



Training Solutions, Delivered!

# **MAINTAINING AWARENESS PREVENTS HAND INJURIES**

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

**Item Number: 5164**  
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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.

## **5164 MAINTAINING AWARENESS PREVENTS HAND INJURIES FACT SHEET**

**LENGTH: 1:42 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 discusses the distractions we must avoid and the precautions we must follow in order to maintain an awareness of where we are placing our hands at all times.

### **PROGRAM OBJECTIVES:**

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

- Which distractions we must avoid when maintaining awareness;
- Which precautions may be necessary before beginning a task to prevent hand injuries;
- What to do if we are distracted or interrupted while working.

### **INSTRUCTIONAL CONTENT:**

#### **MAINTAINING AWARENESS PREVENTS HAND INJURIES**

- Hand, wrist and finger injuries account for one out of every four workplace injuries and more than half a million missed workdays each year.
- Our hands are exposed to countless workplace hazards that can cause severe injuries. Hand injuries often have severe consequences such as extended time away from work and physical rehabilitation.
- Most hand injuries can be prevented by following safe work practices and wearing appropriate PPE.
- 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 our work at a pace faster than normal.
- Distractions, complacency and rushing contribute to many hand injuries each year.
- Before beginning any task, make sure you understand all of the hazards that are present and take the necessary precautions to control them. This may require performing a lockout/tagout if machine guarding is to be removed, donning a specific type of glove or repositioning your work to allow your hands to be clear from the path of a cutting tool.
- When performing your work, concentrate on what you are doing; always be mindful of where you place your hands at all times.
- If you become distracted or are interrupted, stop working until you are able to regain focus on the task at hand.

## **MAINTAINING AWARENESS PREVENTS HAND INJURIES**

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

1. a

2. b

3. a

**MAINTAINING AWARENESS PREVENTS HAND INJURIES**  
**REVIEW QUIZ**

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

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

1. Hand, wrist and finger injuries account for 1 out of every \_\_\_\_\_ workplace injuries.
  - a. 4
  - b. 5
  - c. 10
  
2. Most hand injuries cannot be prevented by following safe work practices and wearing appropriate PPE.
  - a. True
  - b. False
  
3. Before beginning any task, you should make sure you understand all of the hazards that are present and take the necessary precautions to control them.
  - a. True
  - b. False