

HIGH-IMPACT *Life And Death Series* INDUSTRIAL SAFETY ATTITUDES

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 and the instructor as well as names of the program participants. The attendance record may be copied as needed.

PROGRAM OUTLINE

INTRODUCTION

Workplace accidents occur for a variety of reasons, but labor statistics indicate that unsafe acts are the major cause. Each day rescue teams respond to tens of deaths and thousands of disabling injuries to workers who decided not to follow company policy or safe work procedures. These policies and procedures have been designed to prevent injuries and fatalities, but we must follow them faithfully at all times for them to be of any value. To ensure that we stay safe on the job, we must make sound decisions based on our training and qualifications. Most importantly, each worker must develop and maintain a positive attitude about safety.

Viewers of this program will see a series of accidents through the eyes of three members of an emergency rescue team. As the EMT's discover, injuries occur to many different people in a variety of accidents. While some injuries are similar to others and some of the victims may even look alike, the real common thread to all accidents is employee attitudes. All of the accidents to which they have responded could have been prevented had the victim had a positive attitude about safety and followed safe work procedures.

Training topics of the video include training/authorization, hazard recognition, good housekeeping, safe lifting, lockout/tagout and electrical safety.

PROGRAM OUTLINE

THE KEYS TO PERSONAL SAFETY

- ❶ Accidents will happen if not recognized and prevented.
 - ❷ Always maintain a positive attitude about your safety.
 - ❸ Recognize and understand the hazards on your job and protect yourself.
 - ❹ Never forget that personal safety is your responsibility.
- Failure to follow these points eventually will lead to an accident.

ACCIDENTS WILL HAPPEN IF NOT RECOGNIZED AND PREVENTED

- Every day we need to remind ourselves that accidents will happen if not anticipated and prevented. Also, we need to believe that injuries don't just happen to "other people" on the job.
- Paying attention to housekeeping will prevent many accidents. Remove tripping hazards such as misplaced tools and materials, prevent unnecessary spills and avoid creating fire hazards.

ALWAYS MAINTAIN A POSITIVE ATTITUDE ABOUT YOUR SAFETY

- A positive attitude is one of the most valuable assets we have in controlling our emotions at work.
- Don't let off-the-job problems influence the duties you perform at work.
- When you feel yourself getting out of control in a situation, stop and cool off before making decisions about job tasks.

RECOGNIZE AND UNDERSTAND THE HAZARDS ON YOUR JOB AND PROTECT YOURSELF

- We need to always be aware of signs and barricades at work that are posted to remind us of potential hazards or advise us of specific actions to take.
- Some hazards that we must guard against include mobile equipment used in moving materials, such as forklifts and cranes.
- When working with chemicals, always check the Material Safety Data Sheet for proper handling, storage and personal protective equipment to be worn.
- Understand your abilities and limitations. This is particularly true when lifting or exerting yourself. Make sure to always lift with your knees, not your back.

NEVER FORGET THAT PERSONAL SAFETY IS YOUR RESPONSIBILITY

- Taking shortcuts, not getting all of the facts, taking action without being absolutely sure of your safety and not following safe work procedures are all actions that will put you in harm's way. It is your responsibility to avoid these actions.
- Remember that we can't take safety for granted. If there is a chance that something can go wrong, we must eliminate that chance.
- Always read and follow instructions for a particular job. Failure to follow proper safety procedures is one of the leading causes of accidents.
- Information is one of the key elements on any job; it's an integral part of your training and retraining. The time to look for information is before beginning the task.
- Make sure you understand all procedures required by your job description, such as hot-work permits, line-breaking procedures, confined space entry procedures and lockout/tagout.
- Always make decisions based on your training and authorization. If you have any doubts, ask your supervisor.
- Often we work with several co-workers, who specialize in other crafts or trades. For this reason, we must all understand that all individual actions have consequences for everyone and take the necessary precautions.

ACCIDENTS AND THEIR SAFETY LESSONS

Accident 1: A forklift and pedestrian collided at a blind intersection and the lift truck operator was killed when the truck ran through a wall. The operator's vision was blocked by a large box on the truck's forks and the pedestrian failed to stop at the intersection to check for oncoming traffic.

Lessons: Accidents will happen if not recognized and prevented. Recognize and understand the hazards on your job and take the appropriate measures to protect yourself. In this case, the operator should have turned the truck around and driven backwards so he would have had a clear view. Also, the pedestrian should have given more consideration to the environment in which he was working and stopped at the intersection to check for traffic.

