

## **MAJOR PROGRAM POINTS**

### **"AN ORIENTATION TO SAFETY"**

**Part of the "GENERAL SAFETY SERIES"**

**Quality Safety and Health Products, for Today... and Tomorrow**

# Outline of Major Points Covered in the "Safety Orientation" Course

The following outline summarizes the major points of information presented in the course on "Safety Orientation". The outline can be used to survey the course before taking it on a computer, as well as to review the course when a computer is not available.

- **When the day begins... we all find lots of work to do.**
  - Orders to fill.
  - Production quotas to meet.
  - Deadlines to hit.
  
- **After all, "time is money..." And someone's always watching "the bottom line."**
  
- **But if we rush through what we are doing, and aren't careful, we could cause an accident and perhaps a serious injury.**
  - Sure, we've got to get the job done ...but the real bottom line is doing the job safely.
  
- **That's where the phrase "Safety First" comes in.**
  - It means that working safely is the top priority... our primary goal.
  
- **We must learn to take precautions, and...**
  - Protect ourselves from hazards.
  - Prevent accidents.
  - Be prepared for emergencies.
  
- **Before you begin a task you must be mentally prepared to work safely, no matter how simple or routine the job may seem.**
  - Concentration is the key.
  - If you give the task your full attention, you are much less likely to make a mistake that causes an accident.

- **There are a number of things that can obstruct our focus.**
  - Anger and frustration are two of the culprits.
  - They can cloud your mind and impair your judgment.
  - A decision made "in the heat of the moment" could have disastrous consequences.
  
- **If you feel frustrated or angry, take a break!**
  - Step back and take a deep breath... or switch to another task for a while.
  - You can resume your original work when you are calm and in the right frame of mind.
  
- **Substance abuse has become a major problem in many facilities.**
  - Drugs and alcohol have no place in the workplace.
  - They can "alter" your state of mind and ability to focus on what you are doing.
  
- **You have to be careful about what you do on your own time as well.**
  - The residual effects of a substance can cause someone to have an accident hours or even days after they last used the substance.
  
- **If you drink, do it in moderation... and don't drive.**
  - Make sure the effects of any alcohol you have had are long gone before you start to work.
  
- **Know your company's drug and alcohol policy...and follow it.**
  - Inform your supervisor immediately if you suspect a coworker is "under the influence".
  
- **Never operate equipment if you are taking medication that could negatively affect your performance.**
  - Keep your mind clear.
  - Concentrate.
  - Be aware of everything that goes on around you.
  - Then you'll be mentally prepared to work safely.

- **Preventing accidents is another important part of making safety our top priority.**
  - Most hazards can be spotted and eliminated before they become a problem.
- **Inspect your work area. Look for "trouble-spots" that could endanger you or your coworkers, then take steps to remove or reduce the risk of an accident. For example:**
  - Walkways, hallways and exits must be kept clear of obstacles at all times.
  - A simple pile of boxes could cause someone to trip and fall or block an emergency escape route.
- **Things like loose railings and overstocked shelves are accidents waiting to happen.**
- **Look out for fire hazards as well.**
  - Sparks from machinery, damaged electrical cords, even piles of cardboard or paper, can all be a source of ignition.
  - Correct situations like these as soon as possible.
- **As you reach the "end of your shift" you still have some "safety work" to do. Good housekeeping is also important for accident prevention.**
  - Tidy up your work area.
  - Properly dispose of used materials.
  - Return extra materials to their assigned storage places.
  - Put all tools, equipment and manuals back where they belong as well.
  - All of this eliminates clutter and makes things easier for everyone to find.
- **Don't overload shelves or jam-pack storage areas.**
  - Find a place for everything... and put everything in its place.

- **Some situations don't have simple solutions.**
  - If you encounter a problem that you can't solve yourself, talk to your supervisor or safety manager...they are there to help.
  
- **Looking out for potential problems and reducing risks can help us to prevent accidents. But there's more to the equation:**
  - Gloves, safety shoes, glasses and other personal protective equipment are often necessary to help keep us out of danger.
  
- **"Foot protection", usually safety shoes, is needed in many work environments.**
  - Most safety shoes have soles that are designed for safe traction on specific surfaces, such as oily or wet flooring.
  - Many shoes have steel toes as well.
  - You need to choose the best shoe for the job, and wear it!
  
- **"Gloves" can improve your grip.., and protect your hands from potential hazards such as splinters, sharp edges and chemicals.**
  - Gloves can be made from many types of materials, including cloth, leather, metal-mesh, rubber and plastic.
  - Each protect you from different things.
  - So make sure to wear the right glove for the job that you are doing.
  
- **Sometimes "eye protection" may seem bulky and unnecessary.**
  - But remember, eye injuries can be nasty... far more "uncomfortable" than safety eyewear itself.
  
- **Safety glasses and goggles protect against a variety of hazards.**
  - In certain situations, you may also need to add a face shield or welder's helmet.
  - Ask your supervisor about the type of protection you'll need for your job.

- **"Hearing protection" can reduce or eliminate the harmful effects of hazardous noise.**
  - Earplugs, canal caps, and ear muffs all provide different degrees of protection.
  - If necessary, you can use both plugs and muffs in extremely noisy situations.
  
