

## Student Handout #1

# Your Safety IQ Quiz

Work together in your group to answer these questions. Guessing is OK. You won't be graded on your answers. Pick one person in your group to report your answers to the class later.

✓ Check the correct answer.

1. The law says your employer must give you training about health and safety hazards on your job.

True                       False                       Don't know

2. The law sets limits on how late you may work on a school night if you are under 16.

True                       False                       Don't know

3. If you are 16 years old, you are allowed to drive a car on public streets as part of your job.

True                       False                       Don't know

4. If you're injured on the job, your employer must pay for your medical care.

True                       False                       Don't know

5. How many teens get seriously injured on the job in the U.S.?

One per day               One per hour               One every 10 minutes               Don't know

## Find the Hazards: Fast Food



## Find the Hazards: Grocery Store



## Find the Hazards: Office



# Find the Hazards: Gas Station



# Hunting for Hazards

Hazard

Possible Harm

**Kitchen**

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**Office**

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**Other Area (\_\_\_\_\_)**

# Info Search

## A. Worksheet

Your team will be assigned one scenario to research from part C of this handout. Work with your team to answer the questions below. Once all team members have completed their research, discuss and agree on the answers you want to report to the rest of the class. Pick someone in your team to make a brief report.

1. What is the health and safety problem (hazard) in your scenario?
  
  
  
  
  
  
  
  
  
  
2. What information might you be able to get at the workplace? Where would you get it?
  
  
  
  
  
  
  
  
  
  
3. Pick three possible sources outside the workplace where you could get information. These must include at least one government agency, and at least one organization or agency that is not part of the government. You can search the internet, or request information by phone. A few suggested resources are listed in part B of this handout. However, you do not need to limit yourself to these. Each team member can get information from a different source, or you can work together. Use these sources to answer the following questions.

**Short-term health effects.** How could this hazard affect your body right away?

Information	Source

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**Long-term health effects.** How could this hazard affect your body over time?

Information	Source

**Solutions.** What are some possible ways to reduce or eliminate workers' exposure to this hazard?

Information	Source

4. What was the most important information you learned, and why was it important?

5. Which information source did your team find most useful, and why?

## B. Resources: Where To Get Information

Here are some websites and phone numbers to get factsheets and other information on health and safety hazards.

### Government Agencies

#### New Jersey Occupational Health Services

Website contains “Right To Know—Hazardous Substance Fact Sheets” for over 1500 chemicals.

*<http://www.state.nj.us/health/eoh/rtkweb/rtkhsfs.htm>*

#### NIOSH (National Institute for Occupational Safety and Health)

Conducts research on hazards and has free publications on chemicals, ergonomics, child labor, and other hazards.

*[www.cdc.gov/niosh/](http://www.cdc.gov/niosh/)*

*[www.cdc.gov/niosh/topics/youth](http://www.cdc.gov/niosh/topics/youth)* (Young Worker Safety and Health)

1-800-CDC-INFO (1-800-232-4636)

#### OSHA (U.S. Occupational Safety and Health Administration)

Develops and enforces federal regulations and standards. Offers free publications and a video library.

*[www.osha.gov/SLTC/](http://www.osha.gov/SLTC/)*

(800) 321-OSHA

### Other Organizations

#### AFL-CIO Safety and Health on the Job

Basic health and safety information, including an alphabetical listing of direct links to fact sheets developed by unions and OSHA. Some are available in Spanish.

*<http://www.aflcio.org/issues/safety/tools/infofs.cfm>*

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#### Labor Occupational Health Program (LOHP), University of California, Berkeley

Trains workers, unions, joint labor-management committees, and others on health and safety. Sells publications and videos. Offers assistance and referrals on young workers, workplace violence, hazardous waste, ergonomics, and more.

*[www.lohp.org](http://www.lohp.org)*

(510) 642-5507

#### NYCOSH (New York Committee for Occupational Safety and Health)

Website has internet links and resources on health and safety by industry and topic, as well as basic information on health and safety rights on the job.

*[www.nycosh.org/](http://www.nycosh.org/)*

#### Vermont SIRI (Safety Information Resources Inc.)

Website contains links to many health and safety resources. Specializes in Material Safety Data Sheets.

