

SAFETY IN EQUIPMENT OPERATION

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Safety in equipment operation involves many management techniques. Today I will concentrate on only one: Teaching Equipment Operation.

Let's start with classic roles of how to train or teach someone equipment operation. These classical methods are old but do work if you do your part as the instructor. The Three T's -

1. Tell them what you are going to tell them.
2. Tell them.
3. Tell them what you have told them.

Another classic role of training is The Five P's - Prior, Planning, Prevents, Poor, and Performance.

Now that you have some rules for beginning instruction, consider the method you might use to give this instruction. Use the 4-STEP METHOD:

Step One - Motivate

- Show the need & value of the job.
- Show what is expected of the employee (your standards of performance & quality)

Step Two - Presentation

- Show and demonstrate the equipment to the worker.

Step Three - Application

- Allow supervised practice so the worker can ask questions and

Step Four - Evaluation

- Review what happened and how the worker could increase efficiency and quality.
- Repeat your demonstration or parts of it to reinforce the techniques needed to master this piece of equipment.

To this point in my discussion, I have not used the word safety more than twice. Based on my experience, I would suggest incorporating safety into all of your training programs, demonstrations, etc. As with life, utilizing safe equipment operating techniques as you teach others how to do anything, will yield the most positive results when it comes to reducing risk and accidents when using equipment.

The next time you demonstrate or "teach" someone something, consider these brief facts on learning:

LEARNING, RETENTION, AND RECALL

How we learn

- 1.0 percent through taste
- 1.5 percent through touch
- 3.5 percent through smell
- 11 percent through hearing
- 83 percent through sight

Learner's ability to retain the information studied

- 10 percent of what they read
- 20 percent of what they hear
- 30 percent of what they see
- 50 percent of what they see and hear

70 percent of what they say as they read aloud
90 percent of what they say as they do a thing
Learner's ability to recall

<u>Methods of Instruction</u>	<u>Recall three hours later</u>	<u>Recall three days later</u>
A. Telling when used alone	70 percent	10 percent
B. Showing when used alone	72 percent	20 percent
C. Showing and telling when combined	85 percent	65 percent

Three principles of learning

1. Readiness. The learner must have need for acquiring specific information or skill.
2. Effect. The learner must derive satisfaction from the effects of learning; he/she must experience success.
3. Practice. The learner must apply information or skill.

Training and safety instruction can minimize risk or equipment operators, however, selecting a worker that suits the job can increase the effectiveness of the worker. Consider these characteristics the next time you begin to hire equipment operators.

CHARACTERISTICS OF EFFECTIVE WORKERS

1. Requires minimum supervision; works independently to the extent required by the job.
2. Meets time schedules and maintains a high level of productivity.
3. Operates effectively under pressure of deadlines.
4. Cooperates well with others and is a good team worker. Thinks of the other fellow first, and me last.
5. Has a pleasant, cheerful, helpful attitude; is polite to everyone.
6. Accepts constructive criticism and listens well to advice; learns from his mistakes and looks for ways to improve his work and self discipline.
7. Adjusts effectively to new and changing situations; shows a willingness to try out new ideas or operations.
8. Actively tries to improve performance by gaining new knowledge pertaining to the job.
9. Strives for high standards of workmanship
10. Attempts to minimize error and reduce waste.
11. Dependable in attendance. Starts work on time, and keeps busy with productive work.
12. Willingly accepts full responsibility for assigned tasks.
13. Uses good safety practice at ALL TIMES.
14. Attempts to solve problems encountered in his work by himself; willing to ask for help when needed, and to follow advice given.
15. Takes excellent care of all tools, equipment and facilities; shows outstanding pride in his work habits.
16. Follows policies, procedures, and directions well.

SUMMARY

When instructing workers about operation of new equipment, plan your training, supervise their practice periods with new or unfamiliar equipment, and review their efforts including use of safe operator practices.