

HIGH-IMPACT STAYING ALIVE 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

Knowledge, attitude and judgement—these are the three critical elements for maintaining personal safety at work. All too often lack of knowledge about the job being performed, a poor safety attitude or failure to use sound judgement regarding work procedures results in a serious injury or death. To prevent a tragedy involving one of these factors, each employee has the responsibility to a) acquire all the necessary knowledge and training required for his (or her) job; b) maintain positive attitudes about himself, the job and safety; and c) exercise sound judgements based upon his training and knowledge.

This dynamic video uses eight accident reenactments to show each employee that he or she must use acquired knowledge and training as well as a good safety attitude and sound judgement to stay alive at work. Your employees will see the horrific consequences of failing to maintain concentration on the job, taking risks or shortcuts, making assumptions about the task at hand and neglecting to follow safe work practices. Other topics include recognizing workplace hazards, using proper PPE, dangers of substance abuse and reporting the possibility of violent acts.

PROGRAM OUTLINE

KNOWLEDGE, TRAINING AND AUTHORIZATION

- Job training and knowledge are important because they will make you aware of the potential hazards on the job.
- The time to protect yourself and your co-workers is before you take any action.
- Remember, you must have the knowledge and understanding about any task you perform.
- Make sure you are authorized to perform any task and never make assumptions about the work.
- We must follow our training at all times. To be effective, we must be consistent.

POSITIVE ATTITUDES

- Knowledge, training and authorization alone will not keep us safe at work. We must be mindful of our attitudes about ourselves, our jobs and our co-workers.

- Our attitudes about safety can work for or against us. We should always maintain a positive attitude about safety.
- Part of maintaining a good safety attitude is controlling our emotions.

VIOLENCE IN THE WORKPLACE

- Violence in the workplace is an increasing problem in society today. Each of us must do what we can to prevent it.
- Get help before any problems get out of hand. If you suspect that someone has violent intentions, alert your supervisor immediately.

MAINTAINING CONCENTRATION

- Maintaining focus on the task at hand is important for your safety as well as the safety of your co-workers.
- Always be aware of the potential safety hazards around you and never lose concentration on your job.
- Never underestimate the importance of concentration when using such equipment as power tools. Taking shortcuts to preserve time or for the sake of convenience will set you up for an injury.

USING SOUND JUDGEMENT

- If we take shortcuts and succeed in not being injured, our judgement becomes clouded because we lose the fear of having an accident.
- Making sound judgements includes understanding the hazards on the job, thinking before you act and always maintaining your alertness level.
- Never underestimate the potential for an accident. Remember, safety is a state of mind and most injuries are caused by factors over which we have control.
- Always expect the unexpected. The more hazards you can recognize and more types of accidents you can foresee, the less chance you have of being injured.
- Never gamble with your safety or the safety of others. Knowledge, training and often common sense will guide you in making sound judgements. Always think before you act!
- Another component of sound judgement is alertness. Always keep your wits about you and pay attention to what's going on around you.
- Stay alert to the behavior of your co-workers. Take action if you see them doing something improperly.

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ACCIDENTS AND THEIR SAFETY LESSONS

Accident 1: Maintenance Mechanic's Hand Caught In Conveyor Belt

John Patterson, a recently hired maintenance mechanic, had completed some of his training at the company but wasn't authorized for all tasks. After returning from a break, he couldn't get a conveyor to start. He thought a sensor may have been stuck. He proceeded to work on the unit even though he had no knowledge of the sources of energy nor had he performed the proper lockout procedures. When he reached into the conveyor, the sensor tripped causing the conveyor belt to activate and he was pulled into the machine.

Safety Lessons:

- *You must have the knowledge and understanding required for every task before you take action.*
- *You must be authorized by your company to service and maintain equipment.*
- *Understand the hazards of the work and take the appropriate steps to protect yourself from them.*

Accident 2: Ladder Strikes Unchained Oxygen Cylinder Resulting In Fiery Explosion

A third shift maintenance crew was installing lights and control cables on the second level of the chemical plant while another crew was installing new supply lines below. When one crewmember overreached while pulling a wire, he slipped from his ladder. The ladder, which hadn't been tied-off, fell and struck an oxygen cylinder being used by the other crew below. The cylinder, which hadn't been secured, slammed against the floor and the valve was knocked off. The pressure propelled the tank into a nearby wall where it exploded and caused a deadly fire. The workers involved knew that the ladder should have been tied off and the oxygen cylinder should have been secured with a chain.

Safety Lessons:

- *Follow your training at all times; be consistent by always following safe work procedures.*
- *Remember that your actions can affect others in the plant and can make the difference between life and death.*
- *Always be aware of your surroundings and make sure you understand all hazards that could affect you and your co-workers.*

Accident 3: Marital Problems Result In Murder-Suicide At Assembly Plant

Judy and Ralph, who both worked at a local assembly plant, had been having marital problems for about three months. Even though Ralph had moved out of the house they shared, Judy still felt endangered by Ralph. She didn't report her feelings to her supervisor because she felt that Ralph was already "mad enough" and she didn't want to get him in trouble. One day Ralph returned to work with a pistol in his lunch box and shot Judy in the forehead. He then turned the gun on himself.

