HAND SAFETY
YOU CONTROL IT!
FACILITATOR GUIDE
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Introduction

Or hands are an intricate part of our daily lives. They are involved in almost every activity we perform. Because they are in the forefront of the tasks we perform, they are also exposed to more risks and potential hazards than other parts of our body. Though hand injuries usually do not grab headlines and are not typically fatal in nature, they are one of the most frequently occurring types of injury in the workplace.

According to government and industry statistics, hand injuries represent nearly a third of all workplace reported incidents. Approximately 75 percent of industrial injuries that cause partial disability involve the hands. Over 16 million individuals seek emergency care each year for hand injuries. A hand injury occurs in the workplace every 32 seconds.

Most hand injuries occur when we stop thinking about safety... When we don't accurately assess the risk... When we take shortcuts and circumvent procedures... When we don't respect the potential hazards... or When we lack awareness of the position of our hands.

A hand injury can occur in a second, but affect you the rest of your life. Hand injuries are not an acceptable fact of the workplace. Hand injuries are 100 percent preventable if proper measures are taken.

The objective of this program is to create awareness and respect for the hazards associated with hand injuries and motivate your employees to utilize best practices and procedures to reduce their exposure and prevent injuries.

This program covers:

- Safety as a personal responsibility
- The different types of hand injuries
- Common causes found in the workplace
- How the hand works
- How to recognize potential hazards
- Practices and procedures to protect you hearing
- How to properly use personal protective devices
- The importance of proper positioning of your hands

The Facilitator’s Guide provides many helpful suggestions and recommendations for conducting an effective and successful training session. It contains a recommended syllabus, discussion topics, site specific customization tips and a quiz to document and measure your workers' understanding of the hazards and measures they can take to prevent hand injuries both on and off the job.
Where to Begin

It is strongly recommend that you become familiar with all the material contained in the training package before conducting the training. Schedule 45 minutes to an hour to watch the videotape, review the PowerPoint® presentation, and to read this Facilitator’s Guide.

When watching the videotape, it is a good idea to have pen and paper available to make notes and write down any ideas that come to mind. Watch the program to get a basic understanding of the content, its tone and approach. Note any points or examples presented in the video that you can reference to specific incidents or situations at your site. Write a brief introduction for the video. A sample one is provided in this Guide.

Review the PowerPoint® presentation. Write down the comments or discussions you would like to make for each specific slide. Discussion points are provided in the PowerPoint® section of this Guide. You may also wish to customize the PowerPoint® presentation with your own pictures, additional slides or text changes.

Determine how and when the training will occur. Will you train the entire facility or department staff at one time or will you conduct multiple training sessions? How will you coordinate make up sessions for associates who miss the training? Will the training be a part of a regularly schedule meeting or will it be a standalone session? How many people will your presentation equipment accommodate? Fifteen people cannot effectively view a 12-inch monitor at one time. Consider the different variables for your site and establish when and where the training will occur. Suggestions are:

- Training for newly hired associates
- After an associate experiences or reports an injury
- Refresher training for your team (i.e. 12 month intervals)

Develop a lesson plan based upon the time allotted for training. A sample one for a 45 minute training session is provided in this guide. This schedule can be modified to meet your specific time requirements.

Communicate to your employees the date, time and place of the training. A small reminder poster or sign placed in the break room, by the time clock, or other common area can provide an indirect positive reinforcement of safety at your site.

A successful training presentation requires preparation and planning. Allow yourself enough time to get organized.
Tips for Conducting an Effective Training Session

How you present the material and the environment you present it in can have a great impact on the learning and success of your training. The following are some simple guidelines and suggestions that can help ensure your success.

Be prepared for the training. Make sure you have all the supplies and equipment necessary. Check to make sure all equipment is functioning properly and that all media is cued and ready to play. Technical malfunctions can greatly impact the training in a negative way. Bright lights and glare can greatly reduce the effectiveness of even the best produced media.

Select a location conducive to learning. Avoid areas of high traffic and interruption. Make sure the room can comfortably accommodate all attendees. Can everyone easily see and hear the instructor and all visual aids used in the training.

Organize your training time efficiently. In today's busy work environment, respect your employees' time. Develop a lesson plan and stick to it. You will come across as organized and ensure you have covered the content you wanted to.

Be positive and enthusiastic about the material you are presenting. If you are not excited about it your audience never will be.

Let the employees know the objectives and the goals of the training. Adults want to know what is in it for them. Is the purpose to reduce injuries, communicate new skills and techniques, or address a specific issue? Let them know what is expected and what the benefit is.

Know your audience. Is this new information? What is their comprehension level and previous experiences? You can keep the training interesting and beneficial by making the content specific to the associates and encouraging positive participation. Passive listening is the least effective form of communication.

Schedule time for and encourage questions from your audience. Their questions can provide instant feedback on how your presentation is being received. Don't get defensive when taking questions. Provide direct answers to the questions. If you don't have the answer, admit it, and then let them know you will get the answer and get back to them as soon as possible.

Encourage feedback and questions on how they can improve safety at your site or work safer to prevent accidents. Everyone learns when there is a team commitment to injury prevention.
Recommended Syllabus
(45 Minutes)

3 min. Welcome the group and open the training session. Review the training session's agenda (video, PowerPoint® and discussion, quiz). Discuss the purpose and objective of the training.

