



Training Solutions, Delivered!

OSHA'S TOP 10 VIOLATIONS

**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.

4672 OSHA'S TOP 10 VIOLATIONS FACT SHEET

LENGTH: 26 MINUTES

PROGRAM SYNOPSIS:

The Occupational Safety and Health Administration, OSHA, keeps workers safe by making sure every company is living up to an expected standard of safety in the work environment. Even with all the regulations OSHA has in place to ensure worker safety, there are still violations occurring all over the country and that is what this program is all about, OSHA's top 10 violations. It also encourages employees to become involved in the company's OSHA compliance program by being aware of potential hazards and performing every job safely.

Violations covered include fall protection, hazard communication, respiratory protection, powered industrial trucks, lockout/tagout, ladders, electrical (wiring methods), machine guarding and electrical (general requirements).

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

- What some of the top OSHA violations are;
- Which safe work practices can be followed to comply with the top OSHA violations;
- Why employees must become involved in an organization's OSHA compliance program for it to be effective.

PROGRAM OUTLINE

BACKGROUND

- With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.
- OSHA keeps you safe by making sure every company is living up to an expected standard of safety in the work environment. Now even with all of the regulations OSHA has in place, there are still violations occurring all over the country and that is what this video is all about.

FALL PROTECTION

- Falls from heights can cause serious injury, even from relatively low heights. Fall protection is designed to stop you from falling and causing serious harm to yourself and potentially those around you.
- Anytime you are working six or more feet high in construction or four or more feet in other industries, OSHA requires fall protection.
- Guardrails consist of top rail, mid rail, toe boards and anchoring post. These can be made up of wood, pipe, steel or cables.
- Another type of fall protection are safety nets. Safety nets are made up of strong synthetic materials with holes no bigger than 6 inches in dimension.
- They should be installed no more than 30 feet below the level of the potential fall. They should be inspected by a qualified person weekly and after any occurrence which could affect its integrity.
- Another type of fall protection is a cover. Any opening greater than two inches must be covered. This could be a simple piece of plywood that will support twice the weight of any worker and/or equipment that will be on the surface.
- When placing covers, make sure to write "hole" or "gap" on the cover and make sure the cover is securely in place.
- A personal fall arrest system is meant to protect you in a free fall situation. Generally, the system has five components: a full body harness, a lanyard, snap hooks, an anchorage point and lastly, knowledge on how the equipment works and how to maintain it.
- It works by spreading pressure evenly throughout the body rather than placing all the pressure on any one given body part. Lanyards cannot be used to hoist equipment or for any other purpose than the intended design.
- Remember, the type of fall protection you should use depends upon the type of work being done and should be directed by a qualified person.

HAZARD COMMUNICATIONS

- Protecting associates and the environment from exposure to chemicals are two important considerations in your company's overall safety and health program. The chemical safety part of the safety and health program is called hazard communications/right-to-know (and often times just referred to as HazCom), but it's really information you need to know to protect yourself from potential hazards associated with the use, handling, storing and disposing of chemicals and other hazardous substances.
- Part of the hazard communication requirements of OSHA is labeling requirements. Labels are designed to provide information on chemical contents of a substance or material and also what specific physical and health hazards there are present.
- Ensure all containers of chemicals in the workplace are labeled.
- Manufacturers and companies that make chemical labels must provide standardized labels and ensure Safety Data Sheets are compliant with the Globally Harmonized System of Classification and Labeling of Chemicals standard, known as GHS.
- If you see a label you don't understand or you're not sure exactly what the label says, ask your manager or supervisor. There's no reason to take chances.

- Safety Data Sheets, or SDS's, are provided by the manufacturer for all hazardous chemicals and substances used in your facility. These SDS's are for your use in the event you want more information on the chemicals you're using in the workplace.
- Generally, Safety Data Sheets are maintained in an office, in other designated areas or in an online database, so if you need more information, ask your manager or supervisor.
- When working with chemicals, there are quite a few potential violations such as not using proper personal protection when handling chemicals, such as gloves, safety glasses or full face shields, not using proper respiratory protection when required or using the wrong protection for the hazard.
- Additional violations include chemicals not properly labeled and not having the appropriate SDS or Safety Data Sheet available for each chemical used, lack of emergency plans and training for the event of a chemical spills or other chemical emergency.
- Again, remember, if you want to learn more about the chemicals with which you work, ask your manager or supervisor for a Safety Data Sheet for these particular chemicals. Read and follow the directions on all labels; and of, course, always wear proper personal protective equipment when it's required.
- Use your experience and good judgment and take time for safety. It's worth it.

