

WELCOME – STEP 1

1. Welcome to the February Safety Toolkit – Personal Injury Prevention. You play an important role in the health and safety across the company, and we thank you for your contribution! Without your focus and dedication to making safety a priority, our people would suffer, our clients would suffer, and our families would suffer. We hope you find the safety tools provided in this Toolkit and in Toolkits like this in the coming months as just some of the many resources afforded to you to communicate – Personal Injury Prevention. As always, the work you do matters, and we are so grateful to have you on the team!

HOW TO USE THIS SAFETY TOOLKIT

1. Supervisor/Lead Script – Start Here! Way to go! Now keep reading and you'll be all set. This script sets you up for success.
2. Supervisor/Lead PowerPoint – Use this as a training moment for your team. Everything you need to know and communicate for each slide is contained in this script! Skip ahead if you are ready to give this training to your team. It's always a good time to learn about – Personal Injury Prevention. The presentation should last about 1 hour & 30 minutes depending on group participation.
3. Teaching Tool #1 – We have included a – Personal Injury Prevention Quick Training Printout for easy distribution.
4. Teaching Tool #2 – We have included a – Personal Injury Prevention Practice Quiz and Answer Key to test your knowledge.
5. Site Communication Poster – A PDF version of the monthly infographic if you would like to display it at your workplace.
6. Sign-In Sheets – Please complete this form when completing – Personal Injury Prevention and turn-in to the appropriate point of contact as a record of training.
7. What's next? – Use this QR code for yourself AND share it amongst everyone on your team for additional safety resources based on the theme – Personal Injury Prevention. Look for Interactive resources, recommendations for phone apps, checklists, handouts, and more. Check it out!



SUPERVISOR/LEAD POWERPOINT SCRIPT – STEP 2

NOTES ON THESE SLIDES:

- KLP: Key Learning Point (objective of the slide)
- F: Facilitator

Slide 1: Title Page (30 Seconds)

KLP: You set the tone. If you believe safety is important, the audience will believe safety is important.

The facilitator opens the session by welcoming everybody to the training and noting the monthly focus – *Personal Injury Prevention*.

F: Today's task is to attend training on Confined Space. Cell phones should be turned off or silenced during this training. If you need to take a call, please go to *(designated area)*, take the call, and return as soon as possible. {Address any other important announcements or business now.}

Slide 2: Housekeeping (1 Minutes)

KLP: Opportunity for a HSE (Health Safety and Environmental) Moment

F: Prior to training, determine if any fire drills are planned and the response expected from the facility and muster points if alarms should go off. It is important to remind employees that should they need to leave the location at any time, they should inform the Facilitator because, in the event of a fire incident, we need to know their whereabouts. This is an opportunity right at the start of the day to brief the employees on HSE procedures in general for the running of the training course. [If your job site is outdoors, do not overlook this safety moment. Adjust the plan in the event of a job site fire.]

F: Hello Team, I have verified with the HSE department and have confirmed that there are no Fire Drills or Emergency Drills scheduled for today. If we hear an alarm, we will follow site protocol for emergency response.

F: {Point out the fire exits and muster point}

F: Once we are at the muster points, we will do a role call to account for all attendees.

Slide 3: Presenter (2 Minutes) & Introductions (5 Minutes)

F: {This is your moment! This is a chance to visibly “Walk the Talk”}

Share:

- Your personal experience of safety and impact on the company
- Importance of making the most of this opportunity to think about the importance of HSE and discuss with employees
- Appreciate that you are a leader and that you make an impact
- Importance of taking personal responsibility to make a positive impact
- You get out of this training what you put into it
- HSE matters to our company
- The safety program is going to help people feel empowered and take the initiative to improve their own HSE performance through proactive attitudes and behaviors.

You may wish to share:

- A story of your experience in the safety program and how it has changed the way in which you behave.
- Some lessons learned from an incident when you have been involved in the investigation, highlighting the devastating impact that accidents have on people’s lives, or you can describe your experience of being involved in an environmental incident. How did this affect the company, and more importantly, affect the lives of others not working for the company.

