

TABLES & LISTS

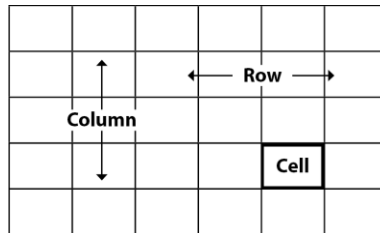
Tables are made up of lists and are one of the most common structures used to organize information. They are not meant to be read in detail. They are used to help people quickly find specific information or easily compare and contrast information.



KEY POINTS

Tables:

- are an arrangement of information that is displayed in rows and columns and cells
- are typically read top to bottom and left to right.
- contain two or more columns of information related to each other across the row.



Lists:

- The most basic table is a list with one column and two rows.
- The 1st row is the title (can also be called a label or heading)
- The 2nd row contains items that can be organized in different ways such as alphabetically or by importance
- The title of the list indicates the relationship between the items
 - In the example to the right, the relationship amongst the items is that they are all gasses.

GASES
Butane
Methane
Octane
Propane

Intersecting table:

- Contain three separate lists of information in one display
- Information is found in the intersecting cell where a row and column meet. The intersection relates two types of information to each other.
- Is a type of table in which the information you require is found by looking down and across to a third location.

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 am-7:30 am	Prints		Prints		Prints
8:00 am-8:30 am	Electronics		Electronics		Electronics
9:00 am-9:30 am		Electronics		Electronics	
10:00 am-10:30 am	Electrical Theory	Installation Methods	Electrical Theory	Installation Methods	Electrical Theory
11:00 am-11:30 am	Instrumentation		Instrumentation		Installation Methods
12:00 pm-12:30 pm		Electrical Theory		Electrical Theory	
1:00 pm-1:30 pm	Canadian Electrical Code	Prints	Canadian Electrical Code	Prints	Canadian Electrical Code
2:00 pm-2:30 pm					
3:00 pm-3:30 pm	Installation Methods	Instrumentation		Instrumentation	
4:00 pm-4:30 pm			Installation Methods		



STEPS

1. Determine what information you are trying to find.
2. Scan the row and column headers and find the point where they meet (or intersect) in the table.
3. Double-check that this is the information you are looking for.



EXAMPLE

Tables can be used to organize jobs with many steps. For example, the table below shows the tasks to be completed to install an in-ground pool.

TASK	WORKER	# WORKERS	DAY	MATERIAL COSTS
Excavate	Machine operator	2	5	1,500
Frame walls	Mason	4	6	800
Install plumbing	Plumber	2	3	700
Install electrical	Electrician	2	2	500
Pour concrete	Mason	2	4	2,000
Install pump & filter	Plumber	1	1	3,000
TOTALS		13	21	8,500

This one small table contains a wealth of information about what needs to be done to install the pool.

It describes, with very few words:

- what types of skilled workers are needed for the project,
- how many of each worker is required,
- how many days each task will take,
- the cost of any materials needed to complete each task

With this information it is possible to answer questions related to the job such as how many electricians will be needed, how much will the plumbing materials cost, how many days will it take in total to install the pool. If you had to read all this in a page of text it would take considerably longer to find the information.

Think you understand how tables and lists work?

Try it yourself on the next page.

USING THE SKILL



In the Workplace: Safety bulletins contain important information related to maintaining safe conditions on the jobsite to reduce accidents, injuries and lost time.

QUESTIONS

Locate the answers to the following questions in the table and write them in the space provided.

1. How many columns and rows does the table have?
2. Aside from the table format, what are two other formatting clues that will help you find information quickly?
3. You have been asked to find the lockout guidelines for materials in the supply lines of bins and silos. Highlight the row in which you would find the information.
4. Kinetic energy sources are used at your workplace. What is the most important thing you need to explain to co-workers about what must be done to lockout kinetic energy sources?
5. In your own words, summarize the lockout guideline for Electrical Energy.



REFLECTION

How do you use tables and lists at work? When do you use them?



Lockout

Figure 1
Energy forms, energy sources, and general lockout guidelines

Energy Form	Energy Source	General Lockout Guideline
Electrical Energy	<ul style="list-style-type: none"> ▪ Power transmission lines ▪ Machine power cords ▪ Motors ▪ Solenoids ▪ Capacitors (stored electrical energy) 	<ul style="list-style-type: none"> ▪ Turn off power at machine first (i.e., at point of operation switch) and then at the main disconnect switch for the machine ▪ Lock and tag main disconnect switch (or remove fuses from box, and then lock and tag box) ▪ Fully discharge all capacitive systems (e.g., cycle machine to drain power from capacitors) according to manufacturer's instructions
Hydraulic Energy	<ul style="list-style-type: none"> ▪ Hydraulic systems (e.g., hydraulic presses, rams, cylinders, hammers) 	<ul style="list-style-type: none"> ▪ shut off, lock (with chains, built-in lockout devices, or lockout attachments) and tag valves ▪ Bleed off and blank lines as necessary
Pneumatic Energy	<ul style="list-style-type: none"> ▪ Pneumatic systems (e.g., lines, pressure reservoirs, accumulators, air surge tanks, rams, cylinders) 	<ul style="list-style-type: none"> ▪ Shut off, lock (with chains, built-in lockout devices, or lockout attachments) and tag valves ▪ Bleed off excess air; if pressure cannot be relieved, block any possible movement of machinery
Kinetic Energy (energy of a moving object or materials moving object may be powered or coasting)	<ul style="list-style-type: none"> ▪ Blades ▪ Flywheels ▪ Materials in supply lines of bins or silos 	<ul style="list-style-type: none"> ▪ Stop and block machine parts (e.g., stop flywheels and ensure that they do not recycle) ▪ Review entire cycle of mechanical motion, ensure that all motions are stopped ▪ Block material from moving into area of work; blank as required
Potential Energy (stored energy that an object has the potential to release due to its position)	<ul style="list-style-type: none"> ▪ Springs (e.g., in air brake cylinders) ▪ Actuators ▪ Counterweights ▪ Raised loads ▪ Top or movable part of a press or lifting device 	<ul style="list-style-type: none"> ▪ If possible, lower all suspended parts and loads to the lowest (rest) position ▪ Block parts that might be moved by gravity ▪ Release or block spring energy
Thermal Energy	<ul style="list-style-type: none"> ▪ Supply lines ▪ Storage tanks and vessels 	<ul style="list-style-type: none"> ▪ Shut off, lock (with chains, built-in lockout devices, or lockout attachments) and tag valves ▪ Bleed off excess liquids or gases; blank lines as necessary

Source: Workplace Safety & Prevention Services (2013). Lockout [PDF. Revised June 2011]. Retrieved from http://www.wspss.ca/WSPS/media/Site/Resources/Downloads/WSPS_Lockout_2013_Final-LoRs.pdf?ext=.pdf. Document adapted from source. Content may not be current.