



Training Solutions, Delivered!

# **SAFETY HOUSEKEEPING AND ACCIDENT PREVENTION**

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

**Item Number: 5093**

© Marcom Group Ltd.

***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.

## 5093 SAFETY HOUSEKEEPING AND ACCIDENT PREVENTION FACT SHEET

**LENGTH: 15 MINUTES**

### **PROGRAM SYNOPSIS:**

Some workplace hazards are obvious and some may be harder to recognize, but they all can cause accidents that decrease production and may result in painful injuries and even death for employees. These risks can often be reduced significantly when workers follow good housekeeping procedures and other accident prevention practices. Employees first need to understand the importance of having a "good safety attitude". They also need to know how to maintain their workplace to prevent accidents and how to avoid exposure to on-the-job hazards by choosing and using the appropriate personal protective equipment. This combination of good housekeeping and accident prevention knowledge and skills helps workers recognize workplace hazards ahead of time and take action to prevent them, before accidents and injuries occur. This program is designed to present the basics of good safety housekeeping and accident prevention practices.

Topics include developing a good safety attitude, maintaining our work environment, proper use of tools and equipment, handling and storing hazardous chemicals, spill response and personal protective equipment.

### **PROGRAM OBJECTIVES:**

After watching the program, the participant should:

- Understand how a good "safety attitude" can help them and their coworkers avoid workplace hazards.
- Understand how a cluttered or disorganized workplace increases the risk of accidents and injuries.
- Know specific housekeeping and work procedures they can use to work more safely.
- Recognize the hazards associated with various chemicals that are used in their workplace.
- Know the basic procedures required to handle a spill of hazardous materials.
- Know what PPE to wear to protect themselves from specific types of hazards.

### **PROGRAM OUTLINE:**

#### **DEVELOPING A GOOD SAFETY ATTITUDE**

- **One of the keys to accident prevention is to have a positive "safety attitude".**
    - You need to develop good safety habits, learn to use sound judgment, and exercise self-control.
    - You can't let yourself get angry or frustrated when things don't go your way.
    - You need to know your body's limitations, just like you know its abilities.
  - **This may sound easy, but it takes some real thought, and practice, to learn how to avoid mental and physical stress when you're on the job. You have to be able to:**
    - Pace yourself.
    - Recognize when you need to take a break.
    - Never "bite off more than you can chew".
  - **Getting too comfortable with a job can also lead to accidents.**
    - When things become routine, we sometimes forget the hazards that are lurking around the next corner.
    - That's when we need to remember to stay sharp!
    - You should never let your body run on auto-pilot, with your mind somewhere else.
  - **Don't let pressure to get the job done make you reckless either.**
    - You can't take chances with your safety or anyone else's.
    - You can avoid risky actions by using good, sound judgment.
- Never disable or remove power tool or machine guards to try and be "more productive".**
- They're in place to help keep your hands and fingers safe.
- **"Lock on" with personal fall protection when you're working up high.**
  - **Pay attention to warning systems like smoke detectors and emergency lights.**
  - **Follow company rules. They are there for a purpose.**
    - An open flame or hot ashes in an area where there might be flammable materials is definitely a bad idea, which is why you should only smoke in designated smoking areas.

- **This might seem like a lot of things to keep in mind, but with a little effort they'll become second nature to you.**
- Remember, developing a good safety attitude will go a long way in helping you to prevent accidents.

## MAINTAINING YOUR WORK AREA

- **Another key to working safely is keeping your work area neat and clean, and removing any hazards that you see.**
  - You need to recognize things that could cause problems and eliminate them before you begin work.
- **Clutter is one of the major causes of accidents. It's like a hidden trap, waiting to be sprung.**
  - Many tripping accidents result from things that are left in halls and walkways.
  - To avoid potential problems, you should dispose of excess material and rubbish as quickly as possible.
- **Aisles and stairways should be kept free of debris and equipment.**
  - Remember not to store furniture or supplies there either.
  - Doorways should be kept clear too, especially emergency exits.
- **Even small objects can be major hazards and cause someone to "hit the deck". These can include:**
  - A screw jutting out from a door sill.
  - A pencil lying on the floor.
  - A loose piece of carpet.
- **Electrical cords can also be a problem.**
  - Stringing them haphazardly across walkways can lead to a tripping accident.
  - Always tape them down to prevent dangerous falls.
- **Factory and warehouse walkways should be clearly outlined, showing everyone where the safe paths are.**
- **Slippery areas should be well marked with hazard signs, so people will know to tread carefully.**
- **Open drawers can also be hazardous and difficult to spot.**
  - Remember to close the drawers that you open, so a coworker doesn't accidentally make a painful "trip" to the floor.
- **Tell your supervisor about bad lighting immediately.**
  - If you can't see hazards, you can't fix or avoid them.
- **Remember, safety housekeeping isn't something that you should do "every once in a while".**
  - You need to "police" your work area every day.
- **You should report all hazards as quickly as possible, but only remove a hazard if you've been trained to do so.**
  - If you don't know how to deal with something, leave it alone and get help.

