PRESENTER'S GUIDE

"MACHINE GUARD SAFETY"

Part of the General Safety Series

Quality Safety and Health Products, for Today... and Tomorrow

THE GENERAL SAFETY SERIES

This education program is part of the General Safety Series. The programs in this series have been created to provide employees with good, basic information on everyday safety and health topics. This series includes programs on the following topics:

- Accident Investigation
- Active Shooter: Surviving an Attack
- Arc Flash
- Back Safety (Industrial and Office versions)
- Bullying and Other Disruptive Behavior (For Employees and Managers/Supervisors)
- Compressed Gas Cylinders
- Computer Workstation Safety
- Conflict Resolution (Industrial and Office versions)
- Crane Safety in Industrial and Construction Environments
- Preventing Workplace Discrimination (For Employees and Managers/Supervisors)
- Distracted Driving
- Diversity in the Workplace (For Employees and Managers/Supervisors)
- Driving Defensively
- Driving Safety: The Basics
- Driving Safety
- Dealing with Drug and Alcohol Abuse (Employees and Managers/Supervisors versions) (Industrial and Construction versions)
- Electrical Safety
- Evacuation Procedures
- Eye Safety (Industrial and Construction versions)
- Ergonomics (Industrial and Office versions)
- Fall Protection
- Fighting Fatigue in the Workplace
- Fire Extinguishers
- Fire Prevention (Healthcare, Industrial and Office versions)
- First Aid (Industrial and Construction versions)
- Fitness and Wellness
- Hand and Power Tool Safety (Industrial and Construction versions)
- Hand, Wrist and Finger Safety (Industrial and Construction versions)
- Hazard Recognition
- Hazardous Materials Labels
- Hazardous Spill Cleanup
- Heat Stress (Industrial and Construction versions)
- Hot Work Safety and the Permitting Process
- I2P2: Injury and Illness Prevention Programs
- Ladder Safety (Industrial and Construction versions)
- Loading Dock Safety
- Machine Guard Safety
- Manual Pallet Jack Safety
- Materials Handling Safety
- Motorized Pallet Truck Safety
- Office Safety
- Rigging Safety in Industrial and Construction Environments
- Safety Audits
- Safety Housekeeping and Accident Prevention

- Safe Lifting (Industrial and Construction versions)
- Safety Orientation
- Safety Awareness for New Employees
- Safety Showers and Eye Washes
- Sexual Harassment (Employee and Managers/Supervisors versions)
- Sexual Harassment Investigations
- Slips, Trips and Falls
- Walking and Working Surfaces (Industrial and Construction versions)
- Warehouse Safety
- Welding Safety
- Winter Safety
- Workplace Harassment (Industrial and Office versions)
- Workplace Stress
- Workplace Violence in Healthcare Facilities
- Workplace Violence

Most topics in the General Safety Series line include employee booklets and posters which have been designed specifically to be used with the programs. By combining these three products you have all of the materials you need to promote and conduct a complete safety meeting (for information on booklets and posters contact your local reseller).

WARRANTY/DISCLAIMER

"This program has been created to assist companies that are endeavoring to educate their employees regarding good safety and health practices. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by companies using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal or other laws, standards and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular company's environment."

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Structure and Organization

Information in this program is presented in a specific order so that employees will see the relationships between the various concepts and can retain them more easily. The sections included in the program are:

- Dangerous mechanical motions.
- "Fixed" and "interlock" guards.
- Guarding "points of operation".
- "Safety devices".
- Protecting your hands.
- Safe work practices.

Each of the sections covers important information in one topic area, providing employees with the basis for understanding how machine guards help them work safely with powered equipment.

Background

Machinery enables us to do more and heavier work than we could ever hope to do on our own. But powerful equipment can create many hazards for the people who use it.

Roughly 15,000 machine-related accidents happen every year. They cause severe injuries, such as amputations, lacerations, crushing and abrasions... and result in hundreds of fatalities as well.

Yet most of these incidents could have been prevented by machine guards and other safety devices. Machine guards are designed to keep employees clear of mechanical danger zones and protect them from hazards like flying sparks, particles and "kickbacks".

