



Training Solutions, Delivered!

IT'S UP TO ME

Non-Graphic

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

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.

4245 IT'S UP TO ME *Non-Graphic* FACT SHEET

LENGTH: 14 MINUTES

PROGRAM SYNOPSIS:

Each of us wants a safe place to work and most of us understand what it takes to have an injury-free workplace, but all too often we don't think that it's up to us to make it that way. We just assume that someone else will do it. We all have our reasons for not taking action when we see a co-worker commit an unsafe act, but we must set aside our usual excuses and say "I want a workplace that's injury-free and if that's going to happen, then it's up to me."

Like its predecessor "I Chose To Look The Other Way," this video is based on a popular poem by Don Merrell and brings its powerful safety message to life through the combination of video and poetry. "It's Up To Me" makes clear that our standard excuses such as "I thought someone else would do it" or "That's not my job" are unacceptable when it comes to preventing injuries.

Through several injury scenarios, meshed with stanzas from the powerful poem, viewers will see both the right way and wrong way to respond to unsafe situations. After watching this video, your employees will be compelled to report or correct unsafe situations and understand that an injury-free workplace is "up to me."

PROGRAM OBJECTIVES:

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

- Why making assumptions when it comes to our safety is so dangerous;
- Why we must reject taking shortcuts and follow all required safety rules at all times;
- Why we must be willing to speak up when we see a potential unsafe act or condition;
- Why we must care enough about our co-workers to help ensure their safety as well as ours.

PROGRAM OUTLINE:

SUMMARY OF PROGRAM

The program opens with several workers explaining how their jobsites would be safer if workplace safety were up to them. Obviously, each of us wants a safe place to work and most of us understand what it takes to have an injury-free workplace, but all too often we don't think it's up to us to make it that way. We just assume that someone else will do it.

Joey, the main character from "I Chose To Look The Other Way," recalls how making excuses for not speaking up about unsafe situations can cost a co-worker his or her life.

"Sure, we can all say we want an injury-free workplace, but it can't happen until each of us can set aside our usual excuses and say, 'I want a workplace that's injury-free, and if it's going to happen, then it's up to me'."

Featured are several accident scenarios that show the right and wrong way to respond to unsafe situations. These incidents will compel viewers to report or correct unsafe situations and understand that an injury-free workplace is "up to me."

Maintenance Worker Attempts To Repair Jammed Machine

Frank was locking out the power to a jammed machine when he was called to another repair job in another area of the plant. He told the machine operator to call Tony to complete the repair and to let him know he had already locked out the machine. When Tony arrived, he noticed the machine operator impatiently waiting for someone to repair the machine. The machine operator explained the problem to Tony and told him that Frank had said he had already done the lockout. Tony then proceeded to repair the machine.

Wrong Way:

Assuming that Frank had performed a complete lockout on the machine, Tony tried to clear the jam. When the jammed

part finally came free, the built-up hydraulic pressure in the machine caused it to cycle. Tony's hand was crushed by the machine's action.

Tony:

**"I want a workplace, that's Injury Free
And if that's going to happen, then it's up to me.
I can't take for granted, that anyone,
Has done all the things, that I should have done."**

Right Way:

Despite pleas from the impatient machine operator to start the repair, Tony knew he needed to perform his own lockout on the machine. He wasn't sure if Frank had bled the pressure to the hydraulic lines. "It won't take long; look I'm going to follow procedure. Those are my hands going in that machine, not Frank's," he said.

Maintenance Technicians Mounting Brackets In Waste Treatment Area

Larry and Brian were drilling holes to mount some new brackets in the waste treatment area. When they couldn't line up the mounts with the existing holes, they decided to drill some new ones. Larry, obviously upset about the time it would take to drill the new holes, asked Brian to plug his drill in and bring it to him on his ladder. Brian couldn't find Larry's GFCI and told Larry he was going to the tool room to get one. Larry told Brian to go ahead and plug it in without the GFCI to save time.

Wrong Way:

Although he knew the GFCI was required with extension cords and the area was damp, Brian reluctantly plugged in the drill. Unaware that the extension cord was damaged, Larry proceeded to drill the holes. When the damaged cord contacted the damp floor and short-circuited, Larry received a powerful shock and fell to the floor. Afterwards, Brian would say that even though Larry was pushing him to hurry, it was up to him to take the power to Larry safely and he didn't do it.

Brian:

**I must, take the time, with each task I do,
To look for the hazards, and think the job through.
To check the procedures and follow them all
And reject taking shortcuts, no matter how small.**

Right Way:

Brian explained to Larry that the area was damp and he wasn't going to take any chances with electricity. He told Larry to take a break, retrieved the GFCI, plugged it in and handed it to Larry. "Here we go, no you won't go and get electrocuted on me," Brian said.