15 min. Introduce and show the video Hand Safety: You Control It

Sample Introduction: Safety is an important part of everything we do at (name of site). Safety is everyone's responsibility. Hand injuries are a serious issue. A third of all reported workplace incidents involve injury to the hands. A hand injury can happen in a second, but affect you the rest of your life. Approximately 75 percent of industrial injuries that cause partial disability involve the hands. Imagine the affect on your quality of life. The video we are about to see was produced to help us learn that hand injuries can be prevented if we understand how they occur and what to do to work safely. It addresses specific situations we encounter regularly and provides recommendations to prevent incidents and ensure our safety. Let's watch the program.

15 min. PowerPoint® presentation, discussion, and questions

12 min. Quiz and review
The PowerPoint® Presentation

The Power Point presentation is provided to reinforce key points made in the video, and to facilitate and enhance class room discussion and participation. You may customize the presentation by adding or deleting slides, changing the text or inserting your own pictures.

Slide #1: Introduction
Introduce the PowerPoint® presentation. Example: Let's review some key points presented in the video and how they relate to our site. This is also a good time for discussions and questions as we go through the presentation.

Slide #2: Hands Are Involved in Virtually Every Task We Perform
Discuss why this topic important to them. Ask the class to identify specific tasks they perform where their hands may be exposed to potential hazards.

Slide #3: Hand Injury Statistics
These are national statistics for hand injuries. You may wish to change the slide with statistics specific to your site.
Slide #4: Safety, A Personal Responsibility
Discuss how safety is a personal responsibility. A hand injury may occur in a second, but the affects can last a lifetime.

Slide #5: Types of Hand Injuries
Review the different types of hand injuries and discuss any specifics relevant to your site.

Slide #6: Almost Anything Can Prove To Be A Hazard
Have the class identify all the obvious and not so obvious potential hazards they may encounter. The important point here is almost any thing can be a hazard if your hands are in the wrong place at the wrong time.

Slide #7: Common Hazards
Review the common hazards in the workplace. Ask the class if there are additional hazards that should be added to the list. Ask the class what recommendations they have for controlling the common hazards.
Slide #8: Best Practices
Ask the class to identify additional best practices to use when working with hand and power tools. Review any specific policy requirements at your site.

Slide #9: Best Practices
Discuss best practices when working with or around equipment and machinery at your site. Emphasize the importance of the importance of lockout - tagout when placing your hands in the point of operation. Ask the class to identify additional best practices to use when working around equipment and machinery.

Slide #10: Types of Gloves
Discuss the specific types of gloves used at your facility. You may wish to customize the slide with pictures of your employees. Identify their proper use and limitations.

Slide #11: Glove Inspection
Discuss why it is important to inspect the gloves before each use. Reinforce the importance of good hygiene practices such as washing your hands after wearing gloves.
Slide #12: Best Practices
Reinforce the importance of preventing musculoskeletal injuries. Have the workers identify potential risk factors in their environment and preventive measures they can take to reduce their exposure.

Slide #13: Proper Reporting of Injuries
Discuss the importance and proper procedure for reporting all hand injuries, even minor ones, to the proper person immediately.

Slides #14-16: Summary
Review key summary points. You may wish to add your own site specific photos.

Slide #18: Safety Is A Personal Responsibility
Stress the importance of safety as a personal responsibility at your site. Hand injuries are preventable. They control the decisions they make. Don't take your hands for granted.
Hand Safety: You Control It!

Quiz

Name__________________________________                        Date_________________

1. The key to preventing hand injuries is recognizing and respecting the potential hazards in your work environment.
   A. True
   B. False

2. Safety is a personal responsibility at your site.
   A. True
   B. False

3. Good housekeeping practices can help prevent hand injuries.
   A. True
   B. False

4. Before removing guards and placing your hands in a potential point of contact you should...
   A. put on protective gloves
   B. isolate potential energy sources and lock them out
   C. check with your supervisor
   D. None of the above

5. Different types of gloves provide different types of protection.
   A. True
   B. False

6. When should a minor strain or cut to the hand be reported?
   A. Immediately
   B. After 24-hours if it doesn't get better
   C. Only if complications develop
   D. Never
7. When should gloves be inspected?
   A. Once a month
   B. After each use
   C. Before each use
   D. Once they start looking bad
   E. On a weekly basis

8. Which is a common symptom of a musculoskeletal disorder to the hand?
   A. Pain and numbness
   B. Tingling sensation
   C. Swelling
   D. Tenderness to the touch
   E. All of the above

9. Gloves and loose clothing or jewelry that can get caught and pull your hands in should not be worn around moving equipment.
   A. True
   B. False

10. When do hand injuries usually occur in the workplace?
    A. When the potential risk is not accurately assessed
    B. When shorts cuts are taken or procedures are circumvented
    C. When a person lacks awareness of the position of his or her hands
    D. When the potential hazards are not properly respected
    E. All of the above
Quiz Answers

1. A. True, recognizing and respecting the potential hazards is the first step and a key principle for preventing hand injuries.

2. A. True, safety is a personal responsibility at your site.

3. A. True, good housekeeping practices can help prevent slips, trips and falls and other incidents which can contribute to hand and wrist injuries.

4. B. Before removing guards and placing your hands in potential points of contact all energy should be isolated and locked out.

5. A. True, different types of gloves provide different types of protection. The wrong type of glove in the wrong situation can create an additional safety hazard.

6. A. All hand injuries, even minor ones should be reported to the proper person immediately.

7. C. Gloves should be inspected before each use for signs of wear and tear or other defects that could affect their protection.

8. E. All of the above are symptoms of potential musculoskeletal disorders to the hands.

9. A. True, gloves, loose clothing and jewelry that could get caught and pull your hand in must not be worn around moving equipment.

10. E. All of the above are examples of when hand injuries usually occur in the workplace.