

AN INTRODUCTION TO WORKPLACE 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.

INTRODUCTION

Safety—freedom from danger, risk or injury. That's the goal of this company and it must be your goal as well. It doesn't matter if you're a brand new worker or one with many years of experience; we all play a critical role in maintaining a safe and healthy workplace. This video provides an overview of the roles and responsibilities of both the company and the employee in regard to safety and how these elements fit together to form a comprehensive safety program.

Topics include identifying workplace hazards, controlling hazards, personal protective equipment, safety responsibilities of the company and employees, unsafe acts and how the company's safety culture works to protect employees.

PROGRAM OUTLINE

BACKGROUND

- You now work for an organization determined to provide a safe and healthy workplace; this safety commitment will be part of every job or task you will be asked to perform.
- There are many pieces to the safety puzzle: the employer's piece, the employee's piece as well as state, local and federal regulations.
- Our company is committed to providing a safe working environment for all workers. As such, we require all of our operations to meet or exceed federal, state and local safety and environmental regulations.

IDENTIFYING WORKPLACE HAZARDS

- One of the core principles of our facility's safety program is identifying and controlling workplace hazards. By eliminating and controlling the hazards to which employees may be exposed, we can eliminate and control workplace injuries.
- The first step to controlling hazards is to identify the hazards. Identifying hazards is an evolutionary and active process, involving both management and employees.
- One common way of identifying hazards is performing a job hazard analysis in which all tasks and functions of a job are evaluated for safety issues.
- Another method involves testing or sampling. For example, measuring noise levels throughout the workplace can reveal where excessive noise may be a hazard.
- Incident analysis is the process of studying close calls or injuries so similar incidents can be prevented.

- Equally important are employee observations and comments. Employees are encouraged to report any potential hazards they discover so they can be properly controlled.
- For these methods to be successful, everyone must participate.
- From time to time, you may be observed while performing a job task or you may be asked to observe others.
- You may be interviewed as part of an incident investigation or you may be asked to perform safety audits and inspections.
- Whatever the case, all employees must understand that the purpose of any observation, investigation or audit is not to place blame, but rather to find and correct hazards and unsafe conditions.

CONTROLLING HAZARDS

- Once a hazard has been identified, it must be controlled. There are various ways to control hazards and some methods are preferred over others; our preferred choice is simply to eliminate the hazard.
- If a hazard cannot be eliminated, limiting exposure to the hazard by installing some type of engineering controls is the preferred method to control the hazards.
- For example, the moving parts of many machines create hazards that can severely damage hands and fingers. Employees are protected from these types of hazards by the installation of machine guarding.
- Other examples of engineering controls include guard rails, electric cover plates and welding curtains that protect onlookers from harmful light.
- Of course, engineering controls only protect us when they remain in place and are not defeated. Never remove, bypass or ignore these important safety protections.
- If a hazard cannot be fully controlled through machine guarding, guard rails or other engineering controls, some sort of administrative or procedural controls may be used.
- For example, during maintenance operations, machine guarding may have to be removed. When this is the case, specific procedures are followed to ensure the machinery cannot be operated.
- Some hazards such as noise exposure or repetitive motion increase with time. These hazards can be controlled by establishing exposure limits or requiring periodic job rotation.
- All employees will be trained in any administrative or procedural controls related to their job.

PERSONAL PROTECTIVE EQUIPMENT

- If a hazard can not be eliminated or controlled using the options we have already discussed, then various forms of personal protective equipment will be required to protect employees from the hazard.
- Personal protective equipment comes in many forms, such as safety glasses and hardhats; respirators, gloves, hearing protection; steel toed boots or shoes and various types of protective clothing.
- Depending on what job you are asked to perform, you will be required to use appropriate personal protective equipment. When this is the case, the company will provide the protective equipment to you at no cost.
- You will be trained how to put on and take off the equipment and you will be instructed in the proper use, care and storage of your personal protective equipment.

