



Training Solutions, Delivered!

# **HIGH-IMPACT WORKPLACE SAFETY**

*Non-Graphic*

**Leader's Guide, Fact Sheet  
& Quiz**

**Item Number: 1148**  
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***This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.***

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

## **1148 HIGH-IMPACT WORKPLACE SAFETY *Non-Graphic* FACT SHEET**

**LENGTH: 19 MINUTES**

### **PROGRAM SYNOPSIS:**

We all come to work each day with plans and goals of what we want to accomplish. We may even have a list of these things, or a “to do” list, so to speak. While no one’s “to do” list includes being killed or injured at work, all too often this is what happens when workplace safety is not at the top of our list of things to do each day. Staying safe on the job doesn’t just happen, it takes effort and commitment from each of us.

This program reviews the causes of several workplace casualties and what we must do to prevent similar incidents from happening to us. Featured are several workplace injury scenarios that show both the consequences of unsafe acts and how the job could have been done the “right way” to prevent the injuries.

Training topics include Personal Protective Equipment (PPE), employee training and authorization, following safe work practices completely, the dangers of shortcuts, lockout/tagout, workplace signs and hazard communication.

### **PROGRAM OBJECTIVES:**

After watching the program, the viewer will be able to explain the following:

- The causes of the injuries in the video and the actions that could have been taken to prevent them;
- The importance of being trained and authorized for every task an employee undertakes;
- Safe work practices for lockout/tagout operations and handling chemicals;
- The significance of workplace signs and always following their messages;
- Why taking risks and shortcuts to save time isn’t worth the trouble.

### **PROGRAM OUTLINE:**

#### **PERSONAL PROTECTIVE EQUIPMENT**

- Personal Protective Equipment, sometimes called PPE, is often our only protection against certain hazards.
- The company has evaluated the hazards presented by various work areas and has specified protective equipment in these areas. The company provides this equipment at no charge to employees.
- Leather boots and shoes are required in most work areas. They protect feet from cuts and abrasions. In areas where feet are at risk from heavy falling objects, reinforced steel toes or metatarsal guards are required.
- Hardhats are required in areas where objects may fall from above or where we may strike our heads on low-hanging objects.
- Hearing protection is required in areas with excessive specific noise levels. Hearing protection is required because loud noise damages our hearing; this damage accumulates over time and leads to hearing loss.
- Safety glasses protect our eyes from debris and are required in all areas where the potential for these hazards exists. Choosing not to wear required protective equipment in these work areas is a serious lapse of safety.
- Safety goggles provide more protection than safety glasses because they provide a seal of protection completely around the eyes. Goggles are required when working with liquids that may splash into the eyes or when performing tasks where dirt or debris might work their way under the frame of regular safety glasses.
- Jobs such as chipping or grinding, which generate flying debris, require complete facial protection in the form of a face shield. When wearing a face shield, eye protection is still required; never wear a face shield without also wearing safety glasses or goggles.
- Other types of protective equipment you may be required to use include respirators, chemical-resistant clothing or other specialized equipment.

#### **JOB TASKS THAT REQUIRE TRAINING AND AUTHORIZATION**

- Many tools, machines and pieces of equipment located throughout the facility require training and authorization before use.

- For example, overhead cranes, which appear simple to use, can be quite dangerous when used improperly. Do not use overhead cranes unless you are trained and authorized.
- Forklifts are powerful machines that have very unique steering, braking and turning characteristics. Trying to drive a forklift without proper training leads to many mishaps each year. Do not operate a forklift unless you are trained and authorized.
- Welding and cutting equipment generates a lot of heat and sparks, requires a large electric current and requires specific training to use safely. Do not operate welding or cutting equipment unless you have been trained and authorized.
- A good rule of thumb is, if you are unsure if you are trained and authorized to operate a specific piece of equipment, you're not! So don't operate it.
- Taking the time to find a qualified operator may take a little longer, but getting a quality job done in a safe manner is always worth the wait.
- Of course, training and authorization alone will not protect you from injury, only the strict adherence to the safety rules and procedures learned during your training will do that.

### **LOCKOUT/TAGOUT**

- Before performing any lockout/tagout operation, all affected employees must be informed that a lockout is in progress and the reason the machine is being removed from service.
- Correct lockout procedures require the use of a company approved tag and locking device. When locking out equipment, you must use an approved lock and maintain possession of the key.
- The tag must be secured with non-reusable ties and be able to withstand 50 pounds of force. This ensures no one can apply power to the equipment while it is being serviced.
- After performing a lockout, always test its effectiveness by attempting to operate the equipment from its control station.
- Make sure to lockout all other sources of energy besides electrical: pneumatic, hydraulic, gravity, etc.