*[www.siri.org](http://www.siri.org)*

### C. Scenarios

#### Scenario A: Big Box Foods

Kevin works in a warehouse. He's seventeen years old. One day, when he was loading 40-pound boxes onto a wooden pallet, he suddenly felt a sharp pain in his lower back. He had to stay out of work for a week to recover, and his back still hurts sometimes. He is worried about re-injuring his back, and tries to be careful, but he wants to find out more about safe lifting and other ways to prevent back injuries.

#### Scenario B: Brian's Computer Station

Brian has been working for six months as an administrative assistant in a large office. He is the newest employee in the office, and seems to have all the hand-me-down equipment. His keyboard and mouse sit right on his desktop, along with his computer monitor. The lever to adjust the height of his chair doesn't work any more. He works at his computer most of the day. He knows at least one person in the office who wears braces on her wrists because they are tender and painful, and who can no longer do a lot of things at home because her grip is so weak. Brian doesn't want to develop any problems like that, and wants to find out what he can do.

#### Scenario C: Dangerous Paint Stripper

Jessica has a summer job working for the city parks program. She has been using a cleaner called "Graffiti Gone" to remove graffiti from the bathrooms. She has to take a lot of breaks, because the chemical makes her throat burn. It also makes her feel dizzy sometimes, especially when the bathrooms don't have very many windows. On the label, she sees that the cleaner has methylene chloride in it. She feels like she's managing to get the work done, but she is worried about feeling dizzy. She wants to find out more about this chemical, what harm it can cause, and whether there are safer ways to do this work.

#### Scenario D: Noise at Work

Ediberto is 18 years old, and has been working for a company that manufactures prefabricated homes for about a year. He spends a lot of the work day using a power saw. His ears usually ring for awhile in the evening, but it seems to clear up by the morning. He is a little worried about whether it's damaging his hearing, but it's not that different than how his ears feel after a rock concert. He wants to find some information on how much noise is bad for you, and what he can do.

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### **Scenario E:** Needles in the Laundry Stack

Simone works as an aide in a nursing home. Her best friend's cousin Julia works in the laundry department. Simone has heard Julia complain about the medical staff, because used hypodermic needles sometimes show up in the dirty laundry. Simone is worried about Julia, but also doesn't think the medical staff could be that careless. She wants more information on what can be done.

### **Scenario F:** Stop and Shop

Sarah works in a convenience store. She and the other employees take turns working the closing shift. It makes her nervous to be at the store by herself late at night, but she knows if she refuses the closing shifts, the owner will just look for someone else for the job. She carries mace in her purse, and the owner has told her to give up the cash in the cash register if she is ever faced with a robber, but she wants to find out what else can be done so she will feel safe.

