



Training Solutions, Delivered!

PREVENTING HAND, WRIST AND FINGER INJURIES: OVERVIEW

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

Item Number: 5163
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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.

5163 PREVENTING HAND, WRIST AND FINGER INJURIES: OVERVIEW FACT SHEET

LENGTH: 2:26 MINUTES

PROGRAM SYNOPSIS:

Our hands are exposed to countless workplace hazards that can cause severe injuries: machinery that can pinch or crush, knives and sharp tools that can cut or puncture, corrosive or irritating chemicals, extreme heat or cold and ergonomic-related hazards. Hand, wrist and finger injuries often have severe consequences such as extended time away from work and physical rehabilitation. Fortunately, most hand injuries can be prevented by following safe work practices and wearing appropriate PPE. This program provides an overview of the basic safety precautions workers can follow to prevent hand, wrist and finger injuries.

Topics include maintaining an awareness of where we place our hands, pinch points and in-running nip points, protective gloves and reducing ergonomic strain on our hands.

PROGRAM OBJECTIVES:

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

- Why we must avoid distractions, becoming complacent and rushing to prevent hand injuries;
- Why we must always stay alert for pinch points and in-running nip points;
- What types of protective gloves are available;
- How proper tool selection and hand positioning can help prevent injuries;
- How to reduce ergonomic strain on the fingers, hands and wrists.

INSTRUCTIONAL CONTENT:

PREVENTING HAND, WRIST AND FINGER INJURIES OVERVIEW

- There are a variety of workplace hazards to which our hands may be exposed: machinery that can pinch or crush, knives and sharp tools that can cut or puncture, corrosive or irritating chemicals, extreme heat or cold and ergonomic-related hazards.
- Preventing hand injuries begins with maintaining an awareness of where we are placing our hands at all times. To do this, we must avoid distractions while we work, becoming complacent about the hazards around us or rushing to finish your work at a pace faster than normal.
- We must always stay alert for “pinch points.” A pinch point, also called a nip point, is a serious hand hazard created by a moving object that is near a fixed surface or two moving objects that are close together.
- An “in-running” nip point is an even more serious hazard created by two parts that move towards each other or when one part moves inwards past a fixed object. This creates a hazard that can easily grab or pinch a finger, hand or arm while also pulling it deeper into the hazard, leading to severe injuries or death.
- Our hands can be protected from many hazards by wearing gloves, but you must select the proper glove for the job. Cut-resistant gloves, chemical gloves, welding gloves and medical gloves are just a few examples of the types of hand protection available.
- Gloves must be selected to fit properly, be comfortable and provide enough dexterity to perform your work.
- How we work also impacts the safety of our hands. For example, selecting the correct tool for the job can prevent a tool from slipping, a common cause of hand injuries. Positioning your hands clear of the path of cutting and drilling tools keeps them out of harm’s way.
- While keyboarding or using digital devices, make a point to keep your hands and wrists in a neutral posture and avoid prolonged repetitive movements or overstretching.

- Take periodic breaks and frequently change positions or the device's orientation to reduce ergonomic strain on your fingers, hands and wrists.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. c

3. a

PREVENTING HAND, WRIST AND FINGER INJURIES: OVERVIEW
REVIEW QUIZ

Name _____ Date _____

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

1. Preventing hand injuries begins with maintaining an awareness of where we are placing our hands at all times.
 - a. True
 - b. False

2. _____ nip points are hazards created by two parts that move towards each other or when one part moves inwards past a fixed object.
 - a. Rotating
 - b. Reciprocating
 - c. In-running

3. Selecting the correct tool for a job can prevent a tool from slipping.
 - a. True
 - b. False