To work safely, employees need to understand these hazards, how machine guards help to keep them safe, and what safe work practices they should use to avoid accidents and injuries with powered equipment.

Objectives

This education and training program reminds employees that using machinery can be hazardous and that machine guards can help them to avoid these hazards. Upon completion of the program, employees should:

- Understand the hazards that machines can create for people who work with and around them.
- Know the three basic types of motion that a machine can make.
- Know the three main areas of a machine where hazards exist.
- Know how different types of machine guards can protect against machine hazards.
- Understand how machine guards and safety devices should be installed and adjusted to provide maximum protection.
- Know safe work practices that they should follow when using machines that are equipped with different types of machine guards.
- Understand how good housekeeping, personal protective equipment, as well as their dress and grooming, can help to keep them safe.

Reviewing the Program

As with any educational program, the "presenter" should go through the entire program at least once to become familiar with the content and make sure that it is consistent with company policy and directives.

As part of this review process, you should determine how you will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.

PREPARING FOR THE PRESENTATION

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Structuring the Presentation

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the "trainees" are looking to your experience and knowledge to help them relate to the situations shown in the program. So it is important to let the trainees interact with you and each other during the training session.

Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session and discussions related to the topic of how machine guards work and how to work with them safely.

- Relate discussion to the hazards that are associated with using powered equipment and how machine guards can help employees avoid these problems.

- Keep any one person or small group of employees in the session from doing all the talking.

- Get everyone involved. Ask questions of those who don't participate voluntarily.

- Clarify comments by relating them to the key points in the program.

Use the "Outline of Major Program Points" section of this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, say so. Remember, this is a positive program on machine guard safety. Make sure that your attitude and words reflect this, and that the emphasis is always on providing the information needed by the attendees so that they can work more safely with machine tools and powered equipment.

Setting Up the Class and Classroom

Remember, there are a number of things that must be done to "set up" the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
  - You can use the scheduling and attendance form to schedule employees into the session (copies can be made using the printed "master" in the back of this binder or from the PDF version on the DVD).
- **Make sure that the session is scheduled so that it fits into your attendees' work day.**
  - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
  - If possible, post a notification on bulletin boards in the affected employees' areas.

- **The Classroom**
  - Schedule the room well in advance.
  - Make sure the room can accommodate the expected number of attendees.
  - Check it again on the day of the program to make sure there is no conflict.
  - Make sure the room can be darkened, and won't create a glare on the television screen.
  - Locate the light controls and test them.
  - Make sure the power for the DVD player you are using operates separately from the room light.
  - See if you can control the room temperature.
  - Know where the closest restrooms are located.
  - Assure that the room is free from distracting noises.
  - Make sure emergency exits are marked and known to the attendees.

- **Seating**
  - Make sure everyone can see the screen from their seat.
  - Make sure everyone can hear the DVD and you (when you speak).
  - Check to see that seating is such that writing can be done easily.
  - Make sure the seating arrangement allows eye contact between attendees, and between you and attendees.

- **Equipment and Materials**
  - Make sure the DVD player, monitor, and all appropriate cables and extension cords are available.
  - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
  - If you plan on using a chart pad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
  - Make sure you have 6" x 8" index cards or other materials that can be used as "name tents" for attendees.
  - Make sure you have made up a sufficient number of copies of the "quiz", as well as any other types of handouts you are using.

- **"Final Check"**
  - Make sure equipment is in the room prior to the scheduled session.
  - Make sure you have the right program, (look inside the three-ring binder).
  - Check to see that the room is set up properly.
  - Check equipment prior to the presentation to assure that it works.
  - Make sure extension cords, etc. are "taped down", if need be, to avoid tripping.

CONDUCTING THE SESSION

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The Initial Steps

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about how to avoid accidents and injuries when working with machinery. Initially, you need to:

- Introduce yourself as the session leader.

- State the title of the program, "Machine Guard Safety", and the purpose of the session (to learn how machine guards and other safety devices can help them work more safely with machine tools and powered equipment).

