Facilitator’s Guidelines
   a  Overview
   b  Getting Started
   d  Presentation Guidelines
   f  Lesson Plan
   h  Frequently Asked Questions

1  Introduction

2  Engineering Controls

3  Personal Protective Equipment

6  Safe Work Practices

8  First Aid Procedures

9  Summary

10 Notes

11 Quiz

13 Quiz Answers

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Each day, we rely on our hands to perform vital tasks. Yet we tend to take our hands for granted. To understand how important accident prevention is, consider how many activities you could not participate in if your hands were disabled. Fortunately, by following safe work practices and wearing the appropriate personal protective equipment for the tasks you perform, you can help ensure that your hands remain protected. In this program, we’ll discuss how you can prevent one of the most common hand accidents – lacerations.
Getting Started

Training Materials

Collect all of the necessary materials and supplies before training begins. Here are some suggested materials and supplies:

• A training location that is free of distractions, has good lighting, and a comfortable temperature.

• Desks and chairs arranged so that everyone will be able to see the viewing screen, the facilitator, and each other.

• The video, a VCR, and a TV with a remote. Make sure the video is rewound.

• An employee handbook and pen/pencil for each trainee. Each handbook includes a quiz at the back, which can be used to test comprehension and document training.

• Other supplies and equipment you may need - blackboard chalk, paper, handouts, transparencies, overhead projector, markers, notepads, etc.

• Additional information, such as a copy of the regulation or other reference tools.
Preparation

A successful presentation requires preparation and planning. Give yourself several days before the training session to get organized.

- Locate and schedule the training site as soon as possible.
- Notify trainees of the training date and time, the training schedule, and proper dress.
- Obtain all necessary equipment and supplies.
- Make sure you know how to operate the TV, VCR, and other equipment. Check to ensure that it is working properly. Replace or repair any damaged equipment.
- Prepare your presentation, including a lesson plan or outline of the training. Include the training goals and objectives. Some presentation guidelines are included on the next page. A sample lesson plan has been included on page f of this Facilitator’s Guide.
- A day or so before conducting the training session, you may want to have participants take the quiz as a pre-test. The results of this test can help you to determine weak areas to focus on during the training session.
- Preview the videotape. Note any key points you want to expand upon in your training.
How you present the training course can have a great impact on learning. By following these simple presentation guidelines and keeping your objectives in mind, you can effectively and efficiently get the most out of your training session.

Organize Training Time Efficiently
In today’s busy work climate it can be difficult to find the time needed for training, so it is important to be organized and well-prepared when you do schedule training sessions. Whether you use Summit’s suggested lesson plan or not, it is important to have a lesson plan prepared that you can implement comfortably. This ensures that time spent in training is productive and beneficial for everyone.

Stress the Purpose and Goals of Training
Training needs to be goal-oriented. State the purpose of training in a clear, specific manner - whether it’s to reduce injuries, increase production, improve quality, improve working conditions, etc. Review the goals and objectives of the training so trainees know what is expected of them.

Capture Their Attention
Training needs to be interesting and compelling to hold trainees’ attention. To help motivate learners, give them specific evidence that their effort makes a difference and provide feedback on their progress. Also, remember that the first experience with a new subject usually forms a lasting impression on the learner. By making that experience a positive one, you can help ensure your audience retains the information learned.
Make New Learning Experiences Pleasant

For some adults, past experiences with education were unpleasant and not helpful. Adults learn best when they feel comfortable. By making the learning environment open and friendly, you can help adults to feel secure in their new learning experience. Offer support and feedback as often as possible, and be ready to provide extra attention to those who may require it.

Ask If There are any Questions

When most adults learn new information that conflicts with what they already know, they are less likely to integrate those new ideas. It is very important to make sure participants fully understand the training and do not have any unresolved questions. Provide for a question and answer period so participants can resolve those questions and/or answer questions throughout the training session.
Lesson Plan

As a qualified trainer, your job is to effectively communicate a great deal of information in a well-organized manner. By preparing a lesson plan, you can ensure that each minute of the training session is productive. Summit has provided a suggested lesson plan for your use.

1. Program Objective
This guide reviews *Hand Safety: Lacerations*. In it, we will cover:

- Engineering Controls
- Personal Protective Equipment
- Safe Work Practices
- First Aid Procedures

2. Show the Video: “Hand Safety: Lacerations”

3. Discussion and Demonstration
To help relate the training to your site, you may wish to incorporate your own discussion topics and exercises. Key issues you might consider include:

- What is the company’s emergency response plan?
- Where do I find information about the type of PPE needed for specific tasks?
- Are there specific inspection procedures that must be followed when using tools or PPE?
4. Use Handbooks to Reinforce Training
The handbooks increase comprehension and reinforce the information learned in the video program by explaining the main points and expanding on the original material. For increased employee information retention, go over one section at a time and stop to answer questions. The quiz at the back of the Facilitator’s Guide is provided to document employee training. Answers to the quiz are provided on a separate page.

