SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting - keep the meeting simple
- Encourage discussion and questions

WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER

HAND SAFETY

SHIFT: _____

TIME: _____

DATE: _____

PLACE: _____

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Leaders Guide

PROCEDURE REFERENCE:
1.0 PERSONAL PROTECTIVE EQUIPMENT

MEETING OBJECTIVE:
Hand injuries on the job are more common than injuries to any other part of the body. It's no wonder – hands are a worker's most used tool. But all too often, people are careless about protecting them. You know that hand injuries can be prevented, and you know the danger of these injuries. What seems like a minor cut can lead to infection. A small puncture wound can result in blood poisoning. The purpose of this meeting is to make employees aware of hand hazards, acquaint them with the required hand protection used at your facility, and discuss the circumstances under which different types of hand protection should be used.

MEETING PREPARATION:
Read the Signature procedure, understand the contents, and ensure compliance.

Consider all the jobs and work areas at your facility and make a list of related hand hazards. Be prepared to discuss your list at the meeting.

Gather samples of hand protection used at your facility for various tasks. Bring these to the meeting and be prepared to explain under what circumstances they should be used.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:
Listing of hand hazards
Samples of gloves and other hand protection
Flip chart and marking pens

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Leaders Guide

MEETING

INTRODUCTION

Our hands take a lot of abuse. We cut them, scrape them, bruise them and still go on doing the job. Our hands are tough – but only up to a point. Today's finger cut can become tomorrow's infection. I know most of you don't think twice about cuts, scrapes, and bruises. But carelessness about hand safety can lead to serious consequences – like losing a finger, or worse.

In today's meeting, we're going to discuss the prevention of hand injuries. You'll learn that it's easy to protect your hands, if you take the time to use the right equipment and perform the job in the right way.

OSHA requires workers to wear hand protection to prevent injuries. Most often this protection is gloves. Gloves can help prevent cuts, abrasions, burns, punctures, and skin contact with chemicals and temperature extremes. But they are only effective if workers choose the right glove for the job and wear gloves every time they are needed. Furthermore, OSHA cautions that no one glove can provide protection against all potential hazards. Even the best gloves can only protect against a limited range of hazards. And they won't keep hands safe if workers aren't following safe work practices.

There are about 250,000 serious hand, finger, and wrist injuries in private industry per year, according to Bureau of Labor Statistics data. In a recent year, about 8,000 of these injuries were amputations.

Question: What are some common hand hazards that we face on the job?

Answer: (Consult the list you prepared before the meeting)

- Cut hazards – edge of steel or aluminum
- Puncture hazards – screwdrivers, knives, awls
- Shearing hazards – cutters, knives, cleavers, axes, any two hard-edged objects that pass close together
- Rotating hazards – rotary saws, fan blades, lathes, power drills.
- Crushing hazard – gears, rollers, wheels, shafts
- Smashing hazards – hammers, presses, pinch points
- Temperature hazards – caused by extremes of heat or cold
- Burn hazards – caused by chemicals or heat
- Chemical hazards – absorption of harmful substances through the skin

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Leaders Guide

Question: **Gloves can protect us from some of these hazards. What are some of the kinks of gloves we commonly use to protect our hands, and what are the appropriate circumstances for using each kind of glove.**

Answer: (Show employees the samples of gloves you brought as you discuss them.)

- Cotton, cloth, or canvas helps you grasp slippery objects and protects against slivers, dirt, and moderate heat and cold.
- Leather protects against sparks, chips, rough objects, and moderate heat.
- Natural rubber (and blends) is good for use with caustics, alcohols, and diluted water solutions.
- PVC protects against strong acids, strong caustics, slats, and alcohols.
- Neoprene is good for use with oxidizing acids, aniline, phenol, and glycol ethers.
- Nitrile protects against grease, oils, aliphatic chemicals, xylene, and trichloroethane. Nitrile gloves may also serve as an alternative for people who are allergic to latex gloves.
- Butyl can be used with glycol ethers, ketones, and esters.
- Metal mesh/Kevlar® mesh protects against cuts and very rough materials.

Demonstrate proper fitting of gloves.

Teach employees how to safely remove gloves that might have been contaminated by chemicals. Follow this step-by-step procedure:

Safe Glove Removal

- Start with either of the gloves. The first goal is to break the seal (vacuum) that's formed by your perspiration and the tightness of the glove. Do this by pinching the glove at the heel of the hand with the fingers of your opposite hand. Then pull and stretch the glove away from the heel of your hand, letting air in and breaking the seal. Next, stretch and pull the glove away from your hand, letting the air up past the heel into the palm of your hand. Pull at the glove several times to let as much air as possible get in between the glove and your hand.

