



M3709

"SAFETY ORIENTATION"

Leader's Guide

INTRODUCTION TO THE PROGRAM

Structure and Organization

Information in this program is presented in a definite order so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- Preparing mentally for the job.
- Safety housekeeping and accident prevention.
- Personal protective equipment.
- Safe work practices.
- Preparing for emergencies.

Each of the sections covers important information in one topic area, providing employees with a good initial orientation to the important role that safety plays in their jobs.

Background

Each year, on-the-job accidents cause millions of employees to suffer painful and sometimes debilitating injuries. In fact, someone suffers a work-related injury once every seven seconds in this country. In addition to the human cost, these incidents cost American business almost 90 billion dollars a year in medical bills, lost wages and lost production time. But it doesn't have to happen. Most of these injuries would never occur if workers were more safety-oriented.

In order to avoid workplace injuries, employees need to understand the importance of thinking "safety first", be able to recognize common job-related hazards, and know the safe practices and equipment that they can use to avoid them.

Objectives

To help address these potential problems this education and training program is designed to present the fundamentals of developing a good safety attitude, as well as adhering to good safety practices. Upon completion of the program, employees should:

- Recognize the importance of having a good safety attitude.
- Understand how thinking "safety first" can help to prevent accidents, injuries and illnesses on the job.
- Be able to recognize common workplace hazards.
- Know safe work practices that they can use to avoid these hazards.
- Understand the need to properly use and maintain their tools.
- Recognize situations that call for personal protective equipment.
- Be able to establish their own "safety housekeeping" program.
- Know what to do in case of an emergency.

Reviewing the Program

As with any educational program, the "presenter" should go through the entire program at least once to become familiar with the content and make sure that it is consistent with company policy and directives.

As part of this review process, you should determine how you will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.

OUTLINE OF MAJOR PROGRAM POINTS

The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **When the day begins, there is always lots of work to do.**
 - Orders to fill.
 - Production quotas to meet.
 - Those ever-present deadlines to meet.

- **After all, "time is money" and someone is always watching "the bottom line".**

- **But if we rush and aren't careful, we could very well:**
 - Cause an accident
 - Damage valuable property.
 - Even suffer a serious injury.

- **Sure, we've got to get the job done... but the real "bottom line" is doing the job safely.**
 - That's where thinking "Safety First" comes in.
 - It means that working safely has to be your top priority.

- **So we must learn to take precautions and:**
 - Protect ourselves from hazards.
 - Prevent accidents.
 - Prepare for emergencies.

- **Before you begin a task you have to be mentally prepared to work safely, no matter how simple or routine the job may seem.**
 - Concentration is the key.
 - If you give the task your full attention you are much less likely to make a mistake and cause an accident.

- **There are a number of things that can obstruct our focus.**
 - Anger and frustration are two of the culprits.
 - They can cloud your mind and impair your judgment.
 - A decision made "in the heat of the moment" could have disastrous consequences.
- **So if you ever feel frustrated or angry, take a break!**
 - Step back and take a deep breath, or switch to another task for a while.
 - You can resume your original work when you are calm and in the right frame of mind.
- **Drugs and alcohol can also "alter" your state of mind and ability to focus on what you're doing.**
 - They have no place in the workplace
- **But you have to be careful about what you do on your own time as well.**
 - The residual effects of a substance can cause someone to have an accident hours or even days after they last used it.
- **If you drink, do it in moderation, and don't drive.**
 - Make sure the effects of any alcohol you have had are long gone before you start to work.
- **Know your company's drug and alcohol policy, and follow it.**
 - Inform your supervisor immediately if you suspect a coworker is "under the influence".
- **Never operate equipment if you are taking medication that could affect your performance. You need to:**
 - Keep your mind clear at all times.
 - Concentrate.
 - Be aware of everything that goes on around you.
 - Then you'll be mentally prepared to work safely.
- **Preventing accidents is another important part of making safety a top priority.**
 - Most hazards can be spotted and eliminated before they become a problem.

