



Teaching Outline: Mill Inspections

Date:	
Teaching Topic:	Mill Inspections
Type of Session:	Indoor Facilitated Session
Session Length:	25 minutes
Materials Required:	<ul style="list-style-type: none"> • OHS regulations for reference and Inspection checklist • Flipcharts and pens • Narrative notes from video (see appendix) • Computer/TV with DVD player to play video
Session Requirements:	<ul style="list-style-type: none"> • Meeting room of sufficient size to comfortably seat the size of the group • Instructor will need to take notes of discussion items • Instructor will need to take note of any unresolved questions and seek answers
Learning Objectives:	<ul style="list-style-type: none"> • To identify what to look for in mill inspections • To emphasize the importance of these inspections
Class Outline & Suggested Times:	<ol style="list-style-type: none"> 1. Introduce and explain the purpose of this module (1-2 minutes) 2. Present video (4:59 minutes) 3. Present teaching notes (8-10 minutes) 4. Open up Discussion (4-5 minutes) 5. Competency Evaluation (2-3 minutes) 6. Closing remarks (1-2 minutes)

Detailed Class Outline:

<p>1. Introduce and explain purpose of the module</p>	<ul style="list-style-type: none"> • To identify what to look for in mill inspections • To re-inforce the importance of these inspections (formal and informal)
<p>2. Present Video</p>	<ul style="list-style-type: none"> •
<p>3. Present Teaching Notes (see Appendix 2)</p>	<ul style="list-style-type: none"> • Highlight main ideas from the video that will help lead your discussion
<p>4. Open up Discussion, using the following as a guide</p>	<ul style="list-style-type: none"> • What are the most common areas that mills struggle with in terms of inspections? • A checklist can be a helpful guide to performing inspections. Can you think of specific items that should be included in an inspection checklist? • Can you think of any other hazards that exist but were not mentioned by the video? • Are there any materials/equipment you feel would help make your job easier?
<p>5. Competency Evaluation</p>	<ul style="list-style-type: none"> • Name 1-2 things that your mill should tighten up on • What is 1 thing you learned through this course?
<p>6. Closing Remarks</p>	<ul style="list-style-type: none"> • Reminder that you need to be on the constant look-out for fine dust • Reminder that these visual checks can and should be done daily – instead of just during monthly inspections. Develop and use a checklist to help focus on the important items.

Appendix 1: Mill Inspection FACILITATOR NOTES

KEY THEME:

Inspections aren't just a formal audit. Inspections should occur daily as you walk through the mill. Don't wait for someone else - be vigilant to watch out for safety hazards.

VIDEO NARRATIVE NOTES:

In your journey through the mill there are 4 routes you can take: to the lunchroom, operating floor, shop area and basement. Depending on the route you take, you will see things differently and identify different hazards. It is important to identify and make changes that can be corrected. Developing and using a checklist is a helpful tool for guiding your focus on the important items during an inspection.

Operating Floor:

- Hot work being done with grinder: check for permits, that the permits are filled out properly and signed off on and that combustibles are eliminated from the area.
- Everything needs to be locked out properly
- It's important to watch the workers working and look for: proper safe work procedures, how they are lifting and standing, check out PPE and that the workers are following the right standards.
- Worker backing up o forklift: check that the back-up alarm works, driver is using proper and safe technique, driver shoulder checks and is wearing a helmet and seatbelt.

In Shop Area:

- Check that all Compressed gas is secure
- Shop truck: look at pre-use, check that tanks are secure and that there are no loose tools in the back.
- Shop area: look at ventilation, take a close look at rigging, check that angle grinders have their guards on, presses have guards on, and that there is nothing in front of the switch gear.

Basement:

- look for possible combustible dust accumulation, general housekeeping, cleanup equipment is in one spot, ladders are in good condition and secure, look at guarding for conveyor chain runs and guarding for drive units, look for wood dust behind MCC panel
- Check for magnets on ventilation system – this stops metal from going up into the ventilation system, eliminating the chance of an explosion if dust is trapped in the system

MILL INSPECTIONS



- Grinder: check for spacing and for guards
- Eye wash station: check for cleanliness and that caps are on
- Rigging: check the condition, labels that you can read the rating on, and that tips are sharp.
- Chainsaws stored safely – no one will trip or cut themselves
- All gates secure
- Covers on electrical connections