

**It Only Takes a Second**

*Discussion Version*

**Presentation  
Guidebook**

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## *Format of the Video*

This discussion version of ***It Only Takes A Second*** consists of a series of safety mishaps, including the lead-up mistakes and unsafe acts. The mishaps are grouped according to the type of incident, such as driving, slips and falls, PPE, etc. A pause point follows each incident so viewers can discuss the factors that contributed to the mishap, as well as the preventative measures. After the video resumes, the right way procedures are illustrated.

## ***Purpose and Use of the Video***

- Help viewers understand that mishaps and injuries don't "just happen." Instead, they are the result of simple mistakes, incorrect procedures, lapses in attention, or seemingly insignificant unsafe acts.
- Help viewers become alert for mistakes and unsafe acts in their workplace so they can prevent them from causing serious mishaps.

## ***Applications***

The video has a variety of applications, including new employee safety training, general safety awareness training and to support accident investigation training.

It can be presented in segments over a number of training sessions, or it can be utilized in its entirety during one training session.

## Discussion Questions

**At each discussion point in the video, you can use questions such as the following to help trigger discussion. Viewers may suggest other appropriate procedures and actions, in addition to the right-way procedures shown in the video.**

- \* What factors did you notice that contributed to the mishap we just saw?
- \* Did you see any unsafe acts that *didn't* contribute to the mishap?
- \* What could have been done differently to prevent the mishap?
- \* Can you think of any other procedures that could have helped prevent the mishap?
- \* Do the mishaps in the video remind you of any incidents you've seen or heard about?
- \* Have you noticed any incorrect procedures, unsafe conditions or other factors in your workplace that could potentially lead to a mishap?

## Review of Incidents

On the following pages each incident in the video is reviewed. Factors that contributed to each mishap, as well as preventative measures are explained. OSHA rules related to each incident and additional references are also cited.

# Driving Safety

## Incident 1 - Car Crash at Intersection

### **Unsafe acts or conditions:**

- ⇒ The man driving the brown car had been drinking and was impaired. He also failed to use his seatbelt.
- ⇒ He wasn't focused on his driving.
- ⇒ The blue car coasted through the stop sign.
- ⇒ The woman driving the blue car didn't look carefully before entering the intersection.

### **Right way procedures:**

- ⇒ Always wear your seatbelt.
- ⇒ Before driving, avoid drinking alcohol or using medications that can make you drowsy.
- ⇒ Avoid distractions and stay focused on your driving.
- ⇒ At stop signs, come to a complete stop. Then look left, right and left again before proceeding.

## Incident 2- Car Hits Construction Worker

### **Unsafe acts or conditions:**

- ⇒ The woman was trying to read a map while driving.
- ⇒ The construction worker stepped into the roadway without looking carefully.
- ⇒ The gray car was following too closely.

### **Right way procedures:**

- ⇒ Slow down in construction zones and pay careful attention to the road ahead.
- ⇒ If you need to use a map or cell phone, pull off the road to a safe location.
- ⇒ Always leave a safe distance between your vehicle and the vehicle in front of you.
- ⇒ Look for traffic before stepping onto the road.

## Incident 3 - Car is Forced Off the Road

### **Unsafe acts or conditions:**

- ⇒ The van driver failed to adjust his mirrors.
- ⇒ Boxes in the van restricted his view.
- ⇒ He put on his seatbelt after he started driving.
- ⇒ Driver of the car wasn't aware of his surroundings.
- ⇒ Both drivers became competitive and aggressive.
- ⇒ The car that pulled onto the road failed to look carefully for oncoming traffic.

### **Right way procedures:**

- ⇒ Before leaving, be sure your mirrors are adjusted.
- ⇒ Organize your load so your view isn't restricted.
- ⇒ Wear your seat belt.

- ⇒ Stay aware of what's going on ahead and behind you. Be courteous to other drivers.
- ⇒ When pulling onto the highway, look carefully in both directions and yield to on-coming traffic.

#### Incident 4 - Winter Time Car Crash

##### **Unsafe acts or conditions:**

- ⇒ The man didn't clean his windows before backing.
- ⇒ He tried to use a credit card to clean his windows.
- ⇒ The man driving on the street was going too fast for the slippery conditions.

##### **Right way procedures:**

- ⇒ Make sure *all* your vehicle's windows are clean.
- ⇒ Use the right tool or equipment for the job.
- ⇒ When you're driving on snow, ice or other hazardous conditions, slow down and adjust for the conditions.

