Training Solutions, Delivered!

HIGH-IMPACT METAL WORKING

(Concise)

Leader's Guide, Fact Sheet & Quiz

Item Number: 1408

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.

1408 HIGH-IMPACT METAL WORKING *(Concise)*
FACT SHEET

LENGTH: 5 MINUTES

PROGRAM SYNOPSIS:
Many of us have been working with machines for years, while some of us have only been using them for short periods of time. No matter who you are or how long you have been working, the message is clear: you must protect yourself from the actions of machines to prevent serious injury or death.

This video features 4 accident scenarios and worker testimony to show your employees why they must follow all safe work procedures when using metal working machines.

PROGRAM OBJECTIVES:
After watching the video, the viewer will be able to identify the following:
- The essential safety rules for operating all machines;
- Why shortcuts and other unsafe acts can be so dangerous when working with metal working machines;
- Why wearing loose clothing, long hair, jewelry and sometimes gloves should be worn near machine actions.

INSTRUCTIONAL CONTENT:

Failure to Clamp Work Results in Severe Facial Injury
Albert Taylor, a maintenance mechanic at a food packaging plant, was holding a piece of stock in his hand. As he attempted to drill a hole in the stock, a piece of the unclamped stock got caught in the rotating drill bit and was thrown into Albert's face. He suffered a severe laceration and several broken teeth.

LESSONS: If your work requires you to clamp a piece of work before drilling it, do it! Always take the time to attend to the hazards of the machine and work at hand. Maintain a good grip on your sense of personal safety to remain injury-free.

Glove Catches and Worker Is Pulled Into Machine
Maintenance worker John Kason was measuring the diameter of the shaft while the lathe was turning. The odd-shaped piece of metal with which he was working caught his glove and the machine action pulled him into the machine. His arm was amputated as the lathe cycled.

LESSONS: Remember that loose clothing, jewelry, long hair and even gloves can cause problems around machine actions. When choosing to use gloves around machines, you must decide whether the machine action or rough material you are handling is more hazardous. Taking shortcuts often leads to unsafe job procedures and injury; John knew he should have turned off the lathe before measuring the shaft.

Worker Loses Eye When Die Shatters
Greg Braxton, maintenance technician, installed a mis-matched die set on a universal iron worker. He had removed his safety glasses to get a better look at the work. When the die contacted metal, it shattered and part of the debris put out Greg's eye.

LESSONS: Always make sure the die set is properly sized and in good condition before installation. Also, it is important to wear personal protection, such as safety glasses, in all situations where it is required.

Upset Worker Loses Fingers in Metal Sheer
Shop Technician Patrick Trammel learned that the second shift was shutting down. Because he got overtime on the second shift and was also having family problems, Patrick became upset. While working with the shear, he furiously pushed down on the stock to feed it into the machine. His fingers traveled under the guard and several were severed at the knuckles.

LESSON: We must control our emotions and our sense of personal safety so that we can control the hazards of the machines we operate.

FOUR ESSENTIAL METAL WORKING SAFETY RULES

❶ Understand the machine's operations and the potential hazards involved.
❷ Acquire proper training and authorization before operating any machine.
❸ Always wear the correct personal protective equipment and clothing for the job.
❹ Follow safe operating procedures at all times and protect yourself from the machine's actions.

ANSWERS TO THE REVIEW QUIZ

1. d
2. a
3. e
4. b
5. a

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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. Which of the following is a hazard around rotating machines such as lathes?

a. Loose clothing
b. Long hair
c. Jewelry
d. All of the above

2. Gloves may be more hazardous than rough materials when you are working around machine actions.

a. True
b. False

3. Greg Braxton, the maintenance technician who had just installed the die on an iron worker, lost an eye Because _____.

a. The iron worker malfunctioned and exploded
b. He wasn't wearing any eye protection
c. He put the wrong sized die on the worker
d. Both and b
E. Both b and c

4. If you know how to operate a metal working machine, you do not need to be authorized by your Company before using it.

a. True
b. False

5. Our safety, the safety of others in the plant and job procedures are one in the same.

a. True
b. False