



Training Solutions, Delivered!

TAKE TIME FOR SAFETY

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

Item Number: 4057
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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.

4057 TAKE TIME FOR SAFETY FACT SHEET

LENGTH: 16 MINUTES

PROGRAM SYNOPSIS:

In our busy lives, we are often faced with time-management choices. When given the chance, we must always choose safety over time savings, because rushing causes us to lose focus, skip steps and make bad decisions. In fact, the time we spend staying safe is time well spent. In this program, workers learn the very real hazards associated with rushing and being in a hurry. Through various examples, viewers will learn to recognize the symptoms of becoming rushed, why “hurried working” is so dangerous and what steps they can take to stay safe. The program also makes the point that being in a hurry is not the real cause of incidents and injuries, but rather a symptom of poor planning, poor choices and poor time-management—all of which can be prevented by proper preparation and organization.

PROGRAM OBJECTIVES:

After watching the program, participants will be able to explain the following:

- How to recognize the symptoms of becoming rushed;
- Why “hurried working” is so dangerous;
- What steps employees can take to properly plan and manage their time;
- What is meant by the saying, “When you hurry, all you do is hurry up and hurt.”

INSTRUCTIONAL CONTENT:

SCARCITY OF TIME CAN LEAD TO RISKY BEHAVIOR

- Time, or rather the passage of time, is a constant presence in our lives. It’s how we measure our progress at work and how we juggle our busy lives at home.
- We often have our days planned down to the minute, requiring that a precise schedule be maintained in order to fit it all in.
- Our lives are busy—at work, at home, everywhere it seems. Time has become such an important part of our lives that it has become a valuable commodity, one that is often in short supply.
- Like all scarce commodities, we place great value on our time; unfortunately, this can lead to risky behavior.

RUSHING TO FINISH JOB BEFORE LUNCH LEADS TO COLLISION

- Scotty and Robert were cleaning up an area of the warehouse. Scott was placing lids on containers and labeling them while Robert was placing them in their storage areas with a forklift.
- “Hurry up Scotty. Get out of my way; we’ve got to keep moving,” said Robert. As he began rushing, he allowed less and less time for Scotty to get clear of the container before approaching with the lift truck. He also began driving faster and faster.
- Not used to working at this faster pace, Scotty was having trouble with the lids and applying the labels. The faster pace was actually slowing him down, much to Robert’s frustration. “Scotty, all you’ve got to do is peel and stick!” shouted Robert.
- “Robert started rushing me and I couldn’t get the labels peeled off. The more he hurried me, the worse it seemed to get,” Scott would say when discussing the incident.
- As Robert focused on speeding up Scotty, he lost focus on safe driving practices just as a co-worker with a cart of tools and supplies was approaching. Robert’s forklift collided with the cart, knocking it and the pedestrian over.

Lessons Learned From The Incident

- When they started cleaning up the warehouse, Robert said, “Hey, hey Scotty. Let’s pick up the pace a little. Lunch starts at 12:45 sharp.”
- When incidents such as this are investigated, that’s often the case. The reasons for being in a hurry never seem important after an incident.
- Taking time to work safely is part of every job we perform and must never be compromised in a misguided effort to meet a deadline.

- Make no mistake, rushing is hazardous; rushing is a distraction from our normal work routine. Working at a faster pace than normal, even experienced workers start to skip steps, become distracted and make mistakes.
- For example, before he decided to work at a faster pace, Robert stopped his forklift a safe distance from Scotty and waited for him to clear the area before approaching the container.
- He also followed safe driving practices by looking behind the forklift before backing up and he operated the forklift at a safe speed.
- Then, Robert decided saving time was more important than working safely. Like most instances of working hurried, when Robert increased his speed, he decreased his safety and the safety of those around him.
- When Robert started rushing, he began driving faster and faster. He began approaching the container before Scotty was safely out of the way and he became so focused on hurrying, that he neglected the critical step of looking behind the forklift before backing up.
- Any one of Robert's unsafe actions could've resulted in injury to himself or Scotty. As it turned out, an unsuspecting co-worker was the victim of Robert's unsafe behavior.
- It's interesting to note that even though Robert and Scotty were attempting to work faster, the mistakes caused by rushing negated any actual time savings. In other words, rushing to save time often doesn't.

RISKY DRIVING TO MAKE UP FOR LOST TIME

- Too many people use drive time as a time to get back on schedule after a late start.
- These people make a habit of gunning it at all green lights, changing lanes anytime they perceive one lane may be moving faster, running through yellow lights rather than stopping and pushing the speed limit every chance they get.
- On a good day, they are rewarded for their risky behavior by arriving about one minute ahead of the vehicles driven in a safe manner. Of course, on a bad day, they don't arrive at all.