- Keep in mind that many work areas require protective equipment be worn simply by entering into them, even when no specific work is being performed.
- It may be helpful to understand that your PPE is required because the hazard has not been fully controlled by any other method. In other words, PPE is your last line of defense against hazards; if you don't wear it then you are not protected.

TRAINING & AUTHORIZATION

- Once trained, the company expects all employees to be responsible for their own safety by following all safe work practices and procedures and properly wearing any required personal protective equipment.
- Knowing how to do your job properly is not only important for us to make a high quality product, it is also essential to stay safe.
- All employees will receive specific training before performing any job or operating any piece of equipment. In fact, you are prohibited from performing any job or operating any equipment unless you have been trained and authorized to do so.
- There are many types of vehicles, machines or equipment that can be very dangerous when used by an untrained operator.
- For example, never attempt to operate any type of material handling equipment such as cranes, forklifts, pallet trucks or reach trucks unless you are trained and authorized by the company to do so.

UNSAFE ACTS

- Protecting ourselves from potential hazards in our workplace is an important part of our safety program, but it is not the only part. As humans, we are notorious for making quick decisions that are often not in our best interest.
- Rough housing, taking shortcuts and participating in horseplay are examples of unsafe acts that cause injury and will not be tolerated.
- To a large degree, employees must take responsibility for their own safety. The company expects each employee to take their responsibilities seriously and has established disciplinary procedures, including termination, for those employees who choose to work in an unsafe manner.
- These procedures may include employee counseling to explain what procedure was violated and how the task should be performed properly.
- In certain instances, employees may be retrained to safely operate a piece of equipment or in the proper use of personal protective equipment.
- Employees who commit major safety violations or exhibit a continuing pattern of unsafe acts may be terminated.

THE COMPANY'S SAFETY CULTURE

- Our safety program is designed to create a culture where our first instinct is not to make a quick decision but rather a safe decision.
- Before taking any action or performing any job we expect our employees to take a moment and think about the task at hand. When you take the time to think, you will also take the time to be safe.

- Our safety program is more than rules and procedures; it's about a common commitment to go home safe each day. This is why all employees, both management and blue collar, experienced worker or new hire, are always encouraged to speak to each other about safety.
- Don't be surprised if someone other than your supervisor offers you advice or even criticism related to safety. All employees must be willing to both give and receive safety advice; be sure you understand that safety advice should always be given and received in the spirit of caring about each other.
- Safety—freedom from danger, risk or injury. That's our goal and now it must be your goal as well. It doesn't matter if you're a brand new worker or one with many years of experience; we all play a critical role in maintaining a safe and healthy workplace.
- Our organization not only cares about your safety at work, we want you and your family to stay safe at home as well. Employees should take the important safety information and practices they learn at work and put them into practice at home.

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 explain how the company's safety program works and what responsibilities both the company and employee have as part of this program.

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 workplace hazards at your facility and the safety work practices that must be followed to prevent them from injuring employees.

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

- How workplace hazards are identified and controlled;
- Why they must be trained and authorized to perform certain tasks;
- What the company will do in response to unsafe acts;
- How the company's safety culture works to keep all employees safe and healthy.

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REVIEW QUIZ

Name _____ **Date** _____

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

1. Machine guarding is a type of _____ control.
 - a. administrative
 - b. engineering
 - c. procedural

2. Some work areas require personal protective equipment simply by entering them.
 - a. true
 - b. false

3. You should never attempt to operate a crane or forklift unless you have been trained and authorized to do so.
 - a. true
 - b. false

4. The purpose of observations, investigations and audits is to find who is at fault for an unsafe condition or an accident.
 - a. true
 - b. false

5. All employees, even new hires, are encouraged to speak to their co-workers about safety.
 - a. true
 - b. false

ANSWERS TO THE REVIEW QUESTIONS

1. b

2. a

3. a

4. b

5. a