

PEDESTRIAN SAFETY IN INDUSTRY

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation. Featured are:

INTRODUCTION: A brief description of the program and the subject that it addresses.

PROGRAM OUTLINE: Summarizes the program content. If the program outline is discussed before the video is presented, the entire program will be more meaningful and successful.

PREPARING FOR AND CONDUCTING THE PRESENTATION: These sections will help you set up the training environment, help you relate the program to site-specific incidents, and provide program objectives for focusing your presentation.

REVIEW QUESTIONS AND ANSWERS: Questions may be copied and given to participants to document how well they understood the information that was presented. Answers to the review questions are provided separately.

ATTENDANCE RECORD: Document the date of your presentation as well as identify the program participants. The attendance record may be copied as needed.

INTRODUCTION

Employees can easily recognize the hazards associated with material handling, welding, machine operation, electrical work and other dangerous job tasks, but they tend to overlook more common hazards that affect everyone. Some of these common hazards affect a lot of people with a wide variety of job descriptions, but these employees all share a common job title when it comes to these particular hazards: pedestrian. More than 25 million workers suffer some type of injury while walking at work each year. Like other on-the-job injuries, these incidents can be prevented.

This video shows employees the precautions they must take to avoid incidents while walking. Topics include awareness of walking hazards, workplace signs, slips and falls, walking around material handling equipment, overhead hazards and traveling through parking lots.

PROGRAM OUTLINE

AWARENESS OF HAZARDS

- Pedestrians often put themselves at risk by not being fully aware of the potential hazards around them.
- These hazards can include moving forklifts, slippery floors, tripping hazards, overhead loads and even cars in parking lots.
- All are potential hazards an unaware pedestrian may easily walk into simply by being unfamiliar with the specific hazards of the area.
- Before entering or passing through work areas, find out about specific hazards to avoid and stay alert for those hazards.
- Being prepared includes having the proper clothing, protective equipment and knowledge to keep you safe in the areas you plan to travel.
- Some areas require specific types and styles of clothing such as long sleeve shirts, steel-toed boots or chemical-resistant coveralls.
- Personal protective equipment is also required when passing through certain areas. Practically all industrial, construction or manufacturing areas require safety glasses to be worn at all times.

- Other areas may require a hard hat or an emergency respirator.
- Don't use the excuse of "just passing through" as a reason to be unaware or unprepared for work area hazards.

WORKPLACE SIGNS

- One way to always be prepared is to pay attention to workplace signs and take their messages seriously.
- Workplace signs are found in various styles and colors to communicate different types of safety information. Their messages are generally divided into cautions, dangers and warnings.
- Caution signs are safety yellow with black graphics and texts. These signs caution against unsafe practices that could result in minor or moderate injury.
- Danger signs have black text on a white background and feature the red and white danger symbol. They warn of a serious hazard that will cause injury or death if not avoided.
- Danger signs represent a more serious hazard than caution signs.
- Warning signs represent an extreme hazard. These signs feature an orange background with black text and graphics.
- Warning signs are used to convey critical instructions that save lives.
- Pedestrians also need to be aware of lights, symbols, alarms or other methods used to communicate hazard information.
- Of course, just understanding the warning is not enough. The message must be followed. Disregarding these important messages is like walking through a minefield; each step a potential disaster.

SLIPS, TRIPS & FALLS

- When pedestrians are caught by unexpected hazards, the result is usually a slip, trip or fall. Slips, trips and falls account for more than half of all pedestrian incidents.
- To avoid becoming a fall statistic, we must learn to expect the unexpected.
- Be alert to the condition of the surface on which you are traveling. Expect that it will have tripping hazards until you visually verify that it doesn't.
- When approaching intersections, expect oncoming traffic until you make sure the way is clear.
- When using stairs, expect obstacles in your path until you see otherwise.
- When entering bathrooms, locker rooms or other frequently mopped areas, expect the floor to be wet and slippery.
- If you discover a hazard while traveling through the facility, correct the hazard or report it to the proper authority so it can be resolved as soon as possible.
- Don't leave fall hazards for other pedestrians to discover.

- When walking up or down stairs, use the handrail whenever possible. Take one step at a time and be certain of your footing when reaching the last step.
- Make sure there is sufficient light in an area before entering. You can't avoid the hazards if you can't see where you're going.
- Don't run at work. Running at work is unsafe and often leads to a fall.

WALKWAYS AND AISLE WAYS

- Many areas have designated aisle ways and walkways. Pedestrians should stay inside these marked areas whenever possible.
- Marked aisle ways are designed to keep pedestrians a safe distance from the hazards of machinery, equipment and the manufacturing process.
- By staying inside the walkway, rather than taking shortcuts through production areas, many workplace hazards can be avoided.

