work locations.

I have completed five site inspections (WRT, UTMA, CTC, BEK, and DCT) so far this year and, although the infractions have been minor, there does seem to be a general lack of housekeeping.

I know that summer is your busiest time of the year and it may be a pain to put things away and empty your trash at the end of the long day, but slips, trips, and falls are the single biggest cause of workplace injuries and lost workdays.

I am working with management teams to address physical hazards in all of the locations and emphasizing the importance of clean walkways and well-managed storage areas.

In this issue of our newsletter, is an article that points out the importance of good housekeeping.

Have a great summer season and continue to be safe!

# TTS

## TELECOM

# Training & Safety



## Summer 2018

## GOOD HOUSEKEEPING MAKES GOOD SENSE

When you walk into someone's house, what do you notice?

If you're like most people, you take in the surroundings and make a judgment about the person(s) living there. A messy house implies carelessness, disorganization, and perhaps unhealthy conditions.

The same can be said of the workplace. Poor housekeeping gives the same impression as a messy house. And both have an effect on morale and productivity. It also leads to safety issues.

Good housekeeping is more than a magazine title. It is a principle of keeping a neat, clean, and safe environment at home and at work. Some of the benefits include:

- \* Finding what you need quicker and more easily
- \* Avoiding slips, trips, and falls due to objects where they should not be
- \* Reducing health hazards from spilled chemicals, food, and other substances

Some benefits may not be so obvious. Having a tidy, clean workplace tends to inspire organization, productivity, and a higher attention to safety.

Poor housekeeping tends to lead to the acceptability of messiness and sloppy work and generally not caring about the overall appearances and safety. The effects can be explained by the "Broken Window Theory", which proposes that signs of disorder will lead to more disorder. A building with a broken window that has been left unrepaired will give the appearance that no one cares and, thus, further damage doesn't matter.

No business wants to fall into that trap. So consider making good housekeeping a part of everyone's jobs. One way is to use the 5S/6S system:

- \* Sort - remove items not needed, tag items that need repairs
- \* Straighten/Set in order - put thing in order to be easy to find for the next time
- \* Shine (aka Sweep or Sanitize) - clean up
- \* Standardize - identify best practices to keep things consistent
- \* Sustain - remind employees and make it a habit to continue the good housekeeping

The sixth "S" is Safety. Good housekeeping practices prevent safety issues by, for example, keeping walking surfaces and exits clear of obstructions and tripping hazards, promoting good ergonomics, properly storing and securing chemicals and other hazardous materials, maintaining PPE, reducing fire hazards, and insuring that tools are properly serviced and maintained.

**Before you leave...**

**TAKE  
A MINUTE  
TO CLEAN**



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Slips, trips and falls are a major cause of workplace injuries. Unsafe conditions and behaviors, along with a lack of safety awareness, can lead to these types of accidents.



**SLIPS, TRIPS & FALLS:**  
**15%** of all accidents\*

**SLIPS, TRIPS & FALLS**  
on the same level are the  
**2<sup>nd</sup>** LEADING  
CAUSE OF  
INJURY\*\*

**25,000**  
SLIP, TRIP & FALL  
ACCIDENTS occur DAILY  
in the US\*

\* National Safety Council \*\* Bureau of Labor Statistics

## A Safety Message from MDU

Montana-Dakota Utilities Co. operates approximately 10,900 miles of natural gas and propane gas pipeline. Natural gas and propane gas are delivered for household, commercial and industrial use.

Natural gas and propane gas pipelines have the best safety record of any type of transportation system in the United States. Natural gas and propane gas are clean, convenient and efficient, which makes it the popular energy of choice.

Like all forms of energy, however, it must be handled properly. Despite an excellent safety record, a gas leak caused by damage to a pipeline may pose a hazard and has the potential to ignite. Montana-Dakota works diligently to ensure the safety of our pipelines through a variety of measures.

### Utility Markers

For your safety, markers show the approximate location of pipelines and identify the companies that own and operate them. Markers may be anywhere along the right-of-way or directly over the pipelines. The pipeline may not follow a straight course between markers. While markers are helpful in locating pipelines, they provide limited information. They provide no information, for example, on the depth or the number of pipelines in the right-of-way. The markers can be found where pipelines intersect a street, highway or railroad. These markers display the material transported in the pipeline, the name of the pipeline operator, and the telephone number where the pipeline operator can be reached in the event of an emergency. You should be aware of any pipeline markers in your neighborhood and, if possible, write down the name and phone numbers appearing on the pipeline markers in case of an emergency.



### Damage Prevention

The greatest risk to underground natural gas and propane gas pipelines is accidental damage during excavation. Even minor damage such as a dent, scrape, crease or gouge to a pipeline coating may cause a leak or failure.

### Call Before You Dig. It's the Law!

Call 811. It's a free call! The One Call Center will let us know who you are and where you intend to dig. The law requires all persons planning excavations to give their local One Call Center two days' notice of their intent to excavate any area, including public and private property, where underground utilities may exist. Montana-Dakota or our contractor will mark the location of our underground facilities in that area. We ask for your cooperation and participation in this program to help prevent damage to underground utilities and to promote public safety.

- \* Remember to Dig Safely
- \* Call 811 before digging.
- \* Wait for the site to be marked.
- \* Respect the marks.
- \* Dig with care. (Remember, pipeline markings do not indicate pipeline depth.)

**For gas emergencies, call 911.  
Before digging, call 811.**



Partial article reprint courtesy of Montana-Dakota Utilities Co.  
For more information, visit [www.montana-dakota.com](http://www.montana-dakota.com).

## OSHA TOP 10 OF 2017

The following were the top 10 most frequently cited standards by Federal OSHA in fiscal year 2017 (October 1, 2016, through September 30, 2017):

1. Fall protection, construction (29 CFR 1926.501)
2. Hazard communication standard, general industry (29 CFR 1910.1200)
3. Scaffolding, general requirements, construction (29 CFR 1926.451)
4. Respiratory protection, general industry (29 CFR 1910.134)
5. Control of hazardous energy (lockout/tagout), general industry (29 CFR 1910.147)
6. Ladders, construction (29 CFR 1926.1053)
7. Powered industrial trucks, general industry (29 CFR 1910.178)
8. Machinery and Machine Guarding, general requirements (29 CFR 1910.212)
9. Fall Protection-Training Requirements (29 CFR 1926.503)
10. Electrical, wiring methods, components and equipment, general industry (29 CFR 1910.305)

## MENTAL HEALTH IN THE WORKPLACE

“The World Health Organization reports that mental illness is among the leading causes of disability across the globe. In a 2011 survey of more than 2,000 people, about a quarter reported experiencing a mental health problem on the job, according to the Chartered Institute of Personnel and Development, a British human resources agency. In the U.S., depression alone causes employees to miss 200 million days of work every year, costing employers \$31 billion in lost revenue.”

- full article available at <https://www.scientificamerican.com/article/should-you-tell-your-boss-about-a-mental-illness/>

## NEWSLETTER

Submit news items or ideas for the TT&S newsletter by writing to us at one of the two contact emails listed:

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