



DO-IT-YOURSELF **SAFETY ORIENTATION** TRAINING PROGRAM

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TRAINING

INTRODUCTION

Thousands of workers die on the job each year, and hundreds of thousands more suffer injuries or illnesses from unsafe work conditions. These injuries, illnesses, and deaths cost employers about 53.4 billion dollars annually in direct costs, and an additional 80 to 200 billion dollars in indirect costs.

Although we typically blame accidents on the conditions around us, accidents are mostly caused by people – people who engage in unsafe behavior. If workers were more safety conscious, most accidents would never happen.

This orientation program is designed to educate you on the basics of workplace safety. Some of the topics we'll examine include:

- Back safety
- Equipment safety
- Electrical safety
- Fall protection
- Ladder safety
- Fire prevention
- Hazard communication
- Hearing conservation,
- PPE and
- Reporting

Please take your time going through this program because you'll be quizzed on its contents at the conclusion.

And Remember... Safety Should Never Be Rushed.

WHAT IS WORKPLACE SAFETY?

Workplace safety is about preventing injuries and illnesses in the workplace. Therefore, it's about protecting an employer's most valuable asset: its workers.

WHY IS SAFETY IMPORTANT?

Every person who leaves for work in the morning should expect to return home at night in good health. Can you imagine a knock on your door to tell you your loved one will not be returning home? Or a phone call to say they're in the hospital with a severe injury? Ensuring that husbands return to their wives, wives to their husbands, parents to their children, and friends to their friends — that's the most important reason to create a safe and healthy work environment.

However, it isn't the only reason safety is important. There are additional benefits that make good business sense as well. A safe workplace lowers the potential for financial burdens associated with accidents and employees' missed time from work. A safe work environment also improves employee morale.

WHOSE RESPONSIBILITY IS WORKPLACE SAFETY?

Both employers and employees have specific responsibilities when it comes to looking after safety and health in the workplace.

Duties of Employers

The duties of employers include:

- Provide and maintain workplaces, plants, and systems of work that do not expose employees to hazards.
- Provide information, instruction, training and supervision so that employees are not exposed to hazards while they are working.
- Consult and co-operate with employees and health and safety representatives on health and safety matters.
- Provide adequate personal protective clothing and equipment where it's not practical to avoid the presence of hazards, and
- Make arrangements for the safe use, cleaning, maintenance, transportation, and disposal of substances, machinery, and equipment used in the workplace.

Duties of Employees

The duties of employees include:

- Take care to protect their own safety and health, and that of all others in the workplace.
- Co-operate with their employer on safety and health matters.
- Report to the employer all existing and potential hazards in the workplace that they cannot correct themselves.
- Follow the safety instructions and training that are provided.
- Use and properly maintain the protective equipment that is provided, and
- Report to work well rested, alert, and prepared to devote your full attention to the job.

UNSAFE ACTS

An unsafe act occurs when you perform a work task or work process without taking the proper safety precautions.

If your employer discovers that you have committed an unsafe act, it will provide direction or training on how to perform the job properly.

You will also be instructed on why the act was unsafe, and how to prevent similar unsafe acts. Finally, you will be given the opportunity to show that you can perform the task or process safely.

BACK INJURIES

Back injuries are one of the most common injuries in the workplace. Reports indicate that, every year, thousands of employees needlessly injure themselves because they don't understand how to prevent back injuries. Proper lifting techniques are crucial to preventing these types of injuries.

Lifting techniques

Regardless of the object, or whether you're lifting it by yourself, or as part of a team, use the same lifting method. Safe lifting consists of:

- Make sure your balance is good. Your feet should be shoulder-width apart, with one foot beside and the other foot behind the object that you're lifting.
- Bend your knees; don't stoop. Keep the back straight, but not vertical. (There's a difference. Tucking in the chin straightens the back.)
- Grip the load with the palms of your hands and fingers. Make sure your back is straight before starting to lift.
- Use your body weight to start the load moving, and then lift by pushing up with your legs. This uses the strongest set of muscles.
- Keep your arms and elbows close to your body while lifting.
- Carry the load close to your body.
- Don't twist your body while carrying the load.
- To change direction, shift the position of your feet and turn your whole body.
- To lower the object, bend your knees. Don't stoop. When placing a load on a bench or shelf set it on the edge and push it into position. Make sure your hands and feet are clear when placing the load.
- When team lifting, be sure to communicate with the other lifters. One person must be in control of the lift, and should be the only one giving commands.
- Plan your route and make sure the path is clear before moving an object.