- **Inspect your work area.**
 - Look for "hazards" that could endanger you or your coworkers.
 - Then take steps to remove or reduce the risk of a potential accident.
- **Walkways, hallways and exits should be kept clear of obstacles at all times.**
 - A simple pile of boxes could cause someone to trip and fall, or block an emergency escape route.
- **Loose railings and overstocked shelves can be accidents waiting to happen.**
- **Look for fire hazards as well.**
 - Sparks from machinery, damaged electrical cords, even piles of cardboard or paper can all be a source of ignition.
 - Correct situations like these as soon as possible.
- **As you reach the end of your shift you still have some "safety work" to do. Good housekeeping is also very important for accident prevention.**
 - Tidy up your work area.
 - Properly dispose of scrap.
 - Return left over materials to their assigned storage places.
- **Put all tools, equipment and manuals back where they belong as well.**
 - This eliminates clutter and makes things easier for everyone to find.
- **Don't overload shelves or jam-pack storage areas.**
 - Find a "comfortable" place for everything... and put everything in its place.
- **But not all housekeeping situations have simple solutions.**
 - If you encounter a problem that you can't solve yourself, talk to your supervisor or safety manager.
 - They are there to help.

- **Looking for potential problems and reducing risks can help us to prevent accidents, but sometimes the possibility of a problem occurring can't be avoided.**
 - Wearing gloves, safety shoes and other personal protective equipment can help guard against injury.
- **Let's start at "ground level" and work our way up.**
- **Foot protection such as safety shoes should be worn in many work environments.**
 - Most safety shoes have soles that are designed for safe traction on specific surfaces, such as oily or wet flooring.
 - Many shoes have steel toes as well.
 - You need to choose the best shoes for the job you do, and wear them.
- **Gloves can improve your grip and protect your hands from potential hazards such as splinters, sharp edges and chemicals as well.**
 - Gloves can be made from many types of material, including cloth, leather, metal- mesh, rubber and plastic.
 - Each material helps to protect you from different hazards.
 - Make sure you know which is the right type for the job that you're doing.
- **Sometimes eye protection may seem bulky and unnecessary, but remember:**
 - Eye injuries can be nasty, and far more "uncomfortable" and "inconvenient" than wearing safety eyewear will ever be.
- **Safety glasses and goggles protect against a variety of hazards.**
 - In certain situations, you may also need to add a face shield or use a welder's helmet.
 - Ask your supervisor about the type of protection you'll need for your job.

- **Hearing protection can often eliminate the harmful effects of hazardous noise.**
 - Earplugs, canal caps and ear muffs all provide different degrees of protection.
 - In extremely noisy situations, you can wear both plugs and muffs
- **When harmful dust, fumes, and vapors make the air dangerous to breathe, you should wear respiratory protection**
 - Respiratory hazards can do serious damage to your lungs.
 - Fortunately there are a number of types of protection that can help.
- **Filter masks, chemical cartridge respirators, and supplied-air respirators each protect you from different types, and degrees, of hazards.**
 - You should first determine what kind of protection you need for your work environment.
 - OSHA has established "Assigned Protection Factors" for different types of respirators, which can help you choose the appropriate respirator for your job.
- **When you select your respirator, make sure that it is undamaged.**
 - If you are unfamiliar with the equipment, it's a good idea to practice using it before going into your work area.
 - For most respirators you will also need to undergo a "fit-test" to make sure they are sealing tightly to your face.
- **Protective clothing is something else you may need to use to stay safe.**
 - Aprons and full body suits can defend against flying particles and contact with hazardous materials.
- **A good, strong hard hat is essential around overhead hazards.**

- **Keep in mind, most tasks create multiple hazards.**
 - Combine the safety gear you wear to make sure you get complete protection.
 - Talk to your supervisor or safety manager if you have any questions about the PPE that's right for you.
- **Safe work practices are just as important as the PPE that you wear on the job.**
 - Careless habits can have devastating consequences.
- **Tools are helpful in many of the jobs we do, but use a tool incorrectly and somebody could get hurt.**
- **So you should always follow good "tool rules".**
 - Always use the right tool for the job.
 - Check that all the tools you use are clean and undamaged.
 - Make sure you know how to properly use the tools that you work with.
- **Power tools and other electrical equipment require special considerations.**
 - Inspect all power cords.
 - A damaged wire is both a shock hazard and a fire risk.
- **Too many plugs in one outlet can overload the circuit, blow out a fuse or even start a fire.**
 - So don't connect multiple power cords to a single receptacle.
- **Remember to unplug or lock-out electrical equipment before attempting repairs.**
 - If you don't, you may get a "shocking" reminder.
- **When you're working near machines with moving parts, make sure appropriate machine guards are in place.**
 - Remove loose clothing and jewelry that could get caught in the equipment as well.

