

## **PRESENTER'S GUIDE**

# **"SAFETY HOUSEKEEPING AND ACCIDENT PREVENTION"**

**Part of the "SAFETY MEETING KIT" Series**

# **THE "SAFETY MEETING KIT" SERIES**

This education program is part of the "Safety Meeting Kit" Series. The programs in this series have been created to provide employees with good, basic information on everyday safety and health topics. This series includes programs on the following topics:

- Accident Investigation
- Active Shooter: Surviving an Attack
- Arch Flash
- Back Safety
- Bullying and Other Disruptive Behavior (For Employees and Managers/Supervisors)
- Compressed Gas Cylinders
- Computer Workstation Safety
- Conflict Resolution (Industrial and Office versions)
- Crane Safety (Industrial and Construction versions)
- Distracted Driving
- Driving Defensively
- Driving Safety: The Basics
- Driving Safety
- Dealing with Drug and Alcohol Abuse (Employees and Managers/Supervisors versions) (Industrial and Construction versions)
- Electrical Safety
- Evacuation Procedures
- Eye Safety (Industrial and Construction versions)
- Ergonomics (Industrial and Office versions)
- Fall Protection
- Fire Extinguishers
- Fire Prevention (Healthcare, Industrial and Office versions)
- First Aid (Industrial and Construction versions)
- Fitness and Wellness
- Hand and Power Tool Safety (Industrial and Construction versions)
- Hand, Wrist and Finger Safety (Industrial and Construction versions)
- Hazard Recognition
- Hazardous Materials Labels
- Hazardous Spill Cleanup
- Heat Stress (Industrial and Construction versions)
- I2P2: Injury and Illness Prevention Programs
- Ladder Safety (Industrial and Construction versions)
- Machine Guard Safety
- Materials Handling Safety
- Office Safety
- Rigging Safety (Industrial and Construction versions)
- Safety Audits
- Safety Housekeeping and Accident Prevention
- Safe Lifting (Industrial and Construction versions)
- Safety Orientation
- Safety Awareness for New Employees
- Safety Showers and Eye Washes
- Sexual Harassment (Employees & Managers/ Supervisors versions)
- Sexual Harassment Investigations
- Slips, Trips and Falls

- Walking and Working Surfaces (Industrial and Construction versions)
- Warehouse Safety
- Welding Safety
- Winter Safety
- Workplace Harassment (Industrial and Office versions)
- Workplace Stress
- Workplace Violence

Other products in the "Safety Meeting Kit" line include employee booklets and posters which have been designed specifically to be used with the programs. By combining these three products you have all of the materials you need to promote and conduct a complete safety meeting (for information on booklets and posters contact your local distributor).

## **WARRANTY/DISCLAIMER**

"This program has been created to assist companies that are endeavoring to educate their employees regarding good safety and health practices. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by companies using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal or other laws, standards and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular company's environment."

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\* *In both a print version in the back pocket of this binder and as a PDF on the DVD*

# **INTRODUCTION TO THE PROGRAM**

# **INTRODUCTION TO THE PROGRAM**

## **Structure and Organization**

Information in this program is presented in a definite order so that employees will see the relationships between the various groups of information and can retain them more easily. The sections included in the program are:

- Developing a good "safety attitude".
- Maintaining your work environment.
- Using tools and equipment.
- Recognizing hazardous materials and storing them safely.
- Hazardous materials spills... cleanup and disposal.
- Personal protective equipment.

Each of the sections covers important information in one topic area, providing employees with the basis for understanding safety housekeeping and accident prevention.

## **Background**

Every workplace can contain hazards. Some are obvious and some may be harder to recognize, but they all can cause accidents that decrease production and may result in painful injuries and even death for employees. These risks can often be reduced significantly when workers follow good housekeeping procedures and other accident prevention practices.

Employees first need to understand the importance of having a "good safety attitude". They need to know how to maintain their workplace to prevent accidents. They need to develop the good safety habits that can help them work more safely with tools, equipment and any hazardous materials that are present in their facility. And they need to know how to avoid exposure to on-the-job hazards by choosing and using the appropriate personal protective equipment.