Employees Notice Co-Worker Remove Guard While Machine Is Running

Sheila and Steve were in the production area preparing to go lunch when they noticed another co-worker remove the guard off of a running machine. "Hey, look at that. That guy just took the guard off that machine and it's still running," Sheila said. "He probably has to do some maintenance or something. Come on, we're going to be in the back of the line," Steve responded.

Wrong Way:

Sheila knew that Steve was hungry and assumed someone else would take care of the situation. As they were eating lunch, communications came over the intercom and announced an emergency situation in the area where they had seen the unguarded machine. Sheila ran back to the area to find that a nearby employee had inadvertently come in contact with the unguarded machine and suffered a traumatic back injury. "I noticed the machine had been left unguarded; I knew it was unsafe. I guess I just figured someone else would take care of it," she said.

Sheila:

**When I walk through the workplace, I must stay alert
To watch for those things, that could get people hurt.**

**And should I see a hazard, I can't rest until,
I have made the thing safe, or know someone will.**

Right Way:

Sheila knew that Steve was hungry and assumed someone else would take care of the situation, but then she said “just to make sure, I’m going to let the line supervisor know he’s got a hazard.” When she notified the line supervisor, he was able to prevent an employee from backing into the machine.

Office Employee Walks Through Construction Zone

Elliot was measuring a piece of pipe at the construction site when Jack, an employee from the front office, approached him. “If I cut through here, will take me back towards the main office?” Jack asked. “Yeah, but it’s a construction area,” Elliot replied.

Wrong Way:

Jack thanked Elliot and then proceeded to take the shortcut through the construction zone. Another employee working on an upper level accidentally dropped a circular saw that struck Jack. Because he wasn’t wearing a hardhat, he suffered a nasty head injury.

Elliot:

**I must question each unsafe behavior I see,
And encourage all others, to do that for me.
I must always give safety, the best I can do.
And expect that performance of all others too.**

Right Way:

In addition to telling Jack that the shortcut was through a construction zone, Elliot told him that he couldn’t go that way. “Why not?” asked Jack. Elliot told him that he needed a hard hat to go into any construction area on the site and to take the route around the construction area. “Sometimes I think you guys take this safety stuff a little too far,” Jack said to Elliot. “Maybe so, but you still need to go that way. I’d hate to see anything happen to you,” responded Elliot. As Jack walked around, he saw another employee drop a circular saw in the area where he was going to walk. He nodded his head to Elliot as if to say thanks.

Metal Shop Employee Gives Co-Worker Pair Of Safety Glasses

Jason always carried an extra pair of safety glasses with him in the metal shop just in case he came across anyone working without them. “It’s just a little thing really—but if they know I care enough about them to give them a pair of safety glasses, they may care enough about themselves to remember to wear them the next time

Jason:

**I must always remember to let people see,
That their safe behavior, is important to me.
Every act is important, no matter how small.
For the safety of one, is the safety of all.**

At the conclusion of the program, Joey states there are millions of workers in countless jobs and working environments who all have one thing in common: to make it home safely at the end of each day. He says that it is his hope that every worker, no matter what task or job they perform, will realize that:

**We can all have a workplace that's injury free
If we each one Commit, to Making It Be,
If we all do our part, and each of us see,
If It's Going to Happen, Then It's Up To Me.**

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ANSWERS TO THE REVIEW QUIZ

1. b

2. d

3. a

4. a

5. f

IT'S UP TO ME *Non-Graphic*
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 accident featured in the video, Tony stepped in to repair a machine and assumed it was already locked out by Frank. When Tony tried to clear the jam, Tony's hand was crushed. What should Tony have done to prevent this from happening?
 - a. Waited for Frank to return and finish the repair
 - b. Performed his own lockout on the machine
 - c. Used an assist device

2. In the second accident featured in the video, what led to Larry getting shocked?
 - a. There was no GFCI
 - b. The area was damp
 - c. The extension cord was damaged
 - d. All of the above

3. Brian should have refused to take a short cut even though Larry was in a hurry.
 - a. True
 - b. False

4. When Sheila noticed an unguarded machine running, the correct action for her to take was to _____.
 - a. Tell the line supervisor
 - b. Ignore it
 - c. Assume someone else would take care of it

5. Which of the following is an acceptable excuse for taking a short cut or breaking a safety rule?
 - a. I thought someone else would take care of it
 - b. It's not my job
 - c. I'm in a hurry
 - d. This will only take a second
 - e. I do it this way all the time
 - f. None of the above