



Training Solutions, Delivered!

INDUSTRIAL SAFETY OVERVIEW

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

Item Number: 5018

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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.

5018 INDUSTRIAL SAFETY OVERVIEW FACT SHEET

LENGTH: 9 MINUTES

PROGRAM SYNOPSIS:

Whether this is your first job or you're an experienced worker coming to our company from another, you must be aware that one of the most important responsibilities you will have is doing your job as safely as possible. Studies indicate that most workplace injuries are caused by unsafe acts and a large percentage of these injuries are suffered by new employees. No matter what kind of work we do or what type of environment we work in, different hazards exist that must be avoided. By developing a personal commitment to safety, each one of us can prevent injuries that involve these hazards and unsafe acts.

The program covers many specific training subjects essential for new employees, while stressing the importance of a good safety attitude. Topics include safety responsibilities, working with machines, lockout/tagout, electrical safety, power tools, warning signs and chemical safety. Good housekeeping, emergency plans, ladder safety, fall prevention, lifting techniques, lifting equipment, PPE, infectious materials and medical testing programs are also covered.

PROGRAM OBJECTIVES:

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

- The importance of developing a good safety attitude and accepting safety responsibilities;
- Basic safety points for the topics covered in the video.

PROGRAM OUTLINE:

SAFETY ATTITUDES

- No matter how many rules or procedures exist nor how many warning signs are posted or how many hours of training we have received, the only thing that can consistently keep you safe is your attitude.
- A good safety attitude ensures that you follow all safety procedures, use required PPE and never take risky shortcuts or perform unsafe acts.

SAFETY RESPONSIBILITIES

- As a responsible professional employee, you should report to work each day on time and prepared to devote your full attention to your job.
- Alcohol and illegal drugs aren't allowed at work. It impairs your abilities and puts you and your co-workers in danger.
- The company doesn't want to perform any unsafe acts in an effort to do your job for any reason. If you think what you are doing may be unsafe, don't do it!

WORKING WITH MACHINES

- The workplace has equipment and machinery that require specific training and authorization before use. Stay away from machines or equipment that you aren't qualified to operate.
- Some examples of equipment that requires specific training include forklifts, cranes and welding equipment.
- If you are a qualified operator of a machine, make sure all guards are in place. Never bypass or defeat a guard.
- Keep in mind that long hair, loose clothing and jewelry shouldn't be exposed when moving around moving machinery.

WORKING AROUND CRANES

- In areas where cranes are in operation, stay clear of any raised or moving load.
- Never place yourself under a suspended load!

WORKING AROUND FORKLIFTS

- When entering or working in an area where forklifts are being used, stay alert for blind intersections and corners.
- Never walk directly behind a forklift or stand close enough that a sudden movement by the truck could cause it to hit you. Pedestrians have difficulty determining in which direction a forklift will move.
- You must be trained and authorized to operate a forklift.

- Because of their heavy weight, rear wheel steering and various operating functions, these vehicles are difficult to drive and can cause lots of damage when they hit something.

ELECTRICAL SAFETY

- Electricity may be the biggest hazard we face because it is used in every operation in the company, from welding to word processing.
- You must be a “qualified electrician” to service or repair electrical equipment. Unless you are qualified, you can not get within 10 feet of exposed parts.

POWER TOOLS

- Always inspect power tools before use. Look for damage to the tool, cord, insulation or the plug.
- Tools or equipment found to be damaged must be removed from service for repair or replacement.

LOCKOUT/TAGOUT

- The company had developed an energy control plan to isolate equipment from all energy sources while being serviced.
- Employees must be able to recognize when a machine is locked and tagged out of service. Never apply power to a locked and tagged machine and never remove other worker’s locks and tags.

WARNING SIGNS

- When entering an unfamiliar work area, take the time to learn the meaning of warning signs and other posted information so you can take the appropriate precautionary measures.
- Signs provide information about required protective equipment or specific dangers of a particular area.