- Inform the attendees when there will be breaks (if you plan for them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.

- Make sure all of the attendees have "signed in" on your scheduling and attendance form. Remember, it is very important to document people's attendance at the session.

Once this housekeeping is done, it is time to move to the "meat" of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should follow along the lines of the following:

> "Today we are going to talk about machine guard safety. Machinery enables us to do more and heavier work than we could ever hope to do on our own. However, powerful equipment can create a number of hazards for the people who use it."
>
> "Roughly 15,000 machine-related accidents happen every year. They not only cause severe injuries, such as amputations, lacerations, crushing and abrasions, they result in hundreds of fatalities as well."

"Yet most of these incidents could have been prevented, by machine guards and other safety devices. Machine guards are designed and set up to keep employees clear of mechanical danger zones, and protect them from hazards like flying sparks, particles and 'kickbacks'."

"To work safely, you need to understand these hazards, how machine guards can help to keep you safe, and what safe work practices you should use to avoid accidents and injuries when you are working with powered equipment."

"The program we are going to watch provides a lot of good information about machine guards. To make this the most productive session possible, we need to look at what we want to accomplish here today" (verbally reference the 'Objectives' list from the first section in this guide, or point to the blackboard or chart where you have written them down).

Once the objectives have been provided, you are ready to show the program. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It should be emphasized that they are not being "graded", but that the quiz is being used to determine if the session is effectively transmitting information to them in a way that they will remember.

Showing the Program

At this point, you need to introduce the title of the program once again, " "Machine Guard Safety", darken the lights if necessary, and begin the showing of the program.

You have several options as to how you can move through the program and what employees see. The DVD menu has three "selection bars":

- "Play".
- "Scene Index".
- "Contact Info".

To just play the program from beginning to end, select "Play".

To view (or review) a specific section of the program, select "Scene Index". You will be presented with a group of buttons, each of which corresponds to a section of the program. You can then select the specific section that you want to view.

If you would like information on other programs and products that are available from MARCOM you can select "Contact Info" for information about how to contact us.

All of our DVDs, both English and Spanish, are subtitled (similar to closed captioning). If there are hearing impaired employees participating in your training session, or you want people to be able to read the program narration as well as hear it, push the "subtitle" button on your DVD player's remote control or the player's control panel. A print version of the narration will then appear on the screen as the program plays.

Conducting the Discussion

After the program has been shown, it is time for the group discussion on the information that it contained. Care must be taken to make sure that the discussion is kept to the general topic of machine guard safety. There are several ways to conduct this discussion. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.

- "Leading" the discussion through the points covered in the program using statements such as:
    - "One of the sections in the program discussed 'articulated motion'. Who can explain what this is and why it can be especially dangerous?"
    - "We saw an interesting sequence about different types of guards that are used to protect our hands. What are some of these devices, and how do they work?"

You should use the discussion format that you are most comfortable with. The "Outline of Major Program Points" section in this guide, and the questions and answers in the master copy of the quiz should be used as a basis for this discussion, as well as the supplemental information that you have presented in this session*.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of interest with the objective of trying to touch on each major area within the program in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

*(An alternative to this approach is to give the quiz immediately after showing the program, then using a review of the questions as a basis for your group discussion.)

Concluding the Presentation

Once discussion has concluded (whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed) it is time to give the quiz if you are using it. Copies of the quiz can be made using the printed "master" in the back of this binder or from the PDF version on the DVD. Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded on it. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes, and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

"Wrapping Up" the Paperwork

Before much time has passed, and the subject matter is fresh in your mind, several types of "paperwork" must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Depending upon what you have decided to do, a copy of the attendance form and the quiz for each attendee should be either filed in your files, or given to the attendee's department manager (or the personnel office) so that this paperwork can be included in their personnel file.

The attendees' training logs should also be updated, and every attendee should be given a filled out and signed training certificate, which signifies that they have successfully completed the course. Copies of the employee training log and the training certificate can be made using the printed "master" in the back of this binder or from the PDF version on the DVD.