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Leaders Guide

- As you break the seal in the glove you're removing, curl that hand's fingers, making a loose fit.
- Then slowly and gently begin to pull the cuff of the glove up, peeling it back. It will turn inside out as it comes off. Don't snap the glove or pull so hard or fast that you tear it. This could defeat the purpose of this safe removal procedure, exposing you to risk.
- Once the first glove is removed, don't drop it or throw it away, hold it scrunched up into a ball, in the palm of your gloved hand.
- Next, slide the index finger of your bare hand (which should have no potentially infectious material on it) up the inside of your gloved hand's wrist, under the glove, and into the palm of that gloved hand. Then bend that index finger a little so that it forms a hook, hooking onto the glove from the inside. Pull the glove off, turning it inside out as you do so, with the fist glove balled inside the second. Again, it is vital to remove the glove carefully, so the glove does not rupture.
- Both gloves are now inside out, one inside the other.
- Immediately and thoroughly wash your hands with a disinfectant soap under running water.

Discuss proper care and maintenance of hand protection.

- Inspect gloves for wear, damage, or defects before use.
- Never use worn, damaged or defective gloves. Replace them right away and dispose of them properly so that no one else will use them.

Question: **Besides gloves, what precautions can you take to protect your hands from injury?**

Answer: Remove jewelry when working with or near machines. Rings, watches, bracelets, etc., can catch on machinery and cause your hand to get injured.

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Leaders Guide

Keep hands away from moving parts.

Watch out for parallel wheels or rollers that turn inward – they can grab your hands and pull them into the machine.

Never operate a machine without its guard in place.

Never adjust, modify, or remove a machine guard.

Disconnect power to clean, oil, or adjust a machine. Follow required lockout / tagout procedures according to company policy.

Always choose the right tool for the job. Any problem with your tools makes your job more difficult. And it makes it more hazardous for your hands.

Use a brush – not your hands – to clear away filings or shavings from work areas.

Be careful when carrying loads through doorways or in other situations where there are pinch point hazards.

Question: **What factors should be considered when selecting the right glove for the job?**

Answer: The following are examples of some factors that may influence the selection of protective gloves for a workplace:

- Type of chemicals handled
- Nature of contact (total immersion, splash, etc.)
- Duration of contact
- Area requiring protection (hand only, forearm, arm)
- Grip requirements (dry, wet, oily)
- Thermal protection
- Size and comfort
- Abrasion / resistance requirements.

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Leaders Guide

SUMMARY:
We can provide you with PPE and safe work procedures to help you protect your hands. We can warn you about the hazards here on the job. But it's up to you to be always alert to hand safety. Your hands are your most valuable tools. Work with their safety in mind.

EMPLOYEE HANDOUT

A. Employee Handout
B. Employee Quiz
C. Employee Puzzle

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Employee Handout

Gloves Come in Many Forms

Although hands and fingers are difficult to protect because they are needed for practically all types of work, they can be guarded from many common injuries using gloves. Let's discuss the variety of gloves available to protect us on the job.

Leather, Canvas or Metal Mesh Gloves

Sturdy gloves made from metal mesh, leather or canvas provides protection against cuts and burns. Leather or canvas gloves also protect against sustained heat. Leather gloves protect against sparks, moderate heat, blows, chips and rough objects. Aluminized gloves provide reflective and insulating protection against heat and require an insert made of synthetic materials to protect against heat and cold. Aramid fiber gloves protect against heat and cold, are cut-and abrasive-resistant, and wear well. Synthetic gloves of various materials offer protection against heat and cold, are cut-and abrasive-resistant, and may withstand some diluted acids. These materials do not stand up against alkalis and solvents.

Fabric and Coated Fabric Gloves

Fabric and coated fabric gloves are made of cotton or other fabric to provide varying degrees of protection. Fabric gloves protect against dirt, slivers, chafing and abrasions. They do not provide enough protection for use with rough, sharp or heavy materials. Adding a plastic coating will strengthen some fabric gloves. Coated fabric gloves are normally made from cotton flannel with napping on one side. By coating the unnapped side with plastic, fabric gloves are transformed into general-purpose hand protection offering slip-resistant qualities.

Chemical and Liquid-Resistant Gloves

Chemical-resistant gloves are made with different kinds of rubber. These materials can be blended or laminated for better performance. As a rule, the thicker the glove material, the greater the chemical resistance, but thick gloves may impair grip and dexterity, having a negative impact on safety. Some examples of chemical-resistant gloves include:

Butyl gloves are made of a synthetic rubber and protect against a wide variety of chemicals. Butyl gloves also resist oxidation, ozone corrosion, and abrasion. Butyl gloves remain flexible at low temperatures. Butyl rubber does not perform well with aliphatic and aromatic hydrocarbons and halogenated solvents.

