

2013 OSHA Susan Harwood Capacity Building Grant (SH-24874-13-60-F-12)

Logistics Safety Awareness

Course Length: 120 Minutes

Course Description This course is taught in accordance with the Occupational Health and Safety Administration Technical Manual, Section VII Chapter 1, Warehouse Safety. This course provides general information that covers General, Construction and Maritime Industries and provides guidance on the prevention of Warehouse Injuries. The course is intended to train and/or retrain company employees in the essential skills and knowledge for the prevention of back injuries at the workplace. Upon completion of this course participants will receive a course certificate of completion from Florida State College of Jacksonville, Institute of Occupational Safety and Health, Military Public Safety and Security division. **Course requirements: Full attendance**

Step 1: Planning the Lesson

Instructional Materials:

- PowerPoint Presentation
- Student Handouts
- Instructional Notes
- Audio-visual Equipment
- Flip charts
- Markers
- Empty card box (standard size)

Participant Handouts:

- Hand out #1: Student Presentation Booklet
- Hand out #2: Pre-test Logistics Safety
- Hand out #3: Logistics Safety Awareness handout English
- Hand out #4: Classroom Activity Worksheet
- Hand out #5: OSHA Fact Sheet Preventing Falls
- Hand out #6: OSHA Fact Sheet Personal Protective Equipment
- Hand out #7: Post-test Logistic Safety

Learning Objectives: Participants will:

- Examine facts associated with fall hazards
- Recognize and implement Fall Hazard Safety
- Examine proper materials handling usage and safety
- Discuss material handling techniques
- Discuss Safe Storage Practices and Stacking Loads
- Explain back injury prevention
- Identify contributing factors to prevent back injuries.
- Identify requirements for use of personal protective equipment
- Explain the usage of personal protective equipment

Step 2: Presenting the Lesson

Introduction: (10 minutes)

- Introduce yourself
 - Include name, title, experience and credentials
 - Start the lesson with an ice breaker:
 - Have everyone give their name and offer an example of any personal experience regarding Warehouse Injuries (Logistics Safety) they have experience know of someone who experienced a back injury. (Since this is an introduction, there are no wrong answers and no penalty for duplicate answers.) Encourage students to participate.
 - Make a list of these on a flip chart, white board, etc.
 - Explain facility emergency action plan procedures/Discuss classroom rules.
 - Prior to the video, briefly explain the creation of OSHA.
 - Read over objectives from PowerPoint slides #4 and #5
 - Student will participate in the pre-test of the course and will be evaluated after the end of the course in comparison to the post-test

Class PowerPoint Presentation and Activities: (80 Minutes Total; Risk Factors and Fall Hazard Analysis Pictures- (Fall Hazard Activity) should take approximately 20-30 minutes, depending on class size and time.)

- Introduction to the OSHA. OSHA 40 year's video. Discuss OSHA role since its inception until now.
- Logistics Safety Awareness Training
 - Reference previous discussed Warehouse issues with the class during the ice breaker.
 - Discuss slides #6-#8 before showing the video "Slips, Trips and Falls video".

- After the video, re-engage the class in discussion regarding the previous slides and comparison between video and slides.
 - i. Do the slides provide the necessary information?
 - ii. Do the video reiterate information from slides?
 - iii. Ask for additional inputs from class.
- Quick recap question on slide #10 regarding fall hazards

Classroom Participant Activity: Risk Factors and Fall Hazards Analysis Picture- (Fall Hazard Activity) (20-30 Minutes)

#11 and #12 – Risk Factors and Fall Hazards Pictures- (Fall Hazard Activity)

