

## **DON'T BE A DUMMY ABOUT INDUSTRIAL SAFETY**

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**

Whether this is your first job or 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 work 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.

This comprehensive video features live-action "dummies" who interact with real workers. As the dummies make critical mistakes, serious accidents occur. By watching the consequences suffered by the dummies, your employees will learn not to make "dumb" mistakes.

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 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.
- A poor attitude tempts you to ignore safety rules "just this once" or fail to use required protective equipment.
- Allowing yourself to get in a hurry and cut corners is a sign of a poor safety attitude. This leads to unsafe acts and injuries at work.

#### **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.
- Notify your supervisor if you are taking prescription medication that could affect your work.
- The company doesn't want you to perform any unsafe act in an effort to do your job for any reason. If you think what you are doing may be unsafe, don't do it!
- Report any unsafe situation to your supervisor so you can find the safest way to do the job.

### **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 require specific training include forklifts, cranes and welding equipment.
- Many traumatic injuries occur when body parts get caught in the action of a machine. This action may not be obvious, so stay a safe distance away from a machine if you aren't trained and authorized to use it.
- 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.
- Even trained operators need to know the location of all emergency stop buttons and other safety devices on equipment before use.

### **LOCKOUT/TAGOUT**

- The company has 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.
- Never attempt to lockout a machine without proper training.
- Many machines have more than one source of power, not just electricity. High pressure steam, gravity, pneumatic and hydraulic energy are some other energy sources that must be considered.

### **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 ten feet of exposed parts.
- Qualified electricians receive special training. If you're unsure whether you are qualified or not, you're not.

### **POWER TOOLS**

- Always inspect power tools before use. Look for damage to the tool, cord, insulation or the plug.
- Unless the tool is double-insulated, the cord should have a ground pin. Do not use cords and tools that have the ground pin removed.
- Tools or equipment found to be damaged must be removed from service for repair or replacement.

## **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.
- Ignoring this important information can lead to serious injury or death.

## **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.
- You will receive additional training on the specific chemicals in your work area, but remember that safety information can be found on the MSDS and container label. You have the right and responsibility to access this information if you have any questions.

## **GOOD HOUSEKEEPING**

- Proper housekeeping is critical in preventing workplace fires as well as slips, trips and falls.
- Report or correct any tripping hazards as soon as possible. Don't leave tripping hazards for someone else to suffer a trip or fall.
- Keep all tools and supplies where they belong until it is time to use them. Workers often use the incorrect tool for the job because they can't find the proper one; good housekeeping can prevent this.
- Always store flammable materials in a designated area away from heat sources.
- Keep your area clean by putting trash or recyclable materials in approved containers.
- Walkways, aisles and emergency exits must be kept clear of materials and other debris that could hinder evacuation in the event of a fire or other emergency.

## **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.
- Depending upon your particular work area, the company has alarms for special conditions such as the release of certain chemicals, low oxygen levels or excess radiation.
- 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.
- If you have any doubt about the magnitude of the fire or your ability to extinguish it safely, evacuate immediately and leave the fire fighting to the professionals!

## **AERIAL WORK PLATFORMS**

- When using boom lifts and other lifting platforms, keep both feet on the floor and never climb on or over the rails.

- When using lifting devices that require fall protection, you must tie off to an approved point inside the basket.
- Fall protection used in aerial lifts is designed to keep you inside the working area of the platform and not to stop a fall. If you were to fall while tied off, the lift could turn over.

### **LADDER SAFETY**

- While there are many different ways to work above ground, using a ladder is the most common and results in the most injuries.
- Make sure the base is secure and out of the path of traffic flow. Have someone hold the ladder to maintain stability.
- 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.
- Never use chairs, boxes or other makeshift platforms as substitutes for ladders. Doing so will set you up for a fall.
- We all know not to stand on the top two steps of a ladder.

### **SLIPS, TRIPS AND FALLS**

- Simple slips and trips cause many workplace injuries.
- Always be on the lookout for wet floors, torn carpet, extension cords and similar tripping hazards.
- Wear shoes with good traction in areas where slippery surfaces may be encountered.
- Always walk while at work; never run. Stay in designated walkways and aisles that keep you clear of dangerous machinery and hazardous operations.
- Watch out for all types of traffic and pedestrians.

### **LIFTING TECHNIQUES**

- Your job may require manual lifting. Keep in mind that most back injuries are caused by improper lifting techniques.
- Before lifting, make sure the object to be lifted is not too heavy. Get help with loads that cannot be lifted safely alone.
- Position yourself close to the load and get a firm grip on it. Rise slowly while maintaining the natural curve in your back. Remember to use your legs to lift rather than your back.
- Most lifting situations are not as simple as picking up a box. Often the load must be repositioned so proper lifting methods can be used.
- Avoid twisting your back or stretching while lifting. This can be very harmful to the discs and muscles in your back.
- Many objects are too heavy or too awkward to carry by hand. Cranes and lift trucks are effective devices for moving these objects.