This combination of good housekeeping and accident prevention knowledge and skills help workers recognize workplace hazards ahead of time and take action to prevent them... before accidents and injuries occur.

## **Objectives**

This education and training program is designed to present the basics of good safety housekeeping and accident prevention practices. Upon completion of the program, employees should:

- Understand how a good "safety attitude" can help them and their coworkers avoid workplace hazards.
- Understand how a cluttered or disorganized workplace increases the risk of accidents and injuries.
- Know specific housekeeping and work procedures they can use to work more safely.
- Recognize the hazards associated with various chemicals that are used in their workplace.
- Know the basic procedures required to handle a spill of hazardous materials.
- Know what PPE to wear to protect themselves from specific types of hazards.

## **Reviewing the Program**

As with any educational program, the "presenter" should go through the entire program at least once to become familiar with the content and make sure that it is consistent with company policy and directives.

As part of this review process, you should determine how you will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.



# **PREPARING FOR THE PRESENTATION**

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## **Structuring the Presentation**

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the "trainees" are looking to your experience and knowledge to help them relate to the situations shown in the program. It is important to let the trainees interact with you and each other during the training session. Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of safety housekeeping and accident prevention in the workplace.
- Relate discussions to specific hazards that employees may encounter in your facility, and how they can prevent them.
- Keep any one person or small group of employees in the session from doing all the talking.
- Get everyone involved. Ask questions of those who don't participate voluntarily.
- Clarify comments by relating them to the key points in the program.

Use the "Outline of Major Program Points" section of this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, say so. Tragic results may occur should you provide incorrect or inaccurate information. Remember, this is a positive program on safety housekeeping and accident prevention. Make sure your attitude and words reflect this, and that the emphasis is always on providing the information needed by the attendees to recognize hazards and prevent accidents in their jobs.

# Setting Up the Class and Classroom

Remember, there are a number of things that must be done to "set up" the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
  - You can use the scheduling and attendance form to schedule employees into the session (copies can be made using the printed "master" in the back of this binder or from the PDF version on the DVD).
  - Make sure that the session is scheduled so that it fits into your attendees' work day.
  - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
  - If possible, post a notification on bulletin boards in the affected employees' areas.
  
- **The Classroom**
  - Schedule the room well in advance.
  - Make sure the room can accommodate the expected number of attendees.
  - Check it again on the day of the program to make sure there is no conflict.
  - Make sure the room can be darkened, and won't create a glare on the television screen.
  - Locate the light controls and test them.
  - Make sure the power for the DVD player you are using operates separately from the room light.
  - See if you can control the room temperature.
  - Know where the closest restrooms are located.
  - Assure that the room is free from distracting noises.
  - Make sure emergency exits are marked and known to the attendees.
  
- **Seating**
  - Make sure everyone can see the screen from their seat.
  - Make sure everyone can hear the DVD and you (when you speak).

- Check to see that seating is such that writing can be done easily.
- Make sure the seating arrangement allows eye contact between attendees, and between you and attendees.
- **Equipment and Materials**
  - Make sure the DVD player, monitor, and all appropriate cables and extension cords are available.
  - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
  - If you plan on using a chart pad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
  - Make sure you have 6" x 8" index cards or other materials to be used as "name tents" for attendees.
  - Make sure you have made up a sufficient number of copies of the "quiz", as well as any other handouts you are using.
- **"Final Check"**
  - Make sure equipment is in the room prior to the scheduled session.
  - Make sure you have the right program, (look inside the three-ring binder).
  - Check to see that the room is set up properly.
  - Check equipment prior to the presentation to assure that it works.
  - Make sure extension cords, etc. are "taped down", if need be, to avoid tripping.

