

Learning for Earning

Your Route to Success

Sixth Edition



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PowerPoint Presentations for

Learning for Earning

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CHAPTER

15

**Keeping Safety
First**



Chapter Objectives

After studying this chapter, you will be able to

- identify proper office safety procedures.
- explain proper safety procedures when working with machinery and tools.
- describe safety procedures related to lifting, upkeep, organization, and using ladders.
- apply fire safety procedures.
- list five lifesaving steps in first aid.
- describe responsibilities of employers and employees under OSHA.



Key Terms

- dismissal
- grounded
- flammable liquid
- fire triangle
- evacuate
- first aid
- OSHA
- FLSA
- worker's compensation
- disability

Thinking and Acting Safely

- Accidents on the job cost companies money.
- It is important to learn all safety rules and the right way to do your job.
- A mistake could cost your life or someone else's.





Thinking and Acting Safely

- The 10 general safety rules for the workplace are:
 - Comply with all company safety rules and signs.
 - Follow directions and never take chances.
 - Correct or report all unsafe conditions.
 - Use the correct protective equipment for the job and properly fitted clothes.
 - Report accidents and get first aid promptly.

Continued



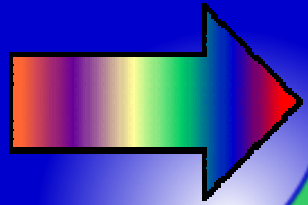
Thinking and Acting Safely

- The remainder of the 10 general safety rules for the workplace are:
 - Use, adjust, and repair equipment only with permission. Report safety hazards promptly.
 - Use the right tool correctly and safely.
 - Bend your knees when lifting and get help with heavy loads.
 - Don't goof off.
 - Keep your work area clean.



Unsafe Acts

- Accidents can be caused by unsafe acts:
 - wiping or cleaning moving machinery
 - failing to wear proper protective clothing
 - smoking in a nonsmoking area
 - failing to follow safety rules and signs
 - goofing off
 - lifting a load too heavy
 - removing or not using machine guards
 - taking chances



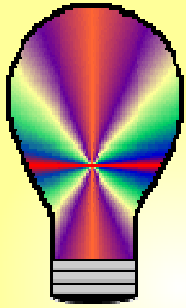
In Your Opinion

- ❖ *What unsafe acts have you seen in your school or community?*
- ❖ *(The photo shows people who are riding a bicycle dangerously and without proper head gear.)*



Unsafe Conditions

- Accidents can be caused by unsafe conditions:
 - high stacks of boxes
 - poor upkeep and organization
 - dim lighting
 - blocked fire exits
 - overused electrical extension cords
 - opened drawers left unattended
 - tools lying around



Think About It

- ❖ *Why do you think companies believe it's important to frequently check work sites for unsafe conditions?*
- ❖ *To prevent an accident and to keep the workplace safe*



Proper Safety Attitude

- A safety attitude is developed by thinking about and practicing safety.
- Attitudes that lead to accidents include:
 - *forgetfulness* of safety details
 - *noncompliance* with company safety rules and signs
 - *carelessness* and daydreaming on the job
 - *lack of anger management*, which causes people to react without thinking

Continued

Proper Safety Attitude

- Other attitudes that lead to accidents include:
 - *uncertainty* about how to perform a task
 - *fatigue* or being too tired to work
 - *laziness* or not making an effort
 - *showing off* or focusing on gaining attention rather than working safely

Proper Safety Attitude

- Ignoring safety rules is a serious matter that could cause your dismissal.
- ***Dismissal*** – Another term for being fired.





Workplace Safety

- Office workers often feel that safety isn't a concern in their work areas.
- Feeling safe may cause people to forget to follow safety precautions.
- Most workplace accidents are caused by a combination of unsafe acts and unsafe conditions.
- Safety is important in offices, too.



Workplace Safety

- Don't lean too far back in a chair.
- Never stand on movable furniture.
- Keep the floors clean and dry.
- Read and follow all directions on storing and using chemicals for office machines.
- Use stair handrails to prevent falls.