# Disaster Blaster Game Board

**You're home, safe and sound!**

**Start**

**Reported an emergency to 911. BLAST ahead one space.**

**Power outage. Go BACK one space.**

**Blocked exit. Go BACK one space.**

**Learned CPR. BLAST ahead one space.**

**Emergency plan in place. BLAST ahead one space.**

**First Aid kits available. BLAST ahead one space.**

**Poured water on a grease fire. Go BACK three spaces.**

**MSDS sheets available. BLAST ahead one space.**

**No fire extinguisher. Go BACK one space.**

**Flu outbreak. Go BACK three spaces.**

**Video cameras installed. BLAST ahead one space.**

**Chemical spill. Go BACK three spaces.**

**Tornado watch in effect. Go BACK one space.**

**Stayed calm in an emergency. BLAST ahead one space.**

**Flashlights and batteries available in an emergency. BLAST ahead one space.**

**No number for poison control center. Go BACK one space.**

**Clearly marked exits. BLAST ahead one space.**

## Disaster Blaster Game Cards

<p><b>Q.</b> If you are inside a building and begin to feel the shaking of an earthquake, what should you do?</p> <p><b>A.</b> Get under something heavy or sturdy like a desk or doorframe.</p>	<p><b>Q.</b> If you are in a building and hear a tornado warning, what should you do?</p> <p><b>A.</b> Go to the lowest level of the building; the basement, a storm shelter, or an interior room without windows.</p>	<p><b>Q.</b> If you smell smoke and suspect a fire burning somewhere in the building, what should you do?</p> <p><b>A.</b> Alert others. Pull fire alarm if available. Shut door and get out of the building. Call 911 from outside.</p>
<p><b>Q.</b> If someone comes into your workplace with a gun, what should you do?</p> <p><b>A.</b> Cooperate fully with the gunman's instructions, Don't try to be a hero.</p>	<p><b>Q.</b> If an unknown chemical spills in your workplace, what should you do?</p> <p><b>A.</b> Leave it alone and get your supervisor.</p>	<p><b>Q.</b> How many exit routes must a workplace have?</p> <p><b>A.</b> Enough to allow for safe evacuation of all employees (and customers) but at least two exits.</p>
<p><b>Q.</b> True or False? If you are caught in a fire you should stay close to the ground.</p> <p><b>A.</b> True.</p>	<p><b>Q.</b> What are the steps for using a fire extinguisher?</p> <p><b>A.</b> <i>P-A-S-S</i>: <b>P</b>ull the pin; <b>A</b>im the nozzle; <b>S</b>queeze the trigger; <b>S</b>weep extinguisher back and forth over the fire.</p>	<p><b>Q.</b> What phone number should you call to report an emergency?</p> <p><b>A.</b> 911.</p>

<p><b>Q.</b> What should you do for a severe cut?</p> <p><b>A.</b> Apply pressure to the wound and, if there are no broken bones, elevate the wound above the heart. Seek medical help.</p>	<p><b>Q.</b> What should you do for a very serious second or third degree heat burn?</p> <p><b>A.</b> Call 911. Don't remove clothing if stuck to the burned area.</p>	<p><b>Q.</b> What should be used to put out a grease fire on a stove?</p> <p><b>A.</b> A pan lid or baking soda. <i>Never</i> water or flour.</p>
<p><b>Q.</b> What should you do if you are in a building and the power goes out?</p> <p><b>A.</b> Stay calm. If appropriate to leave, look for lighted exit signs. Otherwise, stay in place and check with your supervisor.</p>	<p><b>Q.</b> On the way home from work late one night, your car breaks down on an isolated road. What do you do?</p> <p><b>A.</b> Turn on hazard lights. Lock doors, stay in car. Call for help, wait for assistance. Or put sign up asking passers- by to call 911. Do not open car to strangers.</p>	<p><b>Q.</b> You are working on a construction site and a co-worker enters a trench and passes out. What do you do?</p> <p><b>A.</b> Tell a supervisor. Don't go after him; you may become a second victim. Call 911.</p>
<p><b>Q.</b> A co-worker slips on a wet floor, hits his head, and loses consciousness. What do you do?</p> <p><b>A.</b> Don't move him. Call 911. Check breathing and heartbeat. Give CPR if you can. Cover and keep him warm.</p>	<p><b>Q.</b> If a co-worker falls off a ladder and injures his back, what should you do?</p> <p><b>A.</b> Don't move him (this can cause more damage). Call 911 for help.</p>	<p><b>Q.</b> If your clothes catch on fire, what should you do?</p> <p><b>A.</b> Stop, drop, and roll; or smother the flames with a blanket. <i>Never</i> run.</p>