## **CONDUCTING THE SESSION**

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## **The Initial Steps**

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about the good work habits that can help them do their jobs more safely. Initially, you need to:

- Introduce yourself as the session leader.
- State the title of the program, "Safety Housekeeping and Accident Prevention" and the purpose of the session (to learn how to prevent accidents and injuries by maintaining a neat and orderly workplace and following safe work practices).
- Inform the attendees when there will be breaks (if you plan them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.
- Make sure all of the attendees have "signed in" on your scheduling and attendance form. Remember, it is very important to document people's attendance at the session.

Once this housekeeping is done, it is time to move to the "meat" of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should follow along the lines of the following:

"Today we are going to talk about safety housekeeping and accident prevention. Every workplace can contain hazards. Some are obvious and some may be harder to recognize, but they all can cause accidents that may result in painful injuries and even death for the people who work there. These risks can be reduced significantly when you follow good housekeeping procedures and other accident prevention practices."

"First you should understand what it means to have a 'good safety attitude'. You should also know how keeping the workplace neat and orderly can prevent accidents from occurring. You'll need to know how to build strong safety habits that can help you work

more safely with the tools, equipment and any hazardous materials that are present in your facility. And you'll need to be able to choose and use the appropriate personal protective equipment to reduce your exposure to hazards on the job."

"This combination of good housekeeping and accident prevention knowledge and skills will help you recognize workplace hazards ahead of time and take action to prevent them... before accidents and injuries occur."

"The program we are going to watch today will give us some good information about safety housekeeping and accident prevention. To make this the most productive session possible we need to look at what we want to accomplish here today (verbally reference the 'Objectives' list from the first section in this guide, or point to a white-board or chart where you have written them down)."

Once the objectives have been provided, you are ready to show the program. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It should be emphasized that they are not being "graded", but that the quiz is being used to see if the session is effectively transmitting information to them in a way they will remember.

## Showing the Program

At this point, you need to introduce the title of the program once again, "Safety Housekeeping and Accident Prevention", darken the lights if necessary, and begin the showing of the program.

You have several options as to how you can move through the program and what employees see.

The DVD menu has three "selection bars":

- "Play".
- "Scene Index".
- "Contact Info".

To just play the program from beginning to end, select "Play".

To view (or review) a specific section of the program, select "Scene Index".

You will be presented with a group of buttons, each of which corresponds to a section of the program. You can then select the specific section that you want to view.

If you would like information on other programs and products that are available from MARCOM you can select "Contact Info" for information about how to contact us.

All of our DVDs, both English and Spanish, are subtitled (similar to closed captioning). If there are hearing impaired employees participating in your training session, or you want people to be able to read the program narration as well as hear it, push the "subtitle" button on your DVD player's remote control or the player's control panel. A print version of the narration will then appear on the screen as the program plays.

## **Conducting the Discussion**

After the program has been shown, it is time for the group discussion on the information that it contained. Care must be taken to make sure that the discussion is kept to the general topic of using safety housekeeping and accident prevention procedures to prevent workplace accidents and injuries. There are several ways to conduct this discussion. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.
- "Leading" the discussion through the points covered in the program using statements such as:
  - "One of the sections that we saw in the program described the work habits we should develop as part of having a 'good safety attitude'. Who can list some of these habits for us?"
  - "We saw some interesting things about how to handle a spill of a hazardous material. Who can describe the steps we should follow in that situation?"

You should use the discussion format that you are most comfortable with. The "Outline of Major Program Points" section in this guide, and the questions and answers in the master copies of the quiz should be used as a basis for this discussion, as well as the supplemental information that you have presented in this session.



Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of obvious interest with the objective of trying to touch on each major area within the program in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

## **Concluding the Presentation**

Once discussion has concluded (whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed) it is time to give the quiz if you are using it. Copies of the quiz can be made using the printed "master" in the back of this binder or from the PDF version on the DVD. Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes, and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

\*(An alternative to this approach is to give the quiz immediately after showing the program, then using a review of the quiz as the basis for your group discussion.)

