

Safety Leader's

Discussion Guide
2002



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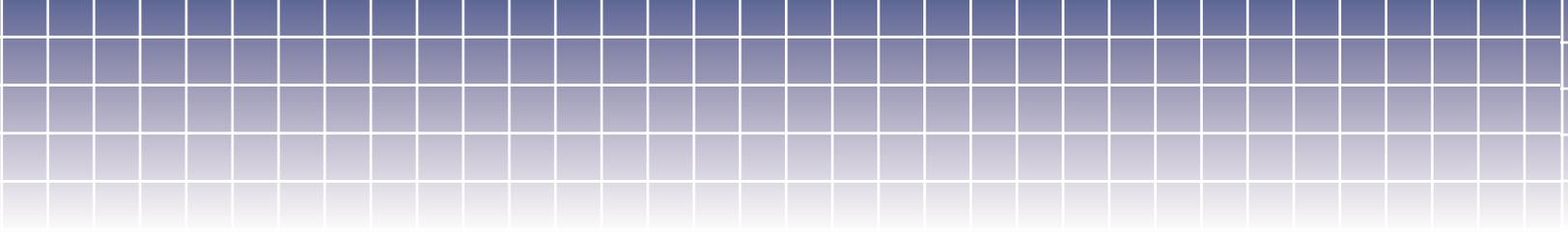
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Dear Safety Leader:

Safety Works for You® and your employees. You can reduce your workers' compensation costs by improving safety and preventing accidents. And the Ohio Bureau of Workers' Compensation's (BWC's) Division of Safety & Hygiene is here to help.

This discussion guide supplies you with a tool you can use to improve safety awareness and performance. Designed to assist safety discussion leaders, this guide provides your employees with how-to information to help them perform their jobs safely. It offers **14 safety-meeting topics** you can tailor to address your company's safety issues. It also supplies you with a **handout for your employees** to reinforce the safety topic for that specific meeting.

Regular safety meetings will involve your employees and familiarize them with occupational injury- and illness-prevention information. Employee involvement will stimulate ideas, awareness and energies that will **improve your company's safety performance**.

Involve employees in the company's efforts to maintain a safe and health work environment. Reinforce the benefits of safety policies, ask employees to share motivational ideas and encourage employees to **report unsafe conditions**.

Safety does work, and it can work for you and your employees. Use this discussion guide as part of your safety plan to prevent workplace accidents and lower your workers' compensation costs.

Sincerely,



James Conrad
Administrator/CEO
Ohio Bureau of Workers' Compensation



Dave Spencer
Superintendent
BWC's Division of Safety & Hygiene

P.S. Don't forget about the Ohio Safety Congress & Expo held in Cleveland, March 26 to March 28, 2002!

Using this discussion guide is easy.

- 1** Review the discussion leader notes prior to the meeting so that you are familiar with the topic.
- 2** Supplement your meeting with examples of safety issues specific to your workplace.
- 3** Photocopy the handout located to the right of each month's safety topic. The handout contains safety tips to ensure safety works for your company.

Safety Works for *January*

Take Safety with You

Note to discussion leader: The objective of this year's discussion guide program and, in particular, this month's topic, is to help develop the habit of making safety the first consideration in everything we do — at work, on the road, at home — everywhere.

Suggestion: Write Take Safety with You on a white board or easel and ask the question, "What does this mean to you?"

Possible answers include:

- Defensive driving;
- Using seat belts in our vehicles;
- Using firearms safely when hunting;
- Applying safety practices at home, including:
 - Wearing safety shoes when mowing the lawn;
 - Wearing safety eyewear while hammering nails;
 - Using lighter fluid to start charcoal grills, not gasoline;
 - Turning off a circuit breaker before replacing a light fixture.

These are all good answers. However, there's much more opportunity.

The key questions are:

- When do you first think about safety (on the job or at home)?
- What, specifically, do you think about?
- How often, during a work shift, or over an entire day, do you think about your personal safety or the safety of others?

You may get a variety of answers to these questions, including:

- Before I start any job;
- When I'm going to do something that's potentially dangerous (i.e., lighting a gas burner, jump-starting a vehicle, etc.);
- I think about putting on protective equipment;
- I make sure machine guards are in place;
- I think about it several times; particularly, if I have to change what I'm doing.

Note to discussion leader: The list of answers may get long, so limit your discussion to fit your time schedule.

We want everyone to develop the habit of having thoughts about safety during a work shift, on the way home, at home or on vacation.

What are some thoughts we should have?

Possible answers (in question form) include:

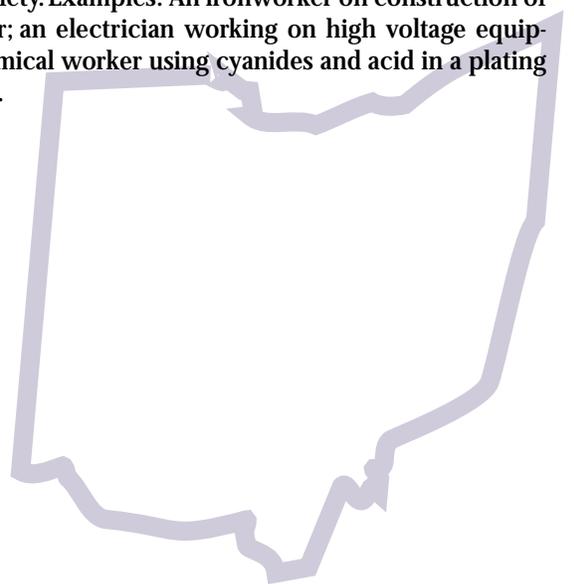
- Do I know the safety procedures for this job or task? Are they adequate? Do I really understand them?
- What personal protective equipment do I need? Is it in good condition? Is it adequate?
- What tools and other equipment do I need to do the job safely? Are they the correct ones? Are they in good condition? Do I know how to use them?
- Are there other risks to my safety or the safety of others? What if something happens quickly or unexpectedly? Do I know how to respond to avoid injury?

How often should we have these thoughts?

Answer: Constantly! The human mind is one of the fastest processors of information. To think about all of this need only take a few seconds.

Note to discussion leader: As a wrap up, you may expand on the thoughts that your group should have as they take safety with them. For example, "What safety procedures apply to a particular task? What risks are associated with the task I'm doing?"

As an option, you may ask the group to name one or two high-risk jobs and discuss the extreme consequences of not thinking about safety. Examples: An ironworker on construction of a skyscraper; an electrician working on high voltage equipment; a chemical worker using cyanides and acid in a plating process, etc.



Take Safety with You

What does Take Safety with You mean?

It means driving defensively, using seat belts in our vehicles, using firearms safely when hunting and applying safety practices at home, including wearing safety shoes when mowing the lawn; wearing safety eyewear while hammering nails; using lighter fluid to start charcoal grills, not gasoline; turning off a circuit breaker before replacing a light fixture.

We want everyone to develop the habit of thinking about safety during a work shift, on the way home, at home or on vacation. Thus, think about safety before you start any job, when you go to do something that's potentially dangerous (i.e., lighting a gas burner, jump-starting a vehicle, etc.), when putting on safety equipment and by making sure machine guards are in place. Think about safety several times; particularly, if you have to change what you are doing.

Ask yourself the following questions at work and at home:

- Do I know the safety procedures for this job or task? Are they adequate? Do I really understand them?
- What personal protective equipment do I need? Is it in good condition? Is it adequate?
- What tools and other equipment do I need to do the job safely? Are they the correct ones? Are they in good condition? Do I know how to use them?
- Are there other risks to my safety or the safety of others? What if something happens quickly or unexpectedly? Do I know how to respond to avoid injury?

How often should we have thoughts about safety?

Constantly! The human mind is one of the fastest processors of information. To think about all of this need only take a few seconds.

Safety Works for January



Safety Works for *February*

Understanding Material Safety Data Sheets (MSDSs)

If you use hazardous chemicals at your workplace, knowing what is in the material safety data sheet (MSDS) can save your life — or the lives of your employees. That's why Occupational Health and Safety Administration (OSHA) regulations require employers to provide MSDSs. This lesson focuses on the information contained in the MSDS and, more importantly, will explain what it means.

Note to discussion leader: Check your facility. See what hazardous chemicals or materials you have on site. Next, obtain the MSDSs for several of those materials. Then, review this lesson and your MSDSs thoroughly before training begins. Make overheads or provide copies of the MSDSs so students can follow along. Ensure that employees know where to obtain MSDSs.

Ask the group to help you identify, and then discuss what information can be found in a MSDS. Make sure the group is aware that OSHA does not require a standardized MSDS form. Use the list below as a guide. Record any other items employees suggest.

Information found in MSDSs, include:

- Material identity — Chemical, common or brand names;
- Hazardous ingredients;
- Physical and chemical characteristics;
- Firefighting measures;
- Health hazards — Toxic effects, burns, irritations, etc.;
- Exposure data — Routes and safe limits of exposure, usually listed in parts per million or milligrams per cubic meter;
- Safe handling instructions and applicable control methods;
- Emergency and first aid;
- Stability and reactivity — How stable the material is, how it may react to other substances or conditions;
- Transportation and disposal — Safe methods of transport and disposal according to federal, state and local laws;
- The name, address and telephone number of the manufacturer or person who can provide additional information.

Note to discussion leader: Review the following partial list of MSDS definitions with employees. Locate these terms in the MSDSs used in your facility.

MSDS definitions

- Action level — The exposure level that triggers OSHA regulations to take effect.
- Acute effects — Adverse health effects that occur immediately following an exposure.
- Bonding — The connection of two objects with clamps and wire to equalize the electrical potential between them.

- Ceiling limit — The exposure limit for a hazardous material (established by OSHA) which you should not exceed.
- Chronic effects — Adverse health effects which develop slowly over time and persist or recur frequently.
- Exposure limit (eight hours) — The maximum exposure an average person may have in an eight-hour period without harmful effects.
- Fire diamond — National Fire Protection Association (NFPA) labeling system provides hazard information for a material. Numbers 0 - 4 denote level of hazard: 0 is low hazard, 4 is high hazard.

