

INTRODUCTION

What does the search for animals in the world's most remote wildlife habitats have in common with work in the factory on Main Street USA? Both environments are quite dangerous to work in because you can be "bitten" if you do not take the necessary precautions. Rotating shafts, moving machinery and other objects in industrial operations can unexpectedly "bite" you much like a creature in the wild. Many of these injuries are compounded when the victim is pulled into the action of the equipment, resulting in lacerations, amputations and sometimes even death.

This video will show viewers how they can reduce the chance of such an injury by controlling long hair, not wearing loose clothing and being aware of the hazards of wearing jewelry at work.

PROGRAM OUTLINE

BACKGROUND

- Industrial manufacturing, food processing, chemical plants, warehousing and even office areas have unique hazards. No matter what type of work you do, you must be aware of these hazards and dress appropriately for the job.
- Allowing long hair, loose clothing and jewelry to get tangled in moving parts and machinery causes many injuries and deaths each year.

ACCIDENT VICTIMS

Victim #1: Hiker

The hiker in the video was at work one day and did not have his shirt tucked into his pants. As he was prepared to perform some type of maintenance on the feed adjustment to roller #4, his shirt got caught in the feed line and pulled his body into the machine. As a result, he suffered broken bones and a punctured lung.

Victim #2: Diver

The diver in the video was loading parts into a feeder when it became jammed. He tried to free it by himself rather than call maintenance. When the part became unjammed, the gear on the feeder began to turn and grabbed his watch. His arm was mangled when it was pulled into the action of the machine.

Victim #3: Kayak Girl

The girl who rode the in a kayak in the video was in a hurry to complete her work and neglected to pull up her hair. When she leaned over to pick up a tool, her hair became wrapped around the shaft of a nearby machine. Her entire scalp was ripped off of her skull.

SHIRTS

- When working around moving machinery, you should always have your shirt tucked into your pants.
- Short sleeve shirts are recommended because short sleeves are less likely to catch on moving parts.
- Some jobs such as welding or handling chemicals may require long sleeve shirts. Check with your supervisor if you are unsure.
- If you must wear a long sleeve shirt, make sure to button the cuffs at the ends of the sleeves.

GLOVES AND SHOES

- Many people wear gloves for protection against chemicals and other hazards, but gloves should not be worn around rotating shafts or other moving equipment.
- Gloves can be caught on equipment and result in serious hand and arm injuries.
- Sturdy shoes or boots made of leather with proper sole construction should be worn in these types of work environments.

- Make sure to keep your shoe laces tied. Untied laces can become tangled and result in an injury.

JEWELRY

- Watches, rings, necklaces and other types of jewelry can cause serious injuries at work.
- The risk of getting jewelry caught on moving machinery is one reason jewelry is not permitted at work.
- Most of our body parts that are attached to jewelry that we wear cannot support our body weight. If we slip, fall or jump and our jewelry catches on a solid object, an amputation, deep cut, laceration or even strangulation could occur.
- If you work in the food industry, jewelry can cause contamination or hygiene problems. Also ear rings, set stones and other items may fall off into the food products.

LONG HAIR

- If you have long hair, it needs to be controlled so it stays on your head and out of machinery. The best way to do this is to pull it up in a bun or other style and put it under a hair net.
- If you have really long hair or wear a pony tail, you may need two hair nets to hold it properly.
- If hair nets are not needed to meet sanitation requirements, you may wear it up on your head in a tight style or under a cap.
- Some work areas also allow long pony tails to be put down the back of the shirt. Check with your supervisor to see if this is an option.
- Remember that long beards and mustaches can also become caught in machinery and pull you in face first.
- If you are not sure your hair style is appropriate for your particular work area, check with your supervisor or safety representative.

OTHER SAFETY TIPS

- Only persons trained and authorized to perform maintenance procedures and lockout/tagout should service machines in the workplace.
- Never cheat machine guards or use your hands to clear jams. If your job allows, use an assist tool to clear a jam.
- Even if you don't work directly with moving parts and rotating shafts, you still need to be aware that loose clothing can get caught on other things in the workplace. Forklifts, dollies, cranes and other material handling equipment can get caught on coats, belts, scarves or other loose clothing.
- Be aware of the hazards in your work area and dress appropriately for your job. If you have any questions about your clothing, check with your supervisor or safety manager.

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 the importance of controlling long hair, not wearing loose clothing and being aware of the hazards of wearing jewelry at work.

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

Lead discussions about any accidents at your facility that have involved long hair, loose clothing or jewelry and specific areas where such an accident could take place. 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:

- How loose clothing can lead to a tragic workplace accident;
- Why jewelry should not be worn at work;
- Why long hair must be controlled to prevent injuries;
- Why gloves should not be worn around machinery in motion.

**THE HAZARDS OF LONG HAIR,
LOOSE CLOTHING AND JEWELRY
REVIEW QUESTIONS**

Name _____ Date _____

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

1. _____ sleeve shirts are recommended when working around moving machinery.
 - a. Long
 - b. Short

2. Gloves should not be worn when working around rotating shafts and other moving equipment.
 - a. true
 - b. false

3. Why should jewelry not be worn in the workplace?
 - a. could get caught on moving machinery
 - b. could snag on a solid object and result in an injury when a person falls or slips
 - c. could cause contamination in some environments
 - d. all of the above

4. If you don't work directly around rotating shafts or moving machinery, it is acceptable to wear loose clothing at work.
 - a. true
 - b. false

5. Long beards and mustaches present hazards in industrial work sites because they can become caught in machinery.
 - a. true
 - b. false

6. If you work with a machine and it malfunctions, you should cut off the power and attempt to repair it immediately.
 - a. true
 - b. false

ANSWERS TO THE REVIEW QUESTIONS

1. b

2. a

3. d

4. b

5. a

6. b