## PROPER USE OF TOOLS & EQUIPMENT

- **Using tools and equipment properly and safely is another important part of accident prevention.**
  - Make sure they are clean and in good working condition before you use them.
  - Dirty or damaged equipment can cause accidents.
- **Knives and other "cutting edges" should be kept sharp.**
  - When a blade is dull you have to use extra force to make a cut, and that can cause you to lose control.
- **Always use the correct tool for the job.**
  - Using something like a screwdriver as a chisel can cause it to slip or break.
  - A wrench really isn't a substitute for a hammer.
- **Never use a chair to get you "up high." You may think you're saving time, but you're risking a serious fall.**
  - Work safely by using a step stool or ladder instead.
- **When you're making repairs or performing maintenance on machinery, you should only use tools that have been specifically designed for the job.**
  - **If at all possible, maintenance should be done while all moving parts are stopped.**
    - A machine can grab a sleeve or a finger all too easily when it's operating.
    - Cut all power sources and follow proper lock-out procedures.
- **Supplies and equipment should be handled with care.**
  - Get a good grip when carrying things, and take your time.
- **Back injuries are painful. Serious ones can lead to long-term problems.**
  - So use proper lifting techniques to avoid straining yourself.
- **If an object is too heavy or bulky to lift by yourself, don't risk a serious accident.**
  - Ask for help.

- You could also use a hand truck... or even a forklift.
- **Tool storage is important too.**
- Return your tools to the cases, racks or drawers they came from.
- Make sure they're clean and ready to use the next time you need them.
- Remember to put all the guards back on before you put tools away.

## HANDLING & STORING HAZARDOUS CHEMICALS

- **A major element in safety housekeeping and accident prevention involves chemicals that you may work around every day.**
- You might be surprised at how many there are in your facility that can be hazardous.
- **The chemicals in cleaners and disinfectants, soaps, even printer and copy machine toners, can all be dangerous if they're not handled correctly.**
- Be sure to read labels and follow the instructions.
- **Safety Data Sheets (SDSs) are another good source of information about chemical hazards, and how you should protect yourself while you're handling a substance.**
- Make sure you know where SDSs are kept, and how to use them.
- **Sometimes you will need to use personal protective equipment such as goggles, gloves or respirators when you work with chemicals.**
- Check their SDS or talk to your supervisor to find out what you should wear.
- **When you're storing chemicals, read the label and the SDS to determine what type of environment they need.**
- Pay particular attention to their temperature and ventilation requirements.
- **There should be enough light in all storage areas so you can easily read container labels.**
- Shelving should be strong and corrosion-resistant.
- **Never overstock shelves. Too many containers make it difficult to find what you want and increase the chance of a spill.**
- **Aisles should be wide enough to provide safe access to the chemicals and allow for easy movement.**
- **Materials that are flammable should be stored in UL approved cans with spring-loaded caps**  
Then placed in a "flammable materials cabinet" for safekeeping.
- **Compressed gas cylinders should be firmly secured in a cool, dry, well-ventilated area.**
- **Storerooms should be fire-resistant and free from corrosive fumes.**
- **Never store food or drink in refrigerators containing potentially hazardous substances.**
- It's too easy to confuse what's inside.
- There's also the possibility of contamination.