5. Questions and Answers
Provide for a Q&A session to answer any questions. It may be necessary to review some of the material when providing answers. The employee handbook, equipment manuals, and other reference tools may be helpful.
Frequently Asked Questions

What should I do if a co-worker is injured while on the job?
When a co-worker is injured the natural reaction is to offer immediate help – but, before acting, make sure you know the proper emergency response and first aid procedures. Call for help if it is needed and find the emergency first aid kit. When treating cuts or other injuries where exposure to blood is possible, always wear latex gloves to protect yourself from a potential exposure to infectious disease. Report the injury to your supervisor as soon as possible and seek immediate medical attention for more serious injuries. Remember, even minor cuts must be reported.

There are so many different types of gloves. How will I know which is appropriate for my tasks?
Always ask your supervisor if you are unaware of which gloves you should wear for your tasks. Each type of glove provides a different level of protection. Remember to inspect your gloves before each use and discard any gloves found to be defective. You can obtain a new pair from your supervisor.
Of all the body’s structures, the hands provide the most unique combination of strength and flexibility.

This combination is the reason you can perform tasks and use tools so efficiently. The hands themselves are tools that allow you to physically manipulate the environment using the roughest to the finest motor skills. There are countless tasks you perform on a day-to-day basis that require the use of your hands. Though your hands may seem indestructible, over 100,000 workers annually suffer lost time due to hand injury - second only to back strain and sprain. A high percentage of those hand injuries are the result of lacerations. They can range in severity from a small cut to the amputation of fingers or the entire hand. A risk is present whenever you are exposed to sharp objects, sharp edges, or use hand tools or power tools such as utility knives or band saws. Improper work practices can lead to a disabling injury that would change the way we do things for life. The best way to stay injury-free is to eliminate risk factors.

In this handbook we will discuss:
- Engineering controls
- Personal protective equipment
- Safe work practices
- And, first aid procedures to minimize and control the risks associated with laceration injuries.
Engineering Controls

Engineering controls are guards or devices specifically designed to protect you from injuries, such as machine guards, suction cups, and vacuum lifters.

Before operating your equipment or tool, perform a hazard analysis of the work area. Make sure all guards are in place and are in proper working order. Before you begin, remove any trip hazards or sharp-edged materials from the area. Conduct regular inspections of your work area to identify and remove laceration risks. Make sure all unnecessary tools, materials, and scrap have been removed from your work area. While working keep all guards and controls in place. If the process is not automated try and use equipment that will decrease the need for you to handle sharp material. For example, if you are working with metal sheets that have razor edges, utilize a tool that will minimize the need for personal contact. Complete regular evaluations of your work procedures to identify potential improvements to minimize laceration risks. Discuss ongoing opportunities to improve material handling techniques or equipment improvements with your supervisor or members of your safety committee. Never override or modify a safety measure. The time saved is not worth the risk. Remember, while engineering controls can reduce your risk of injury you must still pay close attention to the task at hand, and follow all safety procedures at your site.
Because of the products you handle, there are several jobs that are identified as laceration risks. When handling sheet product or processing coil material there is a laceration risk if accidental contact happens with the sheet’s razor edge.

The use of steel banding is another cause for concern. Typically the edges have been rounded by the manufacturer of the banding, but a razor sharp edge is created when the banding is cut on the end. In addition, laceration risks are present when handling cut plate, long products or scrap material with rough edges. Utility knives are commonly used on the job and these too can very easily cause a laceration if not used correctly. If you are performing any of these tasks it is critical that you wear the proper personal protective equipment or PPE.

Next to safety glasses and protective footwear, gloves are the most common type of PPE found in the work environment.
Different types of gloves are designed to protect the hands and fingers from specific hazards. Always use the proper glove for the job and make sure that they’re appropriate for hazards you face while on the job. The wrong glove can put you at greater risk. ANSI has created a standard for determining the level of cut resistance a glove provides. The cut protection performance test or CPPT, measures the weight in grams required to cut a glove on a 25 millimeter pass using a razor-sharp blade. A glove with a zero rating provides the lowest amount of cut resistance while a level five rating provides the highest amount of cut resistance. A common misconception is that leather gloves are cut-resistant because they are thick and bulky. The average cut resistance for a leather palm glove is less than 300 grams, which is only a level one rating. The metalist foam kevlar based glove has a cut resistance of 800 grams providing almost 3 times more cut protection than the thicker leather palm gloves. Your supervisor will be able to inform you of the proper gloves you
need to wear for your specific tasks. Keep in mind, there is a difference between gloves being cut-resistant and cut-proof. Synthetic fiber gloves offer a measure of protection, but they do not make you invincible. Caution is still required even when using the best PPE.

Before using gloves, inspect them thoroughly for cracks, punctures, or tears in the material. Make sure they are the proper size, and allow enough strength and dexterity to safely perform the task at hand. If the gloves are in any way defective, dispose of them immediately and obtain a new pair. In addition to wearing gloves to protect you from lacerations, wrist and forearm guards provide cut protection. When using cut-resistant gloves with arm guards, ensure proper overlap to protect the wrists. Wearing your personal protective equipment is the last preventative measure.
The risk of injury is present when safe work practices are not followed.