Workplace Safety

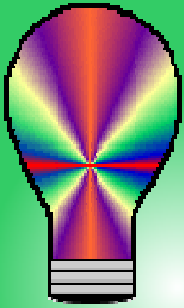
- Close all desk and file drawers when not in use.
- Use manual paper-cutting machines carefully.
- Turn off machines before cleaning.





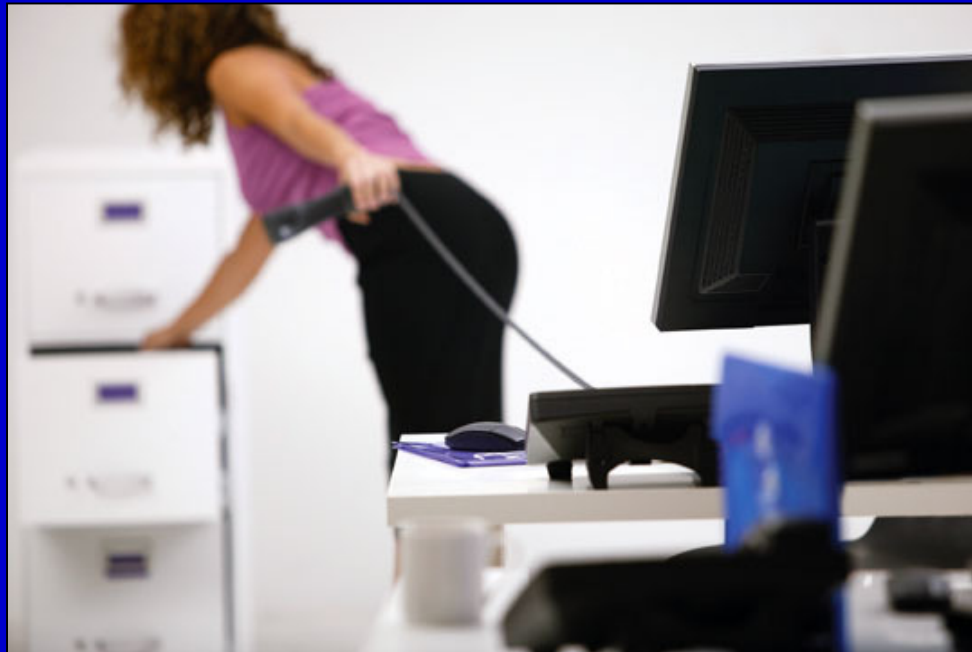
Workplace Safety

- Keep all electrical machines and cords in good repair and grounded.
- ***Grounded*** – Connected to the earth to avoid electrical shock.
- Do not touch electrical machines with wet hands.
- Replace worn electrical cords or plugs.



Think About It

- ❖ *Office work is commonly considered a non-hazardous occupation. Identify five unsafe conditions or acts in an office setting.*





Safely Using Machinery, Tools, and Workplace Items

- Factory and construction workers follow these special safety guidelines because much of their equipment is dangerous:
 - Work at a safe speed, not too fast.
 - Wear the right clothes, not loose clothing that can get caught in machinery.
 - Protect your feet from falling tools and equipment by wearing hard-toed safety shoes.



Working with Power Tools and Equipment

- Never operate unfamiliar equipment without receiving specific instructions.
- Make sure your hands are dry before using an electrical cord.
- Wear safety goggles.
- Examine the equipment first, and if defective, report it to your supervisor.

Continued

Working with Power Tools and Equipment

- Keep the starting switch in the off position when plugging in equipment.
- Keep all safety guards and shields in place.
- Do not oil, clean, or adjust equipment when the power is on.
- Disconnect electrical equipment when not in use.

Proper Use and Care of Hand Tools



- Learn to use each tool correctly.
- Keep tools clean, in good condition, and stored in a safe place with points or sharp edges covered with shields.

Lifting

- Improper lifting is a common cause of accidents that can be prevented by following guidelines.
 - Lift with your leg and arm muscles, not your back.
 - Keep your back as straight as possible.
 - Always carry the load close to your body.

Continued

Lifting

- Be sure you have good footing and can see where you're going.
- Ask for help if needed.
- Use mechanical aids such as conveyors and elevators to save your energy.
- Keep your work area free from tripping hazards.