WHEN YOU HURRY, ALL YOU DO IS HURRY UP AND HURT

- During an interview, a maintenance worker says, "When I started working in maintenance, my old supervisor used to say, 'What's the hurry? When you hurry, all you do is hurry up and hurt.'"
- "That was his way of saying, 'Slow down. Do the job right the first time,'" the maintenance worker adds. "That was real good advice."

OFFICE WORKER IN HURRY CAUSES COFFEE SPILL

- Mandy was scanning some files at her desk one afternoon when a co-worker called and asked, "Hey Mandy, are you going to stop by the big drop-in tonight? All the big wigs are going to be there."
- Mandy replied that she would be able to make it if she could get all the files scanned by 3:15.
- Later, another co-worker asked Mandy if she wanted to go get a cup of coffee. "No time. I've got to scan these files before 3:15," Mandy responded. "Will you grab me a cup, though?"
- When the co-worker returned to Mandy's work area with the coffee, she was hurrying to get to a filing cabinet so she could file some of the documents she had just scanned. Not paying attention to her path of travel, she collided with the co-worker and both cups of coffee were spilled.
- Anytime you're trying to save time, you're going to end up going faster. Anybody knows that if you hit something going fast, you're going to end up getting hurt.

THE RISKS OF MOVING FASTER

- Another hazard associated with hurrying is the fact that we are actually moving faster than usual. This may seem obvious, but we seldom think about the increased risk this creates.
- Moving faster means less time to scan our path of travel for hazards.
- Moving faster means less time to react to changing conditions.
- Moving faster means less time to be aware of our surroundings and keep our body parts out of the line of fire.
- Moving faster means striking objects with more force, resulting in more severe injuries.
- Moving faster means we carry more momentum, making a slip, a trip, or a fall much more likely and painful.
- In other words, when we "hurry up," it's very likely we'll "hurry up and hurt."
- If you frequently find yourself running out of time, it's probably not because you're spending too much time doing the job; it's more likely that you're not spending enough time planning the job.
- It's clear that we are to avoid rushing if we are to reduce our chance of injury.

OTHER LESSONS TO BE LEARNED FROM THE PROGRAM

- When rushing, we can easily lose focus, leading to line of fire-type injuries.
- Being in a hurry is not a legitimate cause of an incident, but rather a symptom of poor planning and poor time-management.
- Proper job planning and staying organized can go a long way towards preventing injury.
- Many workers make poor safety choices even when they are not in a hurry. The people just don't "take time for safety." This program shows these employees that time spent staying safe is time well-spent indeed.

TAKE TIME FOR SAFETY

ANSWERS TO THE REVIEW QUIZ

1. b

2. a

3. d

4. d

5. a

6. a

7. b

8. b

TAKE TIME FOR SAFETY
REVIEW QUIZ

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

Name _____ Date _____

1. In the first incident in the video, Scotty and Robert were rushing to clean up an area of the warehouse before lunch. What was the result of their rushing?
 - a. They had so much time left over, they engaged in horseplay and caused an accident
 - b. Robert lost focus on safe forklift driving practices and knocked over a cart and pedestrian
 - c. Their supervisor commended them for finishing their work so quickly

2. When you rush through a job, the mistakes caused by rushing often negate any possible time savings.
 - a. True
 - b. False

3. Which of the following is an example of risky behavior people engage in when trying to "make up time" while driving?
 - a. Changing lanes any time they perceive one lane may be moving faster
 - b. Running through yellow lights rather than stopping
 - c. Pushing the speed limit
 - d. All of the above

4. Which of the following is NOT a risk of moving faster?
 - a. Less time to scan your path of travel
 - b. Less time to react to changing conditions
 - c. Less time to be aware of our surroundings
 - d. Striking objects with less force
 - e. Carrying more momentum

5. Being in a hurry is not a legitimate cause of an incident, but rather a symptom of poor planning and poor time management.
 - a. True
 - b. False

6. Many workers make poor safety choices even when they are not in a hurry.
 - a. True
 - b. False

7. While rushing to get all the files scanned and put away in the filing cabinet, Mandy tripped over a cabinet drawer and spilled her coffee.
 - a. True
 - b. False

8. If you frequently find yourself running out of time while performing a task, it's probably because you're spending too much time doing the job.
 - a. True
 - b. False