- **If your job takes you into a warehouse, be careful how you handle the materials that you're working with.**
 - If you have to move a heavy or unwieldy object, use a cart or dolly, or ask a coworker to lend you a hand.
- **Only use powered equipment such as a forklift if you are trained and certified on it.**
 - Consult the operating manual if you have any questions.
 - Plan your route, take your time and always be aware of what is going on around you.
- **But safe work practices go beyond how we use tools and equipment.**
 - We need to be careful how we "use" our bodies as well.
 - Each job makes a different set of physical demands.
- **Knowing how your body "works" can help you avoid ergonomic injuries.**
 - Keep your body in "neutral" positions as much as possible.
 - Select tools that are "ergonomically friendly" and whose weight, size and shape make them easy to use.
 - Adjust your workstation to fit your size and shape, whether you are in an office or on a plant floor.
 - Keep tools and materials within easy reach.
- **When you're lifting something, be sure to use proper procedures:**
 - Bend at the knees.
 - Keep your back straight.
 - Lift with your legs.
 - Always lift gradually, not suddenly.
- **If you are ever unsure about how to use a piece of equipment or perform a task, talk to your supervisor**

- **No matter how careful we are... no matter what precautions we take... accidents can still happen.**
 - So we need to be prepared to act if an emergency occurs.
- **Be sure to read the Safety Data Sheets (SDSs) for any hazardous materials in your work area before you use them.**
 - SDS's should be kept in a central location for quick reference.
- **Clean up chemical spills immediately... but make sure you know:**
 - What chemicals you are dealing with.
 - What tools and materials should be used in the cleanup process.
- **Water is almost always the first line of defense when someone is splashed by a hazardous chemical.**
 - This is where safety showers and eyewashes come into play.
 - Be sure you know where they are and how they work.
- **Fires are another major threat in the workplace.**
 - Now-a-days they often involve toxic fumes and vapors.
 - This makes them more dangerous than ever.
- **Be familiar with your facility's Emergency Action Plan.**
 - It will describe how to report fires and where to go if one occurs.
- **You can sometimes fight small fires yourself and prevent them from spreading, so make sure you know:**
 - Where the fire extinguishers are in your facility.
 - How to use them.
- **Remember, there are different types of extinguishers for different types of fires.**
 - Be sure that you have the correct one for the fire that you're fighting.

- **Make sure that emergency telephone numbers are posted in plain sight at all the telephones in your facility.**
- **Know at least two evacuation routes that you can use if you ever need to leave your work area.**
- **Basic first aid and CPR can be valuable skills in many emergency situations.**
 - But don't try to do anything unless you have the proper training.
 - You could do more harm than good.
- **Never underestimate the seriousness of an injury.**
 - Seek medical attention as soon as possible.
- **Above all, the key to handling emergency situations is to stay calm.**

*** * * SUMMARY * * ***

- **Prepare yourself to work safely... concentrate, be aware of what's happening around you and stay alert.**
- **To prevent incidents and injuries, look for hazards, and control or remove them when you find them.**
- **Always wear the correct PPE for the job that you are doing.**
- **Follow safe work practices, use proper procedures and eliminate careless habits.**
- **Be prepared to act quickly and effectively in emergencies.**
- **If you and your coworkers stay alert and follow safe work practices, you can help ensure that everyone goes home injury-free at the end of every day.**

QUIZ

"SAFETY ORIENTATION"

PRESENTER'S COPY...WITH ANSWERS

1. True or False?... Feelings of anger and frustration can actually help you to focus your attention on the task at hand.
 True **False**

2. True or False?... It is none of your business if a coworker is working under the influence of drugs or alcohol.
 True **False**

3. True or False?... Loading shelves as heavily as possible helps to make them more stable.
 True **False**

4. True or False?... Most workplace hazards can be spotted ahead of time and eliminated before they cause a problem.
 True False

5. True or False?... Even in extremely noisy environments, ear plugs should never be worn under ear muffs.
 True **False**

6. True or False?... It's a good idea to practice wearing a respirator before using it in a hazard area.
 True False

7. True or False?... In order to work more efficiently, you may sometimes need to remove machine guards from the equipment you are using.
 True **False**

8. True or False?... You can help to prevent ergonomic injuries by adjusting your workstation to "fit" your size and shape.
 True False

9. True or False?... To avoid being shocked, you should unplug or lock out electrical equipment before you service or repair it.
 True False

10. True or False?... Workplace fires can sometimes release toxic fumes and vapors that make them even more hazardous.
 True False

QUIZ

"SAFETY ORIENTATION"

Employee Name: _____

Training Date: _____

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