Upkeep and Organization

- Cluttered areas can lead to accidents such as
 - tripping
 - slipping
 - being struck by falling objects
- A clean work area is a safe work area.
- Also keep floors clean, neat, and dry.

Using Ladders Safely

- Choose the right ladder for the job.
- Be sure it is strong enough to support you plus all the items you carry.





Did You Know?

- ❖ *New ladders clearly identify how much weight they can safely carry. Choose from these 5 types:*

IAA (375 lbs.), commercial

IA, (300 lbs.), heavy-duty industrial

I, (250 lbs.), industrial

II, (225 lbs.), commercial

III (200 lbs.) household

Using Ladders Safely

- Be sure the ladder is
 - in good condition
 - on firm footing and correctly placed
 - extended to its fullest and locked into position
 - away from a door that can be opened
- Always face the ladder when climbing up or down.



Using Ladders Safely

- Take one step at a time, using both hands.
- Move the ladder rather than leaning off-balance to reach the work.
- Never stand on the top two steps.
- Never use machinery, a chair, or stack of crates to create a makeshift ladder.

Fire Protection

- Fire is a serious threat to life and property.
- For this reason, practically all worksites are kept as nonsmoking areas.



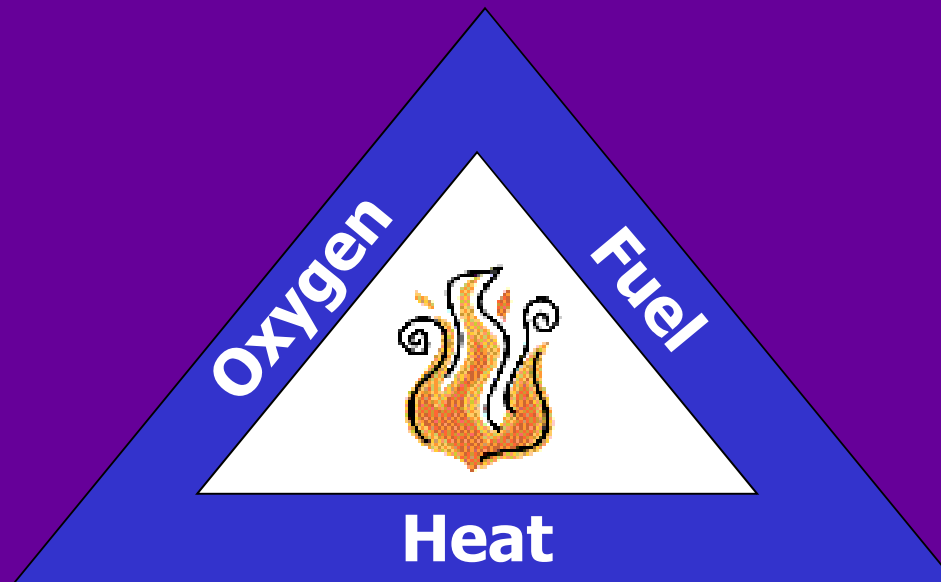


Fire Protection

- The major causes of fires are
 - careless smoking
 - faulty electrical wiring, appliances, and heating equipment
 - grease buildup in ventilation hoods
 - unattended open flames
 - careless use of flammable liquids
- ***Flammable Liquid*** – A liquid that can easily ignite and burn rapidly.

Fire Protection

- ***Fire Triangle*** – A symbol representing the three elements that provide the necessary condition for a fire: oxygen, fuel, and heat.



Fire Protection

- In the event of a fire, you should know
 - how to use a fire alarm pull-box
 - how to use the telephone to report a fire
 - the location of all fire alarms, fire extinguishers, and exits
 - how to use an extinguisher on a small fire
 - how to evacuate the building
- ***Evacuate*** – To empty or vacate a place in an organized manner for protection.

Health and First Aid

- Your health affects your performance at work.
- Get plenty of rest and proper nourishment.
- Observe basic hygiene rules such as washing hands before meals.
- Stop working if you become ill.
- Immediately report illness and injury to your supervisor.

Health and First Aid

- ***First aid*** – Immediate, temporary treatment given in the event of an accident or illness before proper medical help arrives.