The risk of a hand injury is significantly elevated when:

- equipment, tools, or work pieces do not perform as expected
- workers use a different work method or perform an unusual task
- and, when workers are distracted, rushed, or their mind is not on the task at hand.

Inspect hand tools thoroughly before each use. Always check that your tools are functioning properly. Cutting devices, such as utility knives, are common in the work environment. Always try to utilize utility knives with appropriate safety devices that protect the blade or have retractable blades.

When using them, be sure not to cut towards your body. Also, ensure that the blade is secured and locked into place to prevent injury. When cutting materials, use a bench vice or clamp to hold the object. If this is not possible, hold objects in such a way that the tool won’t come into contact with your body. Instead of trying to carry a heavy or awkward object by yourself, ask for help from a co-worker, and reduce the risk of an accident. If you must unjam or clean a machine, contact the authorized personnel to perform a lock-out/tagout procedure. Keep in mind that not following safe work practices can also put your co-workers at risk.

Leaving sharp tools, a nail through a board, loose banding,
or scrap materials lying around could cause injury to workers passing through your area.

Always follow good housekeeping procedures by putting tools away in their proper place, and discarding unnecessary materials or scrap. Do not store materials with sharp unprotected edges near walk-ways or aisles and minimize trip hazards that could create accidental contact with stored material. Always be aware of the environment you are working in and make sure to focus on the task at hand and follow safe work practices.
First Aid Procedures

When an injury occurs, your first thought may be to help the injured person in any way possible.

However, before acting, it is important to know the proper emergency response and first aid procedures to follow. When performing first aid on the hands, the proper procedure depends on the nature and the severity of the injury. Cuts or any other type of injury where blood is involved require taking precautions to prevent the spread of bloodborne diseases. All blood should be treated as if it were infected. When exposure to blood or bodily fluids is possible wear latex gloves at all times to protect yourself. All injuries at work should be reported immediately to your supervisor. A minor cut may seem insignificant, but if it becomes infected, the injury can become serious. If a major injury occurs, follow your company’s emergency response procedures. As a general rule never try to treat a serious injury on your own. A serious injury requires the immediate attention of trained medical personnel.
Always follow the best safety practices for each task you perform and wear the proper gloves for the job. Different gloves are designed to protect the hands and fingers from specific types of hazards. Keep in mind, there is a difference between gloves being cut-resistant and cut-proof. Precaution is still required even when using the best personal protective equipment. Instead of trying to carry a heavy or awkward object by yourself, ask for help from a co-worker, and reduce the risk of an accident. Make sure to focus on the task at hand and follow safe work practices. Conduct regular inspections of your work area to identify and remove laceration risks. Focus on continuing to improve and modify work tasks with engineering controls to eliminate the need for the handling of sharp-edged material. Cuts or any other type of injury where blood is involved, require taking precautions to prevent the spread of bloodborne diseases. Know your company's first aid and emergency response procedures so you can make the best decisions should an injury occur. Your hands are an integral part of your daily life. Keep them free of injury by being safety conscious everyday. Your hands are not only essential for your job, but for the rest of your life.

Summary
You can prevent hand injuries by assessing the hazards in your work area and taking necessary precautions.
Notes
To review your knowledge of *Hand Safety: Lacerations*, answer the questions below.

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<th>Your Name</th>
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1. Which of the following are examples of engineering controls designed to protect you from injuries? Select all that apply.
   a. Razors
   b. Machine guards
   c. Suction cups
   d. Vacuum lifters

2. When using a utility knife you should cut away from your body.
   a. True   b. False

3. All gloves provide the same level of protection.
   a. True   b. False

4. Leather gloves have the highest cut-resistant rating according to its CPPT test.
   a. True   b. False

5. Comparing a leather glove with a kevlar glove, which has the higher cut-resistant rating?
   a. Leather glove
   b. Kevlar glove

6. When should work gloves be inspected?
   a. Before each use
   b. Once a week
   c. Once a month
   d. Only when an accident has occurred
7. Defective gloves should be disposed of immediately.
   a. True  b. False

8. Which of the following are safe work practices that can help reduce the risk of injuries? Select all that apply.
   a. Inspecting hand tools before each use
   b. Getting help to carry an awkward object
   c. Storing materials with sharp, unprotected edges near walk-ways
   d. Throwing out any trash and placing tools in proper place

9. When there is the possibility you might be exposed to blood while treating an injury, you should wear latex gloves.
   a. True  b. False

10. A minor cut never needs to be reported to your supervisor.
    a. True  b. False
Quiz Answers

1. b Machine guards
c Suction cups
d Vacuum lifters

2. a True

3. b False

4. b False

5. b Kevlar glove

6. a Before each use

7. a True

8. a Inspecting hand tools before each use
   b Getting help to carry an awkward object
   d Throwing out any trash and placing tools in proper place

9. a True

10. b False