BLUE = Health hazards

RED = Flammability

YELLOW = Reactivity

WHITE = Other special hazards

- Flash point — The lowest temperature that a flammable liquid gives off enough vapor to ignite.
- Fume — An airborne dispersion of tiny solid particles given off when a metal is heated.
- High efficiency particulate air filter — A filter that can remove 99.97 percent of particles as small as 0.03 microns.
- Immediately dangerous to life and health — A hazardous condition which could cause serious injury or death within 30 minutes.
- Lower Explosive Limit — The lowest concentration of flammable gas or vapor (percent in air) that will burn or explode if an ignition source is present.
- Short-term Exposure Limit — Up to 15 minutes exposure limit; should not occur more than four times in one day.

Quiz

Circle the correct answers.

1. Fumes come from liquid chemicals.
True or False
2. Flash point helps determine a material's flammability.
True or False
3. The NFPA fire diamond color blue represents reactivity.
True or False
4. Acute health effects occur immediately.
True or False
5. A fire rating of 4 means the material is not flammable.
True or False
6. Know how to locate and read an MSDS.
True or False

Answers: 1.F, 2.T, 3.F, 4.T, 5.F, 6.T.

Understanding MSDSs

If you use hazardous chemicals at your workplace, knowing what is in the material safety data sheet (MSDS) can save your life or the lives of your coworkers. There is no standardized MSDS form.

MSDSs can contain information about the following:

- Material identity — Chemical, common or brand names;
- Hazardous ingredients — Even in parts as little as 1 percent;
- Physical and chemical characteristics — Flammable, corrosive, reactive, etc.;
- Fire fighting measures — Flammability and extinguishing data;
- Health hazards — Toxic effects, burns, irritations, breathing difficulty, etc.;
- Exposure data — Routes and safe limits of exposure, usually listed in parts per million or milligrams per cubic meter;
- Safe handling instructions and applicable control methods.

MSDS definitions

- Action level — The exposure level that triggers Occupational Safety and Health Administration (OSHA) regulations to take effect.
- Acute effects — Adverse health effects that occur immediately following an exposure.
- Bonding — The connection of two objects with clamps and wire to equalize the electrical potential between them.
- Ceiling limit — The exposure limit for a hazardous material (established by OSHA) which you should not exceed.
Chronic effects — Adverse health effects, which develop slowly over time and persist or recur frequently.
- Fire diamond — National Fire Protection Association (NFPA) labeling system, which provides hazardous information for a material. Numbers 0 - 4 denote level of hazard: 0 is low hazard, 4 is high hazard.

BLUE = Health hazards

RED = Flammability

YELLOW = Reactivity

WHITE = Other special hazards

- Flash point — The lowest temperature that a flammable liquid gives off enough vapor to ignite. This test helps determine the NFPA flammability rating.
- Fume — An airborne dispersion of tiny solid particles given off when a metal is heated.
- A high efficiency particulate air filter — This filter can remove 99.97 percent of particles as small as 0.03 microns.
- Immediately dangerous to life and health.

Quiz

Circle the correct answers.

1. Fumes come from liquid chemicals.
True or False
2. Flash point helps determine the flammability of material.
True or False
3. The NFPA fire diamond color blue represents reactivity.
True or False
4. Acute health effects occur immediately.
True or False
5. A fire rating of 4 means the material is not flammable.
True or False
6. I know how to locate and read an MSDS.
True or False

Answers: 1.F 2.T 3.F 4.T 5.F 6.T



Safety Works for *March*

Fall-Protection Equipment

Note to discussion leader: While fall protection can involve many types of equipment, limit your discussion to the full-body harness and lanyard. Have available all types and styles your company uses and be prepared to show differences.

Fall protection affects us in the jobs we do each day.

What is the trigger height for fall protection?

Answer: General industry — 4 feet

Construction industry — 6 feet

Exceptions: Scaffold — 10 feet

Suggestion: Point out different heights in your work area.

Where/when do you need fall protection in the job you do? Do you have instances when it may be required as part of your job?

Note to discussion leader: Here are suggestions as to possible fall protection uses.

- When working around open holes, open pits or trenches, remember the 4-foot rule;
- When you are working over machinery where you could fall more than 6 feet.
- When working from a scaffold that does not have a top rail, mid rail and toe board.
- When working from a powered or manual work platform.

Can a body belt be used as fall protection?

Answer: No, a body belt can be used only as fall prevention. This means that if a body belt is used, it must keep you from getting to a point where you could fall to a lower level. Example: If the body belt and lanyard would prevent you from getting to the edge of a roof or edge of a hole, pit or trench, then, it is allowable. As you can see, there is a difference between prevention and protection.

Note to discussion leader: Have a safety belt and a safety harness to show the difference, if available.

What are some types and styles of lanyards?

Answers include:

- Shock absorbing;
- Nylon rope;
- Web;
- Dual (100-percent tie-off lanyard);
- Retractable;
- Steel cable with shock absorber for hot work or welding.

Note to discussion leader: Have available the different types of lanyards your company uses and show the differences.

Is a shock-absorbing lanyard required in a fall-arrest system?

Answer: No, most shock-absorbing lanyards limit arresting forces to 900 pounds or less. Fall-arrest systems are only required to limit the arresting force to 1,800 pounds or less.

When is fall-protection equipment inspected?

Answer: Use fall-protection equipment as part of a regularly-scheduled inspections. A quarterly schedule is used most frequently, but the standard requires an inspection only every six months. A competent person following specific guidelines must preform inspections. Always inspect your fall-protection equipment any time you are going to use it.

Note to discussion leader: Introduce the full-body harness to the group. Make sure you have all the styles your company has available. Let the participants work with them and try them on.

Open the talk to the group to briefly discuss those things they do that are fall-protection hazards. Limit the group discussion to five to 10 minutes.

Explain to the group that while fall protection was written as part of the Construction Standard under CFR1926.501, there are parts written for general industry, including:

- 1910.23 Guarding floor and wall openings and holes;
- 1910.24 Fixed industrial stairs;
- 1910.25 Portable wood ladders;
- 1910.26 Portable metal ladders;
- 1910.27 Fixed ladders;
- 1910.28 Safety requirements for scaffolding;
- 1910.29 General industry, such as mobile ladder stands and scaffolds/towers;
- 1910.30 Other working surfaces;
- 1910.66 Powered platforms for building maintenance;
- 1910.67 Vehicle mounted elevating and rotating work platforms;
- 1910.68 Manlifts.

With this in mind, look at your assigned work areas and job tasks and decide which parts pertain to what you do. Review the company's accident log (Occupational Safety and Health Administration 200) to see if there are specifics that you need to cover in this talk.

We have just covered those things that we do every day that are fall hazards. We have also discussed how to prevent falls. Let's put the safe practices to work to prevent any injuries from falls.

Fall-Protection Equipment

Fall protection affects us in the jobs we do each day.

As you can see, the trigger height for fall protection varies from industry to industry.

- General industry — 4 feet
- Construction industry — 6 feet
- Exceptions: Scaffold — 10 feet

There are a variety of uses for fall protection, including:

- When working around open holes, open pits or trenches, remember the 4-foot rule;
- When working over machinery where you could fall more than 6 feet;
- When working from a scaffold that does not have a top rail, mid rail and toe board;
- When working from a powered or manual work platform.

There are a variety of types and styles of lanyards, including:

- Shock absorbing;
- Nylon rope;
- Web;
- Dual (100-percent tie-off lanyard);
- Retractable;
- Steel cable with shock absorber for hot work or welding.

Always use fall-protection equipment as part of a regularly-scheduled inspection. A quarterly schedule is used most frequently, but the standard requires an inspection only every six months. A competent person following specific guidelines must perform inspections. Always inspect your fall protection equipment any time you are going to use it.

Also, remember that a body belt can be used only as fall prevention. This means that if a body belt is used, it must keep you from getting to a point where you could fall to a lower level. Example: If the body belt and lanyard would prevent you from getting to the edge of a roof or edge of a hole, pit or trench, then, it is allowable. As you can see, there is a difference between prevention and protection.

Safety Works for *April*

If You Can Hear It, Clear It If You Can See It, Flee It

With the coming of summer, the likelihood of thunderstorms and associated lightning strikes become a concern. But why should you be concerned? After all, your chances of being struck by lightning are about the same as winning the lottery, right?

If you merely calculated the number of lightning deaths across the U.S. population, your chances of being killed by lightning are about one in 2.8 million. That's not a high enough risk to interest most people. However, complicating factors make the figure quoted above meaningless! Lightning kills an average of 93 people a year and causes 300 injuries.

The rest of the story

The 2.8 million-to-1 calculation assumes everyone spends the same amount of time outdoors, engages in the same types of activities and lives in the same location. So, the number is misleading because some people are at higher risk than others.

You will lead the group through four discussions pertaining to lightning risks. Start by posing the following questions to those present to get their views and to separate fact from fiction.

Who is more at risk for lightning strikes: a baseball player or a factory worker? A delivery person or a cashier?

Answer: The ball player and the delivery person are more at risk because they spend more time outdoors. A major factor regarding your risk is the time you spend outdoors.

Who is at greater risk for lightning strikes: someone living in Columbus, Ohio, or someone living in Orlando, Fla.?

Answer: The person living in Florida is at greater risk. The geographic location increases your risk of being struck by lightning.

Note to discussion leader: Indicate that you're going to read four myths, and you want those present to identify why each statement is a myth.

Myth or fact

Myth one: Lightning strikes only very tall objects or always strikes the tallest object.

Fact: Lightning strikes the tallest objects in a particular area. Lightning will strike a small bush in the middle of a field, just as readily as it can strike an 80-foot tall tree at the edge of the field.

