

## Module 200 – BASIC SHOP SAFETY

### **Lesson Description:**

Course includes general housekeeping rules and their relationship to safety awareness. Applying safe materials handling practices and procedures. *Identifying Trouble Spots* – material handling, ladders, lockout/tagout and surface injuries. *Identifying Danger Spots* – conveyors, hoists, slings, and forklifts. *Identifying Injury Spots* – eyes, arms, hands, head, back, etc. Overview of OSHA and workplace hazard control programs, MSDS, machine safeguarding and emergency response procedures. Use of personal protective equipment and clothing (PPE/PPC). *Prerequisite:* None

### **Learning Objectives:**

At the completion of this lesson, the student will be able to:

- ◆ Define OSHA and explain its origin and purpose.
- ◆ Identify potential “high risk spots” that can cause injuries.
- ◆ Apply good housekeeping practices.
- ◆ Understand basic practices of materials handling.
- ◆ Demonstrate the proper use PPE/PPC, explain its function and identify the importance of devices that minimize injuries associated with the eyes, head, arms, fingers/hands and back.
- ◆ State rules for safe lifting and demonstrate proper lifting technique ( $\leq 25$  lbs.).
- ◆ Present dangers associated with material handling (sharps, pinch points, weight, coil banding).
- ◆ Recognize and respond to emergencies (fire, extreme weather, evacuation, etc.).
- ◆ Understand the basics of MSDS and equipment safeguarding.
- ◆ State who is responsible for lockout-tagout and the reasons for lockout-tagout?

### **Methods of Instruction:**

Lecture, video, individual and group presentations, self-study, role-play exercises, and real-world examples and applications.

### **Methods of Evaluation:**

Group presentations/demonstrations, individual written/oral projects and written tests/quizzes (*PROficiency Practices and Assessment*) during and after training.

### **Lesson Materials Provided by PMA:**

- ◆ *NIMS Metalforming Skills, Level 1* (one for each student)
- ◆ *PMA Student Resource Book: Basic Shop Safety*
- ◆ *PMA Video: “Safety First”* (w/ Facilitator’s Guide, discussion points, quiz and wall poster)
- ◆ Role-play/demonstration exercises
- ◆ *PMA Instructor Guide* with *SMART* Lesson Plans and *PROficiency Practices & Assessments*
- ◆ Transparencies
- ◆ PMA Item Bank (assessment questions) for construction of end of lesson examination.
- ◆ Lists of recommend reading and self-study materials (articles, videos, books, OSHA, CD ROM’s, Internet recourses, etc.)

☞ Note: Student Workbooks, transparencies/slides, handouts and item bank provided on CD or disk.

***Lesson Topics & Content Outline:***

◆ **Introduction to OSHA and the Accident Prevention**

Overview of OSHA.  
Surface Area Safety.  
High Work Safety.  
Lifting Safety.  
Materials Handling Devices and Safety Awareness.  
Labeling of Chemicals.  
Handling Chemicals.  
Types of Personal Protective Equipment and Clothing (PPE/PPC).  
Confined Space Entry  
Personal Appearance, Clothing and Jewelry.

◆ **Safety First – “Putting All Together”**

Understanding and Using Company Safety Policies and Procedures Manual.  
Basic Fire Safety (types of fires, the fire triangle, suppression systems/extinguishers, etc.)  
Use of Personal Protective Equipment.  
MSDS Documentation and Hazard Communications.  
Handling Hazardous Materials and Fluids.  
Machine Safeguarding.  
Lockout/Tagout.

❖ **Video Quiz**

❖ **End of Lesson Exam**

☞ Note: See *SMART* Lesson Plan contained in the Instructor’s Guide for detailed topic content, flow of lesson, and in-training assessments. Instructor is responsible for obtaining actual examples of PPE/PPC (work/lab coat, leather gloves, face shield, ear protection, head/hair protection, back support, arm cuffs, dust mask, etc.) and MSDS examples.