##### **References:**

- The National Highway Traffic Safety Administration web site contains a variety of resources related to driving safety, such as Employer's Safety Programs.  
**[www.nhtsa.dot.gov/people/outreach/employer](http://www.nhtsa.dot.gov/people/outreach/employer)**

# Personal Protective Equipment

## Incident 5 - Mechanic Gets Dirt in His Eyes

### **Unsafe acts or conditions:**

- ⇒ The mechanic's goggles were scratched and he removed them while working.

### **Right way procedures:**

- ⇒ Always make sure your personal protective equipment is in good condition. This is the responsibility of every employee. If damaged, get new ones so you can do your job safely.

### **References:**

- Eye and Face Protection: OSHA 1910.133
- Personal Protection – General: OSHA 1910.132

## Incident 6 - Man Sprays Liquid in His Eyes

### **Unsafe acts or conditions:**

- ⇒ The man wasn't using proper eye protection.
- ⇒ He wasn't alert to the potential hazards.
- ⇒ The hose coupling wasn't properly maintained.

### **Right way procedures:**

- ⇒ Use the right personal protective equipment, in this case a face shield worn over safety goggles.
- ⇒ Stay alert, so you can respond quickly to hazards.
- ⇒ Look for wear, damage or other hazards before operating equipment.

### **References:**

- Eye and Face Protection: OSHA 1910.133
- Personal Protection – General: OSHA 1910.132

## Incident 7 - Woman Hit With Metal Filings

### **Unsafe acts or conditions:**

- ⇒ The woman wasn't wearing any eye protection.
- ⇒ The machinist wasn't paying attention to where he was spraying the metal filings.

### **Right way procedures:**

- ⇒ If you're entering a work area that requires eye protection, use it, even if you're in the area briefly.
- ⇒ Stay aware of what's going on around you and how your actions could affect people nearby.

### **References:**

- Eye and Face Protection: OSHA 1910.133
- Personal Protection – General: OSHA 1910.132
- Compressed Air Used for Cleaning: OSHA 1910.242(b)

# Slips, Trips & Falls

## Incident 8 - Man Slips on Conduit

### **Unsafe acts or conditions:**

- ⇒ Conduit was left in a walkway.
- ⇒ He wasn't paying attention to where he was walking.
- ⇒ The men weren't wearing safety glasses or hardhats.
- ⇒ The top of the scaffolding didn't have a guardrail.

### **Right way procedures:**

- ⇒ Remove any hazards from traffic areas.
- ⇒ Pay attention to where you're walking.
- ⇒ Use the correct personal protective equipment.
- ⇒ Use scaffolding with proper guardrails.

### **Construction Industry References:**

- ❑ Criteria for personal protective equipment: OSHA 1926.95
- ❑ Head protection: OSHA 1926.100
- ❑ Eye and Face protection: OSHA 1926.102
- ❑ Scaffolds: OSHA 1926 Subpart L: Scaffolds

### **General Industry References:**

- ❑ Personal Protection – General: OSHA 1910.132
- ❑ General Industry Scaffold Standard: OSHA 1910.28

## Incident 9 - Man Falls Down Stairs

### **Unsafe acts or conditions:**

- ⇒ The extension cord was run across the top of the stairs.
- ⇒ The extension cord wasn't taped down or secured.
- ⇒ The man carried too many boxes, blocking his view.

### **Right way procedures:**

- ⇒ If you need to use extension cords, run them away from traffic areas and consider temporarily taping down.
- ⇒ Carry a manageable load that doesn't block your view.

### **References:**

- ❑ Walking & Working Surfaces: OSHA 1910.22
- ❑ Maintain "Means of Egress": OSHA 1910.37(k)(2)

## Incident 10 - Woman Trips Over File Drawer

### **Unsafe acts or conditions:**

- ⇒ The file drawer was left open.
- ⇒ The woman wasn't looking where she was going.

### **Right way procedures:**

- ⇒ Keep traffic areas clear of hazards, such as open file drawers.
- ⇒ Pay attention to where you're going, in case there's a hazard in your path.

### **References:**

- ❑ Maintain "Means of Egress": OSHA 1910.37(k)(2)

### Incident 11 - Woman Slips & Cuts Her Hand

#### **Unsafe acts or conditions:**

- ⇒ The spilled yogurt was left on the floor.
- ⇒ Her hand was in the path of the knife.
- ⇒ She attempted to open stacked cartons.

#### **Right way procedures:**

- ⇒ Don't leave spills unattended or try to "work around" them. Clean up spills immediately.
- ⇒ Keep your hand away from the path of the knife.
- ⇒ Avoid opening stacked cartons.

#### **References:**

- Walking & Working Surfaces, General Requirements: OSHA 1910.22

### Incident 12 - Man Slips on Hydraulic Fluid

#### **Unsafe acts or conditions:**

- ⇒ Larry wasn't paying attention while adding fluid.
- ⇒ He doesn't clean up the spill immediately.
- ⇒ The man who slips wasn't watching where he was going.