Myth two: Rubber shoes insulate and protect against a strike.

Fact: Lightning pushes through thousands of feet of air; so, a half inch of rubber won't stop the lightning.

Myth three: Lightning only strikes good conductors.

Fact: Lightning will strike any substance in its path.

It strikes the best conductor in a particular area.

Myth four: Lightning doesn't strike the same place twice.

Fact: The Empire State Building has been struck as many as 15 times during a single thunderstorm.

Note to discussion leader: Ask, What steps should you take when there is a risk of a lightning strike? Write the answers on a flip chart. Then, compare them to the following recognized safe practices.

The fundamentals of lightning safety

Lightning's behavior is random and unpredictable. Preparedness and quick response are the best defenses against the risk of injury or death.

At the first signs of thunder, clear the area. When you see lightning, move quickly away from the area or to shelter.

Move into solid buildings and structures. If that's impossible, move into an automobile. Relatively small, non-metallic structures, such as pavilions, do not provide protection.

If flooding begins, abandon your car and climb to higher ground. Do not attempt to drive to safety; remember most flash flood deaths occur in cars.

If you're in a building, do not use any electrical appliance that's connected to the building's electrical wiring, including the telephone. Do not use anything where you're in contact with the building's plumbing system. If lightning strikes the building, it's likely that the current will flow through the electrical wiring or water pipes.

Stay away from tall, isolated objects and avoid open areas, such as large fields. And stay away from lakes, railroad tracks and fences that could act as a conductor to bring the current from a distant lightning strike.

If you are caught in the open, seek a low area, crouch down, bend forward and hold your ankles. Position your head so that it's not the highest part of your body, but don't let it touch the ground. Cover your ears. Never lie down. If lightning is about to strike you or something relatively close, you may experience a tingling sensation on your skin and/or your hair may stand on end. If that occurs, quickly get into the tuck position.

Remember this advice: If you hear it, clear it. If you can see it, flee it!

If You Can Hear It, Clear It If You Can See It, Flee It

With the coming of summer, thunderstorms and associated lightning strikes become a concern. But, why should you be concerned? After all, your chances of being struck by lightning are about the same as winning the lottery, right? If you merely calculated the number of lightning deaths across the total U.S. population, your chances of being killed by lightning are about one in 2.8 million.

The rest of the story

The 2.8 million-to-one calculation assumes everyone spends the same amount of time outdoors, engages in the same types of activities and lives in the same location. So, the number is misleading because some people are at higher risk than others.

For example, a baseball player and a delivery person are more at risk for lightning strikes than a factory worker or a cashier. The ball player and the delivery person are more at risk because they spend more time outdoors. A major factor regarding your risk is the time you spend outdoors.

Myth or fact

Myth one: Lightning strikes only very tall objects or always strikes the tallest object.

Fact: Lightning strikes the tallest objects in a particular area.

Myth two: Rubber shoes or boots insulate and protect against a strike.

Fact: Lightning pushes through thousands of feet of air; so, a half-inch of rubber won't stop the lightning.

Myth three: Lightning only strikes good conductors, such as metal.

Fact: Lightning will strike the best conductor in a particular area.

Myth four: Lightning doesn't strike the same place twice.

Fact: The Empire State Building has been struck as many as 15 times during a single thunderstorm.

When there is a risk of a lightning strike, follow these recognized safe practices:

- At the first signs of thunder or lightning, clear the area. Move quickly away from the area or to shelter when you see lightning;
- Move into solid structures. If that's impossible, move into an automobile. Relatively small, non-metallic structures do not provide protection;
- If you're in a building, do not use any electrical appliance that's connected to its electrical wiring, including the telephone. Do not use anything where you're in contact with the building's plumbing system. If lightning strikes the building you are in, it's likely that the current will flow through the electrical wiring or water pipes;
- Stay away from tall, isolated objects and open areas. And stay away from lakes, railroad tracks and fences that could act as a conductor to bring the current from a distant lightning strike;
- If you are caught in the open without shelter, seek a low area, crouch down, bend forward and hold your ankles. Position your head so that it's not the highest part of your body, but don't let it touch the ground. Cover your ears. Never lie down. If lightning is about to strike you or something relatively close, you may experience a tingling sensation on your skin and/or your hair may stand on end. If that occurs, quickly get into the tuck position.

Safety Works for *May*

Chemical Safety

Prior to the meeting, obtain the following:

- Your written hazard communication program;
- A copy of a material safety data sheet (MSDS) for a common chemical handled in your facility;
- The location of your safety shower/eyewash locations;
- Any incident report(s) that occurred involving chemicals;
- A selection of personal protective equipment (PPE), e.g. gloves, face shield, available respiratory equipment, etc;
- Be prepared to use a question-and-answer format requesting the participants to drive the discussion and suggest improvements to your system. Have the employees name chemicals they use at work and at home.

Chemicals play an important role in our everyday life at home. They all can be potentially dangerous, but they needn't be harmful when they are handled, stored and disposed of safely.

What are chemicals used at work or home that fit under the classifications listed above?

Possible answers include:

- Corrosives — Hydrochloric and sulfuric acid, caustic solutions, such as drain cleaners;
- Solvents — Paint thinners, degreasers, glues, mastics, etc.;
- Flammables — Fuels and solvents that have a flash point of 100 degrees Fahrenheit (F) or less;
- Combustibles — Fuels and solvents that have a flash point greater than 100 F;
- Other chemicals — Explosives, radioactive material, toxic materials, poisons, etc.

Using a flip chart, have the employees list ways to protect themselves against chemical hazards. Possible solutions include:

- Read container labels, MSDSs and safe work instructions;
- Always add acids to water to prevent boiling over;
- Use appropriate PPE when working with chemicals;
- Make sure the PPE fits properly and that you know how to use it;
- When using respirators, use the correct canister for the particular chemical and replace it when necessary;
- Know the location of and how to use the eyewash station, safety showers and spill-control stations;
- Always wash your hands after handling chemicals.

Note to discussion leader: Ask the employees what PPE they use when handling chemicals at work vs. chemicals handled at home.

Pick a specific chemical handled at work that would be familiar to most employees. Make sure you have a copy of the MSDS for that chemical to review. Start a discussion on handling procedures. Also, review any past accidents that occurred involving mishandling of a chemical. Have the employees discuss how the accident may have been prevented.

How are we exposed to chemicals and what are the effects?

Answers include:

- Inhalation — breathing gases, vapors or dusts;
- Effects: These gases, vapors or dusts, in high concentrations, may cause headaches, dizziness, fatigue, nausea, vomiting, drowsiness, stupor, other central nervous system effects leading to visual impairment, respiratory distress, unconsciousness and death.
- Ingestion — eating contaminated food;
- Example: Eating or drinking in the workplace where there are airborne contaminants.
- Absorption — skin contact with a chemical;
- Example: Contact dermatitis from skin contact or irritation from material entering the eye.
- Injection — agent is forced into the body through a needle or high-pressure device;
- Example: Accidental needle stick or using a high-pressure washer.

Note to discussion leader: After each of the following answers, review the information you prepared prior to the meeting.

How can you protect yourself against chemical hazards?

Answers include:

- Read container labels, MSDSs and safe work instructions before handling the chemical;
- Use specified PPE. Make sure the PPE fits properly and you have been trained to use it;
- Inspect all PPE prior to use, looking for defects;
- Know the location of safety showers and eyewash stations and how to use them;
- Always wash your hands before eating;
- Leave your contaminated clothing at work or you can expose your family to the hazard.

Quiz

Circle the correct answers.

1. Before handling a new chemical, you should read the label, MSDS and any other safe work instructions.
True or False
2. Required PPE is identified on the label and/or MSDS.
True or False
3. Three ways in which a person can be exposed to a chemical are:
A. Indigestion, inhalation, absorption;
B. Inhalation, absorption, ingestion;
C. Digestion, absorption, infestation;
D. Desorption, inhalation, ingestion.
4. PPE should be inspected weekly. True or False (before and after each use).
5. Contaminated clothing, including shoes, should not be worn home.
True or False

Answers: 1.T, 2.T, 3.B, 4.F, 5.T.

Chemical Safety

Chemicals play an important role at home, work and play. They include corrosives, solvents, flammables, combustible materials and other chemical substances. They all can be potentially dangerous, but they needn't be harmful when they are handled, stored and disposed of safely.

Some chemicals used at work or home that can be potentially dangerous include:

- Corrosives — Hydrochloric and sulfuric acid, caustic solutions, such as drain cleaners;
- Solvents — Paint thinners, degreasers, glues, mastics, etc.;
- Flammables — Fuels and solvents that have a flash point of 100 degrees Fahrenheit (F) or less, such as gasoline;
- Combustibles — Fuels and solvents that have a flash point greater than 100 F, such as #1 fuel oil;
- Other chemicals — Explosives, radioactive material, toxic materials, poisons, etc.

You can protect yourself against chemical hazards. Possible solutions include:

- Read container labels, material safety data sheets (MSDSs) and safe work instructions before handling the chemical. They will list safe handling procedures;
- Always add acids to water to prevent boiling over or splashing;
- Use appropriate personal protection equipment (PPE) when working with chemicals;
- Make sure the PPE fits properly and that you know how to use it. Inspect all PPE prior to use;
- When using respirators, make sure you use the correct canister for the particular chemical and replace it when necessary;
- Know the location of and how to use the eyewash station, safety showers and spill-control stations/materials;
- Never put your bare hands into any chemical; use the proper glove;
- Always wash your hands before eating and after handling chemicals;
- Leaving your contaminated clothing at work.

You can be exposed to chemicals through:

- Inhalation — breathing gases, vapors or dusts;
- Ingestion — eating something that has been contaminated;
- Absorption — skin contact with a chemical;
- Injection — agent is forced into the body through a needle or high-pressure device.

Quiz

Circle the correct answers.