<p><b>Q.</b> Name at least one factor that increases your risk of being robbed at work?</p> <p><b>A.</b> Working alone; working at night; access to money.</p>	<p><b>Q.</b> What letters are on the type of fire extinguisher that can be used in any kind of fire?</p> <p><b>A.</b> A–B–C. (A) Trash, wood, paper; (B) Liquids, gasses, solvents; (C) Electrical equipment.</p>	<p><b>Q.</b> What is the name of the sheets that provide information about chemical products?</p> <p><b>A.</b> Material Safety Data Sheets—MSDSs.</p>
<p><b>Q.</b> What is at least one item that should be included in an emergency kit?</p> <p><b>A.</b> Water; flashlight and batteries; first aid supplies.</p>	<p><b>Q.</b> What does the skull and crossbones symbol mean?</p> <p><b>A.</b> Poison.</p>	<p><b>Q.</b> If a chemical gets into your eye, what should you do?</p> <p><b>A.</b> Flush it with water for at least 15 minutes.</p>
<p><b>Q.</b> Name one security measure that can reduce workplace violence in a retail store?</p> <p><b>A.</b> Good lighting; a panic button or other communication device; a security guard; a video camera.</p>	<p><b>Q.</b> How do you prevent the spread of flu viruses?</p> <p><b>A.</b> Cover nose / mouth with a tissue when coughing / sneezing. Wash hands, don't touch eyes, nose, or mouth. Stay home.</p>	<p><b>Q.</b> What two common cleaning products should you never mix, because they make a gas that can kill you?</p> <p><b>A.</b> Ammonia and bleach (the mixture releases chlorine gas, which can be deadly).</p>

<p><b>Q.</b> What's the difference between a weather watch and a weather warning?</p> <p><b>A.</b> <i>Watch:</i> Severe weather possible during the next few hours. <i>Warning:</i> Severe weather observed or expected soon.</p>	<p><b>Q.</b> If you are driving to work and see the funnel shape of a tornado approaching, what should you do?</p> <p><b>A.</b> Get out of the car and lie down in a low place.</p>	<p><b>Q.</b> If you are working outside when a lightning storm starts and you can't get to shelter, what should you do?</p> <p><b>A.</b> Crouch low to the ground, sit on the balls of your feet, stay away from trees and metal objects.</p>
<p><b>Q.</b> What do you do if you come in contact with a substance, but don't know whether or not it is toxic?</p> <p><b>A.</b> Call the National Poison Control Center: 1-800-222-1222.</p>	<p><b>Q.</b> What can you use to melt ice on the sidewalks in the winter?</p> <p><b>A.</b> Rock salt</p>	<p><b>Q.</b> Name at least two things that should be in an Emergency Action Plan.</p> <p><b>A.</b> Name of person who is in charge; escape routes; training; drills; alarm systems; meeting place.</p>
<p><b>Q.</b> What does CPR stand for and what is it?</p> <p><b>A.</b> Cardiopulmonary Resuscitation. CPR is a combination of rescue breathing and chest compressions for a victim whose heart has stopped beating.</p>	<p><b>Q.</b> Is it safe to use a cell phone or cordless phone during a storm?</p> <p><b>A.</b> Yes. These are safe to use because there is no direct path between you and the lightning. Use a corded telephone <i>only</i> in an emergency.</p>	<p><b>Q.</b> If a co-worker suffers from heat exhaustion, what should you do?</p> <p><b>A.</b> Get the person out of the sun. Give her cool water. Lay the person down and elevate her feet. Call 911.</p>

## Emergencies in the News

*In your small group, read your assigned news story, then answer the three questions on the other side.*

### **Story A: Grease Fire in Restaurant Burns Employee**

A fire erupted at Sunny's Family Restaurant Tuesday night, critically injuring an employee and causing \$100,000 worth of damage to the building. The fire was caused when a frying pan, filled with oil heating up on the stove, was left unattended. The fire rapidly spread to dish towels hanging nearby. An employee discovered the scene and attempted to put out the fire by pouring water on the stove, causing the burning grease to splatter all over his face, arms, and chest. A co-worker, hearing the commotion, called 911 and yelled for everyone to leave the restaurant immediately. The fire department arrived, extinguished the fire, and attended to the burned employee. The victim was taken to Mercy Hospital and is reported to be in serious but stable condition.

### **Story B: Robber Threatens Young Employee With Gun**

A 16-year-old employee of a local convenience store was held up at gunpoint late Thursday night by a masked man demanding money. The employee was working alone and in the process of closing the store for the evening. The employee later reported to police that, after emptying the cash register, the robber tied him up and then left with the money. Although the young employee was shaken up by the incident, he was not physically injured. The name of the young employee is being withheld because of his age.