Remember it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with an increased knowledge of how machine guards work, and how to work with them safely.

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **The power of machinery enables us to do things that we could never hope to do on our own.**
  - But there's a price to pay for this added productivity.
  - The more powerful and capable a piece of equipment is, the greater the danger it can pose to the people who are using it.

- **The hazards are very real.**
  - Roughly 15,000 machine-related accidents occur every year.
  - They cause severe injuries, such as amputations, lacerations, crushing and abrasions.
  - They result in hundreds of fatalities as well.

- **Yet most of these incidents can be prevented by machine guards and other safety devices.**

- **Machine guards are designed to keep you clear of mechanical danger zones, and protect you from hazards like sparks, flying particles and "kickbacks".**

- **To avoid the potential hazards of working with powered equipment, we need to understand the different ways a machine can move.**

- **All machinery operates using a combination of three basic motions:**
  - Rotation.
  - Reciprocation (moving back and forth).
  - Transverse motion (moving in a straight line).

- **These movements can also be combined to produce what is known as "articulated motion".**
    - — Articulated motion can be especially hazardous, because it's hard to predict which way a machine's parts will move.

- **This is why machine guarding is often used to keep workers a safe distance away from robotic equipment.**
    - — Computer-controlled machine movement can be very complex and very hazardous.

- **There are three areas where a machine's moving parts can create potential hazards.**
    - — Within the "drive train" itself (the moving parts that power the machine).
    - — At the machine's "perimeter" (the area around a machine where a worker could be injured by things like flying debris and swinging "arms").
    - — At the "points of operation" (where the machine's mechanical energy is used to cut, bend, move or otherwise process materials).

- **These are the areas that we need to pay particular attention to when we're near any powered equipment.**

- **When we understand that working with machines can be hazardous, we can take steps to protect ourselves from their hazards.**
    - — This is where safety guards and safe work practices come into play.

- **"Fixed guards" are the oldest and simplest type of machine guard.**
    - — They include devices such as wire cages, clear plastic shields and metal covers, which create permanent protective barriers.

- **Drive trains are almost always protected by fixed guards.**
    - — Often the guards are built into a machine's housing, to fully enclose the drive train's moving parts.

- **Fixed guards are sometimes used around a machine's "perimeters" and at "points of operation" as well.**
    - Since fixed guards are permanent, they must be positioned where they will not interfere with a worker's ability to access or operate the machine.

- **In situations where fixed guards would not work well, "interlock guards" are often used.**
    - These guards use an electronic sensor that will not permit a machine to run unless the guard is in place.
    - Interlock guards provide workers with complete protection, while at the same time enabling safe access to all of the areas in and around the machine.

- **When an interlock guard is opened, the sensor trips a relay switch that shuts off the machine's power.**
    - When the guard is closed, power is restored, and the machine can once again be operated.

- **While "fixed" and "interlock" guards can greatly reduce the number of accidents around a machine's drive train and perimeters, other measures are often required to prevent accidents at its "points of operation".**
    - Accidents are common at these points because workers are often only inches away from the equipment's moving parts.

  It's extremely important to use machine guards at their points of operation, but the guards cannot interfere with an employee operating the machine.
    - For this reason, "adjustable" and "self-adjusting" guards are frequently used at these locations.
    - Adjustable guards can be moved by the machine operators themselves to suit their needs, such as when they are working on objects of different shapes and sizes.
    - Self-adjusting guards move automatically, as the material makes its way through a machine.

- **Because of the way that they work, these types of guards must be inspected before each use, as well as every time there is a change in a machine's set-up.**
    - It's important to make sure that the guards are adjusted so that materials of various sizes can pass through without binding or kicking back.
    - Adjustable and self-adjusting guards must never leave gaps or openings that are large enough for any body part to fit through!

- **When <u>any</u> type of "guard" would interfere with a worker's ability to run a machine, "safety devices" should be used.**
    - They can protect workers in several different ways.

