



Training Solutions, Delivered!

# **HIGH-IMPACT HAND SAFETY**

*(Concise)*

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

Item Number: 3675  
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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.

## 3675 HIGH-IMPACT HAND SAFETY (*Concise*) FACT SHEET

**LENGTH: 5 MINUTES**

### **PROGRAM SYNOPSIS:**

Our hands are the tools that reach out and connect us with the rest of the world, but they are neither accident proof nor covered by any warranty. One out of every four on-the-job accidents involves hands, fingers, wrists or arms. Because our hands play such an important role in our lives, we should do all we can to protect them from these injuries.

This video uses several work-related accident recreations to show the terrible consequences of neglecting hand safety rules. After viewing the program, your employees will make a new commitment to understanding hazards, wearing appropriate hand protection and following safe work practices.

### **PROGRAM OBJECTIVES:**

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

- What unsafe acts caused the injuries recreated in the program and the lessons to be learned from the incidents;
- Why we must always follow our company's safe work procedures;
- What safety points to remember when placing hands at risk when performing a job.

### **INSTRUCTIONAL CONTENT:**

#### **BACKGROUND**

- Our work environment determines the hazards that our hands are likely to encounter: electrical, environmental, rough materials, ergonomic, chemical, mechanical, etc.
- To prevent accidents, we must follow our company's safe work procedures, use hand protection when required and wear the right glove for the job.
- In almost all instances, hand injuries occur as a result of personal behavior or our lack of understanding about safety.

#### ***Materials Handler Loses Finger***

Rick Fairmore climbed a storage shelf to retrieve a roll of material. After throwing the material to the floor, he held onto the edge of the shelf and proceeded to jump to the floor. His wedding ring got caught on a shelf fastener and the ring finger was ripped off of his hand as the weight of his body carried him to the floor.

**Lesson: *Always obey company safety practices. Use a ladder for climbing and don't wear jewelry in work areas where hand hazards are present.***

#### **USING HAND TOOLS**

- Hands and fingers are always in danger when workers are using hand tools.

#### ***Wrong Tool Punctures Hand***

Wally Burlson attempted to pry a ring from a universal joint with an awl. When the awl slipped off of the ring, it punctured his hand.

**Lesson: *Thousands of injuries occur because the wrong tool is selected or used. Match the tool with the job.***

#### ***Paper Mill Worker Slices Hand***

Pulling the blade of the knife toward her as she cut samples from a paper roll, Charlene Thompson sliced her hand and chest.

**Lesson: *Always direct the cutting action of knives and other tools away from your body.***

#### **SAFETY POINTS TO REMEMBER**

- Understand the hazards of your job and protect yourself accordingly.
- Where gloves are required, choose the correct gloves for the job.
- Concentrate on what you are doing at all times.

- Make sure all guards are in place and keep hands clear of pinch points, in-running nips and crushing actions.
- Before servicing or maintaining equipment, follow your company's lockout/tagout procedure.
- Never wear jewelry or loose clothing around moving machinery.
- Always use an assist device whenever possible to keep hands away from hazards.
- Maintain and store gloves properly. Discard defective gloves.
- Know and follow your company's job procedures and safety rules.

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**ANSWERS TO THE REVIEW QUIZ**

1. a

2. a

3. b

4. a

5. a

6. b

**HIGH-IMPACT HAND SAFETY (Concise)**  
**REVIEW QUIZ**

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

Name \_\_\_\_\_ Date \_\_\_\_\_

1. When using a cutting tool, always cut \_\_\_\_\_ from your body.
  - a. Towards
  - b. Away
  
2. Safe housekeeping practices and removing all hazards should be employed when working around machinery.
  - a. True
  - b. False
  
3. Wearing loose clothing is acceptable around equipment and machinery.
  - a. True
  - b. False
  
4. Machinery must be locked out before repairing.
  - a. True
  - b. False
  
5. You should never wear jewelry while working around equipment that is running.
  - a. True
  - b. False
  
6. All work gloves are designed to protect against any type of hazard you may encounter.
  - a. True
  - b. False