CHEMICAL SAFETY

- If you use chemicals on your job, you will need to know where the Material Safety Data Sheets are located and how to use them.
- These reference sheets provide valuable information regarding handling, storage, required protective equipment and emergency procedures for every substance in the workplace.
- You will also be required to learn your company’s container labeling system. Container labels provide a quick reference about a chemical’s hazardous properties and how to protect yourself from them.

GOOD HOUSEKEEPING

- Proper housekeeping is critical in preventing workplace fires as well as slips, trips and falls.
- Report or correct any tripping hazards such as cords or debris as soon as possible. Don’t leave tripping hazards for someone else to suffer a trip or fall.
- Always store flammable materials in a designated area away from heat sources.

EMERGENCY PLANS

- The company has an emergency plan that will be explained to you. Part of this plan involves the locations of fire extinguishers and emergency exits as well as how to activate and respond to various emergency alarms.
- Be familiar with the emergency plan to ensure a safe and orderly evacuation.
- In the event of a fire, remember your safety is the primary concern. Even if you have been trained in the use of a fire extinguisher, it may not be safe to try to extinguish the fire.

LADDER SAFETY

- Inspect the steps and the soles of your shoes for slippery substances such as oil or mud.
- If you are using a step ladder, make sure that the spreader is in the locked position.
- Keep your body between the rails of the ladder once you reach your destination and don’t lean past the rails. If you can’t reach the work safely, climb down and reposition the ladder.
- Use the right ladder for the job. Ladders made of aluminum or other metal must not be used near electrical hazards.

PERSONAL PROTECTIVE EQUIPMENT

- The type of PPE you will need depends on your particular job and the specific hazards in your work area. Your supervisor will ensure you know what protective equipment is needed and that you know how to use it properly.
- You are responsible for using the appropriate protective devices at all times and keeping it in good working condition.
- Safety glasses with side shields are required in most areas of the facility and protect against flying debris and particles.
- If dusts, mists, fumes or vapors are present in your work area, your company may require the use of a respirator. If so, you will be trained in the proper use and care of respirators before being allowed to use them.
- Respirators must be properly fitted and tested before use. Facial hair will interfere with a proper fit, so employees that use these devices will have facial hair restrictions.
- Falling objects, bumping into low hanging objects or being struck by hanging loads can cause head injuries. Employees in areas where these hazards are present are required to wear a hardhat.
- To protect our hands and feet while working, we use different types of gloves and shoes. Remember that no single type of glove protects against all hazards.
- A heavy cloth glove that protects against cuts may be useful when handling chemicals, just as chemical gloves won't work when handling hot items.
- Some jobs demand that no glove be used at all because the glove itself may become a hazard.
- Boots and shoes made of leather that cover the ankle are preferred. In some areas, boots with reinforced steel toes are needed to protect against heavy falling objects.
- Hearing protection is required in areas where noise levels exceed 85 db for extended periods of time. As with all types of PPE, different styles of hearing protection are available.
- Before beginning work, be sure to ask your supervisor if you have any questions about the correct protective equipment for the job.

INDUSTRIAL SAFETY OVERVIEW

ANSWERS TO THE REVIEW QUIZ

1. d

2. e

3. b

4. d

5. b

6. a

INDUSTRIAL SAFETY OVERVIEW
REVIEW QUIZ

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

Name _____ Date _____

1. The only thing that can keep you safe consistently is _____.
 - a. Personal Protective Equipment
 - b. Your supervisor
 - c. Obeying all warning signs
 - d. Your attitude

2. Which of the following require training and authorization before you can perform them?
 - a. Forklift operation
 - b. Lockout/tagout
 - c. Crane use
 - d. Repairing electrical equipment
 - e. All of the above

3. In the event of a fire, the facility and company property is the primary concern.
 - a. True
 - b. False

4. Who is responsible for making sure you are using the appropriate PPE and that is in good working condition?
 - a. Your supervisor
 - b. Person in charge of safety
 - c. Your co-workers
 - d. You

5. If you have questions about any personal protective equipment for your job, you should ask your Supervisor after beginning work.
 - a. True
 - b. False

6. You should be able to recognize when a machine is locked and tagged out of service.
 - a. True
 - b. False