1. Before handling a new chemical, you should read the label, MSDS and any other safe work instructions.
True or False
2. Required PPE is identified on the label and/or MSDS.
True or False
3. Three ways in which a person can be exposed to a chemical are:
 - A. Indigestion, inhalation, absorption;
 - B. Inhalation, absorption, ingestion;
 - C. Digestion, absorption, infestation;
 - D. Desorption, inhalation, ingestion.
4. PPE should be inspected weekly.
True or False
5. Contaminated clothing, including shoes, should not be worn home.
True or False

Answers: 1.T, 2.T, 3.B, 4.F, 5.T



Safety Works for *June*

Hard Hats

Hard hats are commonly used in many types of workplaces to protect employees from head trauma caused by falling objects, striking their head against an object, or electrical hazards.

The hard hat is a piece of personal protective equipment designed to individually protect an employee when all other methods of protection cannot. Often, its use has been required on many work sites since all hazards cannot be eliminated. Hard hats provide protection to workers as they move throughout a work site.

Note to discussion leader: Have samples of hard hats commonly used by your employees to help with the instruction.

What are the types of protective helmets?

Answer: Type I and Type II helmets.

What is the difference between Type I and Type II helmets?

Answer: Type I helmets reduce the force of impact resulting from a blow only to the top of the head. Type II helmets reduce the force of impact resulting from a blow which may be received off center or to the top of the head.

What type of protection do these helmets provide for electrical hazards?

Answer: Two classifications of helmets have been established for electrical protection. They are:

- Class G (General) provide protection from low-voltage conductors and are tested to less than 2,200 volts;
- Class E (Electrical) provide protection from high-voltage conductors and are tested at 22,000 volts.

Class C (Conductive) are not intended to provide electrical protection.

How do these new classes relate to the former designation of a Type 1 hard hat?

Answer: Hard hats meeting the former Type 1 standard should meet the requirements of the new Type I standard, but not the new Type II, which makes provisions for off-center blows. Also, the Type II helmet has standards for chin-strap retention.

How is a hard hat designed?

Answer: The outer portion of the hat is the shell and the second component is the harness, which attaches to the shell to maintain the hard hat on the wearer's head.

The harness consists of several parts: crown straps rest on the wearer's head; the headband encircles the head; the nape strap fits behind the head; and the sweatband is usually in the front of the head and absorbs moisture.

How does the hard hat protect against impact?

Answer: When a force strikes a properly fitted hard hat, the force is distributed throughout the entire hard hat.

What is the only way a hard hat should be worn?

Answer: All hard hats are to be worn according to the manufacturer's instructions. Any alterations, which are not approved by the manufacturer, compromise the integrity of the designed hard hat system and place the wearer at risk.

When should a hard hat be inspected?

Answer: Inspect a hard hat when it is new and first put into use, prior to each day's use and after an incident where the integrity has been challenged.

What should a person check on a new hard hat?

Answers include:

- Ensure that the hard hat is the proper hat for the job or the exposure to be expected;
- Make sure all parts are included with the hard hat;
- Follow the manufacturer's instructions to assemble or attach the parts;
- Adjust the headband for proper fit – snug, but not tight.

What does a person look for when inspecting a hard hat prior to each day's use?

Answers include:

- Gouges;
- Cracks;
- Deterioration;
- Chalking or discoloration;
- Flaking;
- Suspension properly attached to the shell;
- All straps in good condition;
- Cleanliness – suspension and the shell.

What do you do with a hard hat that is damaged?

Answer: Replace the damaged part or replace the hard hat.

How should a hard hat be cared for?

Answers include:

- Clean the helmet with mild soap and rinse with water;
- Do not throw, drop or use a hard hat as support (don't stand on it);
- Protect the hard hat from sunlight and from unnecessary movement when stored in vehicles;
- Do not cover the hard hat with stickers or paint as this may hide cracks in the shell;
- Do not clean hard hats with solvents as these may cause deterioration of the hard hat material.

Hard Hats

Hard hats are commonly used in many types of workplaces to protect employees from head trauma caused by falling objects, striking their head against an object, or electrical hazards. The hard hat is a piece of personal protective equipment designed to individually protect an employee when all other methods of protection cannot. Often, its use has been required on many work sites since all hazards cannot be eliminated.

There are two types of hard hats — Type I and Type 2. Type I helmets reduce the force of impact resulting from a blow only to the top of the head. Type II helmets reduce the force of impact resulting from a blow which may be received off center or to the top of the head.

Two classifications of helmets have been established for electrical protection. They are:

- Class G (General) provide protection from low-voltage conductors and are tested to less than 2,200 volts;
- Class E (Electrical) provide protection from high-voltage conductors and are tested at 22,000 volts.

Class C (Conductive) are not intended to provide electrical protection.

Hard hats meeting the former Type I standard should meet the requirements of the new Type I standard, but not the new Type II which makes provisions for off-center blows. Also, the Type II helmet has standards for chin-strap retention when used.

The outer portion of the hat is the shell, which often has a peak that extends forward or a brim, which extends outward around the entire lower shell. The second component is the harness, which attaches to the shell to maintain the hard hat on the wearer's head.

When a force strikes a properly fitted hard hat, the force is distributed throughout the entire hard hat. It prevents the force from concentrating at one point.

Wear all hard hats according to the manufacturer's instructions. Any alterations, which are not approved by the manufacturer, compromise the integrity of the designed hard hat system and place the wearer at risk. Maintain the space between the harness assembly and the hard hat shell. If this space is reduced, the hard hat may not correctly distribute and absorb a striking force properly.

Inspect a hard hat when it is new and first put into use, prior to each day's use and after an incident where the integrity has been challenged. When inspecting a new hard hat, ensure that it is the proper hat for the job or the exposure to be expected and make sure all parts are included with the hard hat. Also, follow the manufacturer's instructions to assemble or attach the parts and adjust the headband for proper fit – snug, but not tight.

When inspecting a hard hat prior to each day's use, look for gouges; cracks; deterioration; chalking or discoloration; flaking; suspension properly attached to the shell; all straps in good condition; and cleanliness – suspension and the shell. When a hard hat is damaged, replace the damaged part or replace the entire hard hat.

To care for a hard hat, clean the helmet with mild soap and rinse with water. Do not throw, drop or use a hard hat as support (don't stand on it). Protect the hard hat from sunlight and from unnecessary movement when stored in vehicles. Do not cover the hard hat with stickers or paint the hard hat as this may hide cracks in the shell. Do not clean hard hats with solvents as these may cause deterioration of the hard hat material.

Safety Works for *July*

Hand Tools

Despite the availability and wide selection of hand tools, many are still misused. Both on and off the job, users are injured because they have used the wrong tool or used it incorrectly. There is a correct tool for nearly every job. Unfortunately, many improper-use practices develop at home, where people are on their own when it comes to the proper and safe use of hand tools. Every tool has a correct use, and to avoid injury, we must be aware of and practice that use.

Estimates show that 8 percent of industrial incidents result from the improper use of hand tools. Injuries range from simple cuts and abrasions to amputations and punctures.

Looking at the injury statistics for your particular organization could provide valuable clues about the types of tools most often misused. Basic questions to ask are:

- Do we have the right tools for our work force?
- Are the tools we supply used correctly?
- Are the tools maintained in a safe condition?
- Do we store the tools properly and safely so they can be easily located when needed?
- Do employees bring personal tools from home to use at work?

Survey your company's hand tools and select a representative sample of the tools for the presentation. Be aware of your company's injury experience and know the proper way to use, inspect and store those tools. Be aware that the employer is responsible for the condition of all tools used by employees.

Examples of hand tools used in the company include awls, chisels, cutters, files, hacksaws, hammers, knives, planes, pliers, saws and screwdrivers.

Injuries that have resulted from the improper use of these tools include broken bones, cuts, bruises, amputations, abrasions, burns and puncture wounds.

Examples of using the wrong tool for the job include using: pliers to tighten nuts and bolts; an open-end wrench to tighten or loosen bolts; a screwdriver to pry; a tool other than a hammer to drive nails; and a tool that is not of the proper size for the job task.

Examples of improper tool use include pushing on a wrench to break loose a tight fastener rather than pulling on the wrench; cutting toward your body with a cutting tool; using cutting tools that are dull; using a tool that is not sized properly for the job; and using a file without the proper handle.

Examples of tools that are not in good condition include a hammer with a chipped head or a loose handle; a screwdriver with a worn or broken tip; dull cutting surfaces on any cutting tool; and a mushroomed head on a chisel.

Note to discussion leader: Now have the work group discuss ideas that can be used to reduce the potential for injury while using hand tools both on and off the job.

General safety rules that can be applied to hand tool usage include selecting the correct tool and the right sized tool for the job; carrying tools in a manner so that you do not cut yourself or someone else; never striking a screwdriver with a hammer; not using wrenches or other tools as hammers; handing a tool handle first to another person; wearing the right personal protective equipment when using hand tools; and storing tools in an orderly fashion.

In summary, make sure employees receive appropriate training for the hand tools being used.

Quiz

Circle the correct answers.

1. The tip of a screwdriver:
 - A. Makes a good substitute for a chisel;
 - B. Should be a little wider than the screw slot;
 - C. Should fit the screw slot snugly;
2. If the wrench you are using cannot turn the bolt, you should:
 - A. Use a well-designed cheater;
 - B. Hit the wrench handle with a hammer to force it to turn;
 - C. Use a wrench with a longer handle.
3. The best way to transport tools is:
 - A. In your pocket;
 - B. In a tool box or tool belt;
 - C. In your hand.
4. When you want to give a tool to another person:
 - A. Hand it to the person point first;
 - B. Hand it to the person handle first;
 - C. Throw it to the person.
5. When using hand tools, it may be necessary to use personal protective equipment.
True or False
6. Is it safer to pull or push a wrench?
A. Pull B. Push
7. Since we use hand tools both on and off the job, there is no real need to train at work because we already know how to use the tools at home.
True or False
8. Because I am the only person who will use my tools, there is no need to store them in an orderly fashion.
True or False

Answers: 1. C, 2. C, 3. B, 4. B, 5. T, 6. A, 7. F, 8. F

Hand Tools

Despite the availability and wide selection of hand tools, many are still misused. Both on and off the job, users are injured because they have used the wrong tool or used it incorrectly. Every tool has a correct use, and to avoid injury, we must be aware of and practice that use.