### **JOB TASKS THAT REQUIRE SPECIFIC PROCEDURES**

- Performing lockout/tagout operations is just one example of job tasks that require specific procedures to be followed to avoid injury.
- Another example is confined space entry, which requires written permits, air monitoring, rescue services and other safety practices.
- Another is using universal precautions to protect ourselves from bloodborne pathogens. This includes avoiding contact when possible, using protective equipment as a barrier, using biohazard containers for disposal and decontaminating affected work areas.
- The point is that the company has many different safety rules and procedures designed to protect us from harm, but they only provide protection when they are followed.

### **WORKPLACE SIGNS**

- Safety rules, procedures and instructions are given to employees in many different ways. One means of communicating safety instructions is through the use of signs.
- These signs provide instruction on required PPE, point out when caution should be used to avoid injury and act as a last line of defense between us and life-threatening dangers.
- These signs provide important information that must not be ignored.

### **HAZARD COMMUNICATION**

- Another source of safety information is provided on chemical labels and MSDS sheets. These items contain safety instructions and information necessary to work safely with a chemical.
- Using a chemical without reading the label means you have no idea if it is hazardous to your health. It may be dangerous to breathe, smell or touch and you have no idea if you need gloves, a respirator or extra ventilation.
- Material Safety Data Sheets provide more information, such as hazardous ingredients, first aid procedures, firefighting information, protective equipment and anything else you need to know about the chemical.
- The company maintains Material Safety Data Sheets on every chemical in the plant; if you're unsure about something, look it up or ask your supervisor.
- Never use chemicals without understanding their hazards and how to protect yourself from them.

## **DANGERS OF SHORTCUTS**

- Taking chances and shortcuts to save time is just not worth it. We must constantly be on guard to avoid these types of unsafe acts, because the temptation to take shortcuts comes in many forms.
- Using chairs, boxes or other devices to reach objects rather than proper ladders or stepstools; reaching around machine guards rather than performing a lockout; defeating guarding to make a job easier; or, running at work or cutting through work areas are all examples of shortcuts.
- Sometimes we don't always see the danger in taking these types of chances because our view may be distorted by haste, anger or stress.
- During these moments when we are tempted to make a poor decision, a simple reminder by a co-worker could make all the difference. Speak up if you see someone doing something unsafe; bruised egos heal much faster than broken bones.

## **INCIDENTS AND THEIR SAFETY LESSONS**

### **Incident 1: Employee Suffers Traumatic Eye Injury After Neglecting PPE And Performing Task Without Training And Authorization**

Plant employee John Hendrix needed a hole drilled in a metal plate for one of his work projects. As he entered the maintenance shop to find someone to drill the hole, he realized that he had left his safety glasses on his desk. Since he was only going to be in the shop a few minutes, he didn't go back for the glasses. He also couldn't find anyone to do the job for him, so he proceeded to do it himself. Being unfamiliar with the drill, he attempted to drill the hole with the bit turning in reverse. Because he was making no progress with the hole, he decided applying more pressure would get the hole started. He pulled the drill down and the excess pressure caused the bit to break, striking him in his unprotected eye.

#### **Safety Lessons:**

- *Always wear the proper protective equipment for the hazards of the work area you are in or the job you are performing.*
- *Never perform any task that you are not trained or authorized to do.*
- *Don't allow haste to cause you to make poor safety decisions (such as neglecting personal protective equipment or operating tools without training and authorization).*

### **Incident 2: Series Of Lockout Mistakes Leads To Worker's Death In Conveyor System**

Mike Johnson, a plant maintenance technician, turned off the power to the conveyor he was servicing and taped a lockout tag to the disconnect. As Joey, Mike's co-worker, returned from the tool room, he noticed the conveyor wasn't moving and thought another co-worker had stopped it inadvertently. Joey didn't see the tag that Mike had taped to the disconnect because it had fallen off and Mike didn't say anything about servicing the unit, so he turned the switch back on. When Mike returned to the conveyor, he assumed the power was off and reached under the conveyor to check the roller. A computer in the control room issued a command for the conveyor to start. Mike managed to grab onto the framework of the sweeper arm to keep from going over the top of the conveyor, but because his body had broken the light beam of the excess waste sensor, the sweeper arm was activated. Mike was swept into the hopper and crushed.