Natural (latex) rubber gloves are comfortable to wear, which makes them a popular general-purpose glove. They feature outstanding tensile strength, elasticity and temperature resistance. In addition to resisting abrasions caused by grinding and polishing, these gloves protect workers' hands from most water –liquid solutions of acids, alkalis, salts and ketones. Latex gloves have caused allergic reactions in some individuals and may not be appropriate for all employees. Hypoallergenic gloves, glove liners and powderless gloves are possible alternatives for workers who are allergic to latex gloves.

Neoprene gloves are made of synthetic rubber and offer good pliability, finger dexterity, high density and tear resistance. They protect against hydraulic fluids, gasoline, alcohols, organic acids and alkalis. They generally have chemical and wear resistance properties superior to those made of natural rubber.

Nitrile gloves are made of a copolymer and provide protection from chlorinated solvents, such as trichloroethylene and perchloroethylene. Although intended for jobs requiring dexterity and sensitivity, nitrile gloves stand up to heavy use even after prolonged exposure to substances that cause other gloves to deteriorate.

Thanks for your attention. Have a safe day.

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Meeting Sign-In Sheet

MEETING DATE: _____ **LOCATION:** _____

SHIFT: _____ **CONTENTS OF MEETING:** ☐ Handout ☐ Video ☐ Other ☐ Guest Speaker

MEETING CONDUCTED BY: _____

GUEST SPEAKER (if applicable): _____

ATTENDEES:

	NAME (Print)	SIGNATURE		NAME (Print)	SIGNATURE
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Employee Quiz

Answer the following questions to see what you know about hand safety.

1. _____ gloves protect against sparks, moderate heat, blows, chips and rough objects. **(Rubber, Leather or Neoprene)**

2. Adding a _____ _____ will strengthen some fabric gloves. **(Water, Plastic Coating or Salt)**

3. Butyl gloves are made of a synthetic _____ and protect against a wide variety of chemicals. **(Rubber, Leather or Water)**

4. Natural (latex) rubber gloves are _____ to wear, which makes them a popular general-purpose glove. **(Tight, Comfortable or Loose)**

5. Latex gloves have caused _____ in some individuals and may not be appropriate for all employees. **(Headaches, Allergic Reactions or Cuts)**

6. _____ gloves are made of synthetic rubber and offer good pliability, finger dexterity, high density and tear resistance. **(Neoprene, Leather, or Paper)**

7. Although intended for jobs requiring dexterity and sensitivity, _____ gloves stand up to heavy use even after prolonged exposure to substances that cause other gloves to deteriorate. **(Plastic, Nitrile or Paper)**

8. Suppose your job exposes you to sparks, moderate heat, blows, chips and rough objects. What type of gloves would be a good choice for you? **(Nitrile, Plastic or Leather)**

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Employee Puzzle

M T F G H X N O T T O C Q B K O L N R N
L R M F C E E B G F S I U L C E I D E O
D A P C K G U F Y Y W G Y Y A K N X G I
K E C O C A D K B I R L T T B Z U V N T
H Y R E X E R F U J B N H C F R W W I C
K C W B R K I E L O E E Q L U E R G F E
W I O A R A O C O R R Q P A X H A N D T
S N A C E I T R O W S P N T W G Q V U O
E B A G W B Y I P S Z F Z E R W I F X R
U L C Q J X R B O B E O D X Q O N R E P
F U B Y M Z R B E N E R P O E N P V P H
H X T A J R P A H D M K W D X R O D T A
G R V A S Y X R I B Q G X R N L K Q X B
Z M R I E O I M N P V A W C G H N G B R
U B M E H L P Y V I X Q Y R N Q L S L A
T Z B I V L I S L X V J W X T Z O Y C S
M D L C G T D R I M P Z L R H S K B T I
P J X P P C U Y T D W G G I R V J V S O
A I N L O B T T S I Q S K U L R L F L N
U O T E G W P G T S N V H N K I F K Z X

ABRASION
DISPOSALBE
HAND
LEATHER
PROTECTION
BONE
FINGER
LACERATION
NEOPRENE
COTTON
GLOVE
LATEX
NITRILE

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Employee Quiz Answers

1. Leather
2. Plastic Coating
3. Rubber
4. Comfortable
5. Allergic Reactions
6. Neoprene
7. Nitrile
8. Leather

SIGNATURE SYSTEMS

WEEKLY SAFETY MEETING

HAND SAFETY

Employee Puzzle