MATERIAL HANDLING EQUIPMENT

- We must share aisle ways with a variety of material handling equipment. This equipment, while vital to the operation of the facility, presents a serious danger to pedestrians.
- Some work areas have large numbers of forklifts, order pickers, powered pallet jacks or other material handling equipment, while others seldom use this type of equipment.
- Stay alert for vehicle traffic at all times. Many doors, aisles, corners or storage areas open into busy aisle ways with little warning.
- To avoid stepping in front of a moving vehicle, approach intersections cautiously and be sure the path is clear before entering.
- Pedestrians have difficulty determining which way this type of equipment will move next. Because they often move backward when you expect them to move forward, never walk or stand directly behind these vehicles.
- Since rear wheel steering allows sharp turns with a tight turning radius, never stand so close that a sudden turn by the vehicle could cause it to hit you.
- Keep in mind that the forks of a lift truck extend in front of the vehicle and are kept low to the ground while traveling or when parked. This creates a tripping hazard.
- Always locate the position of the forks when traveling near this equipment so you can stay clear of them.
- Always assume the operator of moving equipment cannot see you. A safe rule of thumb is to maintain a distance of a least one-vehicle length from these machines at all times.

OVERHEAD HAZARDS

- Industrial, construction, chemical and manufacturing operations have a variety of overhead hazards that may place a pedestrian at risk.
- Many areas use overhead cranes to move materials from place to place. At times, these cranes may cross over the path of pedestrians.

- If you see a raised or moving load, stay clear. Never walk beneath a suspended load.
- Raised working surfaces such as scaffolds, aerial work platforms and ladders present an overhead hazard to those below them. Falling material or tools can also cause a serious injury.
- Raised loads of material handling equipment are also hazardous to pedestrians. The loads commonly shift and fall.
- If you encounter a raised load while traveling, wait for it to clear or find an alternative route. Never walk under a raised load.

PARKING LOTS

- Parking lots present many of the same hazards found inside the workplace.
- Trip and fall hazards such as potholes, gravel and parking dividers frequently trip up pedestrians.
- Slipping hazards include oil and other fluids that may leak out from vehicles. In the winter, patches of ice create needless injuries.
- When pedestrians are near moving vehicles, an increased awareness must be maintained to prevent collisions. Always assume drivers cannot see you.
- When traveling in parking lots, be alert for cars backing out. Keep a watch for brake lights and back up lights, which may indicate a vehicle is about to move.
- Don't stand or walk directly behind parked cars. Allow room for other drivers to see you.
- Be wary of large trucks and vans. These vehicles have large blind spots that can completely block a pedestrian from the driver's view.
- When approaching large vehicles, be alert. A smaller vehicle may suddenly pull out from behind the larger one.
- Always look before stepping from between cars.
- Never run while in the parking lot. Running places you at extreme risk.

PREPARE FOR THE SAFETY MEETING OR TRAINING SESSION

Review each section of this Leader's Guide as well as the videotape. Here are a few suggestions for using the program:

Make everyone aware of the importance the company places on health and safety and how each person must be an active member of the safety team.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline.

Copy the review questions included in this Leader's Guide and ask each participant to complete them.

Copy the attendance record as needed and have each participant sign the form. Maintain the attendance record and each participant's test paper as written documentation of the training performed.

Here are some suggestions for preparing your videotape equipment and the room or area you use:

Check the room or area for quietness, adequate ventilation and temperature, lighting and unobstructed access.

Check the seating arrangement and the audiovisual equipment to ensure that all participants will be able to see and hear the videotape program.

Place or secure extension cords to prevent them from becoming a tripping hazard.

CONDUCTING THE PRESENTATION

Begin the meeting by welcoming the participants. Introduce yourself and give each person the opportunity to become acquainted if there are new people joining the training session.

Explain that the primary purpose of the program is to make employees aware of the hazards pedestrians face at work and the steps they must take to prevent injuries caused by these hazards.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline.

Lead discussions about specific hazards at your facility that could put pedestrians at risk and how to prevent them from causing injury. Use the review questions to check how well the program participants understood the information.

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

- The importance of maintaining an awareness of walking hazards;
- Different types of workplace signs and the nature of the information they convey;
- How to avoid injuries caused by material handling equipment and overhead hazards;
- What kinds of hazards to look for when traveling in parking lots.

PEDESTRIAN SAFETY IN INDUSTRY
REVIEW QUESTIONS

Name _____ Date _____

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

1. Which type of workplace sign indicates the most extreme hazard?
 - a. caution signs
 - b. danger signs
 - c. warning signs

2. Which type of incident accounts for more than half of all injuries to pedestrians?
 - a. collision with an overhead hazard
 - b. collision with a moving forklift
 - c. standing beneath a raised crane load
 - d. a slip, trip or fall

3. As a pedestrian, you should always assume the operator of a forklift cannot see you.
 - a. true
 - b. false

4. When is it safe to walk beneath a raised load?
 - a. when you are wearing a hardhat
 - b. when the load weighs less than 500 pounds
 - c. when you have no other path of travel
 - d. never

5. If a certain area requires specific personal protective equipment, you don't need to wear it if you are just passing through.
 - a. true
 - b. false

6. When you discover a tripping hazard while traveling, you should always correct it or report it to the proper authority as soon as possible.
 - a. true
 - b. false

7. A safe rule of thumb when walking around forklifts, order pickers and other material equipment is maintain a distance of at least _____ at all times.
 - a. three feet
 - b. six feet
 - c. one-half vehicle length
 - d. one vehicle length

ANSWERS TO THE REVIEW QUESTIONS

1. c

2. d

3. a

4. d

5. b

6. a

7. d