### **Story C: Parents Praise Quick Action of Local Teen**

Parents Charlene Cook and Kelly Nelson, who have children attending the Happy Go Lucky Day Care Center, called the Daily Times this week to praise the quick action of 17-year-old Tamara Thompson, one of Happy Go Lucky's star employees. Tamara noticed that an entire container of bleach had spilled near the janitor's closet and was giving off fumes in one of the nearby classrooms. Knowing that some of the children have asthma, Tamara walked the children to another teacher's classroom so they wouldn't be exposed. She then rushed back with paper towels to clean up the spill. Unfortunately, Tamara herself suffered breathing problems after cleaning up the bleach and had to be taken to the emergency room to be checked. She is currently at home recovering but plans to return to work when she feels better.

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#### **Story D: Young Construction Worker Falls From Ladder**

An 18-year-old house painter, who was painting the second story of a house, fell off his ladder yesterday, breaking both legs. He also suffered severe cuts when he caught his arm on a metal fence during the fall. Co-workers rushed to assist him and called for an ambulance. Local EMTs reported that the co-workers carried the fallen employee to the front lawn and then applied pressure to the open wound to stop the bleeding.

#### **Story E: 6.1 Earthquake Shakes Local High Rise Office Building**

Office workers at R&D Business Solutions huddled under desks and doorways as a 6.1 earthquake shook their building. Once the tremors subsided, they followed lighted exit signs to the stairwell. They made it down ten flights of stairs and outside to the street. Gladys Royce, of Washington Township, whose son, Jason, is an employee of the company, complained that her son, who has Down Syndrome, was left alone to figure out what to do during and after the earthquake. The employees and supervisors had no idea Jason had remained on the 11th floor. The company pledges to take another look at its Emergency Action Plan and make sure the plan protects and prepares all their employees, including those who may need extra assistance.

#### **Story F: Tornado Breaks Windows at Local Department Store**

A tornado blew through town yesterday, causing major power outages and damage to several buildings, including blowing out most of the windows in Johnson's Department Store on East 8th Street. As glass went flying, employees reportedly herded customers into the center section of each floor in the three-story building. Customer Tom Wilson expressed appreciation for the assistance employees provided in getting everyone away from the windows.

### Questions

1. What went right in this situation?
2. What went wrong in this situation?
3. What steps should be taken in this workplace to make sure employees are better protected and prepared the next time?

# Emergency Action Plans

Planning ahead can reduce the effects of an emergency on workers, the workplace property, and the surrounding community. In preparing an Emergency Action Plan, an employer can figure out what protections are needed and what procedures should be followed in an emergency. All workplaces should have an Emergency Action Plan.

An Emergency Action Plan should be in writing. It should state who is responsible for coordinating emergency response; where chemicals are stored and where Material Safety Data Sheets (MSDSs) for these chemicals are kept; and how critical operations will be maintained during and after an emergency (if necessary). The plan should also list measures that will be taken to protect employees (including those with physical disabilities).

## **Training and drills**

There should be training and regular practice drills so everyone knows what to do during different kinds of emergencies. Workers should be trained so they understand their responsibilities during an emergency; the alarm system and “all clear” announcements; where to gather during an emergency; how to report an emergency; what to do if there is a chemical spill; and when and how to use emergency equipment.

## **Alarm systems**

These must be seen, heard, and understood by all employees.

## **Shelters and evacuation**

The plan should designate inside shelters, exits, evacuation routes and procedures, and outside meeting places. Shelters inside the building should be identified if tornadoes or hurricanes are a possibility. Exits and evacuation routes should be checked periodically to be sure they are not blocked. Exits should be of sufficient number, width, and location that workers can rapidly evacuate. An outside meeting place should be designated so employees can be counted after evacuation.

## **Emergency lighting**

Exit routes should have emergency lighting in all areas where work is performed after daylight hours.

## **Emergency equipment**

The plan should provide for installation and testing of appropriate emergency equipment such as building sprinkler systems, fire extinguishers, eyewash systems, and safety showers if chemicals are used.

## **Procedures to follow when someone is injured**

First aid kits should be provided, as well as trained personnel to use them. Employees should know who is trained in first aid or CPR, and where to get medical attention if needed.