Use the five Ls of lifting:

Load – Test the weight; get help if needed.

Lever – Keep the load close to your body.

Lordosis – Keep the hollow in your lower back.

Legs – Lift with your legs, NOT YOUR BACK.

Lungs – Inhale before lifting, this tightens your abdominal muscles. Breathe out when you lift.

EQUIPMENT SAFETY

If you're required to operate any type of equipment, you must be properly trained before beginning work with the equipment, regardless of your past experience, or familiarity, with similar equipment.

Most equipment has mechanical parts that require guarding. As an operator, you must make sure that all guards are in place before operating the equipment.

You also need to know the location of all emergency stop buttons, as well as any lockout/tagout procedures, and any equipment they effect. Never place your hands or any other body part into operating equipment if there's a chance it could be live or activated.

It's your responsibility to make sure the work area is clear before turning on any equipment. Never leave equipment unattended while it's running, and never perform maintenance on any machine while it's in motion.

Always keep your work area clean. Don't let debris clutter the work area and become a hazard.

If tools, equipment, or conditions become unsafe, notify your supervisor immediately.

ELECTRICAL SAFETY

The most common electrical hazard in today's workplace is ground fault electrical shock, or electrocution caused by electricity as it seeks ground, using the body in order to do so.

Electrical accidents are usually caused by unsafe environmental factors within the workplace, unsafe work practices, or unsafe equipment and/or installation, including the lack of GFCIs, mentioned below.

Here are some steps that can help eliminate electrical hazards:

- Never use electrical tools near water.
- Always use Ground Fault Circuit Interrupters (GFCIs) around water sources.
- Immediately report damaged switches, plugs, cords, receptacles, tools, and other electrical hazards to your supervisor.
- If the cord you are using has a third prong, it must not be broken off. This provides the proper grounding for the cord or tool.
- If the data plate on the tool does not say the equipment is double insulated, its plug must have the ground prong, or third prong, for safe use.

FALL PREVENTION

Slips and falls injure more workers than any other type of accident. Falls are also one of the leading causes of worker fatalities. Every year, nearly 200 workers die, and more than 100,000 are injured, from falling.

Follow these simple steps to avoid workplace falls:

- Pay attention to hazards such as wet or slippery floors, and torn carpet or tile.
- Practice good housekeeping in order to eliminate clutter, debris, and other tripping hazards.
- Eliminate all slipping or falling hazards as soon as they are detected.
- Never run at work.
- Use only authorized walkways or aisles, especially in warehouses or around machinery.
- Always hold onto the handrail when walking up or down stairs.
- Never allow your line of sight to be obstructed when carrying objects.
- Wear slip-resistant shoes when appropriate.
- Use fall protection when working in an elevated area.

LADDERS

Ladders are versatile pieces of equipment commonly seen in the workplace. Although a ladder seems simple enough to use, unsafe ladder practices often lead to serious injuries. Falls are the primary hazard involving ladder use.

Follow these techniques when working with ladders:

- When reaching for high places, always use a ladder. Never use chairs, boxes, or makeshift platforms.
- Inspect the ladder before use. Immediately remove defective ladders from the workplace and label or tag them as unsafe.
- Never use metal ladders near electrical lines, equipment, or switch gear. Electric arc welding must not be done from a metal ladder.
- Always set up ladders on stable, solid surfaces. Never place ladders on boxes, blocks, or crates to extend reach.
- Never stand on the top four rungs of a straight or extension ladder, or on the top two steps of a step ladder.
- Hoist tools and other materials upward only after you have climbed the ladder. Keep your hands free, or use tool belts to help manage tools. Keep three points of contact on the ladder (two hands and one foot, or two feet and one hand).
- Never over-reach while working from a ladder. Descend and re-position the ladder as often as needed to stay close to your work.
- Don't jump off ladders or platforms. This can easily cause sprained ankles or broken legs that take a long time to heal.

FIRE PREVENTION

The threat of fire at the workplace is real, and can never be completely eliminated. However, a variety of options can help reduce the risk of fire at your job.

Effective fire prevention consists of several key elements that must be used together. Safe work practices, proper material handling, good housekeeping, and the availability of appropriate response equipment will decrease the potential for fire, and the damages and injuries it causes.

