

KEYS TO SUPER SAFETY *With Super Dave Osborne*

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

PROGRAM SYNOPSIS: 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 how they apply to jobs at your facility.

PROGRAM SYNOPSIS:

World-renowned daredevil Super Dave Osborne knows a thing or two about safety. He knows from experience that injuries don't just happen to other people, they can happen to anyone (even Super Dave) unless precautions are taken. This program contains just the right amount of humor combined with serious instruction to help your employees understand the following keys to super safety: staying focused on the job, following safety procedures at all times, making good choices about safety, using proper PPE and recognizing/correcting unsafe situations.

PROGRAM OUTLINE

INTRODUCTION

- No matter where you work, from a busy manufacturing plant to a quiet office suite, accidents happen. In fact, 4.7 million of us will be injured on the job this year; another 5,000 will die.
- The good news by far, most workplace accidents are avoidable. All it takes is keeping our mind on what we're doing, making good choices and following basic safety procedures spelled out by your employer.

STAYING FOCUSED ON THE TASK AT HAND

- Staying focused on your job and being aware of your surroundings is one of the keys to achieving "super safety."
- Many workplace injuries occur when we let our guard down for a moment or allow ourselves to become distracted.
- Perhaps we get into a conversation with a co-worker and take our mind off the task we are performing; perhaps we are distracted by off-job issues and we let our mind wander instead of paying attention to what we are doing.
- We may become so focused on a specific part of our task, such as trying to loosen a bolt or attempting to place a load, that we fail to realize we have leaned too far from the ladder or that a pedestrian has walked behind our forklift.
- We must understand that nothing is as important as our current task, even if we have done the task thousands of times over many years. Maintaining super safety means concentrating on doing the current task safely before thinking about the next job or project.

FOLLOWING SAFETY PROCEDURES AT ALL TIMES

- To perform any job safely, you must know and follow the safety procedures designed for that job. Whether it is a complex lockout/tagout procedure, inspecting your equipment before use or simply lifting a load properly, following the proper procedures every time is the only way to guarantee your safety.
- If you are unsure how to perform a job safely, stop and ask for assistance. We don't want you to perform any job if it cannot be done safely.

- Workers who have achieved super safety realize that safety procedures are not obstacles to completing a job, but rather an integral part of the job itself.
- Even if you happen to achieve a positive outcome by skipping a safety procedure, you have not done the job correctly. In fact, taking shortcuts only serves to set you up for an injury the next time.

CHOICES THAT AFFECT OUR SAFETY

- Your safety, and that of your co-workers, often depends on your choices. We are all presented with choices that affect our safety each day, both at work and at home; the way we respond to those choices holds the key to our personal safety.
- For example, if you must work with hazardous chemicals for just a short amount of time, will you bother to wear the proper protective equipment?
- If you need to move a box, even an empty one, will you take the time to lift properly?
- When you get in your car, will you buckle up before you start the car? Do you choose to talk on the phone even in heavy traffic or while navigating intersections?
- What about using the proper tool for the job? Correctly using a ladder? Using a properly grounded cord?
- The list of safety decisions is seemingly endless, but they all boil down to the same simple choice—“Do I take the time to ensure my safety or don’t I?”

PERSONAL PROTECTIVE EQUIPMENT

- Many people don’t realize it, but personal protective equipment is our last line of defense from hazards which cannot otherwise be controlled.
- Failure to wear this protection when required would be like playing football without a helmet and pads, always at risk from blindsided tackles by big, ugly linebackers.
- Wearing the proper equipment is as important in the workplace as it is on the football field; personal protective equipment is the key to workplace safety from head to toe.
- Protective equipment includes everything from hardhats and safety shoes to fire-retardant blast suits for electrical workers. PPE can be as simple as a latex glove to prevent exposure to bodily fluids or as complex as donning an SCBA to enter a hazardous atmosphere.
- No matter how simple or complex, just remember that PPE protects you from hazards which cannot otherwise be controlled. For example, when entering a hardhat area, you have no way to know when a tool may fall from above—so wearing a hardhat is your only protection.
- Safety glasses protect us from objects which may be suddenly thrown at us with great force, such as nails from a hammer strike, grinding debris, compressed air or a thousand other sources.
- Since you don’t really know when you or a co-worker may drop a heavy object on your foot, steel-toed boots and shoes are required in many work areas.

