



Training Solutions, Delivered!

SHOP SAFETY

Leader's Guide, Fact Sheet & Quiz

Item Number: 1750
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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.

1750 SHOP SAFETY FACT SHEET

LENGTH: 8 MINUTES

PROGRAM SYNOPSIS:

A shop is a busy place with a variety of functions, tools, personnel and responsibilities. Perhaps the most important responsibility is safety—your safety and the safety of those working around you. This program focuses on some of the common hazards that are found in all shops. Topics include fire prevention, electrical safety, compressed gas, respiratory hazards, safe lifting, chemicals, slips and falls and injury reporting.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the basics of each topic: fire prevention, electrical safety, compressed gas, respiratory hazards, safe lifting, chemicals, slips and falls and injury reporting.

INSTRUCTIONAL CONTENT:

SAFETY IS UP TO YOU

- Your safety is really up to you. You need to make safe decisions, don't take shortcuts and focus on the task at hand.
- If at any time you have a question about the safety of a particular action or task, stop and ask your supervisor. This way you can have your question answered or the situation corrected before an accident or injury occurs.

FIRE PREVENTION

- Smoking is never allowed in the shop and may only be done in designated areas. Flammable substances are everywhere in the shop and we need to be aware of them at all times in order to prevent fires.
- Store all flammable chemicals in approved storage cabinets.
- Keep your work area clean. Throw away any trash and sweep the floor regularly.
- You can also help be safe by being prepared. Read and understand the evacuation map of your facility before and emergency occurs and know the location of all fire extinguishers on the premises.

ELECTRICAL SAFETY

- Electricity is another potential hazard in your workplace. If you follow the rules, you shouldn't experience any problems.
- Inspect your electrical equipment. Inspect the cord for frays, cracks, cuts or other damage.
- Inspect the plug. Is the ground prong intact? If the cord is damaged in any way, do not use it.
- How about the tool itself? Is it in good shape?
- You'll have to plug it in. Is the outlet safe? Is the power strip overloaded?
- Remember, water and electricity don't mix, so never operate tools or other electrical equipment near water.
- Some machinery is equipped with an emergency stop button. Know where it is before you start the machine.
- During service or maintenance, some machinery will be locked out and tagged to prevent the machine from being started. Never remove a lock or tag for any reason. Only authorized personnel may install or uninstall locks and tags.

COMPRESSED GAS

- All compressed gas must be stored with caps in place and chained or restrained properly or chained in a cart.

RESPIRATORY HAZARDS

- There may be respiratory hazards as well. Your shop should be well-ventilated and or filtered. Inspect these systems regularly to make sure they are working properly.
- Be conscious of any activity you perform that may create smoke, mist or fumes.
- Some respiratory hazards require the use of a respirator. If you need to wear a respirator, make sure you have been fit-tested and trained in proper use. If you're unsure, ask your supervisor. Don't guess.

SAFE LIFTING

- Everyone lifts something during the course of their job; and if done safely, you won't experience discomfort or an

injury. The basic rule is simply this: bend your legs, not your back.

- Test the weight of the item to make sure it's safe to lift by yourself. If it's too heavy to lift, ask a co-worker for assistance or use a hand truck or dolly to move the item.
- When working with a co-worker, count to three so you both lift at the same time.
- If you can lift it safely yourself, place your feet a shoulder's width apart close to the item you are to lift. Bend your legs and get close to the item.
- Get a good palm grip. Pull the item close as you stand up.
- Reverse the sequence for setting items down.
- Remember, nobody wants to experience a back injury. Bend your legs, not your back.

CHEMICALS

- There's a wide variety of chemicals in use or storage in every shop.
- To keep safe, always read the label before using the chemical. Just about everything you need to know about the chemical can be found here.
- If you want more information, consult the SDS or Safety Data Sheet for that particular substance. These are available either in a book in your shop or online.
- If the label or SDS indicated PPE, or Personal Protective Equipment, must be worn, then that's what you need to do every time. Don't take a chance.
- If you spill chemicals on your skin, wash the area immediately and follow first aid instructions on the label or SDS.
- If a chemical gets in your eyes, go to the eye wash station. Flush your eyes for a full 15 minutes while someone else calls for medical assistance.

SLIPS AND FALLS

- Slips and falls, what could cause those? Cords, water, trash pallets and just about anything left on the floor that shouldn't be there.
- Does that mean because there's a cord on the floor you have to trip? Absolutely not. Watch where you're going and pay attention to what's in front of you and you won't trip.
- This way, you can spot trip hazards and clean them up. It only takes a few seconds and can make a big difference.

INJURY REPORTING

- If you are injured during the course of your job, no matter how minor, it needs to be reported to your supervisor immediately. That way, proper medical attention can be provided if necessary and steps can be taken to ensure similar incidents don't occur in the future.
- Last but not least, we need your help. No one knows the shop better than you. If you see a hazard, report it. That way we can take steps to correct it.

CONCLUSION

- Yes, there are many hazards in the shop, but if you use good judgment and common sense you will work safely without incident.
- Pay attention to the task at hand.
- Help prevent fires.
- Know evacuation routes.
- Inspect all electrical equipment.
- Never remove a lock or tag.
- Wear a respirator when required.
- Always lift safely.
- Store chemicals in proper locations.
- Wear required PPE.
- Watch where you walk.
- Clean up slip, trip and fall hazards.
- Most of all, make a personal commitment to safety. After all, when it comes right down to it, YOU are responsible for your own safety. It's a commitment that needs to be taken seriously.

SHOP SAFETY

ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. b

4. b

5. a

6. d

7. a

8. b

9. b

**SHOP SAFETY
REVIEW QUIZ**

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

Name _____ Date _____

1. Your safety is really up to you.
 - a. True
 - b. False
2. You should never operate tools or other electrical equipment near water.
 - a. True
 - b. False
3. All shop employees are permitted to install or uninstall logs and tags used to prevent a machine from being started.
 - a. True
 - b. False
4. Caps are not required when storing compressed gas if they are chained or restrained properly
 - a. True
 - b. False
5. If you need to wear are respirator, you need to be fit-tested and trained in proper use.
 - a. True
 - b. False
6. What should you if you cannot lift an item that is too heavy?
 - a. Ask a co-worker for assistance
 - b. Use a hand truck to move the object
 - c. Use a dolly to move the object
 - d. Any of the above answers
7. The Safety Data Sheet provides more information about a hazardous substance than the container label.
 - a. True
 - b. False
8. Because there are so many fall hazards found on the floor of a shop, there's nothing you can really do to prevent slips and trips.
 - a. True
 - b. False
9. Minor injuries not requiring medical attention don't need to be reported to your supervisor.
 - a. True
 - b. False