## **WORKING AROUND CRANES**

- You may think cranes only work on construction sites, but many types of cranes are used in manufacturing and industrial operations.
- In areas where cranes are in operation, stay clear of any raised or moving load. Keep in mind that loads tend to swing out when first lifted.
- Never place yourself under a suspended load!
- Some cranes look simple to operate, but looks can be deceiving. Different types of connecting devices, types of slings and the angle of the sling can affect how heavy of a load can be safely lifted.
- Never use a crane unless you have been properly trained and authorized.

## **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.

## **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.
- Keep in mind that this equipment is your last line of defense against many workplace hazards.
- 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.
- Other devices such as chemical goggles or tinted visors may be required.
- 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.
- Hardhats provide protection by distributing the force of a striking object over the hat's suspension system. Placing items between your head and the suspension eliminates this protection.
- Hard hats can be combined with other PPE such as ear muffs, face shields or welding helmets. Check with your supervisor to make sure each item is installed and fitted properly.

- 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 not 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.
- Athletic shoes are not appropriate for industrial work environments. 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.
- Your supervisor will help you select the type of ear plugs or muffs that are best suited for your work environment.
- Before beginning work, be sure to ask your supervisor if you have any questions about the correct protective equipment for the job.

### **MEDICAL TESTING PROGRAMS**

- Some hazards in our workplace can have a long-term impact on our health. If an employee's job is such that exposure could occur, the federal government mandates medical testing to measure exposure levels.
- An example of this is the hearing conservation program. Employees exposed to high noise levels will undergo annual hearing tests to see if their hearing is being affected.
- Other exposure hazards that require testing include lead and radiation. Only employees exposed to particular risk factors will be tested, and the tests are confidential and performed by trained medical personnel.
- If your job requires medical testing, the program will be explained to you in greater detail by your supervisor.

### **EXPOSURE TO INFECTIOUS MATERIALS**

- Infectious material includes human blood or other bodily fluids that may contain diseases such as HIV or Hepatitis. Normal work conditions in this facility will not expose employees to infectious material.
- Some employees who are trained as first aid responders may be exposed to blood or other bodily fluids. To protect from exposure, latex gloves must be worn before coming into contact with these fluids.
- First aid responders will receive specific training and have the option of taking the Hepatitis B vaccine.
- All employees need to understand the hazards associated with infectious material and stay clear of blood or other body fluids.
- Work areas contaminated with body fluids will be disinfected with a mixture of bleach and water before employees are allowed to return.

### **ENVIRONMENTAL POLICIES**

- All chemicals on site must have an MSDS. Do not purchase chemical products on your own and bring them on site. If you need to bring chemicals on site for some reason, check with your supervisor.
- Do not use any substance from an unlabeled container. All products on site must be kept in a container with either a company or manufacturer's label.
- Do not pour chemicals down any drain, sink, water fountain or toilet. If chemicals need disposal, contact your supervisor or Environmental Coordinator for proper instructions.

- Dispose of chemical containers properly. Many containers are hazardous and cannot be placed with the regular trash.
- If a chemical or hazardous substance spills in your area, contact your supervisor so properly trained personnel can contain and clean up the spill.
- Many items we use can be recycled. Place recyclable items in the proper containers and not in the regular trash.
- Recycling saves company resources and helps the community by not taking up valuable landfill space. Help us be a positive asset to our community by following good environmental practices.

### **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.

Make an attendance record 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 show workers that accidents don't just happen to dummies, they happen to real workers; also, the video is intended to show safety basics for a variety of topics new employees will encounter on the job.

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

Lead discussions about the importance your company places on creating a safe work environment and making sure that each employee performs his or her job as safely as possible. 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 accidents that involve the dummies and the lessons to be learned from them;

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

**DON'T BE A DUMMY ABOUT INDUSTRIAL SAFETY**  
**REVIEW QUIZ**

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

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

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. The cord of a power tool must have a ground pin if it is not double-insulated.
  - a. true
  - b. false
  
4. What should you do if you are unsure that you can put out a fire with a fire extinguisher?
  - a. try to extinguish the fire anyway
  - b. find a water hose and attempt to extinguish the fire
  - c. evacuate the area immediately
  - d. none of the above
  
5. Most back injuries are the result of someone suffering a slip, trip or fall at work.
  - a. true
  - b. false
  
6. 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
  
7. If you have questions about any personal protective equipment for your job, you should ask your supervisor before beginning work.
  - a. true
  - b. false
  
8. Which of the following hazards require medical testing for employees?
  - a. high noise levels
  - b. lead
  - c. radiation
  - d. all of the above

*ANSWERS TO THE REVIEW QUESTIONS*

1. d

2. e

3. a

4. c

5. b

6. d

7. a

8. d