



Training Solutions, Delivered!

RESPONSIBILITY: *Stay in Control*

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

Item Number: 4648
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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.

**4648 RESPONSIBILITY:
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FACT SHEET**

LENGTH: 9 MINUTES

PROGRAM SYNOPSIS:

People don't come to work planning on being injured or even working unsafely; yet everyday, hundreds of people are injured and killed at work. This is often because they gave up control of their safety. This video shows how we need to prevent outside forces like time, emotions, peer pressure and distraction from taking control of our safety. It will help your employees understand the importance of taking responsibility for their own actions rather than allowing outside forces to control their behavior.

PROGRAM OBJECTIVES:

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

- Which outside forces must be prevented from taking control of our safety;
- How the main characters in the scenarios allowed outside forces to take control of their own safety;
- Why we must take responsibility for our own actions.

PROGRAM OUTLINE:

SCENARIO #1

- Dan is doing maintenance on a piece of equipment when his supervisor approaches to ask Dan if he's completed work on the cooler controller.
- Dan is unaware that the controller was on the schedule and says he won't have time today. The supervisor then says it needs to be running for the next shift.
- Dan reluctantly agrees and goes to work on it. It is mounted high on a wall and the only nearby ladder is too short for him to use properly.
- Because he is in a hurry, Dan uses the short ladder, standing on top of it. A co-worker passing by suggests that Dan use a taller ladder.
- Dan doesn't appreciate the suggestion and brushes it off, continuing to use the short ladder. While he reaches around the controller, the ladder slips out from under him and he falls to the concrete floor.

SCENARIO #2

- Raul is approaching his truck while reading a text message from his wife about a gig expense.
- Raul angrily drops his toolbox in the back of the truck and gets into the cab complaining, "Great, just what we need."
- He throws the truck into reverse, almost striking a pedestrian. After a verbal exchange, he looks at the text again and backs the truck into a passing vehicle.

SCENARIO #3

- Jeri and Charles are preparing to work on a control panel. As they are about to start work, Jeri points out that he should lock out the electrical energy.
- Charles replies that he forgot to bring a lock and that he's "done it a million times." Jeri reluctantly acquiesces, replying, "Whatever."
- Charles opens the control panel as he asks Jeri for a voltmeter. As he looks away from the panel, the screwdriver he is holding makes contact with the high-voltage connection, electrocuting him.

GIVING UP CONTROL OF SAFETY

- None of the people in the scenarios went to work planning on being injured or working unsafely, but yet they did. They put their safety and others' safety at risk.
- It happens every day, thousands of times, unfortunately. Good people, smart people injuring themselves or others because they gave up control of their safety.

- The workers in the scenarios don't realize it, but they're all saying that forces outside of themselves control how they behave. They're all saying that, "I'm not the one responsible for my actions, my safety. Things like time, my emotions and other people control my actions and my safety."
- It's so easy to get caught up in the moment, the emotions, the activities and forget that we can control how we respond and react to unsafe situations such as a little peer pressure, or distractions or a last-minute problem that requires our attention.
- So we need to stop and think, especially when under pressure or when emotions are running high. We need to learn to take a moment and remind ourselves that we are responsible for our own safety.
- Workers in the scenarios make statements that indicate that they are giving up control of their safety to outside influences.
- Dan on the short ladder says, "Man, I got to get out of here. I'm going to be so late," indicating that time controls his behavior.
- Raul, in his truck reading the text, says "Great, now we'll never get caught up," indicating emotions control his behavior.
- Jeri, at the tool cart, says, "Fine, whatever you say," indicating peer pressure controls her behavior.

RIGHT WAY SCENARIOS

- The main characters in the scenarios then come to a point where they recognize the need to stay in control of their safety.
- Dan decides to get a taller ladder. "My kid has his first t-ball game tonight. I really don't want to be late," he says. "I'm rushing and letting time dictated my actions, but I'm the one responsible for working safely."
- Raul thinks twice before he backs his truck. "You know, I've got some things going on outside of work and I'm feeling pretty stressed out," he says. "But if I get in an accident, I can't blame it on my emotions. I have to take responsibility for working safely."
- Jeri has second thoughts before handing the voltmeter to Charles. "Charles has worked here a lot longer than me and I want to fit in and not make anyone's job harder," she says. "But I can't feel pressured into working unsafely. Ultimately, I'm the one responsible for my safety and the safety of those around me."
- Jeri says to Charles, "Hey Charles, you may have done it a million times this way, but all it takes is once. And I want us both to go home with all our fingers. Let's lock out the power."
- "Yeah, I guess you're right. Let's do it the right way," Charles responds.

SUMMARY

- Every day in this country, over 23,000 people are injured in what we call accidents, on and off the job. Every day, nearly 250 people die as a result of injuries.
- Those are big numbers, hard to relate to, but year after year, studies show that over 85 percent of those deaths and injured from those so-called accidents were due to human behavior.
- Someone gave up control and responsibility. That's why we need to catch ourselves. We need to make a habit of being able to stop and ask ourselves, "Am I giving up control of my safety? Am I being responsible?" After all, when it comes to safety, we're all responsible.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. c

3. c

4. b

5. a

6. c

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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. Employees often take risks instead of responsibility.

- a. True
- b. False

2. When Dan used a ladder that was too short because there was no taller ladder nearby, he was letting _____ control his behavior.

- a. Emotions
- b. Other people
- c. Time

3. Raul let his emotions control his actions when he _____.

- a. Failed to watch for pedestrians
- b. Backed the truck without looking carefully
- c. Both of the above answers

4. What was the common obstacle to working safely that Jeri overcame?

- a. Lack of training
- b. Peer pressure
- c. Faulty equipment

5. What did Charles want to do that Jeri had reservations about?

- a. Skip the lockout procedure
- b. Skip testing the control panel with the voltmeter
- c. Leave the control panel's power on while they worked

6. Over _____ percent of deaths and injuries from so-called accidents are due to human behavior.

- a. 50
- b. 65
- c. 85