



Training Solutions, Delivered!

**DON'T BE A DUMMY
ABOUT YOUR SAFETY
RESPONSIBILITIES
*(Concise)***

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

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.

1541 DON'T BE A DUMMY ABOUT YOUR SAFETY RESPONSIBILITIES (*Concise*) FACT SHEET

LENGTH: 9 MINUTES

PROGRAM SYNOPSIS:

When you look at your co-workers, you can't normally tell which of them is likely to take a chance or shortcut. No one's face will give any indication of his or her commitment to safety. In this program; however, viewers will have no problem identifying workers who don't make workplace safety a top priority. This video features workplace "dummies" who represent workers who have fallen down on their commitment to safety. While these characters provide some laughs for the audience, employees must keep in mind that workplace injuries don't just happen to dummies. They happen to real workers as well.

Topics include lockout/tagout, working around forklifts, recognizing unsafe work conditions, good housekeeping practices, safe lifting techniques and the value of a positive attitude toward safety.

PROGRAM OBJECTIVES:

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

- Why a good safety attitude is so valuable;
- Which basic safe work practices to follow when working around the facility;
- Why it is important to live up to your safety responsibilities and "don't be a dummy."

PROGRAM OUTLINE:

VALUE OF A GOOD SAFETY ATTITUDE

- Workers who have poor safety attitudes have more workplace injuries than those with good safety attitudes. The reason for this is simple: those employees with good safety attitudes understand the consequences of unsafe acts.
- Employees with poor safety attitudes are tempted to take chances and shortcuts to finish a job a little faster, while employees with good safety attitudes understand that time saved by a shortcut is not worth the risk.
- Uncommitted employees don't take responsibility for their own safety, ignore work area hazards and make no effort to protect themselves, while employees committed to personal safety take responsibility when encountering various workplace situation and make sure they are protected from any hazards.
- These employees understand that this type of safety commitment is the only way to ensure a safe return to family and loved ones at the end of each day.

SAFETY RESPONSIBILITIES

- Don't do any job you feel is unsafe. If you come across an unsafe situation, report it to your supervisor so it can be corrected.
- Never operate any workplace equipment without training and authorization.
- Equipment such as cranes, aerial work platforms and forklifts can be very dangerous when used without proper training.

LOCKOUT/TAGOUT

- The company's lockout/tagout program protects workers from the unexpected movement of machines while being services.
- All employees must be able to recognize when a machine has been locked and tagged. Never apply power to a locked and tagged machine and never remove another worker's lock and tag.

ELECTRICAL SAFETY

- Electricity is used throughout the facility as a power source in many operations. Only qualified electricians may service or repair electrical equipment.
- If you're not a qualified electrician, you must stay at least 10 feet away from exposed live parts.

WORKING NEAR FORKLIFTS

- Forklifts are “hazards on wheels” and create potential dangers anywhere they go.
- In areas where these vehicles are in operation, watch for forklift traffic at every blind intersection and corner.
- Never walk directly behind a forklift or stand so close that a sudden movement by the vehicle would cause it to strike you.

PERSONAL PROTECTIVE EQUIPMENT

- Being committed to personal safety means utilizing all required personal protective equipment. Employees who take their safety responsibilities seriously always see the need for this protection.
- Employees without a commitment to personal safety are easily blinded by a poor safety attitude and don't see the need to wear personal protective equipment.

HAZARD COMMUNICATION

- When working with chemicals, always refer to the material safety data sheet before using the chemical. The MSDS provides information on proper handling, required protective equipment and emergency procedures.
- Be sure you know where to find these valuable documents and how to use them.

ENCOUNTERING UNSAFE CONDITIONS

- When confronted with conditions that may be unsafe, you must take time to find the safe way to proceed.
- Warning signs are found throughout the facility and provide valuable safety information. Of course, for a safety sign to be of any value you must obey its message.
- Part of your safety responsibility includes keeping an eye out for unsafe conditions. If an unsafe condition exists, correct or report it right away.
- Always keep an eye out for tripping hazards. If you discover one, correct it right away; don't leave it for someone else to discover.

GOOD HOUSEKEEPING

- Safety and good housekeeping go hand in hand. Employees who are committed to safety maintain a neat and orderly work area.
- A well-maintained work area improves both safety and productivity.
- Those employees with a poor safety attitude ignore good housekeeping practices, which often leads to injury.

BACK SAFETY

- Back safety is an area that requires a commitment to lift safely each time.
- Before lifting, make sure the object is not too heavy to lift alone. You may be tempted to lift more than you are able, but you should always get assistance with objects you can't safely lift alone.
- To lift safely, position yourself close to the load. Rise slowly, keeping your back in a neutral position.
- Use your legs to lift rather than your back.

CONCLUSION

- In this program, we could easily identify those employees who don't live up to their safety responsibilities.
- In the real world, it's harder to tell. The only one that knows for sure is you.
- Don't be a dummy when it comes to your safety responsibilities. Make personal safety your number one priority.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. c

4. c

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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. No matter how many rules or procedures exist, the only thing that can consistently keep you safe is your attitude.
 - a. True
 - b. False

2. The company doesn't want you to perform any unsafe acts in an effort to do your job for any reason.
 - a. True
 - b. False

3. In order to service or repair electrical equipment, you must be _____.
 - a. A full-time employee
 - b. A supervisor
 - c. Qualified

4. Material Safety Data Sheets (MSDS) provide important information related to _____.
 - a. Energy control procedures
 - b. Computer safety
 - c. Chemical hazards
 - d. Evacuation plans