



Training Solutions, Delivered!

MAKING SAFETY WORK:

An Overview of Workplace Safety & Employee Responsibilities

**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.

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FACT SHEET

LENGTH: 21 MINUTES

PROGRAM SYNOPSIS:

In just an instant, a workplace injury can transform a productive worker into one who is unable to work. This is why workplace injuries must be prevented and why all employees are needed to make our safety program work. This program provides an overview of common workplace hazards and how they are to be controlled while also demonstrating the importance of each employee's commitment and participation in the safety effort. Viewers will also see how easily injuries can occur when employees decide not to take responsibility for their safety.

Topics include lockout/tagout, PPE, bloodborne pathogens, confined space entry, hazard communication, good housekeeping and pedestrian safety.

PROGRAM OBJECTIVES:

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

- Why all workers must understand the importance of the facility's lockout/tagout program;
- What types of personal protective equipment is available and when it should be used;
- What precautions to take to protect against contact with bloodborne pathogens;
- Why untrained and unauthorized workers should not enter confined spaces;
- How the Hazard Communication Program works to convey information about hazardous chemicals;
- How good housekeeping practices reduce the risk of fires and injuries;
- How to avoid injuries when traveling through the workplace as a pedestrian.

PROGRAM OUTLINE

LOCKOUT/TAGOUT

- There are many sources of energy in our workplace. The release of energy by turning on a switch or releasing a substance under pressure can easily cause an injury, especially when that release was unexpected.
- To prevent the unexpected release of hazardous energy, our company has devised energy control procedures.
- These energy control procedures are commonly referred to as lockout/tagout procedures because they require the energy source to be isolated, secured with a lock and marked with a tag.
- Part of your responsibility as an employee is to always follow lockout/tagout procedures before placing yourself into the potential path of a machine's action or other type of energy release.
- When workers choose to take shortcuts and skip these lockout procedures, serious injury often occurs.
- Only those employees properly trained and authorized may perform lockout/tagout procedures.
- The lockout procedure requires isolating and locking out each energy source and then verifying that the lockout was successful by attempting to start the equipment.
- Verifying the lockout is sometimes called "trying" the lockout or "testing" the lockout and is a critical step that must not be skipped.
- Many injuries occur when workers assumed they had performed a lockout correctly, but are then tragically injured when the equipment starts unexpectedly.
- All workers must understand the importance of our lockout/tagout program and know that when they see a lock and tag in use that somebody's life depends on this equipment staying de-energized.

PERSONAL PROTECTIVE EQUIPMENT

- Our organization controls workplace hazards in a variety of ways such as restricting access or installing machine guards; however, some hazards cannot be completely controlled. When this is the case, workers will be required to wear some form of Personal Protective Equipment (PPE).
- Personal protective equipment is your last line of defense against injuries. Wearing appropriate PPE is one of your most important job responsibilities.
- When irresponsible workers choose not to wear their PPE, they place themselves at high risk of injury.

Eye & Face Protection

- Safety glasses with side shields offer the most basic protection against eye injury.
- Safety glasses provide protection from the flying debris which may be generated by your job or by nearby operations.

- Not surprisingly, workers who fail to wear safety glasses are the ones who most frequently suffer eye injuries.
- While safety glasses with side shields provide basic protection, safety goggles are better suited for areas where larger amounts of dust and flying debris may be encountered.
- Safety goggles also provide better protection against hazardous liquids which may splash into the eye.
- There are some jobs which present a serious hazard to our face as well as our eyes; for instance, grinding or chemical line breaking. When this is the case, a protective face shield will be required.
- Workers who choose not to wear a face shield may find themselves facing a painful injury.
- Anytime a face shield is worn, appropriate eye protection must be worn also.

Gloves

- The majority of workplace hand injuries occur when employees are not wearing the appropriate glove for the job or are wearing no gloves at all.
- Protective gloves come in a wide variety of styles and materials in order to provide protection against a wide range of hazards.
- The key to protecting our hands is to match the glove to the hazard. For example, thin cotton gloves do not provide much protection against sharp edges; a cut-resistant glove is a better choice.
- Cut-resistant gloves don't protect against heat; a heavy leather glove may be a better choice. And heavy leather gloves may not protect you from liquid chemicals; a rubberized chemical glove would be a better choice.
- The point being made here is to take the time to select and use the correct glove for the job.

Entanglement Hazards

- Of course, no glove can protect your hand if you place it where it is not supposed to be.
- Many gruesome injuries occur when workers place their hands in the way of pinch points, nip points or allow their hands to get between moving objects or equipment.
- Scan for hazards before placing your hands anywhere and never reach into moving machinery.
- Also, be aware that loose clothing, long hair or jewelry can become entangled in this type of moving machinery causing severe injury. Shirts should be tucked in, hair secured and jewelry removed when working near this type of equipment.