- **When harmful dust, fumes and vapors are making the air dangerous to breathe, "respiratory protection" is what we need.**
  - Respiratory hazards can do serious damage.
  - Fortunately there are a number of types of protection that can help.
  
- **Filter masks, chemical cartridge respirators and supplied-air respirators each protect you from different types of hazards.**
  - So you should first determine what kind of protection you need for your work environment.
  - OSHA has established "Assigned Protection Factors" for different types of respirators, which can help you find the right respirator for your job.
  
- **When you select your equipment make sure that it's undamaged.**
  - If you are unfamiliar with the equipment, it's a good idea to practice using it before going into your work area.
  - For most respirators you will also need to undergo a "fit-test".
  
- **"Protective clothing", like aprons and full body suits, defends you against flying particles and contact with dangerous substances.**
  - A good, strong hard hat is essential around overhead hazards.
  
- **Keep in mind, most tasks have multiple hazards.**
  - So combine safety gear for maximum protection.
  - Talk to your supervisor or safety manager about the PPE that's right for you.

- **The way you do your job is just as important as the safety precautions that you take.**
  - Carelessness can have devastating consequences.
- **Tools... where would we be without them? But use a tool incorrectly, and somebody might get hurt.**
  - Always use the right tool for the job.
  - Make sure you know how to properly use the tools that you work with.
- **Power tools and other electrical equipment require special considerations.**
  - Inspect power cords before use.
  - A damaged wire is a shock hazard and a fire risk.
  - And don't create an "octopus" (too many plugs in one outlet can overload the circuit, blow out a fuse or even start a fire).
- **Remember to unplug or lock-out electrical equipment before attempting repairs.**
  - If you forget, you may get a "shocking" reminder.
- **If you are working near machines with moving parts, make sure appropriate machine guards are in place.**
  - Remove loose clothing and jewelry that could get caught in the machine as well.
- **If your job takes you into a warehouse, be careful how you handle the materials that you're working with.**
  - Wear appropriate PPE and get help if you have to move a heavy or unwieldy object.
- **Only use powered equipment such as a forklift if you are trained and certified on it.**
  - Consult the operating manual if you have any questions.
  - Plan your route and what you will be doing with your lifts.
  - Take your time, and always be aware of what is going on around you.

- **But safe work practices go beyond how we use tools and equipment.**
  - We need to be careful how we “use” our bodies as well.
- **Each job makes a different set of demands. Knowing how your body moves can help you to avoid ergonomic problems.**
  - Keep your body in "neutral" positions as much as possible.
  - Select tools that are "ergonomically friendly" and whose weight, size and shape make them easy for you to use.
  - Adjust your workstation to fit your size and shape, whether you are in an office or out on a plant floor.
  - Keep tools and materials within easy reach.
- **When you are lifting something, be sure to use proper procedures:**
  - Bend at the knees.
  - Keep your back straight.
  - Lift with your legs...smoothly, not suddenly.
- **If you are ever unsure about how to use a piece of equipment or perform a task, talk to your supervisor.**
- **No matter how careful we are... no matter what precautions we take... accidents still happen.**
  - So we must be prepared to act if an emergency occurs.
- **Read the Material Safety Data Sheets for any hazardous materials in your area before you work with them.**
  - MSDS's should be kept in a central location for quick reference.
- **Clean up chemical spills immediately... but be careful.**
  - Make sure you know what chemicals you are dealing with, and the tools and materials that should be used in the cleanup process.

- **Water is almost always the first line of defense when someone is splashed by a hazardous chemical.**
  - This is where safety showers and eyewashes come into play.
  - Be sure you know where they are and how they work.
  
- **Fires are another major threat in the workplace.**
  - Now-a-days they often involve toxic fumes and vapors, which makes them more dangerous than ever.
  - Be familiar with your facility's Emergency Action Plan (it will describe how to report fires and where to go if one occurs).
  
- **You can sometimes fight small fires and prevent them from spreading.**
  - So know where the fire extinguishers are in your facility, and how to use them.
  
- **Remember, there are different types of extinguishers for different types of fires.**
  - Be sure that you have the correct one for the fire that you're fighting.
  
- **Make sure that emergency telephone numbers are posted in plain sight at all the telephones in your workplace.**
  
- **And know at least two evacuation routes that you can use if you ever need to leave your work area.**
  
- **Basic first aid and CPR can be valuable skills in many emergency situations.**
  - But don't try anything unless you have the proper training, you could do more harm than good.
  
- **Never under-estimate the seriousness of an injury.**
  - Seek medical attention as soon as possible.
  
- **Above all, the key to handling emergency situations is to stay calm.**

**\* \* \* SUMMARY \* \* \***

- **Mental preparation is important...concentrate, stay alert and be aware.**
- **Focus on accident prevention... look out for hazards, and remove them.**
- **Use the correct PPE for the job that you are doing.**
- **Follow safe work practices, use proper procedures and eliminate carelessness.**
- **Remember to prepare yourself for emergencies!**
- **If we all work together as a team, and play by the rules... we can't help but make safety our "top priority"!**