Hand tools include awls, axes, bits, chisels, crowbars, cutters, files, hacksaws, hammers, jacks, knives, planes, pliers, saws, screwdrivers and wenches. Examples of injuries resulting from the improper use of these tools include cuts and bruises to amputations.

Examples of using the wrong tool for the job include using: pliers to tighten nuts and bolts; an open-end wrench to tighten or loosen bolts; a screwdriver to pry; a tool other than a hammer to drive nails; a tool that is not of the proper size for the job. Improper tool use includes pushing on a wrench to break loose a tight fastener rather than pulling on the wrench and cutting toward your body with a cutting tool. Examples of using tools that are not in good condition include a hammer with a chipped head or a loose handle; a screwdriver with worn or broken tip; dull cutting surfaces on any cutting tool; a mushroomed head on a chisel; and worn and cracked wrenches and sockets.

General safety rules that can be applied to hand tool usage include carrying tools in a manner so that you do not cut yourself or someone else; never striking a screwdriver with a hammer, not using wrenches or other tools as hammers; passing tools to others by the handle first; obtaining proper training before attempting to use tools for the first time; storing tools so that they can be located for the next task; wearing the right personal protective equipment when using hand tools; cutting away from your body.

Quiz

Circle the correct answers.

- The tip of a screwdriver:
 - Makes a good substitute for a chisel;
 - Should be a little wider than the screw slot;
 - Should fit the screw slot snugly.
- If the wrench you are using cannot turn the bolt, you should:
 - Use a well-designed cheater;
 - Hit the wrench handle with a hammer to force it to turn;
 - Use a wrench with a longer handle.
- The best way to transport tools is:
 - In your pocket;
 - In a tool box or tool belt;
 - In your hand.
- When you want to give a tool to another person:
 - Hand it to the person point first;
 - Hand it to the person handle first;
 - Throw it to the person.
- When using hand tools, it may be necessary to use personal protective equipment.
True or False
- Is it safer to pull or push a wrench?
A. Pull B. Push
- Since we use hand tools both on and off the job, there is no real need to train at work because we already know how to use the tools at home.
True or False
- Because I am the only person who will use my tools, there is no need to store them in an orderly fashion.
True or False

Answers: 1. C, 2. C, 3. B, 4. B, 5. T, 6. A, 7. F, 8. F

Safety Works for *August*

Risk Taking

Note to discussion leader: This safety talk is designed to increase employees' awareness of the potential dangers involved with risk taking, and to determine why we take these risks.

Risk takers are not just skydivers or mountain climbers. People take risks every day. People in a hurry, not paying attention, who have become complacent because they have been lucky. They continue with behaviors that they believe are everyday activities, but which involve taking unnecessary risks.

What risks do you see taken in the workplace today?

Possible answers include:

- Not wearing safety glasses or hearing protection;
- Leaving a guard off a machine for quicker adjustments;
- Failure to lockout a piece of equipment;
- Horseplay.

What risks do you see taken outside the workplace today?

Possible answers include:

- Smoking;
- Exceeding the speed limit;
- Not using a seat belt;
- Drinking and driving.

Let's review the reasons people take risks.

Time

Many people take risks when they believe it will save time. If you are late for work, you may drive 10 miles per hour over the limit. If you are running behind at work, you may leave the guard off the machine to make adjustments quicker. Every time we take these risks and get away with it, the warning signs lose effectiveness.

Peer pressure

How many times have we taken a shortcut because someone else is doing the same thing, and we don't want to look as if we're afraid. We also often take risks when someone is watching and waiting for us to complete a task because they need us to finish in a hurry.

Complacency

Have you heard these lines?

- "I always do it that way."
- "I've done it that way for 20 years and have never been hurt."
- "It will work one more time."

Complacency causes us to take risks, sometimes unknowingly. We do not fear injury because things have been OK.

Personality

Personality may be one of the strongest factors involving risk taking. Certain individuals feel the need to experience the excitement they get from risky hobbies. Others exhibit risky behavior in their personal lives, such as smoking, excessive drinking and unprotected sex.

Financial

Unfortunately, for some people, risk taking is a trade-off. "I know I need new tires on my car, but I can't afford them right now." Alternatively, "I know we are supposed to wear safety shoes, but I can't afford them." For some people, risk taking is not an option.

Conclusion

Risky behavior occurs for many reasons. The key is evaluating the risk, our personal reasons for taking risks and, then, determining if it is really worth it. So, think twice; it's not worth the risk.

Quiz

Circle the correct answers.

1. Everybody takes certain calculated risks every day.
True or False
2. "Because I have always done it this way" is a reasonable excuse to take a risk.
True or False
3. All of the following are reasons that people take unacceptable risks except:
A. Saving time;
B. Peer pressure;
C. Unaware of hazards;
D. Because they want to remain safe and healthy.
4. People may take more risks at home than at work because:
A. Occupational Safety and Health Administration and company safety provisions do not apply at home;
B. Supervisors or foreman are not present to assure safe practices at home;
C. Neither A nor B is true;
D. Both A and B are true.
5. All risks are unacceptable.
True or False

Answers: 1. T, 2. F, 3. D, 4. D, 5. F

Risk Taking

Risk takers are not just skydivers or mountain climbers. Many people take risks every day. People in a hurry, not paying attention, who have become complacent because they have been lucky. They continue with behaviors that they believe are everyday activities, but which involve taking unnecessary risks. We are constantly reminded of the hazards associated with taking risks at work. However, we tend to forget these forewarnings at the end of the workday and take risks in our personal life.

Risks people take at work include not wearing safety glasses and/or hearing protection, leaving a guard off a machine for quicker adjustments or failing to lockout a piece of equipment. Risks often taken outside of work include smoking, exceeding the speed limit, not wearing a seat belt, and drinking and driving.

People take risks because of:

- Time;
- Peer pressure;
- Complacency;
- Personality.

Financial

Unfortunately, for some people, risk taking is a trade-off. "I know I need new tires on my car, but I can't afford them right now." Alternatively, "I know we are supposed to wear safety shoes, but I can't afford them." For some people, risk taking is not an option.

Conclusion

Risky behavior occurs for many reasons. The key is evaluating the risk, our personal reasons for taking risks and, then, determining if it is really worth it. We all take certain risks every day. So, think twice; it's not worth the risk.

Quiz

Circle the correct answers.

1. Everybody takes certain calculated risks every day.
True or False
2. "Because I have always done it this way" is a reasonable excuse to take a risk.
True or False
3. All of the following are reasons that people take unacceptable risks, except:
A. Saving time;
B. Peer pressure;
C. Unaware of hazards;
D. Because they want to remain safe and healthy.
4. People may take more risks at home than at work because:
A. Occupational Safety and Health Administration and company safety provisions do not apply at home;
B. Supervisors or foreman are not present to assure safe practices at home;
C. Neither A nor B is true;
D. Both A and B are true.
5. All risks are unacceptable.
True or False

Answers: 1.T, 2.F, 3.D, 4.D, 5.F

Safety Works for *September*

Personal Protective Equipment Hazard Assessment

Read this presentation and answer the questions as they pertain to your work site. Obtain incident data where employees wore personal protective equipment (PPE) that may have reduced or prevented an injury. Record ideas during the discussion. Bring examples of commonly used PPE in your workplace.

Introduction

Suppose you walk into a dark room. Even if you've been in the room before, you're likely to bump into something. The obvious solution to this dilemma is to find the switch on the wall and, then, bathe the room in light. Now, we can perform a hazard assessment of the room. A similar process must take place on any safe job. Whether we are on a construction site, in a factory, or at home in the garage, each job that ends safely begins with a good hazard assessment.

Hazard assessment 101

Assessment means evaluation and hazard means danger. Simply put, we evaluate the danger. But the Occupational Safety and Health Administration's (OSHA's) definition is more focused. Hazard assessment means that a workplace is evaluated to determine if hazards are present, or likely to be present, which would necessitate the use of PPE. This assessment must be verified in writing.

What are the hazards in your work area that require PPE?

Possible answers include:

- Eye hazards — flying particles (projectiles), foreign body (dust), dangerous chemical splashes and vapors, molten metals and injurious light radiation;
- Hand hazards — heat, cuts, abrasions, puncture, contact with dangerous chemicals;
- Head hazards — falling objects, projectiles, low headroom or sharp edges overhead;
- Foot hazards — falling or rolling objects (crush), chemical contact, puncture, slippery floors;
- Noise hazards — consistently loud noises, impulse noises (explosion or metal stamping operation are examples);
- Fall hazards — falls from a higher level to a lower level, slippery floors;
- Respiratory hazards — nuisance dust, harmful vapors in excessive quantities, lack of oxygen, steam (hot).

Make a list of 10 to 15 hazards from all areas that apply.

Once the hazards have been identified, the next step is to determine the best method of protection for employees. The first and best option is to remove the hazard. If this is not feasible, the next option is to administratively limit the employees' exposure to these conditions. If limiting the time or way the task is performed cannot control employees' exposures, then consider PPE.

What is the proper PPE used for each of the hazards listed? Write in the proper PPE for each of the hazards.

Now that we have selected the proper PPE, we're done, right? Wrong! Employees also need to know the facts about PPE. Therefore, the OSHA standard requires that employers ensure that employees know and understand:

- When and what PPE is necessary;
- How to properly put on, take off and adjust PPE;
- Limitations of the PPE (when it won't protect you);
- Proper care and maintenance.

No PPE is designed to protect against all hazards. So, it is important that we know when we are unprotected. Equipment manufacturers, your supervisor or safety manager are a good source for this information.

