



Training Solutions, Delivered!

THE HAZARDS OF LONG HAIR, LOOSE CLOTHING AND JEWELRY

**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.

1928 THE HAZARDS OF LONG HAIR, LOOSE CLOTHING AND JEWELRY FACT SHEET

LENGTH: 13 MINUTES

PROGRAM SYNOPSIS:

What does the search for animals in the world's most remote wildlife habitats have in common with work in the factory on Main Street USA? Both environments are quite dangerous to work in because you can be "bitten" if you do not take the necessary precautions. Rotating shafts, moving machinery and other objects in industrial operations can unexpectedly "bite" you much like a creature in the wild. Many of these injuries are compounded when the victim is pulled into the action of the equipment, resulting in lacerations, amputations and sometimes even death.

This video will show viewers how they can reduce the chance of such an injury by controlling long hair, not wearing loose clothing and being aware of the hazards of wearing jewelry at work.

PROGRAM OBJECTIVES:

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

- How loose clothing can lead to a tragic workplace accident;
- Why jewelry should not be worn at work;
- Why long hair must be controlled to prevent injuries;
- Why gloves should not be worn around machinery in motion.

PROGRAM OUTLINE:

BACKGROUND

- Industrial manufacturing, food processing, chemical plants, warehousing and even office areas have unique hazards. No matter what type of work you do, you must be aware of these hazards and dress appropriately for the job.
- Allowing long hair, loose clothing and jewelry to get tangled in moving parts and machinery causes many injuries and deaths each year.

ACCIDENT VICTIMS

Victim #1: Hiker

The hiker in the video was at work one day and did not have his shirt tucked into his pants. As he was prepared to perform some type of maintenance on the feed adjustment to roller #4, his shirt got caught in the feed line and pulled his body into the machine. As a result, he suffered broken bones and a punctured lung.

Victim #2: Diver

The diver in the video was loading parts into a feeder when it became jammed. He tried to free it by himself rather than call maintenance. When the part became unjammed, the gear on the feeder began to turn and grabbed his watch. His arm was mangled when it was pulled into the action of the machine.

Victim #3: Kayak Girl

The girl who rode the in a kayak in the video was in a hurry to complete her work and neglected to pull up her hair. When she leaned over to pick up a tool, her hair became wrapped around the shaft of a nearby machine. Her entire scalp was ripped off of her skull.

SHIRTS

- When working around moving machinery, you should always have your shirt tucked into your pants.
- Short sleeve shirts are recommended because short sleeves are less likely to catch on moving parts.
- Some jobs such as welding or handling chemicals may require long sleeve shirts. Check with your supervisor if you are unsure.
- If you must wear a long sleeve shirt, make sure to button the cuffs at the ends of the sleeves.

GLOVES AND SHOES

- Many people wear gloves for protection against chemicals and other hazards, but gloves should not be worn around rotating shafts or other moving equipment.
- Gloves can be caught on equipment and result in serious hand and arm injuries.
- Sturdy shoes or boots made of leather with proper sole construction should be worn in these types of work environments.
- Make sure to keep your shoe laces tied. Untied laces can become tangled and result in an injury.

JEWELRY

- Watches, rings, necklaces and other types of jewelry can cause serious injuries at work.
- The risk of getting jewelry caught on moving machinery is one reason jewelry is not permitted at work.
- Most of our body parts that are attached to jewelry that we wear cannot support our body weight. If we slip, fall or jump and our jewelry catches on a solid object, an amputation, deep cut, laceration or even strangulation could occur.
- If you work in the food industry, jewelry can cause contamination or hygiene problems. Also earrings, set stones and other items may fall off into the food products.

LONG HAIR

- If you have long hair, it needs to be controlled so it stays on your head and out of machinery. The best way to do this is to pull it up in a bun or other style and put it under a hair net.
- If you have really long hair or wear a pony tail, you may need two hair nets to hold it properly.
- If hair nets are not needed to meet sanitation requirements, you may wear it up on your head in a tight style or under a cap.
- Some work areas also allow long pony tails to be put down the back of the shirt. Check with your supervisor to see if this is an option.
- Remember that long beards and mustaches can also become caught in machinery and pull you in face first.
- If you are not sure your hair style is appropriate for your particular work area, check with your supervisor or safety representative.

OTHER SAFETY TIPS

- Only persons trained and authorized to perform maintenance procedures and lockout/tagout should service machines in the workplace.
- Never cheat machine guards or use your hands to clear jams. If your job allows, use an assist tool to clear a jam.
- Even if you don't work directly with moving parts and rotating shafts, you still need to be aware that loose clothing can get caught on other things in the workplace. Forklifts, dollies, cranes and other material handling equipment can get caught on coats, belts, scarves or other loose clothing.
- Be aware of the hazards in your work area and dress appropriately for your job. If you have any questions about your clothing, check with your supervisor or safety manager.

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ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. d

4. b

5. a

6. b

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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. _____ sleeve shirts are recommended when working around moving machinery.
 - a. Long
 - b. Short

2. Gloves should not be worn when working around rotating shafts and other moving equipment.
 - a. True
 - b. False

3. Why should jewelry not be worn in the workplace?
 - a. Could get caught on moving machinery
 - b. Could snag on a solid object and result in an injury when a person falls or slips
 - c. could cause contamination in some environments
 - d. All of the above

4. If you don't work directly around rotating shafts or moving machinery, it is acceptable to wear loose clothing at work.
 - a. True
 - b. False

5. Long beards and mustaches present hazards in industrial work sites because they can become caught in machinery.
 - a. True
 - b. False

6. If you work with a machine and it malfunctions, you should cut off the power and attempt to repair it immediately.
 - a. True
 - b. False