## CHEMICAL SPILL RESPONSE

- **If in spite of all of your precautions a chemical spill does occur, you need to know what to do to both clean it up and dispose of it.**
- **The foremost concern with a spill is the health and safety of your coworkers.**
- Evacuate the area if necessary, then notify appropriate personnel.
- **The substance's Safety Data Sheet will provide you with information on proper cleanup and disposal.**
- Remember, recommended procedures can be different for each chemical.
- **If the substance is flammable or combustible, remove any open flames or sources of heat from the area and increase the ventilation.**
- **You should always wear appropriate personal protective equipment during spill cleanup.**  
This will limit the chances of coming into contact with the substance, and keep you from breathing in harmful vapors
- **If the spill is a liquid, an absorbent solid should be used to soak up the chemical and pack it up for disposal.**
- **How you dispose of the chemical is also important.**
- You need to know which substances you can safely put in the trash, and which require special handling.
- **Be extremely careful of chemicals that could become fire hazards, such as cleaning fluids, oily or solvent-soaked rags and photocopier inks and toners.**
- Under certain conditions, these could all cause real trouble.
- **Be aware of chemicals that could react with one another.**
- **Biological hazards found in laboratories, hospitals and other facilities create special issues.**
- Be wary of needles and other sharp objects (they could carry bio-contaminants).

- Always dispose of these materials in special biohazard containers
  - **Some chemicals may need to be removed by specialized waste disposal companies.**
- See your supervisor to determine how to dispose of any chemicals you're working with.

#### **PERSONAL PROTECTIVE EQUIPMENT**

- **Some jobs don't require personal protective equipment at all. Others need it all the time.**
  - When there are hazards in your work area that you may not be able to avoid, PPE can be what saves you from a serious illness or injury.
- **Gloves are needed for a number of tasks. There are many different types, so make sure you get the right gloves for the job you're doing.**
  - Leather gloves protect against rough materials and other hazards.
  - If you're working with sharp objects, cut-resistant gloves may be what you need.
  - Working with chemicals often requires rubber, vinyl or neoprene gloves (see the materials' SDSs to determine which type will work best).
  - If you're handling hot materials, aluminized gloves are probably the right solution.
- **There are also a number of situations that require eye protection.**
  - If you're working around flying particles or debris, safety glasses may be called for.
- **Dust or splashing liquids require goggles.**
  - They seal tightly to your face so nothing can make its way to your eyes.
  - In situations where splashing could be severe, a face shield may be needed as well.
- **With chemicals that might splash, or in extremely dusty environments, you may also need some type of protective clothing.**
  - Options range from ordinary work shirts and pants, to aprons or even full chemical protective suits.
  - Your supervisor will know what you should use.
- **Environments that have "falling object" or overhead hazards call for hard hats, as well as safety shoes with steel toes or removable "toe guards".**
- **Safety shoes can also help prevent accidents on wet and slippery surfaces.**
  - Make sure the shoes you wear have soles that give you the best traction for the surface conditions you'll be working with.

## **SAFETY HOUSEKEEPING AND ACCIDENT PREVENTION**

### **ANSWERS TO THE REVIEW QUIZ**

1. a

2. a

3. b

4. a

5. a

6. b

7. b

8. b

9. b

10. a

**SAFETY HOUSEKEEPING AND ACCIDENT PREVENTION**  
**REVIEW QUIZ**

Name \_\_\_\_\_ Date \_\_\_\_\_

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

1. Accidents can often happen when we become too accustomed to our job, lose our focus and let our body run on "autopilot".
  - a. True
  - b. False
  
2. Employees who develop good safety habits help prevent accidents and injuries in the workplace.
  - a. True
  - b. False
  
3. "Straightening up" your work area is something you only need to do once a week or so.
  - a. True
  - b. False
  
4. To prevent accidents and injuries on the job, you need to recognize hazardous conditions and eliminate them right away.
  - a. True
  - b. False
  
5. You should make sure that tools and equipment are clean and in good working condition before each time you use them.
  - a. True
  - b. False
  
6. You can safely store food or drink in a refrigerator that contains hazardous substances as long as everything has been clearly marked.
  - a. True
  - b. False
  
7. All hazardous materials require the same cleanup procedures.
  - a. True
  - b. False
  
8. After a HAZMAT spill, the chemical residue from the cleanup can be safely disposed of by putting it in the trash.
  - a. True
  - b. False
  
9. Gloves that are made of leather are a good choice for effective protection against chemicals.
  - a. True
  - b. False
  
10. A material's Safety Data Sheet (SDS) will tell you what type of gloves will protect you most effectively from the material.
  - a. True
  - b. False