- **"Light curtains" are the most common safety device.**
    - These photoelectric systems use beams of fluorescent or infrared light to create "invisible barriers" around a machine's perimeter, and in front of its "points of operation".
    - If something breaks one of these barriers, a relay switch is tripped, and the machine's power is cut off.

- **By reflecting the light beams onto a series of mirrors, a "curtain of protection" can be created around a machine's perimeter.**
    - This "curtain" keeps workers from getting close to any part of the machine that is hazardous, while allowing for a clear view of all operations.

- **At "points of operation", light curtains are often set up so that raw materials that are being fed to the machine will not trigger a shutdown.**
    - If a light curtain permits a finger, hand or other body part to pass through it without shutting the machine down, it is not set up properly, and must be adjusted before someone gets hurt.

- **Any machine that has light curtains installed should come to a complete stop immediately after the curtain is tripped.**
  - A worker can still be severely injured by equipment that is "grinding to a halt".
  - A machine that is protected by a light curtain must have its stopping time checked periodically by a qualified technician, using special testing devices.
  - If the machine is not stopping quickly enough, some simple adjustments to the light curtain itself or the machine's braking mechanisms will usually fix the problem.

- **"Pressure-sensing devices" are another type of guard that is often used to protect workers by stopping a machine's movements.**
  - There are two types of pressure-sensitive devices, "trips" and "mats".
  - They are positioned around machines, to keep workers from entering hazardous areas.

- **Pressure-sensitive trips usually use wire cables as their "safety lines".**
  - If a worker touches a trip line, it triggers a switch that stops the machine.
  - In order for trips to be effective, their cables must be taut, and set so that they will stop the machine at the slightest pressure.

- **Because their cables can cover a wide area, pressure-sensitive trips are ideal for guarding long distances, such as next to conveyor belts.**
  - Trips can also be used to protect unusually shaped machine perimeters by routing their cables through eyelets.

- **"Pressure-sensitive mats" are another device that is frequently used to protect irregularly shaped machine areas.**
  - Because the mats are "movable", they provide more flexibility than "trips".
  - Mats have weight-triggered sensors in them.

- **In most cases, when someone gets too close to a machine and steps on the mat, a relay switch immediately cuts the power and stops the machine.**
  - — Pressure-sensitive mats can also be set up to shut the machine down if the operator steps off of them.
  - — Used this way, mats protect workers by forcing them to remain in a safe position while they are operating the machine.

- **Whichever way pressure-sensitive mats are used, they must be located directly in front of the areas where workers would be putting themselves in danger.**
  - — As with light curtains and "trips", if there is any doubt about whether a machine is shutting down quickly enough, the machine and mat must be checked by a qualified technician.

- **While all types of machine guards can be used by themselves, in many cases there will be several types of guards and devices on a single machine.**
  - — Using multiple devices is particularly important when any single device doesn't completely protect workers from all of a machine's hazards.

- **For instance, an electrical spot-welding machine might have the following protective devices:**
  - — A transparent guard to prevent the operator from being hit by sparks or metal fragments.
  - — A pressure-sensitive mat that allows the machine to function only when the operator is standing clear of its moving parts.
  - — Fixed guards to prevent unauthorized persons from getting too close to the machine's power source.

- **While many safety devices can protect all parts of the body, others have been designed to specifically protect the hands.**
  - — These devices are used on machines where workers are directly exposed to hand and finger injuries.

- **The simplest way to protect a worker's hands is to make sure that they are out of danger before a machine can start.**
  - "Two-hand controls" accomplish this by requiring the machine operator to push two separate buttons at the same time in order to activate the machine.
  - This keeps their hands safely on the controls, and away from moving parts.

- **On some machines a "drop probe device" can be used to allow workers to safely hold materials at a point of operation.**
  - A "drop probe" drops to a predetermined spot an instant before a machine starts.
  - If the drop probe falls freely, the machine begins its movement.
  - If it hits a worker's hand or some other obstacle, the machine will not start up.

- **One drawback of drop probe devices is that while they can keep a machine from starting, they can't stop a machine that is already in operation.**
  - So drop probe devices should only be used on machines that perform a single, rapid movement each time they're activated, such as small riveters.