F: Go around the room and ask everyone to give their name and what their position is. {Wait for their responses, smile, and nod as they participate. Be careful about timing here---if you ask an additional intro question of the participants and give a long-winded answer yourself, your participants will follow with long stories/explanations, and you can accidentally take up a lot of time.}

Slide 4: Why am I here? (1 Minute)

F: Each one of us is the last line of defense to protect workers from injury or the environment from damage, should management systems and collective protections fail. Supervisors and workers are the KEY to HSE. We can promote or destroy the HSE climate through our own behavior and how other workers perceive it.

F: Supervisors and workers are responsible for enforcing safety rules. Regardless of our position, employment status, or background, everyone is responsible for HSE, and everyone can be a HSE leader by demonstrating positive attitudes and behavior.

Slide 5: Accident Prevention (15 Minutes)

F: Since the Occupational Safety and Health Act (OSH Act) was signed into law in 1970, workplace deaths and reported occupational injuries have dropped by more than 60 percent.

F: • Yet the nation's workers continue to face an unacceptable number of work-related deaths, injuries, and illnesses, most of them preventable:

- Every day, more than 12 workers die on the job – over 4,500 a year.
- Every year, more than 4.1 million workers suffer a serious job-related injury or illness.

F: How often do you hear a coworker say: “Well that’s an accident waiting to happen...” or “Someone ought to do something...”? Well, that someone is YOU!

{Click Mouse for animation}

F: What is an accident? {Get Class Ideas as to what an “Accident” is.} Wait for their responses.

F: {Click Mouse for animation} Accident is defined as an unplanned event that results in personal injury or property damage.

F: In day-to-day speech, the word "accident" implies a number of things. Accidents are:

- Unintended, unexpected, or unplanned
- Always negative
- As trivial as breaking a cheap belonging, or as tragic as a fatal car crash.
- "Nobody's fault" (unforeseeable or unpreventable)

F: The first two definitions match the usage of "accident" in safety and health usage, while the last two do not. Have you been guilty of any of these attitudes or behaviors? If so, you may have not been injured-but next time you may not be so lucky.

F: In occupational safety, an accident is always serious. And it's the job of a safety and health professional to foresee a potential accident and find ways to prevent it.

F: You may notice at your workplace that work accident has been replaced with incident during safety meetings or on the personal injury report. Both your workplace and OSHA do not want

people to think of safety and health incidents as "nobody's fault" or risk implying that an event isn't serious.

F: Using the word "incident" regardless of severity helps them avoid calling up these unwanted associations when discussing unintended safety and health events with workers.

F: When people get hurt at work, it's an emotionally charged situation. No one wants the blame, but the company wants a productive discussion to prevent the same thing from happening again. A term like incident is an emotional blank slate. A neutral term can lower the emotional temperature of a conversation. It helps us step back and think about how an event occurred objectively. Now that we understand what an incident is, let's talk more about how to avoid them as they relate to personal injury.

Slide 6: Personal Injury Prevention (3 Minutes)

F: What is an injury? {Smile and nod as they respond}

F: Injuries are:

- definable, correctable event, with specific risks for occurrence {Click Mouse for animation}
- A result of risk poorly managed {Click Mouse for animation}
- Injury can be prevented! {Click Mouse for animation}

F: In the next few slides we are going to discuss the potential causes for personal injuries.

Slide 7: Personal Injury- Taking Short Cuts (2 Minutes)

F: Every day we make decisions we hope will make the job faster and more efficient.

F: Do your time saver ever risk your own safety, or that of other crew members? (Smile and nod as they respond)

F: Shortcuts that reduce your safety on the job are not shortcuts, but an increased chance for you to be injured.