RESPIRATORY PROTECTION

- There are common respiratory hazards that could cause you a violation.
- Some respiratory hazards require the use of a respirator.
- The first common mistake is not knowing when to wear a respirator.
- The second common mistake is not knowing what type to wear.
- The third common mistake is wearing a respirator that doesn't fit properly.
- So, know the hazards in your work area; know the correct respirator and cartridge to use; and, have your respirator professionally fit-tested for you.
- Proper respirator use requires training and certification. Before you use one, make sure you're trained and authorized to do so.

POWERED INDUSTRIAL TRUCKS

- As an experienced professional who operates a forklift, you too can leave nothing to chance. You must perform precision movements, sometimes in tight quarters and in close proximity to other operators.
- When operating 6,000 to 10,000 pounds of equipment plus the weight of the load, any deviation from best practices and proper procedures can have dramatic consequences.
- Anyone required to operate forklifts must be trained in accordance with the law.
- If, at any time, you have any questions about anything in this program or other safety concerns relating to forklift operations, stop and ask your supervisor. Don't take chances.
- The first step in forklift operation is knowing the major components of your truck.
- According to government statistics, most fatalities and serious injuries occur during rollover type accidents. Speed is a contributing factor. Restraint systems can help keep you safe during a rollover accident.
- Be familiar with the lift trucks you operate. Know their capabilities and operating characteristics.
- Inspect your forklift before each shift.
- Make safety a part of every action you perform. Give operating the forklift your complete attention.
- Recognize and respect the hazards in your work environment. Be aware of what is happening around you.
- Obey all speed limits and follow established company procedures and policies. Expect the unexpected. Leave enough room to safely stop your forklift.
- As a professional operator, you have full responsibility for the safe and proper operation of your forklift. Your safety and that of your co-workers depend on it. Professionals don't leave safety to chance.

LOCKOUT/TAGOUT

- Control of hazardous energy sources, or lockout/tagout, is a program that organizations must implement for the safety of all employees.
- Approximately 3 million workers service equipment and face the greatest risk of injury if lockout/tagout is not properly implemented. Compliance with the lockout/tagout standard prevents an estimated 120 fatalities and 50,000 injuries each year.
- Before we go any further, let's discuss the two different categories of employees requiring knowledge and training in lockout tagout procedures. The first category is authorized employees. These are maintenance personnel who actually use lockout and tagout procedures while they are repairing or maintaining equipment.
- The second category is affected employees. This describes any employee who uses or works around equipment and machinery. It's recommended that virtually all employees be in the affected employee category.
- To adequately protect both authorized and affected employees, the machine's energy source or sources must be disabled. The first thing to do is to identify all hazardous energy sources associated with the machine.
- Remember, electricity is not the only form of hazardous energy. Control of hazardous energy systems also includes mechanical, hydraulic, pneumatic, chemical, thermal and other energy sources.
- Once identified, these sources must be then controlled and the device controlling the energy must be secured and verified. Energy is considered adequately controlled or isolated when an unplanned event, such as someone attempting to turn the machine on, will not override or by pass the control.

- All other equipment being serviced or repaired that poses a hazard must be locked out and tagged before the service or maintenance is performed.
- Once the energy source has been locked out, try the equipment to ensure that your lockout tagout procedures have been effective. Remember, lock, tag and try.
- Lockout/tagout is a vital part of injury prevention, so if you're not sure about a particular procedure, ask your supervisor. Don't take chances because failure to properly lockout and tagout when necessary can lead to potentially serious injury.

LADDERS

- Ladder accidents are usually caused by improper selection, care or use, not by manufacturing defects. Some of the more common hazards involving ladders, such as instability, electric shock and falls can be predicted and prevented.
- The first step in prevention is to properly inspect your ladder before use.
- Each ladder should be placed on a firm, level surface. Never place a ladder on ground that is uneven. The same is true for uneven flooring.
- Be careful when climbing; get help if you need it. Be safe.
- Always face the ladder when ascending or descending it. You must maintain three points of contact at all times. This means two feet and one hand or two hands and one foot.
- You cannot carry a load up a ladder and maintain three points of contact. Carry tools in a tool belt, pouch or holster, not in your hands.
- Never stand above the top three steps of any stepladder. Do not step on the top step, bucket shelf or attempt to climb or stand on the rear section of a stepladder.
- Observe the "belt buckle rule." This means never lean your body outside the rails of a ladder. If you need to reach something outside the rails, move the ladder.
- There should never be more than one person on the ladder at any given time.
- Metal ladders will conduct electricity.
- Be sure all locks on extension ladders are properly engaged.
- Extension ladders must reach at least three feet above the landing and be properly secured or tied off.
- If you follow the procedures outlined in this program, you shouldn't experience an accident or injury.
- Working safely with ladders is not complicated and it shouldn't be. Don't take chances and follow the rules and you'll do just fine.