- **"Restrain and pullback devices" are another type of hand protector.**
  - Unlike other guards and devices, these devices are attached to the workers that they protect.

- **"Restrain devices" use short straps or cables that are attached to an operator's wrists.**
  - These protect the worker by preventing their hands from extending into the point of operation of the machine that they're using.

- **"Pullback devices" give machine operators unrestricted access to a point of operation between a machine's movements.**
    - — But they will "pull the operator's hands back" if they are too close to the point of operation when the machine starts moving.

- **Even when machines have guards or safety devices installed on them, that may not eliminate all their hazards.**
    - — So it's essential to follow "safe work practices" at all times around powered machinery

- **Many accidents occur on machines that have had their safety guards and devices damaged, altered or even removed.**
    - — So it is always important to check that guards and safety devices are present and fully functional.
    - — Never operate a machine unless its guarding is in place and operating correctly either.

- **Keeping your work area clean and free of tools, materials and debris, is essential as well.**
    - — Any of these could fall into your machine, hit moving parts, and become projectiles.

- **It's also important to wear personal protective equipment, such as safety glasses and face shields.**
    - — They will protect you from sparks and flying material that may make their way past a machine's guards.

- **And you should never use a machine if you are sick, tired, or having trouble concentrating.**
    - — Your full attention is required to avoid accidents.

- **Another thing you need to be careful about is how you dress and groom yourself.**
    - — Loose clothing, long hair and jewelry can slip past a safety guard, get wrapped in moving parts, and pull you into the machinery.

- **Wear tight-fitting clothing whenever possible.**
  - — Make sure to tuck in shirts, and button sleeves.
  - — Keep your hair back, and always remove jewelry.
  - — Wedding bands and other rings particularly cause problems, since it's easy to forget to take them off.

- **Most importantly, maintain a healthy respect for the machinery you work with.**
  - — Many serious accidents happen to experienced people because they become complacent, and decide that they can get away with dangerous "short cuts".

*** * * SUMMARY * * ***

- **Be aware of the hazards that are created by the machinery you work with, and use machine guards and safety devices to protect yourself.**

- **Inspect guards and devices to make sure that they are undamaged, properly installed and adjusted, and fully functional.**

- **Never remove or disable a machine guard or safety device.**

- **Wear appropriate personal protective equipment and avoid loose clothing or jewelry when you work with machinery.**

- **Powered equipment can pose real hazards. But machine guards, safety devices and safe work practices can help protect you so that you can both increase your productivity and work more safely... every day!**

ACCOMPANYING MATERIALS

ACCOMPANYING MATERIALS

In order to assist you in conducting your session on machine guard safety we have provided a number of specific materials that can be used with this program. These materials have been furnished in PDF format on the DVD as well as printed "masters" in the back pocket of this binder. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

Scheduling and Attendance Form

This form is provided so you can easily schedule your attendees into each session of the program. It's important that you have each attendee "sign-in" on the appropriate form, documenting their attendance at the session. Typically, a copy of this attendance/"sign-in" form is filed in the employee's personnel file.

Quiz

The quiz is normally given after viewing the program. However, if you would like an indication of the "increase" in the attendees' knowledge of machine guard safety, you can give the quiz both before and after the program is shown.

You can also use the quiz as the basis for a class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their "before" and "after" answers as part of the session. Typically, the quiz is filed in the employee's personnel file.

Training Certificate

This form allows you to give each employee their very own "certificate of completion", showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

Employee Training Log

This log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken and the instructor conducting the course. A copy of this form should be kept in each employee's training or personnel file.

Booklet*

A sample copy of the employee booklet that has been designed for use with this program has also been included. Using both illustrations and text to review important points, the booklet is designed to reinforce the message that employees receive in the training session. The material is presented in the same order as seen in the program and is organized into concise sections, making it easy to understand and remember.

**Additional booklets, as well as copies of the poster that has been created to get employees thinking about machine guard safety, are available from your reseller.*