Health and First Aid

- When someone is injured, you should
 - remove everything from the mouth or throat.
 - apply pressure to stop any bleeding.
 - keep the person warm and lying flat with head low to prevent shock.
 - call for medical help, but until it arrives, stay with the person.
 - remain calm and move the person only when further injury will occur if not moved.

OSHA

- *OSHA* is a term you will frequently see linked to workplace safety.
- ***OSHA*** – A government agency and a federal law that calls for safe and healthy working conditions.
 - The Occupational Safety and Health Administration is the agency.
 - The Occupational Safety and Health Act is the law.



Employers' Responsibilities

- OSHA requires employers to
 - provide a place to work that meets health and safety standards.
 - make sure employees use safe tools, equipment, and correct protective gear.
 - use color codes, posters, labels, or signs to warn employees of potential hazards.
 - inform employees of their rights and responsibilities under OSHA.
 - record work-related injuries and illnesses.



Did You Know?

- ❖ *According to OSHA, the industry with the most injuries and illnesses is the courier/delivery business, which expedites deliveries over land and air.*





Employees' Responsibilities

- OSHA requires employees to
 - read the OSHA poster at their job site and know and follow OSHA standards.
 - adhere to all employer safety and health standards and rules.
 - wear and/or use prescribed protective equipment.
 - report hazardous conditions and job-related injuries and illnesses to the supervisor.
 - cooperate with OSHA officers in inspections.

FLSA

- ***FLSA*** – The Fair Labor Standards Act is designed to protect the educational opportunities of youth and prohibits their employment in jobs that could endanger their health and safety.
- Child labor laws vary from state to state.



Workers' Compensation

- Most American workers are covered by workers' compensation laws.
- ***Workers' Compensation*** – An insurance against loss of income from work-related accidents.
- Employers pay the cost of this insurance for their employees.



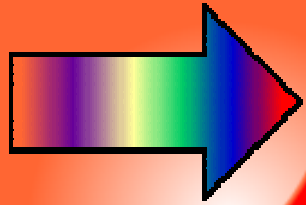
Workers' Compensation

- The insurance program covers the following:
 - cost of unlimited medical treatment
 - payment of lost wages
 - death benefits to the family
 - insurance against occupational diseases
 - income benefits for disability



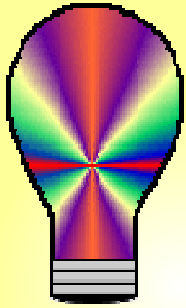
Disability Insurance

- If you suffer a long-term disability, social security will pay you monthly benefits after
 - working at least 20 of the last 40 quarters
 - a 6-month waiting period
- Eligible workers must be under age 65.



In Your Opinion

- ❖ *According to the Bureau of Labor Statistics, Department of Labor, the greatest number of nonfatal injuries for both sexes tend to occur on Mondays.*
- ❖ *Why do you think this is so?*

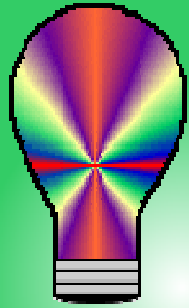


Think About It

- ❖ *Explain why preventing accidents is everyone's business.*
- ❖ *List attitudes that may lead to accidents.*
- ❖ *Identify proper safety procedures for working in offices, with machinery and tools, and when lifting and using ladders.*
- ❖ *Discuss how employers and employees benefit by following OSHA's rules.*
- ❖ *Explain the importance of workers' compensation to employees.*

Chapter 15: In the Know

- Safety is everyone's concern.
- Unsafe acts, unsafe conditions, and wrong attitudes can cause accidents.
- It is vital to know how to prevent fires and what to do in the event of a fire.
- Everyone should be able to administer first aid to an injured person until medical help arrives.
- OSHA requires employers and employees to fulfill their safety responsibilities.



Chapter 15: Think More About It

- ❖ *How can you help yourself and others develop better safety awareness?*
- ❖ *Which of the chapter's safety guidelines do you need to improve?*
- ❖ *Could you administer first aid competently to a classmate or teammate if necessary? If not, what should you do to develop this ability?*
- ❖ *Do you know how to prevent and stop a fire?*