What are some of the limitations for the PPE?

List some limitations of the PPE. **Note to discussion leader:** Have class participant.

Once a good assessment has been made, the proper PPE must be chosen and worn according to manufacturer's instructions. Address all hazards present prior to beginning work.

Quiz

Circle the correct answers.

1. A hazard assessment is defined as recognizing and evaluating potential dangers.
True or False
2. Safety glasses will protect you against all eye hazards.
True or False
3. If you know the limitations of your PPE, you will know when you will not be protected.
True or False
4. After hazards have been identified, the next step is to:
A. Hurry up and get the job done; you already wasted enough time;
B. Put on your safety glasses;
C. Choose the best available protection for each hazard;
D. Take a coffee break.
5. If you have questions regarding hazard assessments or your PPE, you may get further information from which of the following?
A. Your safety director or other safety professional
B. Protective equipment manufacturer data
C. Your supervisor
D. A, B and C

Answers: 1.T, 2.F, 3.T, 4.C, 5.D.

Personal Protective Equipment Hazard Assessment

Suppose you walk into a dark room. Even if you've been in the room before, you're likely to bump into something. The solution – find the switch on the wall and, then, bathe the room in light. Now, we can perform a hazard assessment of the room. A similar process must take place on any safe job. Each job that ends safely begins with a good hazard assessment.

Hazard assessment 101

Assessment means evaluation and hazard means danger. Simply put, we evaluate the danger. The Occupational Safety and Health Administration's definition is more focused. Hazard assessment means that a workplace is evaluated to determine if hazards are present, or likely to be present, which would necessitate the use of personal protective equipment (PPE). This assessment must be verified in writing.

Possible hazards in a work area include:

- Eye hazards — projectiles, dust, chemical splashes, molten metals and light radiation;
- Hand hazards — heat, cuts, abrasions, puncture, contact with dangerous chemicals;
- Head hazards — falling objects, projectiles, low headroom or sharp edges overhead;
- Foot hazards — falling objects (crush), chemical contact, puncture, slippery floors;
- Noise hazards — consistently loud noises, impulse noises;
- Fall hazards — falls from a higher level to a lower level, slippery floors;
- Respiratory hazards — dust, excessive harmful vapors, lack of oxygen, steam.

Once you identify a hazard, the first and best option is to remove it. If this is not feasible, administratively limit the employees' exposure to these conditions. If limiting the time or way the task is performed cannot control employees' exposures, then consider PPE.

Once the proper PPE is selected, know the facts about PPE, such as: when and what PPE is necessary; how to properly put on, take off and adjust PPE; limitations of the PPE (when it won't protect you); and proper care and maintenance.

No PPE is designed to protect against all hazards. So, it is important that you know when you are unprotected. Equipment manufacturers, your supervisor or safety manager are a good source for this information.

Quiz

Circle the correct answers.

1. A hazard assessment is defined as recognizing and evaluating potential dangers.
True or False
2. Safety glasses will protect you against all eye hazards.
True or False
3. If you know the limitations of your PPE, you will know when you will not be protected.
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4. After hazards have been identified, the next step is to:
 - A. Hurry up and get the job done; you have already wasted enough time;
 - B. Put on your safety glasses;
 - C. Choose the best available protection for each hazard;
 - D. Take a coffee break.
5. If you have questions regarding hazard assessments or your PPE, you may get further information from which of the following?
 - A. Your safety director or other safety professional
 - B. Protective equipment manufacturer data
 - C. Your supervisor
 - D. A, B and C

Answers: 1.T, 2.F, 3.T, 4.C, 5.D.



Safety Works for *October*

Bloodborne Pathogens

The goal of this talk is to increase employee understanding of the hazards and proper precautions following an accident or potential exposure to bloodborne pathogens and reinforce the use of personal protection when confronted with working around or cleaning up body fluids.

Obtain copies of your accident reports in which there was a personal injury. Review them with the group, analyzing them for hazards where a potential exposure to body fluids relates to the handling of these incidents. Evaluate the care and the protection of the worker providing that care. Discuss in each case what proactive safety measures could have been taken to increase the protection of the caregiver.

What are bloodborne pathogens?

Answer: Bloodborne pathogens are microorganisms, normally carried in infected blood and bodily fluids, that can cause diseases, some fatal, such as Hepatitis B and C, as well as HIV. Bloodborne pathogens must find a direct route of entry into the body for infection to be possible. Bodily fluids can also splash into the eyes and cause infection. Exchange of these body fluids must be direct. Thus, you cannot contract a bloodborne pathogen disease when an infected person touches you or sneezes/coughs on you.

Ask participants for ways that they might come in contact with body fluids or blood while at work. Now is a good time to present information about plant emergencies and the company policies regarding responding and aiding injured workers. Remove identified hazards before they can cause injury. Make sure warning signs and labels are up to date and clearly visible. Keep your workplace neat and clean to help prevent accidents.

If you have a job that requires personal protective equipment (PPE), wear it. PPE works only when you use it according to the manufacturer's instructions. When cleaning up body fluids, wear proper gloves, eye protection and use biohazard disposal bags.

These precautions require you to treat blood and other bodily fluids as if they were infected everytime you clean up or come into contact with them. Wear protective gloves when disposing of feminine hygiene products and trash that may contain body fluids contaminates. Never pick up a needle or broken glass with your bare hands. Place all sharp objects in a puncture-resistant, leak-proof container.

Disposable eye protection or safety glasses, latex gloves, plastic face shields and plastic aprons are good examples of protective clothing to prevent exposure when handling injuries. As a preventive measure, have infection control kits available that include gloves, eye protection and a protective respirator or other barrier device for CPR. You can add these items to your regular first-aid kit.

Responding to injuries

- If a coworker has a minor accident that causes bleeding, try to have the victim bandage his or her own wound.
- If the injury is serious, call the emergency response team.
- If you don't have time to wait for the emergency response team, make sure you take universal precautions.
- Remember that vomit, burns, abrasions, external and internal injuries can release bodily fluids.
- When removing disposable gloves, roll the first glove off the hand inside out.
- Place disposable gloves in an approved biohazard bag. Wash your hands immediately after removing any gloves.
- If you have been exposed to a victim's bodily fluid, wash the affected area thoroughly with soap and water. Contact a medical professional and report the incident to your employer for further action, should it be appropriate.

Cleaning up potentially infected materials

- Wear rubber gloves when cleaning spills of blood or bodily fluids.
- Thoroughly wash the area that has been contaminated.
- Use alcohol or a solution of one part household bleach to nine parts water as your cleaning agent.
- Dispose of contaminated clothing and bandages in an approved biohazard bag.

Quiz

Circle the correct answers.

1. Of the bodily fluids containing a bloodborne pathogen, you most likely would not get infected from:
A. Blood;
B. Vomitus;
C. Sweat;
D. None of the above.
2. You can catch a bloodborne disease if an infected person sneezes or coughs on you.
True or False
3. You can catch a bloodborne disease if an infected material splashes into your eyes.
True or False
4. Which of the following should you place in all infection control kits at your facility?
A. Latex gloves
B. Goggles or face shield
C. Barrier device for CPR
D. All of the above
5. Universal precautions require you to treat all bodily fluids as if they were not infected by bloodborne pathogens.
True or False

Answers: 1.C, 2.F, 3.T, 4.D, 5.F

Bloodborne Pathogens

It's important to understand the hazards and proper precautions following a serious accident or potential exposure to bloodborne pathogens. Personal protective equipment (PPE) can protect you from bloodborne pathogens when working around or cleaning up body fluids.

Bloodborne pathogens are microorganisms, normally carried in infected blood and bodily fluids, that can cause diseases, some fatal, such as Hepatitis B and C, as well as HIV. Bloodborne pathogens must find a direct route of entry into the body for infection to be possible. Bodily fluids also can splash into the eyes and cause infection. Therefore, you cannot contract a bloodborne pathogen disease when an infected person touches you or sneezes/coughs on you.

If you have a job that requires PPE, wear it. PPE works only when you use it according to the manufacturer's instructions. When cleaning up bodily fluids, wear proper gloves, eye protection and biohazard disposal bags to protect everyone cleaning up the fluids and handling the material through the disposal chain. These precautions require you to treat blood, vomit, saliva and other bodily fluids as if they were infected everytime you clean up or come into contact with them. Wear protective gloves when disposing of feminine hygiene products and trash that may contain body fluids contaminates. Never pick up a needle or broken glass with your bare hands. Place all sharp objects in a puncture-resistant, leak-proof container.

Disposable eye protection or safety glasses, latex gloves, plastic face shields and plastic aprons are good examples of protective clothing to prevent exposure when handling injuries. If you can, carry a pair of disposable gloves and have them close at hand. Put them on in any situation where your hands may be exposed to blood or bodily fluids.

As a preventive measure, have infection control kits available that include gloves, eye protection and a protective respirator or other barrier device for CPR. You can add these items to your regular first-aid kit.

The best practice is to prevent injury by evaluating and eliminating hazards first. When an incident occurs, universal precautions make the difference.

Quiz

Circle the correct answers.

1. Of the bodily fluids containing a bloodborne pathogen, you most likely would not get infected from:
 - A. Blood;
 - B. Vomitus;
 - C. Sweat;
 - D. None of the above.
2. You can catch a bloodborne disease if an infected person sneezes or coughs on you.
True or False
3. You can catch a bloodborne disease if an infected material splashes into your eyes.
True or False
4. Which of the following should you place in all infection control kits at your facility?
 - A. Latex gloves
 - B. Goggles or face shield
 - C. Barrier device for CPR
 - D. All of the above
5. Universal precautions require you to treat all bodily fluids as if they were not infected by bloodborne pathogens.
True or False

Answers 1.C 2.F 3.T 4.D 5.F

Safety Works for *November*

Ergonomics

Every day we are exposed to ergonomics. What can you think of that makes life and work easier on the human body, from the shape of a mug to the grip of a handle? Think about how we need to contribute to design factors to prevent and eliminate injuries or discomfort and how essential they are in the workplace.