YOUR RESPONSIBILITY TO WEAR PPE

- Sometimes we mistakenly assume that since we have never been struck by a falling tool or flying object that we are somehow immune from such incidents. This kind of thinking injures many workers each year.
- Wearing proper PPE may be slightly uncomfortable; it may be hot and it may even take you longer to put the gear on than it will to take you to do the job, but as a responsible professional worker you understand that any inconvenience it may cause is small compared to the injury it prevents.

- Read the warning signs posted by your organization, then learn which PPE is necessary for your job. Adjust it to fit properly, know its limitations and maintenance, then dispose of it when it's no longer functional.

RECOGNIZING & CORRECTING UNSAFE SITUATIONS

- To achieve super safety, you simply need to stay alert for unsafe conditions, damaged equipment and unsafe acts, and be willing to correct the situation or report it to someone who can.
- For example, never simply walk around a potential slip or trip hazard. That just creates a fall hazard for the next person who comes along.
- If you can safely correct the situation, do it; otherwise, mark the hazard in some way and alert the proper personnel.
- This same principle applies to all aspects of our workplace. What will you do if you discover an unguarded machine? How about a forklift with poor brakes or some other hazard?
- Will you simply walk past the machine or quietly switch to a different forklift or will you report the condition so it can be corrected and defective equipment marked out of service? Super safety depends on all employees taking a personal responsibility for correcting and reporting unsafe conditions rather than assuming someone else will do it.
- Noticing and correcting unsafe conditions is easy, however, we are often unsure how to respond to unsafe people. You know the ones—they take shortcuts, they ignore procedures and they fail to wear protective equipment.
- To truly achieve super safety, we must talk to these people rather than ignore them and hope for the best. We must let them know that we don't want them to be hurt and we sure don't want them to hurt us.
- Should you happen to be on the receiving end of a little safety advice, accept it in the spirit it was intended and be thankful you work in a place where co-workers are concerned enough to speak up.
- Don't hesitate to speak to management about a safety issue or concern. After all, no one knows your job as well as you do; your input, comments and suggestions are critical to improving the company's safety procedures and program.

CONCLUSION

- Safety is a serious matter and it all starts when you follow these five commonsense workplace safety procedures:
 - 1) Keep your mind on what you're doing. Losing focus in some cases can mean losing your life.
 - 2) Follow safety procedures. Sure, they take a few extra moments and you'd rather ignore them. You probably believe a workplace injury will never happen to you, but that's precisely the kind of thinking that's most apt to get you hurt.
 - 3) Don't ever hesitate to speak up if you see a co-worker avoiding basic safety procedures. You're not telling on them; it's simply the right thing to do. You could be preventing an injury or saving a life.
 - 4) Report any broken or faulty equipment to your supervisor immediately. Poorly-maintained machinery or equipment not only slows down productivity, it can also cause a safety hazard.
 - 5) Know that your employer is your partner in maintaining a safe workplace. Open the lines of communication; offer your thoughts on how to make your job safer.
- Don't be a daredevil—instead, help us achieve super safety by staying focused on your job, always following safety procedures, wearing proper protective equipment and correcting or reporting unsafe conditions.

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 ask participants to review them before they are discussed.

Make an attendance record and have each participant sign the form. Maintain the attendance record 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 discuss some of the key issues employees must always consider if they are to stay safe 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 “keys to super safety” discussed in the video and how they could be applied to situations at your facility.

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

- Why we must stay focused on the job task at hand;
- Why we must follow safety procedures at all times;
- Why we must always wear the proper PPE;
- Why we must always recognize and correct or report unsafe conditions.

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DISCUSSION QUESTIONS

1. What are some things that can distract us while performing our jobs? What types of injuries could occur at this facility as a result of these distractions?
2. The video states that taking shortcuts “only serves to set you up for an injury the next time.” How does taking a shortcut set you up for an injury?
3. Your safety and that of your co-workers often depends on the choices you make about safety. What are some of the choices you must make on your job that could affect safety? What could be the outcome if you make the wrong decisions?
4. What are some of the excuses you or your co-workers have made for not wearing the proper PPE for a job? Do you think any excuses are valid for neglecting to wear the proper equipment? Why or why not?
5. How would you approach a co-worker who you witnessed taking a shortcut, bypassing a safety procedure or not wearing the appropriate PPE?