Slide 8: Personal Injury- Being Over-Confident (2 Minutes)

F: Confidence is a good thing. Overconfidence is too much of a good thing. "It'll never happen to me" is an attitude that can lead to improper procedures, tools, or methods in your work. Any of these can lead to an injury.

F: When a worker becomes overconfident, they may feel that the regulations don't apply to them.

F: By eschewing these safeguards, he puts not only himself at risk, but those around him as well. This can increase the occurrence of workplace accidents, opening up the company to legal liability.

Slide 9: Personal Injury- Unclear Instructions (5 Minutes)

F: To do the job safely and right the first time, you need complete information.

F: Have you ever seen a worker sent to do a job, having been given only a part of the job's instructions? (Smile and nod as they respond)

F: Don't ever be shy about asking for explanations about work procedures and safety precautions. It isn't dumb to ask questions; it's dumb not to.

F: What possible injuries could occur in your workplace if you are given unclear instructions? (Smile and nod as they respond)

Slide 10: Personal Injury- Housekeeping (4 Minutes)

F: When clients, managers or safety professionals walk through your work site, housekeeping is an accurate indicator of everyone's attitude about quality, production, and safety.

F: Poor housekeeping creates hazards of all types.

F: A well maintained area sets a standard for others to follow

F: Good housekeeping involves both pride and safety.

F: What are some ways that you can help with keeping your work area maintained properly? (Smile and nod as they respond)

Slide 11: Personal Injury- Mental Distractions (4 Minutes)

F: Having a bad day at home and worrying about it at work is a hazardous combination.

F: Dropping your 'mental' guard can pull your focus away from safe work procedures.

F: You can also be distracted when you're busy working and a friend comes by to talk while you are trying to work.

F: Don't become a statistic because you took your eyes off the machine "just for a minute".

F: What are some examples of mental distractions? (Smile and nod as they respond)

Slide 12: Personal Injury- Failure to Pre-Plan (2 Minutes)

F: There is a lot of talk today about Job Safety Analysis.

F: JSAs are an effective way to figure out the smartest ways to work safely and effectively. For example: One way might be to use items that control or reduce job hazards, like machine guards.

F: Being hasty in starting a task or not thinking through the process can put you in harm's way.

F: Instead, plan your work and then work your plan!

Slide 13: Personal Injury Prevention Video (3 Minutes)

F: Play Video

Slide 14: Non-Fatal Injury and Illness Statistic (2 Minutes)

F: The latest numbers from the U.S. Bureau of Labor Statistics (BLS) show that there were 2,607,900 recordable cases for nonfatal injuries and illnesses (private industry).

- Of the 2,607,900 recordable cases, 1,062,600 cases involved days away from work.
- There were 266,650 cases involving sprains, strains and tears
- There were 128,220 involving injuries to the back; and
- 211,640 involved slips, trips and falls

Slide 15: Fatal Injury and Illness Statistic (2 Minutes)

F: The latest numbers from the U.S. Bureau of Labor Statistics (BLS) show that there were 5,190 recordable cases for fatal work-related injuries (all sectors).

- There were 1,253 cases involving roadway incidents.
- There were 850 cases involving Slips, Trips and Falls
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Slide 16: What Causes Accidents Video (4:30 Minutes)

F: Play Video

Slide 17: Injury and Illness Prevention Plan (3 Minutes)

F: An effective injury and illness prevention plan can help create a safe work environment, improve productivity, lower business costs, and boost profits.

F: A low injury record can also help to lower your workers' compensation insurance premiums.

F: Employers should create clear safety goals, so their prevention plans are more likely to work. Goals should be clear, realistic, and easy to measure.

F: A good plan includes:

- Management Commitment
- Recordkeeping and Reporting
- Safety Analysis
- Training
- Inspections
- Incident reporting and investigations; and
- Plan Review

Slide 18: Management Commitment (4 Minutes)

F: A good prevention plan starts with management's commitment and support. When managers show interest in providing a safe workplace, employees are likely to do the same.