Accident 2: Ralph and Orin were re-routing some steam lines and thought they had locked and bled the only source of steam to the area. They discovered another line that came into the same system and assumed that it was not hot. When they opened the line, steam broke out and severely burned Ralph's face.

Lessons: Never forget that personal safety is your responsibility. Recognize and understand the hazards on your job and take the procedures necessary to protect yourself. Shortcuts and other unsafe actions will eventually lead to a painful accident. Ralph and Orin knew they should have checked the written procedure for instructions on the second line, but they compromised their well-being in order to save time.

Accident 3: An employee was attempting to install a motor starter he rebuilt in the shop, even though he was unauthorized to perform such an installation. He turned the power off, but didn't lockout the motor control center. During the installation, his hand slipped and the screwdriver he was using contacted the live bus, electrocuting him.

Lessons: Personal safety is your responsibility. Never attempt any job task unless you have been trained and authorized to do so. If you have any questions about procedures or your responsibilities, ask your supervisor!

Accident 4: A contractor crew was adding chemical lines and valves to the existing supply system that fed the process line. One employee, against his co-workers' warnings, refused to put a face shield over his goggles before they began to open a valve for testing. A gasket in the valve was missing and the chemical began to spray out. Before the valve could be cut off, the chemical sprayed the unprotected employee in the face.

Lessons: Always maintain a positive attitude about your safety. It is one of the most valuable assets you have in controlling your emotions. This employee didn't like to wear protection nor his co-workers telling him what to do, but he knew better. Accidents will happen if not recognized and prevented!

Accident 5: Two workers were on a platform working on an air handling system when a boom truck operator below jerked the motor he was lifting. It swung into the work area where the men were working and knocked them off the platform. One of the men had tied off to an appropriate tie-off point on the platform, but the other had tied off to a piece of electrical conduit. When the conduit broke away, the worker fell to his death. The EMT's rescued his co-worker, who was safely hanging in his harness.

Lessons: Knowing correct work procedures isn't enough. They must be followed each and every time! Also, wearing fall protection is useless unless it is attached to an appropriate tie-off point.

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 motivate employees to develop an ongoing positive attitude about safety that emphasizes making sound decisions, following safe work practices and using our training and qualification.

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

Lead discussions about accidents at your facility that could have been prevented had the victims maintained a positive attitude about safety and followed safe work practices. 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:

- Why developing and maintaining a positive safety attitude is so important;
- Why it is imperative that we use sound judgment as well as our training and qualification in each and every job task;
- How attitudes contributed to the unsafe acts that resulted in the accidents in the program.

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REVIEW QUESTIONS

Name _____ Date _____

Instructor _____

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

1. What causes most workplace deaths and injuries?
 - a. tool or machine malfunction
 - b. faulty personal protective equipment
 - c. failure to follow company policy and safe work procedures
 - d. none of the above

2. You should never attempt any job task that you have not been trained and authorized to perform.
 - a. true
 - b. false

3. Which of the following is **not** a key point to remaining safe on the job?
 - a. Accidents will happen if not recognized and prevented.
 - b. Always maintain a positive attitude about your safety.
 - c. Recognize and understand the hazards on your job and protect yourself.
 - d. Your personal safety is the responsibility of your company.

4. If you have consulted the procedure for a job task and still have questions, what should you do?.
 - a. proceed with the task and use the knowledge you do have
 - b. proceed with the task and get help when you get to the part you don't understand
 - c. get answers from your supervisor before beginning the task

5. Because personal safety is an individual issue, we should not be concerned with how our actions affect our co-workers.
 - a. true
 - b. false

6. What caused the collision between the pedestrian and the forklift operator in the video?
 - a. the forklift operator's vision was blocked
 - b. neither stopped to check for traffic at the intersection
 - c. neither recognized the blind intersection and didn't take into account the potential hazards
 - d. all of the above

7. The worker that died as a result of the fall from the platform fell because he was using a defective lanyard.
 - a. true
 - b. false

8. The similarities that exist between the accident victims in the video are not in how they look but in their attitudes.
 - a. true
 - b. false

ANSWERS TO THE REVIEW QUESTIONS

1. c

2. a

3. d

4. c

5. b

6. d

7. b

8. a