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# **AN INTRODUCTION TO WORKPLACE SAFETY** *(Concise)*

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

Item Number: 3830  
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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.

# 3830 AN INTRODUCTION TO WORKPLACE SAFETY (*Concise*) FACT SHEET

**LENGTH: 6 MINUTES**

## **PROGRAM SYNOPSIS:**

Safety—freedom from danger, risk or injury. That’s the goal of this company and it must be your goal as well. It doesn’t matter if you’re a brand new worker or one with many years of experience; we all play a critical role in maintaining a safe and healthy workplace. This video provides an overview of the roles and responsibilities of both the company and the employee in regard to safety and how these elements fit together to form a comprehensive safety program.

Topics include identifying workplace hazards, controlling hazards, personal protective equipment, safety responsibilities of the company and employees, unsafe acts and how the company’s safety culture works to protect employees.

**PROGRAM OBJECTIVES:** After watching the program, the participant will be able to explain the following:

- How workplace hazards are identified and controlled;
- Why they must be trained and authorized to perform certain tasks;
- How the company’s safety culture works to keep all employees safe and healthy.

## **INSTRUCTIONAL CONTENT:**

### **BACKGROUND**

- You now work for an organization determined to provide a safe and healthy workplace; this safety commitment will be part of every job or task you will be asked to perform.
- There are many pieces to the safety puzzle: the employer’s piece, the employee’s piece as well as state, local and federal regulations.
- Our company is committed to providing a safe working environment for all workers.

### **IDENTIFYING WORKPLACE HAZARDS**

- One of the core principles of our facility’s safety program is identifying and controlling workplace hazards. By eliminating and controlling the hazards to which employees may be exposed, we can eliminate and control workplace injuries.
- The first step to controlling hazards is to identify the hazards. Identifying hazards is an evolutionary and active process, involving both management and employees.
- One common way of identifying hazards is performing a job hazard analysis in which all tasks and functions of a job are evaluated for safety issues.
- Equally important are employee observations and comments. Employees are encouraged to report any potential hazards they discover so they can be properly controlled.
- For these methods to be successful, everyone must participate.

### **CONTROLLING HAZARDS**

- Once a hazard has been identified, it must be controlled. There are various ways to control hazards and some methods are preferred over others.
- If a hazard cannot be eliminated, limiting exposure to the hazard by installing some type of engineering controls is the preferred method to control the hazards.
- For example, the moving parts of many machines create hazards that can severely damage hands and fingers. Employees are protected from these types of hazards by the installation of machine guarding.
- Of course, engineering controls only protect us when they remain in place and are not defeated. Never remove, bypass or ignore these important safety protections.
- If a hazard cannot be fully controlled through machine guarding, guard rails or other engineering controls, some sort of administrative or procedural controls may be used.
- All employees will be trained in any administrative or procedural controls related to their job.

## **PERSONAL PROTECTIVE EQUIPMENT**

- If a hazard cannot be eliminated or controlled using the options we have already discussed, then various forms of personal protective equipment will be required to protect employees from the hazard.
- Depending on what job you are asked to perform, you will be required to use appropriate personal protective equipment. When this is the case, the company will provide the protective equipment to you at no cost.
- You will be trained how to put on and take off the equipment and you will be instructed in the proper use, care and storage of your personal protective equipment.

## **TRAINING & AUTHORIZATION**

- Once trained, the company expects all employees to be responsible for their own safety by following all safe work practices and procedures and properly wearing any required personal protective equipment.
- Knowing how to do your job properly is not only important for us to make a high quality product, it is also essential to stay safe.
- All employees will receive specific training before performing any job or operating any piece of equipment. In fact, you are prohibited from performing any job or operating any equipment unless you have been trained and authorized to do so.

## **THE COMPANY'S SAFETY CULTURE**

- Our safety program is designed to create a culture where our first instinct is not to make a quick decision but rather a safe decision.
- Before taking any action or performing any job we expect our employees to take a moment and think about the task at hand. When you take the time to think, you will also take the time to be safe.
- Safety—freedom from danger, risk or injury. That's our goal and now it must be your goal as well. It doesn't matter if you're a brand new worker or one with many years of experience; we all play a critical role in maintaining a safe and healthy workplace.

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**ANSWERS TO THE REVIEW QUIZ**

1. b

2. a

3. a

4. b

5. a

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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. Machine guarding is a type of \_\_\_\_\_ control.
  - a. Administrative
  - b. Engineering
  - c. Procedural
  
2. Some work areas require personal protective equipment simply by entering them.
  - A. True
  - b. False
  
3. You should never attempt to operate a crane or forklift unless you have been trained and authorized to do so.
  - A. True
  - b. False
  
4. The purpose of observations, investigations and audits is to find who is at fault for an unsafe condition or an accident.
  - A. True
  - b. False
  
5. All employees, even new hires, are encouraged to speak to their co-workers about safety.
  - A. True
  - b. False