

SEEING ACCIDENTS BEFORE THEY HAPPEN

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.

INTRODUCTION

Many diverse jobs are performed in industry every day, but one aspect remains constant for all tasks: it is part of everyone's duty to perform the job as safely as possible. To perform a job in a safe manner, a worker must understand the hazards involved and how to prevent them.

Recognizing hazards, or *Seeing Accidents Before They Happen*, is the focus of this program. The viewer will learn the common causes of accidents, how to develop a safety awareness and why it is important to take responsibility for his or her own safety.

PROGRAM OUTLINE

HOUSEKEEPING

- * All tools should be kept where they belong until it is time to use them.
- * Accidents often occur when workers find it easier to use the wrong tool rather than search for the correct one.
- * Flammables should be stored away from ignition sources and all trash disposed of properly.
- * Walkways and aisles should remain clear of obstacles and debris.

TRIPS AND SLIPS

- * Always report any spills that create a slipping hazard to your supervisor so it can be cleaned up immediately.
- * Correct any tripping hazards right away. Safety is a team effort; don't assume someone else will do it.

LADDER SAFETY

- * When using ladders, make sure the base is secure and out of the path of traffic flow; the base may need to be barricaded.
- * Be sure that the spreader is in the locked position when using a step ladder.
- * Before climbing, inspect the steps and your shoes for slippery substances.
- * Never stand on the top two rungs of a ladder; if you can't reach something, climb down and move the ladder.

LIFT TRUCKS AND LOADS

- * In areas where lift trucks are in operation, stay alert for blind intersections and corners.
- * Never walk behind a lift truck or stand close enough to it for a sudden movement to hit you.

- * Never allow yourself to get underneath a raised load; stand clear of loads that are being lifted because they have a tendency to swing.
- * Inspect all lifting equipment to see that it is good condition before each use.

MOVING MACHINERY

- * Machines cannot see accidents before they happen. We must recognize the hazards involved with moving machinery.
- * Long hair, jewelry or loose clothing should not be worn around equipment in motion.
- * Never operate equipment without the proper guards in place; never bypass or defeat a guard.
- * Workers who are not trained or authorized should stay clear of moving machinery.

BACK INJURIES

- * Since most back injuries are caused by improper lifting techniques, you should recognize the hazards of a lifting situation and be sure to lift properly.
- * Get help for items that cannot be lifted alone safely.
- * When lifting, bend your knees and keep your back straight; lift with your legs, not your back.
- * Avoid twisting while lifting.

PERSONAL PROTECTIVE EQUIPMENT

- * Types of PPE include hard hats, safety shoes, eyewear, hearing protection and respirators.
- * The proper procedures for using PPE must be followed for each job; choosing not to follow the rules regarding PPE can lead to a serious accident.

WARNING SIGNS AND INSPECTIONS

- * Be aware of all warning signs and caution labels because they are often the first to indicate that a hazard exists.
- * Warning signs may seem trivial yet they must be acknowledged to prevent accidents.
- * Electrical equipment should be inspected for damage to the tool, cord, insulation or plug to prevent electrical shock. All other equipment should also be inspected for defects.
- * Damaged equipment should be removed from service until properly repaired or replaced.

LOCK OUT/TAG OUT

- * All forms of energy must be isolated, blocked, locked and tagged when work is performed on equipment powered by electricity.
- * This also applies to other energy sources such as mechanical, pneumatic, chemical or the effects of gravity.
- * Anyone servicing equipment must be trained and authorized.
- * Stay alert for situations that require lock out/tag out procedures and administer the proper tests that assure you the equipment is safe to service.

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.

Maintain an attendance record and file 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.

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 basic safety rules and procedures to help us avoid hazards and avoid accidents.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline. Lead discussions about dangerous situations and accidents. 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 identify the following:

- Common causes of accidents in the work-place;
- The procedures for recognizing, controlling and eliminating hazards;
- Why safety is a team effort that depends on everyone.

**SEEING ACCIDENTS BEFORE THEY HAPPEN
REVIEW QUESTIONS**

Name _____ Date _____

The following review questions are provided to determine how well you understand the information presented in the program.

1. Learning to recognize potential hazards before they happen can play an important role in preventing accidents.
 - a. true
 - b. false

2. While keeping a clean work area looks nice, it has nothing to do with preventing accidents.
 - a. true
 - b. false

3. If you see an unsafe condition or situation, what should you do?

4. Before entering an area or performing a task, you should evaluate the area or task for hazards or unsafe conditions.
 - a. true
 - b. false

5. Name some areas where you work that contain unique hazards to look out for.

6. When working in the areas you listed in #5, what can be done to control, avoid or eliminate these hazards?

9304: Seeing Accidents Before They Happen
ANSWERS TO THE REVIEW QUESTIONS

1. a

2. b

3. If possible, mark the hazard so others can avoid it and report the situation to your supervisor.

4. a

5 & 6. These questions call for information that applies to your company's specific work environment. It may be useful to talk about the participants' answers to these questions to facilitate a discussion about safe work practices and hazard recognition.