## **"Wrapping Up" the Paperwork**

Before much time has passed, and the subject matter is fresh in your mind, several areas of "paperwork" must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Depending upon what you have decided to do, a copy of the attendance form and the quiz for each attendee should be either filed in your files, or turned over to the attendee's department manager (or the personnel office) so that this paperwork can be included in their personnel file. The attendees' training logs should also be updated, and every attendee should be given a filled out and signed training certificate, which signifies that they have successfully

completed the course. Copies of the employee training log and the training certificate can be made using the printed "master" in the back of this binder or from the PDF version on the DVD.

Remember it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with an increased knowledge of how safety housekeeping and accident prevention can help everyone work more safely.

# **OUTLINE OF MAJOR PROGRAM POINTS**

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **One of the keys to accident prevention is to have a positive "safety attitude".**
  - You need to develop good safety habits, learn to use sound judgment, and exercise self-control.
  - You can't let yourself get angry or frustrated when things don't go your way.
  - You need to know your body's limitations, just like you know its abilities.
  
- **This may sound easy, but it takes some real thought, and practice, to learn how to avoid mental and physical stress when you're on the job. You have to be able to:**
  - Pace yourself.
  - Recognize when you need to take a break.
  - Never "bite off more than you can chew".
  
- **Getting too comfortable with a job can also lead to accidents.**
  - When things become routine we sometimes forget the hazards that are lurking around the next corner.
  - That's when we need to remember to stay sharp!
  - You should never let your body run on auto-pilot, with your mind somewhere else.
  
- **Don't let pressure to get the job done make you reckless either.**
  - You can't take chances with your safety or anyone else's.
  - You can avoid risky actions by using good, sound judgment.

- **Never disable or remove power tool or machine guards to try and be "more productive".**
  - They're in place to help keep your hands and fingers safe.
- **"Lock on" with personal fall protection when you're working up high.**
- **Pay attention to warning systems like smoke detectors and emergency lights.**
- **Follow company rules. They are there for a purpose.**
  - An open flame or hot ashes in an area where there might be flammable materials is definitely a bad idea, which is why you should only smoke in designated smoking areas.
- **This might seem like a lot of things to keep in mind, but with a little effort they'll become second nature to you.**
  - Remember, developing a good safety attitude will go a long way in helping you to prevent accidents.
- **Another key to working safely is keeping your work area neat and clean, and removing any hazards that you see.**
  - You need to recognize things that could cause problems and eliminate them before you begin work.
- **Clutter is one of the major causes of accidents. It's like a hidden trap, waiting to be sprung.**
  - Many tripping accidents result from things that are left in halls and walkways.
  - To avoid potential problems, you should dispose of excess material and rubbish as quickly as possible.
- **Aisles and stairways should be kept free of debris and equipment.**
  - Remember not to store furniture or supplies there either.
  - Doorways should be kept clear too, especially emergency exits.

- **Even small objects can be major hazards and cause someone to "hit the deck". These can include:**
  - A screw jutting out from a door sill.
  - A pencil lying on the floor.
  - A loose piece of carpet.
- **Electrical cords can also be a problem.**
  - Stringing them haphazardly across walkways can lead to a tripping accident.
  - Always tape them down to prevent dangerous falls.
- **Factory and warehouse walkways should be clearly outlined, showing everyone where the safe paths are.**
- **Slippery areas should be well marked with hazard signs, so people will know to tread carefully.**
- **Open drawers can also be hazardous and difficult to spot.**
  - Remember to close the drawers that you open, so a coworker doesn't accidentally make a painful "trip" to the floor.
- **Tell your supervisor about bad lighting immediately.**
  - If you can't see hazards, you can't fix or avoid them.
- **Remember, safety housekeeping isn't something that you should do "every once in a while".**
  - You need to "police" your work area every day.
- **You should report all hazards as quickly as possible, but only remove a hazard if you've been trained to do so.**
  - If you don't know how to deal with something, leave it alone and get help.
- **Using tools and equipment properly and safely is another important part of accident prevention.**
  - Make sure they are clean and in good working condition before you use them.
  - Dirty or damaged equipment can cause accidents.

