



Training Solutions, Delivered!

**EVERY TIME I LOOK
AT MY HAND
(Concise)**

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

Item Number: 2512
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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.

**2512 EVERY TIME I LOOK AT MY HAND (Concise)
FACT SHEET**

LENGTH: 8 MINUTES

PROGRAM SYNOPSIS:

Nobody chooses to get hurt, but injuries still happen just the same. In many types of industry, many of these injuries involve the hands. Getting accustomed to a daily routine, rushing to complete a job and taking short cuts are all factors that can and will result in severe hand injuries.

This videotape program features testimony from workers who have suffered traumatic, disabling hand injuries. Through their testimony, the viewer will learn the importance of taking the time to do a job correctly. Nip points, loose clothing and jewelry, lockout/tagout and using proper tools are all covered in the video.

PROGRAM OBJECTIVES:

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

- What nip points are and how to avoid their hazards;
- The importance of proper lockout procedures;
- How day-to-day routine, overconfidence, short-cuts and haste can lead to hand injuries.

PROGRAM OUTLINE

WORKER'S TESTIMONY

Throughout this program, workers give their accounts of how their injuries happened, how the inability to use their hands has affected their lives and what they learned from the incident. The following are quotes from their testimony:

- "One second of carelessness can cut us off from the things that we take for granted."
- "I thought, 'How am I going to take care of my family? Workman's comp doesn't cover all the bills.'"
- "Think safety...and you're going to be safe."

NIP POINTS

- Many industrial hand injuries occur in nip points.
- A nip point is anywhere you can fit your hand or foot between two moving pieces of machinery or between a moving piece of equipment and a hard surface.
- Your hands and fingers can get caught in log rolls, rewinders, press rolls, belts, etc.
- Pay special attention when working around nip points; one second of carelessness can result in months of pain and suffering.

AVOIDING THE HAZARDS OF NIP POINTS

- Use machine guards to cover exposed nip points that are under a height of seven feet.
- Don't ever put your hands or feet underneath a machine guard.
- Loose clothing or jewelry can get caught in nip points and pull you into the equipment.
- Always wear the proper safety equipment for your job, such as hard hats, safety glasses, etc.
- If there is a tool designed for performing a task, use it instead of your hand.

LOCKOUT/TAGOUT

- Make sure to perform the necessary lockout procedures to all machinery before working on it.
- It is not enough to switch out a machine's power. After locking out the machine, try to switch on the power to the machine to make sure it has been locked out properly.

WORKER RESPONSIBILITIES

- Malfunctioning equipment, getting into a daily routine, rushing or simply not thinking are all things that can result in an injury.

- When we get used to things on the job, we sometimes take short cuts because we become overconfident and no longer think about what we are doing.
- To prevent these things from occurring, we must 1) beware day-to-day routine, 2) think about the job, 3) look at the job and the equipment before working and 4) keep from getting into a rush.
- If you have any questions, 1) stop the machine, 2) think about what you are doing, 3) be aware of how you are using your hands and 4) make sure you know what is going on around you.
- Make sure to look for all nip points in your work area and be aware of their hazards.

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ANSWERS TO THE REVIEW QUIZ

1. b

2. e

3. b

4. c

5. c

6. d

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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. A _____ is anywhere you can fit your hand or foot between two moving pieces of machinery or between a moving piece of equipment and a hard surface.
 - a. Pinch point
 - b. Nip point
 - c. Point of entrapment

2. Which of the following is an example of a nip point?
 - a. Log rolls
 - b. Rewinders
 - c. Press rolls
 - d. Conveyor belts
 - e. All of the above

3. It is safe to place your hand underneath a machine guard as long as you have switched off the power to the machine.
 - a. True
 - b. False

4. After lockout and tagging out the power to a machine, what should be done next?
 - a. Proceed with maintenance or repair
 - b. Remove any guards that are present
 - c. Attempt to switch on the power to the machine

5. When we get used to the routine of our job, we sometimes take short cuts because _____.
 - a. Become overconfident
 - b. No longer think about what we are doing
 - c. Both of the above

6. Which of the following is NOT a habit that will help prevent hand injuries?
 - a. Be aware of day-to-day routine
 - b. Think about the job
 - c. Look at the job and equipment before working
 - d. Rush through your job