



Training Solutions, Delivered!

SAFETY AUDITS

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

Item Number: 4793

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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.

4793 SAFETY AUDITS FACT SHEET

LENGTH: 14 MINUTES

PROGRAM SYNOPSIS:

A company that's trying to develop a stronger safety culture can't wait for trouble to occur before making improvements. That's why safety-conscious organizations have been taking a more proactive approach by conducting safety audits. Safety audits analyze hazards, identify strengths and weaknesses in the existing safety program, and recommend ways to improve it in the future. For the process to be effective, everyone in the facility needs to get involved. So it's important for them to understand the purpose and benefits of a safety audit, how it works and how they can contribute to its success. To help employees understand how a safety audit is conducted, and the part they may play in the process, this program is designed to present basic information in this area.

PROGRAM OBJECTIVES:

After watching the program, the participant should:

- Understand how a safety audit can make their workplace safer.
- Know how a "workplace analysis" identifies hazards within their facility.
- Understand how their facility's "system of controls" minimizes the hazards that are associated with the work they do.
- Understand how they can participate in the safety audit process.
- Know specific safety issues to look for when examining their work area and the equipment that they use.
- Know what to do in case of a workplace accident.

PROGRAM OUTLINE:

THE PURPOSE OF SAFETY AUDITS

- **Workplace safety is too important to try and figure it out on the fly, or to leave it to chance.**
- **Of course, one "systematic" approach to improving safety is to "learn from your mistakes".**
 - When an accident happens, you can look at why it happened, and introduce policies, procedures and equipment to ensure that another one doesn't happen the same way again.
- **But when you're trying to strengthen your organization's safety culture, you don't want to wait for trouble to occur before making improvements.**
 - That's why safety-conscious companies are taking a more proactive approach, by conducting "safety audits".
- **Safety audits analyze hazards, identify strengths and weaknesses in the existing safety program, and recommend ways to improve it in the future.**
 - Everyone in your facility can contribute to making a safety audit work.
- **Your facility can't find solutions to problems it doesn't know about.**
 - That's why a "workplace analysis" is the first step in any safety audit.
 - It's basically a comprehensive search for hazards in the workplace.

PERFORMING A WORKPLACE ANALYSIS

- **A workplace analysis typically starts with a physical inspection of the work environment.**
 - It looks for general hazards in the facility, like cluttered, damaged or uneven flooring, and insufficient lighting.
 - It also examines tools and equipment to ensure that they are right for the jobs that are being performed, and that they are in good condition.
- **The analysis can even include an assessment of the ergonomics and organization of individual workstations.**
- **In addition to a physical inspection, a workplace analysis can also examine the policies and procedures that are used at your facility.**
 - They're critical for on-the-job safety, too.
- **In most cases, your company's Safety Director, facility manager or department supervisor will be responsible for conducting the analysis.**
 - You can help them in several important ways. After all, you do your job every day.
- **Your knowledge and opinions are important to your company's safety program.**
 - They may request that you conduct an inspection of your own work area, tools and equipment.

— You could be asked to think about how you do your job, and make any recommendations about how it could be done more safely.

• **It's important that you immediately report any problems that you notice to your supervisor, facility manager or the company's Safety Director.**

— That's why they asked for your help in the first place!

THREE SYSTEMS OF CONTROLS

• **Another area a workplace analysis will focus on is your facility's "systems of controls".**

— These are physical or procedural controls that your facility uses to minimize the hazards that are associated with the work you do.

• **They are called "systems" of controls because they work together to protect you. None of them are meant to stand alone.**

— They typically include administrative controls, engineering controls and personal protective equipment.

• **"Administrative controls" are the rules and procedures that are set up to make your facility as safe a place to work as possible.**

— An example would be to put a "no smoking" policy in place in areas that contain flammable materials, to help prevent a fire or explosion from occurring.

— Minimizing exposures to hazardous materials by using shorter work shifts or rotating work schedules is another example of the use of administrative controls.

• **"Engineering controls" are physical control mechanisms that are in place in your facility or on your equipment that help protect you from hazards.**

— For instance, if your work involves hazardous fumes, exhaust vents may have been installed to remove these contaminants from your work area.

— A safety guard to protect you from a machine's dangerous moving parts, such as gears or sharp blades, is another type of engineering control.

• **It's important that you utilize all of the engineering controls that your facility has in place.**

— They are there to help keep you from being injured, and should never be disabled or removed.

• **Personal protective equipment (PPE) is the third type of control that's used in a facility to prevent injuries.**

— Remember that even though we put on PPE before we work, it is actually the last line of defense against injury.

— It's used to protect you from problems that might occur even though administrative and engineering controls are in place, not instead of them.

• **As part of a workplace analysis your supervisor will want to make sure that you're using the correct PPE for the work you do, and using it properly.**

— You should also examine your PPE yourself, to check to see that it is in good condition.

— Gloves that have worn thin or cracked safety glasses will not protect you, and can give you a false sense of security.