Foot Protection

- As we move about the workplace, our feet typically lead the way and are often exposed to hazards we may not even notice. This is why many work areas require sturdy leather footwear which protects our feet from cuts and abrasions.
- Boots or shoes with a reinforced toe box, commonly referred to as "steel toe boots," can prevent serious injury to the toes should something heavy fall onto the foot or if the foot gets caught between objects.
- For some reason, workers who tend to wear all other PPE sometimes don't bother wearing their safety shoes. This can be a crushing mistake because foot crush injuries can happen quickly and are extremely painful.
- Another preventable injury which can happen quickly is a head strike.

Hardhats

- Most head strikes occur due to falling objects or by striking our head on a low hanging overhead obstruction. When these types of head hazards exist or are likely to exist, you will be required to wear a hardhat.
- Workers who make a habit of taking off their hard hat while working may find themselves headed towards a serious head injury.

Other Types of Protection

- There are many other types of PPE you may be required to use such as hearing protection, fall protection or respiratory protection. The most important thing to know about any type of PPE is that you must be wearing it for it to provide any protection.
- Remember, wearing personal protective equipment is a requirement of your job and an indicator of a responsible worker committed to safety.

BLOODBORNE PATHOGENS

- Looking around and being aware of hazards is an important part of staying safe, but some hazards can't be seen so protection methods must be followed at all times or "universally" to prevent exposure.
- One such hazard is bloodborne pathogens. Bloodborne pathogens are microorganisms that may be present in human blood, tissue or other bodily fluids which can cause diseases such as Hepatitis and HIV, the virus that causes AIDS.
- Because there is no way to easily tell which bodily fluids are infected with bloodborne pathogens, precautions must be taken when exposed to any and all bodily fluids. These precautions are commonly called "universal precautions."
- Employees whose job requires coming into contact with blood or bodily fluids are said to have "occupational exposure" to bloodborne pathogens and will be trained in universal precautions.
- Universal precautions include the use of barrier devices, such as latex gloves, to prevent direct contact.
- These types of gloves are an appropriate barrier device for simple exposure situations such as treating a small wound.
- These gloves can be easily punctured, so tongs or a similar device must be used when handling broken glass, syringes or other items that could puncture or tear the glove.
- Most workers do not have occupational exposure to bloodborne pathogens and are not trained or equipped to safely assist a bleeding co-worker or to properly clean and sanitize contaminated items.

- If a co-worker is injured and bleeding, avoid contact. The best way to help is to follow your company's emergency plan for reporting such incidents.
- Similarly, report any contaminated areas or objects so they can be cleaned and sanitized by trained and authorized workers.
- To stay safe, all workers should avoid unprotected contact with blood or bodily fluids.

CONFINED SPACE ENTRY

- You may notice signs located around the workplace. These signs warn of an extreme danger that all workers must be aware of: entering into a confined space.
- Confined spaces can contain many lethal hazards such as rotating parts, engulfment hazards or a toxic or oxygen deficient atmosphere.
- Before workers can enter a confined space, a written permit must be secured and specific entry procedures must be followed.
- Many confined space deaths occur when untrained and unauthorized workers enter a confined space and are overcome by a toxic or oxygen deficient atmosphere.
- These incidents are often made worse when other workers enter the space to help and are also overcome.
- If you witness a confined space emergency in progress, do not enter the space to assist. Call 911 or follow the facility emergency response plan.
- Again, confined spaces are extremely dangerous and may only be entered by authorized workers who have been issued a written permit. Do not risk your life by entering a confined space in an unsafe or unauthorized manner.

HAZARD COMMUNICATION

- Another hazard from which workers must be protected is that presented by hazardous chemicals. To stay safe workers must understand the hazards presented by the chemicals with which they work and understand how to protect themselves.
- The program our facility has in place to communicate chemical hazard information to workers is called the Hazard Communication Program.
- This program mostly relies on chemical labels and Safety Data Sheets as a worker's primary source of information concerning chemical hazards.
- Both chemical labels and Safety Data Sheets have undergone recent changes in accordance to labeling standards published by the United Nations and adopted by OSHA. These labeling standards are commonly referred to as "The Globally Harmonized System" or GHS for short.
- The information found on a GHS style chemical label can quickly provide important safety information.
- In addition to the chemical's name, the label may display a signal word to indicate the relative severity of a chemical's hazard. The signal word "Danger" indicates a more severe hazard than the signal word "Warning."
- The label also includes standardized Hazard Statements, which concisely describe the nature of a chemical's hazards as well as standardized Precautionary Statements, which are concise explanations of incident prevention methods.
- The GHS labeling system also provides for pictograms, which are standardized graphics which quickly convey hazard information relevant to the chemical's physical, health or environmental hazards.
- More detailed chemical hazard and safety information may also be found in a chemical's Safety Data Sheet. A Safety Data Sheet is maintained for each hazardous chemical on site and these sheets are available for employee review.
- If you work with chemicals as part of your job, you will receive specific training on how to read and understand the information on the label and in the Safety Data Sheet.
- It is then your responsibility to convert this information into action by donning the appropriate PPE and following safe work practices while using, handling or storing any hazardous chemical.