- **Knives and other "cutting edges" should be kept sharp.**
  - When a blade is dull you have to use extra force to make a cut, and that can cause you to lose control.
- **Always use the correct tool for the job.**
  - Using something like a screwdriver as a chisel can cause it to slip or break.
  - A wrench really isn't a substitute for a hammer.
- **Never use a chair to get you "up high." You may think you're saving time, but you're risking a serious fall.**
  - Work safely by using a step stool or ladder instead.
- **When you're making repairs or performing maintenance on machinery you should only use tools that have been specifically designed for the job.**
- **If at all possible, maintenance should be done while all moving parts are stopped.**
  - A machine can grab a sleeve or a finger all too easily when it's operating.
  - Cut all power sources and follow proper lock-out procedures.
- **Supplies and equipment should be handled with care.**
  - Get a good grip when carrying things, and take your time.
- **Back injuries are painful. Serious ones can lead to long-term problems.**
  - So use proper lifting techniques to avoid straining yourself.
- **If an object is too heavy or bulky to lift by yourself, don't risk a serious accident.**
  - Ask for help.
  - You could also use a hand truck... or even a forklift.

- **Tool storage is important too.**
  - Return your tools to the cases, racks or drawers they came from.
  - Make sure they're clean and ready to use the next time you need them.
  - Remember to put all the guards back on before you put tools away.
- **A major element in safety housekeeping and accident prevention involves chemicals that you may work around every day.**
  - You might be surprised at how many there are in your facility that can be hazardous.
- **The chemicals in cleaners and disinfectants, soaps, even printer and copy machine toners, can all be dangerous if they're not handled correctly.**
  - Be sure to read labels and follow the instructions.
- **Safety Data Sheets (SDSs) are another good source of information about chemical hazards, and how you should protect yourself while you're handling a substance.**
  - Make sure you know where SDSs are kept, and how to use them.
- **Sometimes you will need to use personal protective equipment such as goggles, gloves or respirators when you work with chemicals.**
  - Check their SDS or talk to your supervisor to find out what you should wear.
- **When you're storing chemicals read the label and the SDS to determine what type of environment they need.**
  - Pay particular attention to their temperature and ventilation requirements.
- **There should be enough light in all storage areas so you can easily read container labels.**
  - Shelving should be strong and corrosion-resistant.
- **Never overstock shelves. Too many containers make it difficult to find what you want, and increase the chance of a spill.**



- **Aisles should be wide enough to provide safe access to the chemicals and allow for easy movement.**
- **Materials that are flammable should be stored in UL approved cans with spring-loaded caps**
  - Then placed in a "flammable materials cabinet" for safekeeping.
- **Compressed gas cylinders should be firmly secured in a cool, dry, well-ventilated area.**
- **Storerooms should be fire-resistant and free from corrosive fumes.**
- **Never store food or drink in refrigerators containing potentially hazardous substances.**
  - It's too easy to confuse what's inside.
  - There's also the possibility of contamination.
- **If in spite of all of your precautions a chemical spill does occur, you need to know what to do to both clean it up and dispose of it.**
- **The foremost concern with a spill is the health and safety of your coworkers.**
  - Evacuate the area if necessary, then notify appropriate personnel.
- **The substance's Safety Data Sheet will provide you with information on proper cleanup and disposal.**
  - Remember, recommended procedures can be different for each chemical.
- **If the substance is flammable or combustible, remove any open flames or sources of heat from the area and increase the ventilation.**