EVALUATING YOUR OWN WORK AREA

• **While you may not have had a part in setting up the controls in your facility, it is important that everyone in your facility use them.**

— As part of a safety audit you may be asked to monitor how the controls are working in your area.

— If you find any potential problems, be sure to report them.

• **You may be asked to assist with an inspection of your own work area, as well as the equipment that you use.**

— This is a part of the safety audit where your help is especially important.

• **Check to see that all pathways are free from clutter.**

— Blocked aisles can create an immediate tripping hazard.

— They can also prevent people from getting to safety showers, eyewash stations, fire extinguishers and exits, and that could be devastating in an emergency!

• **Make sure to use extension cords properly.**

— They aren't meant to be permanent fixtures, just "temporary outlets".

— Put them away as soon as you're finished with them.

— If you need to string a cord across a walkway, be sure you tape it down so nobody trips.

— And remember, electricity and water don't mix, so don't run a cord through a puddle.

PERFORMING A 'PERSONAL' AUDIT

• **There's more to doing a safety audit than inspecting your workplace and equipment.**

— You also need to take a good, long look at yourself.

— You should make a "personal audit" to examine how safe you are as a worker and how aware you are of your work area.

• **Start by reviewing your facility's work rules and standard operating procedures (SOP's).**

— They help you do your job more efficiently.

- They also help to prevent misunderstandings and mistakes that can lead to accidents and injuries.
- Make sure you know the SOP's inside and out.
- **Standard operating procedures are there for a reason.**
- Don't ignore them because you think they aren't important.
- Following them is essential.
- They apply to everyone.
- **Never skip a procedure just because you're in a hurry.**
- Remember, safety is always the top priority.
- **As you continue your "personal audit", evaluate your knowledge of your worksite.**
- Are you able to locate all exits and fire escapes?
- Make sure you can find them in the dark, because one day you may have to.
- **You need to know where safety showers and eye-wash stations are located as well.**
- You'll want to find them in a hurry if you or a coworker are splashed with a hazardous chemical.
- **Find out where the nearest first-aid kit is located.**
- If an emergency occurs, you won't want to waste time looking for it.
- **You need to know where fire extinguishers are kept too.**
- Review your knowledge of the various types of extinguishers.
- Using the wrong type could actually spread a fire instead of putting it out.
- Only use fire extinguishers if you have been trained and authorized to do so.
- **The safety training that your facility conducts can help make you aware of potential hazards, as well as how to prevent accidents.**
- During your self-assessment, consider how much you've learned about handling safety problems.
- **Topics your facility provides training on may include:**
- General safety issues such as back safety, hearing conservation and personal protective equipment.
- Regulatory matters such as "Hazard Communication" and "Lock-Out/Tag-Out".
- **It's important that you take your company's safety training program seriously, so that you are well prepared for any problems you may encounter.**

ACCIDENTS & NEAR MISSES

- **Sometimes, no matter how well-trained we are, or what steps we take to protect ourselves, and no matter how careful we are, accidents still happen.**
- Making sure everyone at your facility is prepared for accidents and other emergencies is an important part of conducting a safety audit.
- Although this may normally be the responsibility of others at your company, there are things that you can do to help.
- **Check to see that emergency numbers are posted by all of the telephones in your work area.**
- This includes EMT, fire and police departments.
- In some places you can reach any of these services by simply dialing 9-1-1.
- **Internal emergency numbers, such as the Safety Department, Security and your company's fire and rescue team should also be posted.**
- **It's also important to make sure that all accidents or injuries are reported, even minor ones... so that they can be "investigated" to determine what caused them.**
- **You should report any "near misses" as well.**
- A "near miss" is an incident which under slightly different circumstances could have resulted in an injury, or damage to equipment or materials.
- After all, your company can't fix a problem they don't know about.
- **A safety audit should also verify that an "accident investigation" process is in place at your facility.**
- An accident investigation is very similar to a safety audit.
- Although it is performed after an accident has occurred, the purpose is still the same: to prevent future accidents.

SAFETY AUDITS

ANSWERS TO THE REVIEW QUIZ

1. a

2. d

3. a

4. d

5. b

6. a

SAFETY AUDITS
REVIEW QUIZ

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

Name _____ Date _____

1. A safety audit begins with a "workplace analysis", which is a comprehensive survey of a facility for hazards.
 - a. True
 - b. False

2. Which of the following is not part of a system of controls?
 - a. Administrative controls
 - b. Engineering controls
 - c. Personal protective equipment
 - d. Personnel records

3. An effective safety audit should also include a close look at a facility's policies and procedures.
 - a. True
 - b. False

4. Which of the following is considered emergency equipment?
 - a. Fire extinguishers
 - b. Eye wash stations
 - c. First aid kits
 - d. All of the above

5. Effective safety training can prevent all accidents.
 - a. True
 - b. False

6. A safety audit will determine whether an accident investigation process is in place at your facility.
 - a. True
 - b. False