GOOD HOUSEKEEPING PRACTICES

- Good housekeeping practices are crucial in maintaining a productive and efficient workplace. These same good housekeeping practices also help provide a safe workplace.
- A poorly maintained workplace leads to fires and a cluttered workplace leads to injuries. This is why following proper housekeeping procedures is such an important part of our safety program and doing so is the responsibility of each and every worker.
- Returning tools to their proper storage area assures they can be found when needed and that they won't contribute to an injury.
- Ensuring that your extension cords and work materials do not overflow into adjacent walkways protects everyone from tripping hazards.
- Similarly, boxes, supplies, equipment and other obstructions should not be stored in walkways or on steps.
- Never block access to emergency equipment such as fire extinguishers, eye wash stations or exit doors. Blocking emergency equipment or exits can cost lives during an emergency.
- When working with flammable materials, only keep enough on hand to do the job and always return their containers to the appropriate fire proof storage area.
- Be aware that rags contaminated with flammable substances can spontaneously generate enough heat to ignite. To prevent this store them in an approved fire-proof container.

- Another essential element of good housekeeping and safety is to promptly report or cleanup any leaks or spills, even if you are not the one responsible for the spill.
- All employees are responsible to keep their work area clean, report or correct slip or trip hazards as soon as they are discovered and to participate fully in housekeeping inspections and observations.

AVOIDING PEDESTRIAN MISHAPS

- There are a wide variety of jobs throughout our facility, but as each of us move about while performing these jobs, we all share a common designation: pedestrian.
- You might not think traveling on foot from one work area to another is hazardous, but nearly 30 million people are injured while walking at work each year.
- The key to avoiding injury while traveling as a pedestrian is to be alert for potential hazards before they are encountered.
- Before entering an area, take a moment to look it over and assess it for hazards such as moving equipment, flying debris, overhead hazards or any obstacles which could present a slip or fall hazard.
- Also, be alert to any signs posted which may indicate required PPE or provide a warning about other dangers.
- It just takes a moment to be safe and is much better than rushing into an area blindly and stumbling into an injury.
- Once you begin traveling, continuously scan your path of travel for obstacles and other hazards.
- Don't become distracted by papers, phones or other devices. Distracted walking injures many pedestrians each year.
- Travel at a pace that allows you to change directions or stop easily to avoid hazards. Running or even fast walking makes it harder to avoid obstacles and your increased momentum makes it more likely you will trip or slip if you encounter an object or a slippery substance.
- Material handling equipment can pose very serious threats to pedestrians. Stay well clear of these vehicles at all times and make sure your path is clear before crossing intersections.
- Pedestrians who travel in a careless manner can easily be struck by moving equipment.
- To stay safe while traveling through our facility, each employee has a responsibility to use caution at all times and to stay alert to the ever changing conditions around them.

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ANSWERS TO THE REVIEW QUIZ

1. b
2. c
3. a
4. b
5. b
6. a
7. a
8. b
9. d
10. b
11. b

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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. All employees are permitted to perform lockout/tagout procedures.
 - a. True
 - b. False
2. What is the most basic protection against eye injury?
 - a. A face shield
 - b. Safety goggles
 - c. Safety glasses
3. The key to protecting our hands is to match our gloves to the hazard.
 - a. True
 - b. False
4. Latex gloves provide adequate protection for handling broken glass and syringes.
 - a. True
 - b. False
5. If you discover a confined space emergency, you should enter the space to offer assistance.
 - a. True
 - b. False
6. The signal word "Danger" on a GHS style label indicates a more severe hazard than the word "Warning."
 - a. True
 - b. False
7. Good housekeeping practices help prevent workplace fires and injuries.
 - a. True
 - b. False
8. Emergency equipment or exits should only be blocked when you are the only employee working in the area where they are located.
 - a. True
 - b. False
9. Which of the following are responsibilities of all employees?
 - a. Keeping their work area clean
 - b. Reporting or correcting slip and trip hazards
 - c. Participating in housekeeping inspections and observations
 - d. All of the above
10. Once you begin traveling, you no longer need to scan your path of travel for hazards.
 - a. True
 - b. False
11. Material handling equipment poses little or no serious threats to pedestrians.
 - a. True
 - b. False