ELECTRICAL—WIRING METHODS

- Working with electricity is dangerous even for seasoned journeymen who have been doing wiring for years. Just a very short lapse on your part or the part of another working with you could lead to a serious injury and even death.
- Incorrectly performed work can also result in fire and damage to property. When it comes to wiring, be sure you know what you are doing and the proper way to do it.
- A couple of hard, fast rules are to make sure the electricity is turned off and will stay off and always perform the wiring work as though the electricity is on.
- When it comes to wiring, you want to concentrate fully on the task at hand and make sure you are not distracted, sick or impaired in any way.
- Remember to never trust the labels on the breaker box and instead confirm the electricity is actually off by testing the fixture you are working on with a voltage meter.
- Breaker and fuse panels remain hot even if the main breaker is turned off or the main fuse is removed. Main panels should only be worked on by qualified persons.

ELECTRICAL—GENERAL REQUIREMENTS

- Electrical accidents are largely preventable through safe work practices and many citations have been given for not adhering to them. Some of those include the following:
 - Not de-energizing electrical equipment before inspection or repair;
 - Not keeping electric tools properly maintained;
 - Not exercising caution when working near energized lines;
 - Not using appropriate protective equipment;
 - Not using insulated tools;
 - Not using listed or labeled portable tools and appliances protected by an approved system of double insulation or its equivalent; and,
 - Not using lockout/tagout procedures.
- In addition, electrical cords must be inspected for any fraying or displaced insulation as well as ensuring the ground prong is intact.
- Effective guarding requires equipment with exposed parts operating at 50 volts or more to be placed where it is accessible only to authorized people qualified to work with it and appropriate warning signs must be in place.
- When working on electrical equipment, some basic procedures to follow are to de-energize the equipment; use lockout and tagout procedures to ensure that the equipment remains de-energized; use insulating protective equipment; and, maintain a safe distance from energized parts.
- Once again, if you have any questions about the task you are performing, please ask your supervisor for guidance.

MACHINE GUARDING

- Machinery is another frequent target of OSHA citations—improper machine guarding, exposing the employees to dangerous parts of the running machines, emergency stop buttons not properly identified, using defective hand and power tools such as drills, chisels or other equipment.
- The first rule is to never use any tools, machinery or equipment unless you have been trained and authorized to do so by your employer.
- Never attempt to repair or clear a jam from any equipment you are using. Report the problem to your supervisor so it can be repaired by authorized personnel.
- Before you use a power tool or equipment, inspect the cord and plug to ensure that they're in good shape and free from cuts, cracks or exposed wires.
- Some machinery you work with is equipped with guards that protect operators from dangerous moving parts. Never remove, bypass or disable these guards for any reason.
- If a guard is damaged or missing, do not operate the equipment. Notify your supervisor.
- Know the location of all emergency stop buttons before you begin work. If the machine malfunctions, every second counts when your safety is concerned.
- Some machines may need to be de-energized for repair or maintenance. In these instances, the equipment will be identified by a lockout or tagout notification. Only authorized personnel are allowed to remove a lock or tag from a power supply.

OSHA'S TOP 10 VIOLATIONS

ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. d

4. b

5. b

6. a

7. a

8. a

9. b

OSHA'S TOP 10 VIOLATIONS
REVIEW QUIZ

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

Name _____ Date _____

1. Safety nets should be installed no more than _____ feet below the level of a potential fall.
 - a. 30
 - b. 40
 - c. 50

2. Safety Data Sheets are provided by the manufacturer for all hazardous chemicals and substances used in your facility.
 - a. True
 - b. False

3. Which of the following is a common mistake regarding respiratory protection?
 - a. Not knowing when to wear a respirator
 - b. Not knowing what type of respirator to wear
 - c. Wearing a respirator that doesn't fit
 - d. All of the above

4. The first step in forklift operation is obeying all speed limits when traveling.
 - a. True
 - b. False

5. _____ employees are maintenance personnel who use lockout/tagout procedures while repairing or maintaining equipment.
 - a. Affected
 - b. Authorized

6. The first step in preventing ladder accidents is to properly inspect your ladder before use.
 - a. True
 - b. False

7. Extension ladders must reach at least _____ feet above the landing.
 - a. 3
 - b. 4
 - c. 5

8. Breaker and fuse panels remain hot even if the main breaker is turned off or the main fuse is removed.
 - a. True
 - b. False

9. You should only bypass a guard on a machine if you are sure that a body part won't come close to moving parts.
 - a. True
 - b. False