

## SAFETY'S MOST WANTED

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.

**DISCUSSION QUESTIONS:** Questions may be copied and given to participants to stimulate discussion about the program, its safety lessons and universal theme.

### INTRODUCTION

In this episode of "Safety's Most Wanted," we investigate the tendencies and modes of operation of three injury instigators: *Uncorrected Hazards*, *Shortcuts* and *Complacency*. Through undercover interviews, victim statements and reenactments, viewers will see how these culprits contribute to injuries and fatalities in our workplaces and homes. Our goal is to keep these dangerous characters from lurking in the shadows by identifying them and putting them out of business.

### PROGRAM OUTLINE

#### UNCORRECTED HAZARDS

##### *Method Of Operation*

- An uncorrected hazard hurts and kills people without thinking. It has no control over what happens; when the opportunity presents itself, it strikes.
- It doesn't matter who it is, how young or old, what race or sex; it doesn't discriminate against anyone. It may cut you, crush you, knock you down, choke you or shock you.
- There is no end to the ways an uncorrected hazard can injure, maim and kill. It is very patient, biding its time, ready to strike.
- Many people will take no action against an uncorrected hazard until it's too late. We need to be alert to its many forms: an unguarded machine, defective tool or piece of equipment, a spill on the floor or a damaged ladder.
- An uncorrected hazard also follows people home, where they tend to let down their guard. For example, they leave tripping hazards on stairs; they don't inspect electric cords or tools.

##### *Uncorrected Hazard Reenactment*

Keith Thompson had noticed the damaged sling on the crane he used at the plant some time ago, but since it appeared "minor" he kept using it. The more he and his co-workers used the frayed sling without incident, the more they put it out of their minds. It just didn't seem to be a danger; after all, it was holding the loads just fine. When Keith and a co-worker used the crane to lift a heavy load of stock, the sling broke and the load struck the co-worker's arm.

***Lessons:***

- An uncorrected hazard can cause injury and death at any time unless we take action to prevent injury. If you see a hazard and can safely correct it, do it. If you don't know how or are not qualified to fix it, mark it in some manner and report to someone who is authorized to fix it.
- Don't fall into the trap of ignoring the hazard or hoping someone else will do something. Waiting until an injury occurs is obviously too late.

**SHORTCUTS**

***Method Of Operation***

- A shortcut gets real close to its victims, drawing them in slowly and making them oblivious to its dangers. Unlike most parasites in nature who don't harm their host, a shortcut will suddenly turn against its host without warning, leaving a devastating trail of injury and death.
- A shortcut simply pretends to be everyone's friend, always available to offer a helping hand, especially when someone is feeling a little stressed or is in a rush to finish a task.
- A shortcut appears to make your job easier, saving you some time and helping you to be more productive.
- Friends and family are almost always surprised when their co-worker or love one falls victim to this heartless predator, but even the most careful worker can be lured by its temptation.

***Shortcut Reenactment***

Doug, a maintenance worker at a local manufacturing operation, was an experienced worker who didn't like to take chances. But on the Friday his grandchildren were to visit, his friends recalled Doug being excited about their arrival for the weekend. So when he was assigned the task of servicing the drive assembly on the chiller, he was determined to get finished on time. Doug normally would have used a man lift to reach the guard on the drive assembly, but decided to use a nearby step ladder instead to save time. When Doug climbed onto the next-to-last step of the ladder, which was too short for the job, he leaned out too far and fell to his death.

***Lessons:***

- The best way to defeat a shortcut is to recognize when you are most at risk and take action to prevent injury.
- You are most at risk from a shortcut when you find yourself rushing, especially while frustrated or fatigued. Rather than give in to the temptation of a shortcut, learn to recognize when you are at risk and use it as a trigger to redouble your safety efforts and be more cautious, not less.

**COMPLACENCY**

***Method Of Operation***

- Complacency doesn't like a lot of attention, so it makes sure that people don't take much notice when it first comes around.
- Since you've been doing your job for along time, complacency doesn't offer you any help. It just confirms what you already know: that you do your job better, you are faster and you are more productive. That's why you don't need to follow the company's silly rules.

- You have the experience and intelligence to do it your own way. Rules and procedures help prevent injuries and mistakes for the other people, not for you.
- Complacency really tries to get inside your head, working slowly and methodically. Over time, it attempts to turn your skills and experience against you, making you your own worst enemy.
- Once complacency convinces an experienced worker to skip a procedure or decide not to use a piece of protective equipment, other workers start to follow suit; it's like the domino effect.

### ***Complacency Reenactment***

Richard had worked as a welder for many years and understood the dangers involved in handling compressed gas cylinders. In fact, he had even trained newer employees on the procedures for ensuring all cylinders were properly chained and had safety caps installed during transport and storage. Even though he knew what could happen if a cylinder was dropped or fell, he decided to move a cart with unchained and uncapped cylinders. After all, he had never dropped one himself and nothing happened when others had knocked them over. When his cart got tangled up in an air hose, the tanks fell over and a valve was sheared. The sudden release of high pressure gas turned the tank into an unguided missile, spreading gas into the work area that ignited a fire and caused severe injuries.

### ***Lessons:***

- Don't let experience and years without an injury fool you into thinking that an incident can't happen to you. Always follow approved work practices, no matter how often you've done a job.
- Complacency can affect us without our knowledge but its symptoms are usually obvious to others. In order to fight complacency, we must be willing to take action to prevent injury; this action is often as simple as speaking up to a friend or co-worker.
- Even if you have less experience, speak up to a co-worker if you see he or she working in an unsafe manner. It might prevent an injury and it will help prevent the unsafe act from influencing others.

### **SUMMARY**

- Uncorrected hazards lie patiently in wait, often in plain view, assuming no one will take action, allowing them to strike. Uncorrected hazards are easily defeated by correcting or reporting unsafe conditions.
- Shortcuts lure their victims with temptation to save time or to increase productivity. They often strike when their victims are rushing, frustrated or fatigued. Fight off the temptation of shortcuts by learning to recognize when you are at risk and using it as a trigger to be more cautious.
- Complacency attempts to turn your skill and experience against you. It spreads quickly to others who witness and mimic unsafe behaviors. Complacency is best controlled through open communication and dialog between workers, so speak up about unsafe acts.

## **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 discussion questions included in this Leader's Guide and hand them out to the program participants.

Make an attendance record and have each participant sign the form. Maintain the attendance record 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 the modes of operation for uncorrected hazards, shortcuts and complacency and how these culprits can be defeated so we can prevent injuries at work and at home.

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

Lead discussions about uncorrected hazards, shortcuts and complacency and how they could affect employees at your facility.

Copy the discussion questions included in this Leader's Guide and allow the participants to review them before discussing the program.

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***DISCUSSION QUESTIONS***

1. In the video, Keith and his co-workers continued to use the sling even though they knew it was frayed. Have you ever ignored a hazard such as this? If so, why?
2. What are some hazards that could cause serious injury if left uncorrected at this facility? How would you respond if you discovered one of these uncorrected hazards?
3. Have you ever taken a shortcut in order to complete a job task? If so, what caused you to take the shortcut? What could have been the consequences of taking the shortcut?
4. In your own words, what is the best way to defeat a shortcut?
5. The video states that complacency turns our own skill and experience against us. How does it do this?
6. What do you think is the best way to control complacency?