



Training Solutions, Delivered!

HIGH-IMPACT SAFETY AWARENESS

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

Item Number: 1524

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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.

1524 HIGH-IMPACT SAFETY AWARENESS FACT SHEET

LENGTH: 19 MINUTES

PROGRAM SYNOPSIS:

With all the protective equipment and educational tools available today, you would think workplace injuries would be non-existent. But this isn't the case. Serious injuries are still occurring at an alarming rate for one reason: unsafe acts. This video features graphic photographs taken from emergency room patients' files to show viewers what can happen when safety is not a top priority in industrial workplaces.

PROGRAM OBJECTIVES:

After watching the video, the viewer will be able to explain why safety must always be a priority in industrial settings and what the consequences are when safe work practices are ignored.

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.

LIFT TRUCK SAFETY

- Forklift operators must be trained and authorized before driving a lift truck.
- If the forklift is designed to seat only the driver, don't allow any additional persons to ride.
- Pedestrians should stop, look and listen at intersections for forklift traffic to make sure they have a clear path before proceeding ahead.

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.

AVOIDING BACK INJURIES

- Position yourself close to the load and get a firm grasp on the load you intend to lift.
- Rise slowly from the knees. Don't turn while lifting; change directions after straightening up.
- Always lift with your knees and not your back.
- Don't be embarrassed to ask for help picking up a load that is too heavy.

SLIPS, TRIPS AND FALLS

- Wear shoes with good traction in areas where slippery surfaces are present.
- When climbing stairs, keep one hand on the safety rail at all times.
- Always know the right ladder for the job and use it correctly.
- Have an assistant help steady the ladder or tied the ladder off to avoid falls.

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.

LOCKOUT/TAGOUT

- Lockout/tagout procedures should be performed during maintenance, installation, adjusting or routine checkout of any piece of energized equipment.
- Employees must be trained and authorized before conducting lockout procedures.
- Machines powered by more than one form of energy must be checked for complete lockout tagout.

WRITTEN PERMITS

- Confined Space Entry Permits are required for areas designated as confined spaces.
- A qualified person must test the air quality in the confined space and then determine the precautions to be taken.
- Such procedures as lockout and line breaking are used to control the space's hazards so it is safe for work.
- Hot Work Permits are required for welding and many other hazardous tasks.

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.
- Good housekeeping is effective in protecting ourselves at work; return tools and materials to their proper place when a job is complete.
- Keep your work clean and orderly. Dispose of all waste in appropriate containers.

HIGH-IMPACT SAFETY AWARENESS

ANSWERS TO THE REVIEW QUIZ

1. b

2. c

3. d

4. e

5. b

6. a

7. d

8. b

9. a

HIGH-IMPACT SAFETY AWARENESS
REVIEW QUIZ

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

Name _____ Date _____

1. Safety glasses offer full protection from chemical splashes, flying debris and other hazards.
 - a. True
 - b. False

2. _____ provide information regarding PPE, storage and handling procedures for hazardous chemicals.
 - a. Hazard logs
 - b. Data plates
 - c. Material safety data sheets
 - d. Emergency action plans

3. Be familiar with your facility's _____, which include knowing the location of fire and emergency exits and how to use the alarm system.
 - a. Hazard logs
 - b. Data plates
 - c. Material safety data sheets
 - d. Emergency action plans

4. Which of the following is NOT a component of safe lifting?
 - a. Position yourself close to the load
 - b. Get a firm grasp on the load
 - c. Rise slowly from the knees
 - d. Don't turn while lifting
 - e. Change directions before straightening up

5. It doesn't matter what kind of ladder you use, as long as you follow all safety rules while using it.
 - a. True
 - b. False

6. Which of the following is NOT a safe practice when using a ladder?
 - a. Place cardboard under the ladder if it wobbles
 - b. Have an assistant help steady the ladder
 - c. Tie the ladder off so that it is steady
 - d. Choose the right ladder for the job

7. Before using a power tool, you should _____.
 - a. Check the tool's cord for cracks and abrasions
 - b. Make sure the plug isn't cracked
 - c. Make sure the ground pin is in place
 - d. All of the above

8. Confined Space Entry Permits are required for areas _____.
 - a. Underground
 - b. Designated as confined spaces
 - c. With hazards present
 - d. None of the above

9. The worker whose glove and sleeve caught in the rotating drill press was injured because he violated the company's clothing policy.
 - a. True
 - b. False