- Divide class into groups. (This can be accomplished by having every student “count off” 1-2-3-..., and repeating, then placing all the 1s in a group, 2s, 3s, etc.
 - Each group will be assigned two theoretically warehouse pictures and each group will need to identify the hazard that is presented in the picture.
 - Provide each group with:
 - Worksheets
 - Show students how to effectively find the hazard then find the corrective action to eliminate the fall hazard
 - Students have 15-20 minutes to work/review each provided picture as a group and present content.
 - Students should be given a flip chart and markers.
 - If groups have different answers they will need to explain to the other group why they choose that corrective answer.
 - Proper Housekeeping
 - Sufficient safe clearances
 - Aisles and passageways shall be kept clear and in good repairs
 - Trainer will walk around room helping to facilitate discussion, commenting when necessary/appropriate, asking and answering questions as needed.
 - Each group will take turns explaining their findings and making recommendations.
 - At the end of the exercise, trainer will ask questions on how to prevent/minimize risk of fall hazards
- The trainer will discuss Slide #13-#14 on Material Handling prior to showing Slide #15 video Stacking Loads video
 - Provide examples material handling (description)
 - i. Forklift
 - ii. Conveyors
 - iii. Dollies
 - iv. Cranes and Forklift
 - After the video, re-engage the class in discussion regarding the previous slides and comparison between video and slides.
 - i. Do the slides provide the necessary information?
 - ii. Do the video reiterate information from slides?
 - iii. Ask for additional inputs from class.

- Discuss Back Injury prevention Slide #16-Slide #18 prior to showing slide #19
 - i. control stressors
 - ii. proper lifting techniques
 - iii. factors to consider to prevent back injuries
- After the video, re-engage the class in discussion regarding the previous slides and comparison between video and slides.
 - i. Do the slides provide the necessary information?
 - ii. Do the video reiterate information from slides?
- Answer slide #20 question in reference to the back injury video
- Review and Discuss slides #21 and slide #22 on Personal Protective Equipment
 - Discuss the OSHA standard for PPE
 - Review the different forms of PPE and its usage
 - Hard Hats
 - Foot Wear
 - Gloves
 - Safety Glasses
 - Protective Clothing
 - Hearing Protection
 - Have class members share how each of the PPE from these slides affect their safety and why
 - Trainer will walk around room, listening, participating in discussion when necessary/appropriate, and facilitating discussion.

Course Summary & Evaluation: (15 Minutes)

- Review PowerPoint slide #23
 - Discuss the overall course with
 - Awareness of the surroundings
 - Good Housekeeping
 - Material Handling
 - Back Safety
 - PPE
- Review the objectives of slides #4-#5 and ask for inputs for additional Logistics Safety Awareness prevention steps/tips. Have the students discuss answers and add additional remarks if needed.
- Trainer will facilitate discussion, monitor responses, ensure participation and ask/answer questions as appropriate for example.
 - Best ways to assure warehouse safety
 - Identify different types of material handling, proper stacking and safe storage procedures.
 - Discuss how to protect themselves from back injury
 - Identify/recognize the proper PPE
 - Reiterate OSHA's role in preventing Warehouse Injuries and protecting workers wellbeing slide #24 - #25
- Evaluation: Monitor participant non-verbal and verbal reactions during summary and previous class discussions.

- Students will complete Post-Test and discuss answers

Participant Critiques & Share References: (5-10 Minutes)

- Student will complete a course critiques
- **References:**
 - 29 CFR 1910 subpart D - Walking-working surfaces
 - 29 CFR 1910.22(b)(1) - Sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made.
 - 29 CFR 1910.22(a) - keep the area "clean and orderly and in a sanitary condition."
 - 29 CFR 1910.141(a) neat and the aisles clear
 - 29 CFR 1910.176(b)-(c)- Storage of material shall not create a hazard.
 - 29 CFR 1910.132(a) - PPE wherever we identify hazards that could cause "injury or impairment"
 - 29 CFR 1910.135(a)- where there is a potential for injury to the head from falling objects"
 - https://www.osha.gov/OshDoc/data_General_Facts/ppe-factsheet
 - OSHA Fact Sheet Personal Protective Equipment
 - https://www.osha.gov/OshDoc/data_Hurricane_Facts/fall.pdf
 - OSHA Fact Sheet Preventing Falls
 - https://www.osha.gov/Publications/3220_Warehouse.pdf
 - OSHA Pocket Guide Worker Safety Series Warehousing
 - Keller & Associates, Inc., J.J. (2004). *Loading Dock and Warehouse Safety "The Ins and Outs"*.
 - Various web resources.