- **You should always wear appropriate personal protective equipment during spill cleanup.**
  - This will limit the chances of coming into contact with the substance, and keep you from breathing in harmful vapors
- **If the spill is a liquid, an absorbent solid should be used to soak up the chemical and pack it up for disposal.**
- **How you dispose of the chemical is also important.**
  - You need to know which substances you can safely put in the trash, and which require special handling.
- **Be extremely careful of chemicals that could become fire hazards, such as cleaning fluids, oily or solvent-soaked rags and photocopier inks and toners.**
  - Under certain conditions, these could all cause real trouble
- **Be aware of chemicals that could react with one another.**
- **Biological hazards found in laboratories, hospitals and other facilities create special issues.**
  - Be wary of needles and other sharp objects (they could carry bio-contaminants).
  - Always dispose of these materials in special bio-hazard containers
- **Some chemicals may need to be removed by specialized waste disposal companies.**
  - See your supervisor to determine how to dispose of any chemicals you're working with.
- **Some jobs don't require personal protective equipment at all. Others need it all the time.**
  - When there are hazards in your work area that you may not be able to avoid, PPE can be what saves you from a serious illness or injury.

- **Gloves are needed for a number of tasks. There are many different types, so make sure you get the right gloves for the job you're doing.**
  - Leather gloves protect against rough materials and other hazards.
  - If you're working with sharp objects, cut-resistant gloves may be what you need.
  - Working with chemicals often requires rubber, vinyl or neoprene gloves (see the materials' SDSs to determine which type will work best).
  - If you're handling hot materials, aluminized gloves are probably the right solution.
- **There are also a number of situations that require eye protection.**
  - If you're working around flying particles or debris, safety glasses may be called for.
- **Dust or splashing liquids require goggles.**
  - They seal tightly to your face so nothing can make its way to your eyes.
  - In situations where splashing could be severe, a face shield may be needed as well.
- **With chemicals that might splash, or in extremely dusty environments, you may also need some type of protective clothing.**
  - Options range from ordinary work shirts and pants, to aprons or even full chemical protective suits.
  - Your supervisor will know what you should use.
- **Environments that have "falling object" or overhead hazards call for hard hats, as well as safety shoes with steel toes or removable "toe guards".**
- **Safety shoes can also help prevent accidents on wet and slippery surfaces.**
  - Make sure the shoes you wear have soles that give you the best traction for the surface conditions you'll be working with.

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

- **The first step in working safely is to develop a positive "safety attitude."**
- **Know your abilities, and your limitations.**
- **Keep your work area neat, clean and hazard-free.**
- **Know the safe way to use the tools and equipment you work with.**
- **Be aware of the hazardous materials in your environment, and know how to handle them.**
- **Know what PPE you should be using for the work that you do, and wear it.**
- **Following these guidelines will help you to avoid hazards, prevent accidents, and keep you and your coworkers safe... all day, every day!**

# **ACCOMPANYING MATERIALS**

# **ACCOMPANYING MATERIALS**

In order to assist you in conducting your session on safety housekeeping and accident prevention, we have provided a number of specific materials that can be used with this program. These materials have been furnished in PDF format on the DVD as well as printed "masters" in the back pocket of this binder. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

## **Scheduling and Attendance Form**

This form is provided so you can easily schedule your attendees into each session of the program. It is important that you have each attendee "sign-in" on the appropriate form, documenting their attendance at the session. Typically, a copy of this attendance/"sign-in" form is filed in the employee's personnel file.

## **Quiz**

The quiz is normally given after viewing the program. However, if you would like an indication of the "increase" in the attendees' knowledge of safety housekeeping and accident prevention, you can give the quiz both before and after the program is shown. You can also use the quiz as the basis for class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their "before" and "after" answers as part of the session. Typically, the quiz is filed in the employee's personnel file.

## **Training Certificate**

This form allows you to give each employee their very own "certificate of completion" showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

## **Employee Training Log**

This log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken, and the instructor conducting the course. A copy of this form should be kept in each employee's training or personnel file.

## **Booklet\***

A sample copy of the employee booklet that has been designed for use with this program has also been included. Using both text and illustrations to review important points, the booklet is designed to reinforce the message employees receive in the training session. The material is presented in the same order as seen in the program and is organized into concise sections, making it easy to understand and remember.

*\*Additional booklets, as well as copies of the poster that has been created to get employees thinking about safety housekeeping and accident prevention, are available from your distributor.*