Note to discussion leader: Lead the discussion with how ergonomics affects everyday lives, from product to equipment design. Begin with this class setting, from seating to lighting to flooring. Look toward the bottoms of chairs and count feet/legs to see they are ergonomically correct to prevent flipping over and use this as an example for this class – good or bad? Do the same with table height; style of pens to fit the hand; personal protective equipment and design of tools. Tie these into how work is performed, along with surroundings, and what employees can do to keep safe. You may search out types of injury at your workplace, and substitute body parts and types of injury/prevention specific to your line of work instead of using those listed in this lesson.

List places where you see human factors in engineering design, and how that design relates to that body part. Concentrate on the following body parts, and what has been designed to prevent injury. Possible examples include:

- A. Freedom from harm – how are these body parts affected?
Back — seating, standing/station, reach, lifting devices/technique and proper footwear
Hands/fingers — tools, keyboards, protection, position, leverage items and handle
Eyes — brightness, foreign objects, sprays/fluids and clarity
- B. For a greater adventure – what can we do to help these body parts?
Back — cushions, height of station, posture, exercise/nutrition/breaks/training
Hands/fingers — grip design, gloves, training, approved design items and handles
Eyes — sunglasses, safety glasses, goggles, masks and visors
- C. To prevent what injuries? Give examples.
Back — strains, sprains, endless pain and suffering
Hands/fingers — repetitive trauma/cumulative trauma, cuts, burns, sprains, breaks
Eyes — blindness, cuts, imbedded foreign objects and discomfort

If you have taken a trip, you probably carried a snack, work tools, luggage or carry-on baggage. How did you treat your body for that trip? List good and bad examples and best practices to prevent painful consequences.

Examples

Trying to juggle lunch/snacks and carrying other things/everything to make only one trip from vehicle to destination can contribute to sprains, strains, trips and falls. Consolidate, plan ahead, get help and lighten up.

Taking your work for a walk can throw your shoulder out. Are you really going to do all of that work in one trip? Prioritize!

Hauling your luggage/baggage across airline terminals can cause serious strain. Luggage is available with wheels and leverage design to reduce strain. Plan ahead, pack carefully, ship ahead where you are able and ship back to the home base instead of carrying the extra weight.

Lifting is a major contributor to back injury. Assess the load, keep objects close to the body and/or get assistance.

Preventive measures include:

- Getting proper nutrition, rest, exercise and not smoking;
- Wearing proper footwear – balance;
- Using material handling equipment, where possible;
- Pushing rather than pulling, where appropriate;
- Avoiding twisting;
- Receiving training in lifting and body dynamics.

Quiz

Circle the correct answers.

1. Employees can make a difference in ergonomics.
True or False
2. The practice of ergonomics should be in effect both on and off the job.
True or False
3. Positioning work heights can protect the back and neck from injury.
True or False

Answers: 1. T, 2. T, 3. T.

Ergonomics

Every day we are exposed to ergonomics that make life and work easier on the human body, from the shape of a mug to the grip of a handle or steering wheel. Think about how design factors prevent and eliminate injuries or discomfort, and how essential they are in the workplace.

Ergonomics affect everyday lives, from product to equipment design. You see human factors in engineering design, and how that design relates to a particular body part.

For example, cushions, height of station, posture and exercise/nutrition/breaks/training protect your back; grip design, gloves, training, approved design items and handles protect hands and fingers; and sunglasses, safety glasses, goggles, masks and visors protect the eyes.

These designs help prevent accidents, such as back strains, sprains, endless pain and suffering; repetitive trauma/cumulative trauma, cuts, burns, sprains and breaks to hands and fingers; and cuts and imbedded foreign objects in your eyes, discomfort and blindness.

You also can take steps to protect your body while traveling by consolidating, planning ahead and lightening your load. For example, juggling lunch/snacks and carrying other things to make only one trip from a vehicle to destination can contribute to sprains, strains, trips and falls. Also, hauling your luggage/baggage across airline terminals can cause serious strain.

Lifting is a major contributor to back injury. Assess the load, keep objects close to the body and get assistance.

Preventive measures include:

- Getting proper nutrition, rest, exercise and not smoking;
- Wearing proper footwear – balance;
- Using material handling equipment, where possible;
- Pushing rather than pulling, where appropriate;
- Avoiding twisting;
- Receiving training in lifting and body dynamics.

Quiz

Circle the correct answers.

1. Employees can make a difference in ergonomics.
True or False
2. The practice of ergonomics should be in effect both on and off the job.
True or False
3. Positioning work heights can protect the back and neck from injury.
True or False

Answers: 1.T, 2.T, 3.T



Safety Works for *December*

Accessing Heights

Note to discussion leader: This short discussion explores the methods and hazards of using ladders, aerial lifts, scissors lifts and other methods to safely work at heights above reachable levels. Review the overhead tasks at your workplace and prepare to discuss the safety of the methods available.

If anyone in the group uses fall protection harnesses, this would be a good time to review the uses, inspection, putting them on correctly and anchoring the lanyards.

If practical, provide a way to write down the answers and ideas discussed. You might begin your discussion with the following questions.

What kinds of overhead tasks do we do that we cannot reach without assistance?

Possible answers include:

- Changing light bulbs;
- Repairing pipes;
- Running electrical or signal wires.

What kinds of equipment are available to reach these heights?

Possible answers include:

- Fixed ladders;
- Portable ladders;
- Aerial bucket lifts;
- Scissors lifts;
- Lifting cages.

Which of these methods requires special training?

Possible answers: Any or all of them.

How would you inspect the equipment to see that it's safe to use? (Suggestion: See the manufacturers' recommendations. Review any written inspection check lists that you might have for the equipment.)

What personal checks might you make before working overhead?

Possible answers include:

- Be sure shoes are not slippery;
- Use gloves when climbing ladders to protect hands from contamination or injury;
- Secure or barricade the area;
- Check for overhead power lines.

What safe ways can you use to get tools and materials up to the height needed?

Possible answers include:

- Pull them up using a pail on a rope;
- Put them in a container for transporting in a lift;
- Transport in a belt pouch;
- Use a tool bag in the lift.

How can you keep the tools from falling on someone below?

Possible answers include:

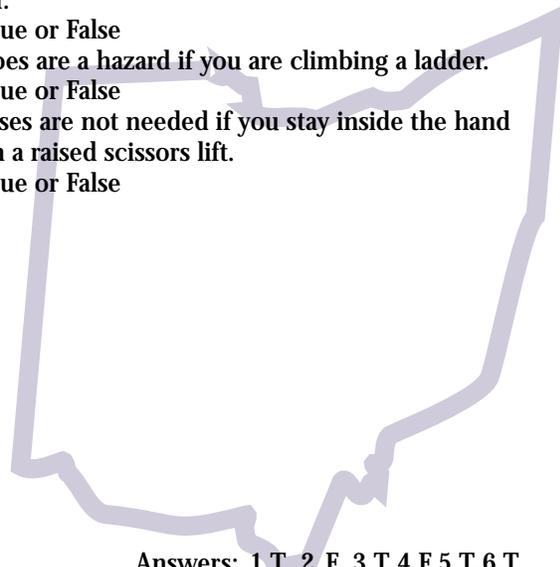
- Keep them in a container when not in use;
- Tie them to something using a tether line;
- Put the tools back into the belt pouch each time they are not in use.

Note to discussion leader: Provide a quick review, using the answers you have written down or notes on the discussion. Your review should cover the tasks mentioned, equipment available, inspections before use, safety during use and fall protection required when working overhead.

Quiz

Circle the correct answers.

1. Ladders need to be inspected each time they are used.
True or False
2. Aerial lifts are so easy to run that you don't need operational training.
True or False
3. You must have a safety harness on when in an aerial lift bucket.
True or False
4. It's OK to carry small tools in one hand while climbing a ladder.
True or False
5. Oily shoes are a hazard if you are climbing a ladder.
True or False
6. Harnesses are not needed if you stay inside the hand rails on a raised scissors lift.
True or False



Answers: 1.T, 2.F, 3.T, 4.F, 5.T, 6.T.

Accessing Heights

Properly using ladders, aerial lifts, scissors lifts and other methods to safely work at heights above reachable levels prevents injuries.

A variety of overhead tasks that we do are risky. These include:

- Changing light bulbs;
- Repairing pipes;
- Running electrical or signal wires.

Equipment, such as fixed ladders, portable ladders, aerial bucket lifts, scissors lifts and lifting cages, is available to reach these heights. Any or all of this equipment may require special training.

Inspection

Prior to using this type of equipment, inspect it to make sure it is safe. See the manufacturers' recommendations and review any written inspection check lists that you might have for the equipment. Before working overhead, also make sure that your shoes are not slippery; you wear gloves to protect your hands from contamination or injury; and you secure or barricade the area and check for overhead power lines.

If you need to take tools and materials up to the height needed, you can:

- Pull them up using a pail on a rope;
- Put them in a container for transporting in a lift;
- Transport them in a belt pouch;
- Use a tool bag in the lift.

Keep the tools from falling on someone below by:

- Keeping them in a container when not in use;
- Tying them to something using a tether line;
- Putting the tools back into the belt pouch each time they are not in use.

Quiz

Circle the correct answers.

1. Ladders need to be inspected each time they are used.
True or False
2. Aerial lifts are so easy to run that you don't need operational training.
True or False
3. You must have a safety harness on when up in an aerial bucket lift.
True or False
4. It's OK to carry small tools in one hand while climbing a ladder.
True or False
5. Oily shoes are a hazard if you are climbing a ladder.
True or False
6. Harnesses are not needed if you stay inside the handrails on a raised scissors lift.
True or False

Answers: 1.T, 2.F, 3.T, 4.F, 5.T, 6.T.