F: Management should show its support by taking safety actions like:

- Putting out a written safety policy statement

- Allowing enough staff, time, and money for the plan and for safety
- Assigning responsibility and authority for using and enforcing the injury and illness prevention plan
- Following safety rules themselves
- Responding right away to incident prevention suggestions, investigations, or complains; and
- Going to safety training and meetings

F: A prevention plan should include a written safety policy statement that shows that the company is committed to a safe and healthy workplace. Management should sign the statement and keep it where employees can see it.

Slide 19: Training (4 Minutes)

F: Employee training is a useful tool for preventing incidents. Through training, employees become more aware of safety and learn to recognize and get rid of hazards.

F: You can avoid many incidents by showing employees what hazards their jobs involve, and the safe work practices their jobs demand.

F: Statistics show that unsafe acts – not unsafe conditions – cause most incidents. Showing and training an employee on what to do to avoid a job’s hazards, and how to report and correct unsafe working conditions, can help keep your workplace safe.

F: Regular training for current employees helps encourage a strong safety culture.

F: For best training practices, you should follow the seven steps to training guide which I will discuss next.

Slide 20: Training (Seven Step Guide) (8 Minutes)

F: Step 1 - Decide if training is needed (Before training, decide whether other steps would work better. For example, putting guards on equipment is more useful than training employees to keep their hands away from dangerous parts)

F: Step 2 - Identify training topics (Once you have decided that training is needed, decide what hazards employees are exposed to)

F: Step 3 – Name your goals and objectives (Decide what you want employees to gain from the training and how you will measure the results)

F: Step 4 - Develop learning activities (Choose and design the activities that will help the trainee(s) meet the objective)

F: Step 5 - Conduct the training (Choose whatever training method you have decided will work best, and do the training)

F: Step 6 - Judge training effectiveness (Make sure the training has done what it was supposed to do)

F: Step 7 - Improve the training Review the training program and make any changes needed. New equipment, procedures, and found hazards can change your training program needs. The program should include training on ways to protect employees by controlling hazards.

Slide 21: Hierarchy of Controls (6 Minutes)

KLP: Hierarchy of Controls: elimination, substitution, engineering controls, administrative controls, and personal protective equipment. The hierarchy is arranged beginning with the most effective controls and proceeds to the least effective.

F: The hazard controls in the hierarchy are, in order of decreasing effectiveness: Do you know what they are?

F: Elimination: This is always where you should start. Is it possible to physically eliminate the hazard entirely? Notice that this type of corrective action doesn't depend on your worker remembering to do something.

F: Substitution: Is it possible to replace the hazard, for example changing the equipment or tools used to perform a hazardous task? The effectiveness of this type of preventative action is, like elimination, also not worker dependent.

F: Engineering Controls: Is it possible to create a physical barrier between your workers and the hazard? If your workers are not directly exposed to the hazard, the likelihood of injury is reduced.

F: Administrative Controls: Is it possible to change the process or the way that your workers are performing a hazardous job? This type of control is highly dependent on workers following the preventative process.

F: Personal protective equipment is our last line of defense and requires worker to wear something to protect themselves from hazards. If none of the above are realistic, is it possible to provide PPE that will protect your workers from the hazard? Again, you must don PPE each time you encounter the hazardous situation.

Slide 22: Hierarchy of Controls Video (2 Minutes)

F: Play Video

Slide 23: Tips to prevent Injuries (2 Minutes)

F: To wrap up this presentation, I would like to share some tips to prevent injuries.

F: Wear the proper PPE

F: Report unsafe areas or practices

F: Use safe lifting techniques

F: Participate in safety trainings

F: Be sure to dress for the weather

F: Keep an orderly workplace

F: Follow policies and procedures

F: Stretch! (To avoid muscle strains and pulls)

F: Be aware of your surroundings

Slide 24: It is up to me Video (3 Minutes)

F: Play Video

Slide 25: Questions?