Safety Lessons:

- *If you feel threatened by anyone at your job site, alert your supervisor immediately.*
- *Violence in the workplace can be a problem for anyone. It is everyone's responsibility to take action to prevent it before problems get out of hand.*
- *The company can't help if you don't tell anyone.*

Accident 4: Receiving Employee Slashes Co-Worker With Utility Knife

To keep from having to push out the blade on his utility knife each time he picked it up, Al Worthington taped the lever on the knife so the blade was always in the extended position. One day while working, he was listening to loud music through a radio headset and wasn't paying attention. Another employee had placed some pipes on the floor near Al's work area. When a piece of the pipe rolled just behind Al, he stepped on it and lost his balance. As he fell with the utility knife in his hand, the extended blade slashed the face of a co-worker.

Safety Lessons:

- *Never take shortcuts to save time and don't defeat safety devices.*

- *Always be aware of the potential safety hazards around you.*
- *Pay attention and never lose concentration on your job.*

Accident 5: Defeated Safety Feature Allows Fingers To Be Amputated By Shear

Jeff Sauer operated a shear in the machine shop that produced parts for the plant's assembly line. His supervisor had brought some urgent work orders just before the shift was to end. To complete the job in a timely manner, Jeff shortened the cycle on the shear so he could work faster. As he hurried to get the parts made, his left hand got caught in the clamp underneath the guard. While trying to free it with his right hand, the machine cycled, amputating his fingers.

Safety Lessons:

- *The consequences of shortcuts just aren't worth the time they may save or any other convenience you may think they offer.*
- *Taking shortcuts contributes to an attitude of unsafe behavior.*

Accident 6: Worker Loses Eye After Neglecting To Wear The Proper PPE

Paul Cranston was rerouting a supply line at the chemical company where he worked. When he tried to put on the chemical goggles required for the procedure, he discovered the strap on the goggles was broken and decided not to get another pair. He then proceeded with the job while wearing only his face shield. He thought he had successfully completed all of the required procedures for rerouting the line and started to remove the valve he thought had been bypassed. When he opened the valve, the hot chemical inside sprayed him in the face and he lost sight in one of his eyes.

Safety Lessons:

- *Always understand the severity of the hazards of the work you are performing.*
- *Take all appropriate steps to protect yourself from job hazards.*
- *Understand the importance of wearing the proper protective equipment for every job.*

Accident 7: Violating Confined Space Entry Procedures Results In Needless Injury

A maintenance crew was preparing to service some equipment in a confined space when they discovered that it needed ventilation. After it had been ventilated, the entrants on the crew went in and began to start the job. After a while, the workers in the pit began to feel ill and the workers decided to evacuate the space. John Barden realized that his co-worker (and brother) Charlie was still in the space. Despite his supervisor's attempts to restrain him, John let his emotions overcome his good judgement and he reentered the confined space. He missed a step and fell to the bottom of the pit, injuring his leg. Had John waited on the rescue team as procedures required his injury would have been prevented.

Safety Lessons:

- *Don't let your emotions override your good judgement.*
- *Use common sense when making decisions in critical situations.*
- *Always think before you act.*

Accident 8: Impaired Employee Causes Forklift To Plow Into Workstation Resulting In Co-Worker's Death

Leroy Barnes had been recently hired at the manufacturing plant as a materials handler. One of the veteran employees had noticed that Leroy was possibly under the influence of drugs or alcohol but chose not to report it. During one shift, Leroy carelessly carried a large package of products through an area where forklifts were in operation. When two forklifts swerved to miss Leroy, one of them struck a computer workstation and the computer operator was killed.

Safety Lessons:

- *Don't report to work under the influence of alcohol or drugs.*
- *Drugs can reduce your reaction time, decrease your coordination and cloud your judgements.*
- *Unsafe co-worker behavior must be reported to prevent accidents.*

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 stress to employees how crucial knowledge, attitude and judgement are to maintaining personal safety at work.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline. Copy the "Accidents and Their Safety Lessons" portion of this leader's guide and hand out to the participants.

Lead discussions about specific incidents that have occurred at your facility that have involved lack of knowledge, poor attitudes, bad judgement or other issues presented in the program. Ask participants how such incidents could have been prevented. 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 utilizing knowledge, maintaining a positive attitude and using sound judgement in staying safe at work;
- Why taking shortcuts, making assumptions and allowing distractions to interfere with our work are all so dangerous.
- The significance of always following safety rules and required job procedures.

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REVIEW QUESTIONS

Name _____ Date _____

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

1. Which of the following is not a critical element for maintaining personal safety at work?
 - a. knowledge
 - b. attitude
 - c. complacency
 - d. judgement

2. If you see signs that a co-worker may act violently toward you, you don't need to report it until the person confronts you directly.
 - a. true
 - b. false

3. Most injuries are caused by hazards that we as employees can control.
 - a. true
 - b. false

4. Which of the following was a cause of the incident in the video in which an employee was slashed in the face with a utility knife?
 - a. his co-worker had taped the blade open
 - b. his co-worker was distracted by loud music
 - c. his co-worker wasn't paying attention to the work being done around him
 - d. all of the above

5. Failure to report improper behavior of a co-worker can be considered a workplace hazard.
 - a. true
 - b. false

6. Chemical goggles are not required when working with hazardous chemicals as long as you are wearing a face shield.
 - a. true
 - b. false

7. The incident in which the oxygen cylinder propelled through the plant and exploded when struck by the ladder occurred because _____.
 - a. neither employee involved had the adequate training for his job
 - b. neither employee involved were authorized to perform the work being done
 - c. neither employee followed safe work practices they knew they should have followed
 - d. none of the above

8. It is ultimately your responsibility to maintain your personal safety while on the job.
 - a. true
 - b. false

ANSWERS TO THE REVIEW QUESTIONS

1. c

2. b

3. a

4. d

5. a

6. b

7. c

8. a