Safety Works for

Warehousing Safety

Warehousing Safety

Whether in a free-standing facility or an adjunct to a manufacturing operation, an organization's safety and health process should include the hazards affecting warehouse staffers.

The warehouse may be the area where associates pass through as part of the emergency evacuation plan. Bring your company's plan to discuss everyone's role in maintaining exit routes, as well as the fire safety plan.

Safety concerns for production facilities with warehouses include additional hazards found in warehousing, conveyors, loading docks, manual material handling, material storage, fire safety, charging stations, chemical exposures, lockout/tagout, powered industrial trucks, housekeeping, air emissions, noise and ergonomics.

A number of the issues listed above may need to be addressed as a result of incidents that have occurred in your operation. Use information available on your Occupational Safety and Health Administration 200 log. You also may review first-aid cases to highlight examples.

What problems exist that affect safe storage of materials?

Possible answers include:

- Bad pallets;
- Damaged racks;
- Irregular dimensions;
- Inadequate space;
- Load limits of racks and mezzanines;
- Lack of spacing between back-to-back racks;
- Insufficient guarding on mezzanine.

Powered industrial trucks are vital to most warehouse operations. They do pose great risk for endangering associates, property and products if operated improperly. That's why only those employees who are trained and authorized by the employer may become operators. Discuss the hazards that may be encountered in your warehouse area when working around fork trucks.

What potential causes exist that can lead to injuries from manual handling of materials? (Seek solutions and control measures from the group on these items.)

Possible answers include:

- Lifting — back sprains and strains;
- Hand injuries from:
 - Setting down material;
 - Working near pulleys or belts;
 - Adjusting forks;
 - Shutting trailer doors.

A review of the hazards to which workers are exposed will determine what personal protective equipment (PPE) should be issued and worn. Review what should be worn, not the minimum of what has to be worn.

Items to consider include:

- Hard hats;
- Safety shoes;
- Gloves;
- Aprons;
- Eye and face protection;
- Hearing protection.

Slips, trips and falls are a major source of injuries throughout any warehouse. Explore what contributes to these incidents with your associates. Develop a plan to limit or control such exposures.

What are some potential causes of slips, trips and falls?

Responses may include:

- Cords, hoses and banding material;
- Carrying material with blocked vision;
- Leaking containers, spilled liquids or slippery material;
- Rain, snow or ice;
- Paper;
- Broken pallets;
- Unguarded openings on elevated work platforms or levels;
- Lack of safety harness when working in overhead racks;
- Uneven floors, lack of handrails, floor holes;
- Insufficient lighting.

Quiz

Circle the correct answers.

1. Only trained and authorized employees may operate a powered industrial truck.
True or False
2. Little can be done to prevent slips, trips and falls.
True or False
3. Those who work in a warehouse have no need for PPE.
True or False
4. In handling materials manually, the only safe lift is no lift.
True or False
5. Dock boards and bridge plates should have handholds if positioned by hand.
True or False
6. Material received will always be secured and easy to handle.
True or False

Answers: 1. T, 2. F, 3. F, 4. T, 5. T, 6. F

Warehousing Safety

Whether in a free-standing facility or an adjunct to a manufacturing operation, you should be aware of the hazards affecting warehousing employees.

Safety concerns for production facilities with warehouses include conveyors, manual material handling, fire safety, chemical exposure, lockout/tagout, powered industrial trucks, house-keeping, air emissions, noise and ergonomics. Additional hazards found in warehousing include loading docks, material storage, fire safety and charging stations.

Several problems exist that affect the safe storage of materials. These include bad pallets, damaged racks, irregular dimensions, inadequate space, load limits of racks and mezzanines, lack of spacing between back-to-back racks and insufficient guarding on mezzanine.

Powered industrial trucks are vital to most warehouse operations. They pose great risk for endangering associates, property and products if operated improperly. That's why only those employees who are trained and authorized by the employer may become operators.

In addition, potential causes exist that can lead to injuries from manual handling of materials. These include lifting, back sprains and strains, and hand injuries.

The personal protective equipment (PPE) you wear will vary depending on what hazards are present. Proper PPE may include hard hats, safety shoes, gloves, aprons, eye and face protection, and hearing protection.

In addition, slips, trips and falls are a major source of injuries throughout any warehouse. Things that can cause a slip, trip or fall include:

- Cords, hoses and banding material;
- Carrying material with blocked vision;
- Leaking containers, spilled liquids or slippery material;
- Rain, snow or ice;
- Paper;
- Broken pallets;
- Unguarded openings on elevated work platforms or levels;
- Lack of safety harness when working in overhead racks;
- Uneven floors, lack of handrails, floor holes;
- Insufficient lighting.

Quiz

Circle the correct answers.

1. Only trained and authorized employees may operate a powered industrial truck.
True or False
2. Little can be done to prevent slips, trips and falls.
True or False
3. Those who work in a warehouse have no need for PPE.
True or False
4. In handling materials manually, the only safe lift is no lift.
True or False
5. Dock boards and bridge plates should have handholds if positioned by hand.
True or False
6. Material received always will be secured and easy to handle.
True or False

Answers: 1.T,2.F,3.F,4.T,5.T,6.F



Safety Works for

Lifting and Moving Patients

Lifting and Moving Patients

Note to discussion leader: Remind the people in the discussion group that lifting and moving patients is a major cause of injury in health-care facilities. Also, point out the potential for injury in lifting objects. You must review the weight of the object and its size and shape before attempting a lift. You must also decide whether to push or pull an object, such as a wheelchair.

Injuries that might be experienced from lifting include:

- Back injury due to exertion, awkward posture or movements;
- Arm injury due to force or awkward reaches;
- Leg injury due to awkward posture or muscle injury from contact with furniture or other work surfaces.

You should bring information on patient lifting and moving injuries at your facility. Injury/incident investigations will give you information for your presentation. The job hazard analysis should also give you information concerning types of lifting and potential injuries. Consider organizing your discussion using a question-and-answer format. Bring a chalkboard or flip chart to write the questions and answers.

What are some injuries resulting from patient lifting or patient moving at this facility?

Note to discussion leader: Expect answers, such as back injuries or pulled muscles. Have the group name incidents that have occurred at your facility. Write these incidents on the flip chart or board. You may want to avoid naming specific persons who have been involved in these incidents.

What are duties that cause injuries at this facility?

Answer: There is no right answer. It might be best to concentrate, however, on the most common causes of injury, most frequent injury or the items that the job hazard analysis has indicated might cause injury. Answers might include lifting very heavy persons, twisting while lifting even small persons, pushing a wheelchair, combative patients, etc.

What is a job hazard analysis?

Answer: A documented review of a job to determine the hazards of the job or task. The hazards that we are interested in for this topic include lifting or moving patients, but there are other lifting or moving hazards.

Note to discussion leader: Bring a copy of your facility's Daily Living Care or other system. Ask the group members if they are familiar with the system.

What are ways to avoid injury when lifting or moving a patient?

Answer: The health-care worker who:

- Uses available equipment, e.g., patient-lifting devices, etc., whenever possible;
- Reviews the Daily Living Care instructions to determine the weight and special instructions concerning the patient;
- Makes sure the correct amount of help is available before attempting the lift;
- Tells the patient what he or she is doing;
- Makes sure to have good footing before attempting a lift;
- Doesn't lift when his/her spine is twisted;
- Makes sure to have room to move freely without bumping into furniture or equipment;
- Makes sure equipment, e.g., wheelchairs, beds, gurneys, etc., are secured before trying to lift a patient to or from them.

Quiz

Circle the correct answers.

1. Overreaching to lift does not present a hazard for injury.
True or False
2. Lifting patients is not the only cause of injury that might occur in a health-care facility.
True or False
3. The Daily Living Care instructions give information about the person who needs to be lifted.
True or False
4. Two causes of injuries are improper posture and improper use of equipment.
True or False
5. You can lift safely in tight quarters.
True or False

Answers: 1. F; 2. T; 3. T; 4. T; 5. E

Lifting and Moving Patients

Lifting and moving patients is a major cause of injury in health-care facilities. In addition, there is the potential for injury when lifting objects. You must review the weight of the object and its size and shape before attempting a lift. You must also decide whether to push or pull an object, such as a wheelchair.

Injuries that might be experienced from lifting include:

- Back injury due to exertion, awkward posture or movements;
- Arm injury due to force or awkward reaches;
- Leg injury due to awkward posture or muscle injury from contact with furniture or other work surfaces.

Typical patient lifting or moving injuries include back injuries or pulled muscles. Duties that can cause lifting or moving injuries include lifting any person, even small persons, twisting while lifting even small persons, pushing a wheelchair, combative patients, etc.

A job hazard analysis is a documented review of a job to determine the hazards of the job or task. The hazards that we are interested in for this topic include lifting or moving patients, but there are other lifting or moving hazards.

Health-care workers can avoid injury when lifting or moving a patient by:

- Using available equipment, e.g., patient-lifting devices, etc., whenever possible;
- Reviewing the Daily Living Care instructions to determine the weight and special instructions concerning the patient;
- Making sure the correct amount of help is available before attempting the lift;
- Telling the patient what he or she is doing;
- Making sure to have good footing before attempting a lift;
- Not lifting when his/her spine is twisted;
- Making sure to have room to move freely without bumping into furniture or equipment;
- Making sure equipment, e.g., wheelchairs, beds, gurneys, etc., are secured before trying to lift a patient to or from them.

Quiz

Circle the correct answers.

1. Overreaching to lift does not present a hazard for injury.
True or False
2. Lifting patients is not the only cause of injury that might occur in a health-care facility.
True or False
3. The Daily Living Care instructions give information about the person who needs to be lifted.
True or False
4. Two causes of injuries are improper posture and improper use of equipment.
True or False
5. You can lift safely in tight quarters.
True or False

Answers: 1. F; 2. T; 3. T; 4. T; 5. F

