



AP3005 HAND SAFETY

Leader's Guide

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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 as well as identify the program participants. The attendance record may be copied as needed.

INTRODUCTION

For most of us, hand injuries are something we don't think about very often. Maybe because we use our hands for so many tasks during the course of the day, we just take them for granted. While we often don't see workplace hazards as much of a threat, nearly 1,000 people suffer a disabling hand or finger injury each day.

This program features several traumatic hand injuries that will remind the viewer about the consequences of accidents and the importance of hand safety. Attitudes and safe working procedures are also discussed.

PROGRAM OUTLINE

BACKGROUND

- Hand injuries disrupt the lives of families; they also cause inability to do tasks for the victim.
- Difficult adjustments have to be made in a person's lifestyle and career choices when he or she suffers a disabling hand injury.

ACCIDENT RE-ENACTMENTS

Accident 1

Karen cuts her hand when opening boxes.

- After spilling a carton of ice cream, Karen decided to risk working around the spill. As she pulled the box cutter back, she slipped on the ice cream and cut her hand.

Lessons from the accident:

- Don't try to work around a spill and don't leave it unattended. Clean it up to protect yourself and coworkers.
- Never cut open boxes that are stacked on one another.
- Always cut away from your body.

Accident 2

Doug's hand gets caught in the pulley.

- Doug removed the guard and adjusted the machine without unplugging the power to the machine.
- He was in a hurry so he took the shortcut of operating the machine without its guard.
- As he glanced at the clock when reaching for the parts, his hand got caught in the pulley.

Lessons from the accident:

- When adjusting or repairing equipment, make sure the power has been disconnected.
- Make sure all guards have been replaced and operating correctly before using any equipment (even for a short run or to test).
- Take your time to do your job safely; keep your mind focused on the task you are doing.

Accident 3

Larry cuts his hand with a saw.

- Larry decided to operate the saw, even though he did not know how to use it.
- He fed the board from the wrong end, which left the blade poorly guarded.
- When John interrupted Larry while he was operating the saw, Larry looked away and his hand was cut by the saw blade.

Lessons from the accident:

- Never operate equipment you have not been trained or authorized to use. Always ask for help or find someone who knows how to operate it.
- Never interrupt someone while he or she is working with potentially dangerous tools or equipment.

HAND SAFETY RULES AND PROCEDURES

- Use protective gloves or other hand protection when necessary. Remember there are gloves to protect against almost all types of hazards.
- Gloves should not be worn around machinery with rotating or moving parts, such as grinders, drills or lathes.
- Be sure to remove jewelry and avoid loose-fitting clothing that can get caught or snagged in machinery.
- Use tools and equipment only for the job for which they were designed.
- Be sure your workplace is clean and well-organized. Make sure your tools and equipment are wellmaintained.
- Be careful when using paper shredders. Clothing and jewelry can catch in these machines and cause injuries.

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.

Make an attendance record 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 remind viewers about the consequences of hand injuries and to increase awareness about the importance of hand safety.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline. Lead discussions about hand injuries that have occurred at your facility and how they could have been avoided. 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:

- The importance of maintaining the right attitude when working with your hands;
- The causes of the accidents in the video and how the injuries could have been prevented;
- Safety rules and procedures that protect the hands.

AP3005 HAND SAFETY

REVIEW QUESTIONS

Name _____ Date _____

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

1. Nearly _____ people suffer a disabling hand injury each and every day.
 - a. 100
 - b. 500
 - c. 1,000
 - d. 10,000

2. List two things that Karen could have done to help prevent the cut that occurred when she slipped in the store.

3. When Doug was adjusting the machine, his hand was caught in the pulley because _____.
 - a. he was in a hurry
 - b. he didn't have the guard in place
 - c. the machine wasn't unplugged
 - d. all above answers
 - e. none of the above answers

4. As Larry fed through the wooden board, he was severely cut. What contributed to the accident?
 - a. He didn't know how to use the saw.
 - b. The saw malfunctioned.
 - c. John distracted him.
 - d. both a and b
 - e. both a and c

5. Gloves should not be worn when you are working around _____.
 - a. sharp objects
 - b. rotating machinery
 - c. electricity
 - d. chemicals

6. When is it safe to turn on the power to a machine with its guard removed?
 - a. during routine maintenance
 - b. when the guard is broken and being repaired
 - c. when you are wearing steel mesh gloves
 - d. never

AP3005 Hand Safety

ANSWERS TO THE REVIEW QUESTIONS

1. c
2. cleaned up the spill, unstacked the boxes, used a cutting motion away from her body
3. d
4. e
5. b
6. d