#### **Right way procedures:**

- ⇒ Don't leave spills unattended. Clean them up immediately.
- ⇒ Pay attention to where you're going.

#### **References:**

- Walking & Working Surfaces, General Requirements: OSHA 1910.22

# Machine Guarding & Hazards

## Incident 13 - Man's Hand Cut in Saw

### **Unsafe acts or conditions:**

- ⇒ The man wasn't trained to use the saw.
- ⇒ His hand was in the path of the saw blade.
- ⇒ The man yelling at him distracted the saw operator.
- ⇒ The saw didn't have anti-kickback dogs or fingers installed.

### **Right way procedures:**

- ⇒ Before operating any kind of equipment, be sure you've been trained and you know how to use it.
- ⇒ Check to make sure proper guards are installed.
- ⇒ Keep your hands clear of hazard areas.
- ⇒ Don't interrupt someone while they're working with hazardous tools or equipment.

### **References:**

- Woodworking Machinery Requirements:  
OSHA 1910.213, 1910.213 (c), 1910.213(h)(2)

## Incident 14 - Man's Hand Caught in Pulley

### **Unsafe acts or conditions:**

- ⇒ He was operating the machine with the guard off.
- ⇒ He was glancing at the clock, not focusing on his work.

### **Right way procedures:**

- ⇒ If you have to adjust equipment, first disconnect the power or lock out the equipment.
- ⇒ After the adjustments are complete, replace guards.
- ⇒ Operate machines only if the proper guards are in place.

### **References:**

- Control of Hazardous Energy: (LO/TO) OSHA 1910.147
- Machinery & Machine Guarding – General Requirements for all Machines: OSHA 1910.212

## Incident 15 - Man is Crushed in a Press

### **Unsafe acts or conditions:**

- ⇒ He didn't check his work area before leaving.
- ⇒ Lockout/tagout procedures were not followed:
  - A.** He entered the press after removing his lock.
  - B.** The people who locked out the press removed their locks at different times.
  - C.** They didn't check the press area before operating it.

 **Right way procedures:**

- ⇒ Before leaving your work area, make sure that all tools are removed and replace any guards.
- ⇒ If there are hazards related to re-energizing the equipment, make certain to monitor the hazard area.
- ⇒ Always follow proper lockout/tagout procedures.

**References:**

- Control of Hazardous Energy: OSHA 1910.147
- Machine Guarding: OSHA 1910.212

# Safe Operating Procedures

(Forklifts, Ladders, Powered Lifts)

## Incident 16 - Man Falls From High Lift

### **Unsafe acts or conditions:**

- ⇒ He was over-reaching and climbed onto the railing.
- ⇒ The area below the lift wasn't cordoned off.
- ⇒ He failed to ask for help.
- ⇒ He wasn't using fall protection equipment.

### **Right way procedures:**

- ⇒ Avoid over-reaching.
- ⇒ Don't hesitate to ask for help.
- ⇒ Clearly mark and cordon off your work area.
- ⇒ Use appropriate fall protection equipment.

### **References:**

- Powered Platforms for Building Maintenance: OSHA 1910.66(J)
- Elevated Work Platforms: ANSI/SIA A92.3, A92.6

## Incident 17 - Forklift Hits Man on Ladder

### **Unsafe acts or conditions:**

- ⇒ The forklift driver was driving forward and carrying his load too high, which restricted his view.
- ⇒ He was wearing headphones and listening to music.
- ⇒ Boxes were left blocking the aisle.
- ⇒ The woman was outside the pedestrian lane.
- ⇒ The maintenance man stood too high on the ladder.

### **Right way procedures:**

- ⇒ Carry the load close to the ground and avoid distractions, such as wearing headphones.
- ⇒ If possible, drive in reverse while carrying loads.
- ⇒ Keep aisles clear so traffic can move safely.
- ⇒ Pedestrians should stand inside the pedestrian lanes and stay alert for vehicle traffic.
- ⇒ Use the appropriate ladder systems for the job.

### **References:**

- Powered Industrial Trucks: OSHA 1910.178
- Portable Wood Ladders: OSHA 1910.25
- Portable Metal Ladders: OSHA 1910.26

## Incident 18 - Man Falls From Shelves

### **Unsafe acts or conditions:**

- ⇒ He was impatient and took a shortcut.
- ⇒ He tried climbing the shelves instead of using a ladder.

### **Right way procedures:**

- ⇒ Avoid shortcuts.

⇒ Use the right tools and equipment for the job. In this case the rolling ladder was necessary.

**References:**

- Portable Metal Ladders: OSHA 1910.26