#### **Safety Lessons:**

- *Before performing any lockout/tagout operation, inform all employees affected by the procedures that a lockout is in progress and why the machine is being removed from service.*
- *Always use an approved lock and tagging device when locking out a machine. Make sure to secure the tag with a non-reusable tie and that it can withstand 50 pounds of force.*
- *Before proceeding with your work, always test the effectiveness of your lockout by attempting to operate the equipment from its control panel.*
- *Be aware that all sources of energy must be isolated from the equipment before maintenance can proceed. (In this case, he failed to bleed off the pneumatic pressure to the conveyor's sweeper arm and lock it out.)*
- *Always consult the company's written lockout procedure if you have any questions about lockout/tagout operations.*

### **Incident 3: Severe Chemical Burns Result From Custodian's Failure To Read Container Label**

Custodian Steve Lewis had been asked by his supervisor to clean the shower stalls in the operations locker room before the end of his shift. Although he was unsure which cleaner to use, he picked up a bottle of mildew cleaner and proceeded to wipe down the shower walls. Unaware that the mildew remover needed to be diluted with 16 parts of water, he noticed that his hands and forearms began to burn but he figured he could rinse them off when the job was complete. When the pain became unbearable, he ran to a sink to rinse them off but the damage to his skin had already been done.

#### **Safety Lessons:**

- *If you are unsure how to do a job safely, do not hesitate to ask for help.*
- *Always read the container label before using any chemical. In this case it would have provided the handling requirements (diluting 16 to 1 with water) and required personal protection (rubber chemical gloves and goggles).*
- *Never use chemicals without understanding their hazards and how to protect yourself from them.*

### **Incident 4: Office Employee Crushed By Forklift After Taking Shortcut While Working In Warehouse**

Ruth and Wanda were two office workers who were assigned to take inventory in the warehouse. Before they started work, the warehouse supervisor told them what PPE was required for the job and to also be aware of forklifts in the area. Ruth and Wanda didn't know how the product bins were numbered, so they had to look up the bin location on the computer whenever they started counting a new product. On the final day of the project they needed to find one last bin location. Wanda saw a forklift on the next aisle and figured it would be faster to ask the operator where the parts were rather than walking back to the computer. Ruth knew Wanda shouldn't do this but said nothing because she didn't "want her to get mad" at her. When Wanda ducked under a storage rack and tried to get the attention of the forklift operator from behind, the forklift made a sharp turn as it backed up and crushed her.

#### **Safety Lessons:**

- *Pedestrians should always stay well clear of forklifts.*
- *Taking chances and shortcuts to save time is just not worth the risk.*
- *Always understand and control the hazards of your work area.*
- *Speak up if you see someone committing an unsafe act! Bruised egos heal much faster than broken bones.*

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**ANSWERS TO THE REVIEW QUIZ**

1. a

2. d

3. c

4. b

5. d

6. b

7. a

8. b

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**REVIEW QUIZ**

*The following questions are provided to determine how well you understand the information presented in this program.*

Name \_\_\_\_\_ Date \_\_\_\_\_

1. You should never wear a face shield without also wearing safety glasses or goggles.
  - a. True
  - b. False
  
2. Tags used in lockout situations must be able to withstand \_\_\_\_\_ pounds of force.
  - a. 5
  - b. 10
  - c. 25
  - d. 50
  
3. Which of the following was **not** a mistake made by the employee who was struck in the eye by the broken drill bit?
  - a. He wasn't wearing the proper PPE
  - b. He was operating the drill in reverse
  - c. He was wearing safety glasses instead of goggles
  - d. He wasn't trained or authorized to operate the drill
  
4. If you are unsure whether you are trained and authorized to perform a task, you should consult the training manual for the task and then do the work.
  - a. True
  - b. False
  
5. Which of the following resulted the incident in which the maintenance technician was killed why servicing the conveyor system?
  - a. He failed to inform his co-worker of his actions
  - b. He tagged the disconnect to the conveyor improperly
  - c. He failed to isolate the power to the system's sweeper arm
  - d. All of the above
  - E. None of the above
  
6. Which of the following did **not** contribute to the burns the custodian received while cleaning the shower stalls in the operations locker room?
  - a. He didn't read the label on the cleaner
  - b. He used the wrong chemical to clean the stalls
  - c. He was unsure which chemical to use and failed to ask for help
  - d. He didn't dilute the cleaner with water
  
7. The company maintains a Material Safety Data Sheet for every chemical used in the plant.
  - a. True
  - b. False
  
8. If you see someone committing an unsafe act, you should say nothing to your co-worker and then report it to your supervisor
  - a. True
  - b. False