In addition, follow these procedures:

- Don't create conditions that promote fires.
- Aisles, corridors, and walkways should have required clearances that adhere to fire codes.
- Ensure that you understand your company's emergency and evacuation procedures, and use them in an emergency.
- Don't take chances. If you can't extinguish a fire safely, leave the fire fighting to the professionals.
- Learn where fire extinguishers are located at your facility, and make sure you know how to operate them. If time permits, extinguish the fire safely.
- Know where emergency exits are located, and make sure they aren't blocked.
- In the event of a fire, personal safety is the greatest concern. Activate the nearest pull alarm to initiate an evacuation, and notify your supervisor if time permits.

HAZARD COMMUNICATION

Hazard Communication, or a Workplace Hazardous Material Information System (WHMIS), is based on a simple concept—that all employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to while at work.

Employees also need to know what protective measures are available to prevent exposure to chemicals and their adverse effects.

An effective, written hazard communication program should be implemented, where necessary, to evaluate and communicate hazards to workers, including issues such as chemical labeling, Safety Data Sheets (SDSs), employee training requirements, emergency response, and more.

HEARING CONSERVATION

Our amazingly sensitive ears can distinguish 400,000 different sounds and can detect sounds so quiet they cause an eardrum to vibrate less than 1/80-millionth of an inch. But that remarkable sensitivity doesn't have a lifetime guarantee; our hearing must be protected.

Employers must ensure that hearing protectors are worn by all employees exposed to an 8-hour average of 85 decibels or greater. It's also the employer's responsibility to provide training in the use and care of all hearing protectors available to employees, as well as to ensure proper initial fitting and supervision of use.

Properly fitted earplugs and earmuffs reduce noise levels 15 to 30 decibels. Although earplugs and earmuffs are approximately equal in sound reduction, earplugs are more effective for reducing low-frequency noise, and earmuffs for reducing high-frequency noise.

Employees should be allowed to select from a variety of suitable hearing protectors provided by the employer.

PPE

Personal Protective Equipment is the last line of defense to protect you from a potential injury.

Always select the proper PPE for the job. Your employer should have a complete PPE program in place that may require you to wear specific PPE for certain tasks. Review the program regularly to address any changes in equipment or procedure. When selecting a piece of protective equipment, take into consideration the possibility of multiple hazards from a single source.

Once you have selected the right PPE for the job, you must inspect it for fit and quality. The effectiveness of a pair of gloves would be significantly reduced if they were damaged or did not fit properly. As another example, if you are wearing safety goggles that are secured to your face by a strap around your head, you will want to inspect the integrity of both the eye shield and the fitting strap. Employee comfort is also important with all PPE. Equipment that does not fit and wear comfortably will only deter you from using it.

REPORTING

As an employee, it's your responsibility to be aware of your surroundings and protect yourself and fellow co-workers. As part of these duties, you must report certain incidents and hazards.

These include:

- All injuries to yourself
- All injuries to fellow employees
- All accidents or near misses that involve yourself or fellow employees, even if no one was injured
- Any hazard that threatens the life or safety of yourself or any co-worker
- Any co-worker who displays unsafe work practices, or who is not competent to perform their job (due to alcohol, drugs, or other causes)

QUIZ

1. What is the most important reason to practice workplace safety?
 - To increase profits
 - To increase morale
 - To protect the business
 - To protect the health and lives of employees

2. It's OK to pull a load on a cart.
 - True
 - False

3. Select all factors that will help reduce the risk of fire:
 - Safe work practices
 - Proper material handling
 - Fall protection
 - Good housekeeping

4. It's OK to operate a piece of equipment without proper training if you are familiar with a similar piece of equipment.
 - True
 - False

5. _____ injure more workers than any other type of accident.
 - Slips and falls
 - Electrocutions
 - Falling objects
 - Flammable liquids

6. Employees have a right to know the chemicals and hazardous substances they are working with.
 - True
 - False

7. Personal Protective Equipment is the _____ line in defense to protect you from a potential injury.
- First
 - Second
 - Last
8. *Properly fitted* ear-plugs and earmuffs reduce noise levels _____ decibels.
- 10 to 20
 - 15 to 30
 - 20 to 35
9. You don't need to report an accident or near-miss if you were not injured.
- True
 - False
10. Never _____ while working from a ladder.
- Over-reach
 - Under-reach
 - Keep three points of contact