



Training Solutions, Delivered!

HIGH-IMPACT SAFETY AWARENESS *(Concise)*

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

Item Number: 1488
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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.

1488 HIGH-IMPACT SAFETY AWARENESS (Concise) FACT SHEET

LENGTH: 5 MINUTES

PROGRAM SYNOPSIS:

Of the 122 million people in the work force, 23 lose their lives and another 9,000 suffer disabling injuries every day. Statistics indicate that these injuries are the result of our own unsafe acts. Accepting responsibility for personal safety and a good safety attitude are the keys to avoiding accidents in the workplace.

This dynamic program re-creates accidents that result from common employee safety errors to illustrate the importance of making safety a personal priority. From ladder safety to lockout/tagout, the viewer will be provided with valuable lessons relating to a wide array of safety topics.

PROGRAM OBJECTIVES:

After watching the video, the viewer will be able to identify the following:

- Three basic rules for a good safety attitude;
- The importance of proper PPE;
- Where to find information on hazards in work areas.

INSTRUCTIONAL CONTENT:

THREE RULES FOR PERSONAL PROTECTION

- 1) Always take responsibility for your personal safety.
- 2) Never attempt to perform any task unless you have been trained and authorized.
- 3) Always follow company policy and job procedures.

PERSONAL PROTECTIVE EQUIPMENT

- While safety glasses offer limited protection, goggles and full-face shields are necessary for more hazardous jobs.
- Respirators can provide breathing protection for hazards such as dusts, fumes, organic vapors and oxygen deficiency.
- Signs designate areas where hearing protection must be worn at all times.
- Wear hard hats correctly so that any striking force is distributed evenly over the hat's suspension.
- Select and use the right type of glove for the job you are using; choose footwear such as steel toe shoes according to the hazards of the task.
- Ask your supervisor if you have any questions regarding PPE.

HAZARD INFORMATION

- Learn the meaning conveyed by warning signs and tags in your work area and take the appropriate safety precautions.
- Be familiar with your facility's emergency plan, which includes knowing the location of fire and emergency exits and how to use the alarm system.
- Material Safety Data Sheets provide information regarding PPE, storage and handling procedures for hazardous chemicals.
- Other information concerning a substance's hazardous properties can be found on its container label.

WORKING WITH POWER TOOLS

- Check the tool's cord for cracks and abrasions; make sure the plug isn't cracked or missing the ground pin.
- Some environments require special spark and explosion-proof tools.
- The condition of abrasive discs and attachments must be checked thoroughly for damage before use.

OTHER SAFETY TIPS

- Always follow company policy concerning clothing and jewelry.
- Don't allow alcohol or drug abuse to set you up for an accident. Never come to work impaired.

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ANSWERS TO THE REVIEW QUIZ

1. e

2. b

3. a

4. d

5. b

6. 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. Where can you find information concerning the properties of a hazardous chemical used in your workplace?
 - a. College chemistry textbook
 - b. The Materials Safety Data Sheet for the chemical
 - c. The chemical's container label
 - d. Both a and b
 - e. Both b and c

2. Face shields can be worn alone when no flying particles are present in your work area.
 - a. True
 - b. False

3. You should not use a tool that has a ground pin missing from its cord.
 - a. True
 - b. False

4. Which of the following is not one of the three rules of a good safety attitude?
 - a. Always take responsibility for your personal safety.
 - b. Never attempt to perform any task unless you have been trained or authorized.
 - c. Always follow job procedures and company rules.
 - d. Your company must assume responsibility for your safety once you are on the clock.

5. The worker that died in the confined space in the video _____.
 - a. Was wearing the wrong type of respirator
 - b. Failed to read the warning sign on the tank and take the appropriate precautions
 - c. Disregarded his supervisor's orders about entering the space
 - d. None of the above

6. Respirators are only to be worn by those who are trained, fitted and authorized in their use.
 - a. True
 - b. False