



Training Solutions, Delivered!

PEDESTRIAN SAFETY IN INDUSTRY

(Concise)

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

Item Number: 3660
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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.

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FACT SHEET

LENGTH: 7 MINUTES

PROGRAM SYNOPSIS:

Employees can easily recognize the hazards associated with material handling, welding, machine operation, electrical work and other dangerous job tasks, but they tend to overlook more common hazards that affect everyone. Some of these common hazards affect a lot of people with a wide variety of job descriptions, but these employees all share a common job title when it comes to these particular hazards: pedestrian. More than 25 million workers suffer some type of injury while walking at work each year. Like other on-the-job injuries, these incidents can be prevented.

This video shows employees the precautions they must take to avoid incidents while walking. Topics include awareness of walking hazards, workplace signs, slips and falls, walking around material handling equipment, overhead hazards and traveling through parking lots.

PROGRAM OBJECTIVES:

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

- The importance of maintaining an awareness of walking hazards;
- Different types of workplace signs and the nature of the information they convey;
- How to avoid injuries caused by material handling equipment and overhead hazards;
- What kinds of hazards to look for when traveling in parking lots.

PROGRAM OUTLINE

AWARENESS OF HAZARDS

- Pedestrians often put themselves at risk by not being fully aware of the potential hazards around them.
- These hazards can include moving forklifts, slippery floors, tripping hazards, overhead loads and even cars in parking lots.
- All are potential hazards an unaware pedestrian may easily walk into simply by being unfamiliar with the specific hazards of the area.
- Before entering or passing through work areas, find out about specific hazards to avoid and stay alert for those hazards.
- Being prepared includes having the proper clothing, protective equipment and knowledge to keep you safe in the areas you plan to travel.
- Some areas require specific types and styles of clothing such as long sleeve shirts, steel-toed boots or chemical-resistant coveralls.
- Personal protective equipment is also required when passing through certain areas. Practically all industrial, construction or manufacturing areas require safety glasses to be worn at all times.
- Other areas may require a hard hat or an emergency respirator.
- Don't use the excuse of "just passing through" as a reason to be unaware or unprepared for work area hazards.

WORKPLACE SIGNS

- One way to always be prepared is to pay attention to workplace signs and take their messages seriously.
- Workplace signs are found in various styles and colors to communicate different types of safety information. Their messages are generally divided into cautions, dangers and warnings.
- Caution signs are safety yellow with black graphics and texts. These signs caution against unsafe practices that could result in minor or moderate injury.
- Danger signs have black text on a white background and feature the red and white danger symbol. They warn of a serious hazard that will cause injury or death if not avoided.
- Danger signs represent a more serious hazard than caution signs.
- Warning signs represent an extreme hazard. These signs feature an orange background with black text and graphics.
- Warning signs are used to convey critical instructions that save lives.

- Pedestrians also need to be aware of lights, symbols, alarms or other methods used to communicate hazard information.
- Of course, just understanding the warning is not enough. The message must be followed. Disregarding these important messages is like walking through a minefield; each step a potential disaster.

SLIPS, TRIPS & FALLS

- When pedestrians are caught by unexpected hazards, the result is usually a slip, trip or fall. Slips, trips and falls account for more than half of all pedestrian incidents.
- To avoid becoming a fall statistic, we must learn to expect the unexpected.
- Be alert to the condition of the surface on which you are traveling. Expect that it will have tripping hazards until you visually verify that it doesn't.
- When approaching intersections, expect oncoming traffic until you make sure the way is clear.

WALKWAYS AND AISLE WAYS

- Many areas have designated aisle ways and walkways. Pedestrians should stay inside these marked areas whenever possible.
- Marked aisle ways are designed to keep pedestrians a safe distance from the hazards of machinery, equipment and the manufacturing process.
- By staying inside the walkway, rather than taking shortcuts through production areas, many workplace hazards can be avoided.

MATERIAL HANDLING EQUIPMENT

- We must share aisle ways with a variety of material handling equipment. This equipment, while vital to the operation of the facility, presents a serious danger to pedestrians.
- Some work areas have large numbers of forklifts, order pickers, powered pallet jacks or other material handling equipment, while others seldom use this type of equipment.
- Stay alert for vehicle traffic at all times. Many doors, aisles, corners or storage areas open into busy aisle ways with little warning.
- To avoid stepping in front of a moving vehicle, approach intersections cautiously and be sure the path is clear before entering.
- Pedestrians have difficulty determining which way this type of equipment will move next. Because they often move backward when you expect them to move forward, never walk or stand directly behind these vehicles.
- Since rear wheel steering allows sharp turns with a tight turning radius, never stand so close that a sudden turn by the vehicle could cause it to hit you.
- Keep in mind that the forks of a lift truck extend in front of the vehicle and are kept low to the ground while traveling or when parked. This creates a tripping hazard.
- Always locate the position of the forks when traveling near this equipment so you can stay clear of them.
- Always assume the operator of moving equipment cannot see you. A safe rule of thumb is to maintain a distance of a least one-vehicle length from these machines at all times.

PARKING LOTS

- Parking lots present many of the same hazards found inside the workplace.
- Trip and fall hazards such as potholes, gravel and parking dividers frequently trip up pedestrians.
- Slipping hazards include oil and other fluids that may leak out from vehicles. In the winter, patches of ice create needless injuries.
- When pedestrians are near moving vehicles, an increased awareness must be maintained to prevent collisions. Always assume drivers cannot see you.
- When traveling in parking lots, be alert for cars backing out. Keep a watch for brake lights and back up lights, which may indicate a vehicle is about to move.
- Don't stand or walk directly behind parked cars. Allow room for other drivers to see you.

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ANSWERS TO THE REVIEW QUIZ

1. c

2. a

3. b

4. a

5. 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. Which type of workplace sign indicates the most extreme hazard?
 - a. Caution signs
 - b. Danger signs
 - c. Warning signs

3. As a pedestrian, you should always assume the operator of a forklift cannot see you.
 - a. True
 - b. False

3. If a certain area requires specific personal protective equipment, you don't need to wear it if you are just passing through.
 - a. True
 - b. False

4. When you discover a tripping hazard while traveling, you should always correct it or report it to the proper authority as soon as possible.
 - a. True
 - b. False

5. A safe rule of thumb when walking around forklifts, order pickers and other material equipment is to maintain a distance of at least _____ at all times.
 - a. 3 feet
 - b. 6 feet
 - c. 1/2 vehicle length
 - d. 1 vehicle length