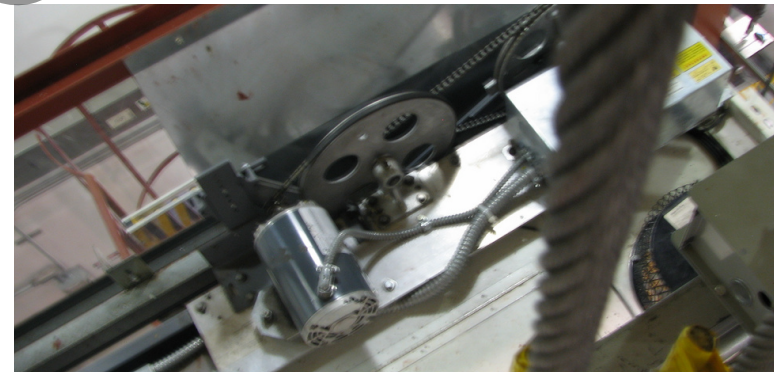
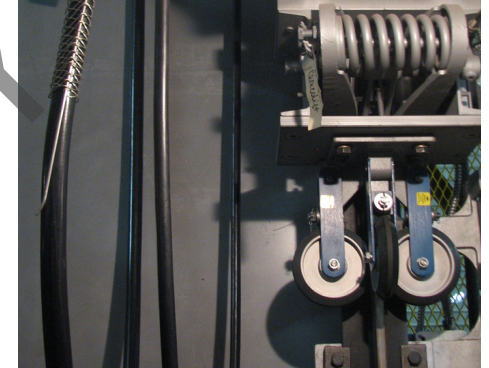


Instructor Guide



213: Elevator: Principles of Operation Module 1: General Safety Procedures



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Icons Used In This Guide



REVIEW slides



ASK



CLASSROOM ACTIVITY



SMALL GROUP ACTIVITY



INDIVIDUAL ACTIVITY



WRITE



Multimedia



REFER participants to

Agenda

Topic #	Topic Title	Duration
1	Overview	10 minutes
2	Personal Protective Equipment	20 minutes
3	Electrical Hazards	15 minutes
4	Proper Lifting Techniques	20 Minutes
5	Working Around Hazardous Equip	20 Minutes
6	Securing Worksites	5 Minutes
7	Confined & Restricted Spaces	10 Minutes
8	MSDS	10 Minutes
9	Fire Service Safety & Shunts	15 Minutes
10	Field Trip	45 Minutes
11	Summary	10 Minutes
	Total Time:	180 Minutes

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Module Length: 180 min Time remaining: 180 min This section: 10 min (6 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 464 144 568"></div> <div data-bbox="154 499 618 542">REVIEW introduction slides</div> <div data-bbox="34 585 144 696"></div> <div data-bbox="154 628 338 671">Multimedia</div> <div data-bbox="28 792 444 835">Instructor's Notes</div> <div data-bbox="28 892 608 1242"> <hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464">In your own words:</div> <div data-bbox="676 478 1429 556">Welcome to the course on elevators and our module on general safety procedures.</div> <div data-bbox="676 592 821 628">Advance.</div> <div data-bbox="676 671 1391 749">Elevators kill 27 people and seriously injure 10,200 each year</div> <div data-bbox="676 785 1362 863">20 of those deaths are those working on or near elevators.</div> <div data-bbox="676 899 1429 978">Elevator workers have the sixth-highest rate of work-related deaths of all construction trades.</div> <div data-bbox="676 1013 1400 1128">Main causes of deaths: being caught in or between elevators and elevator shafts, falls, being struck by objects, and collapses.</div> <div data-bbox="676 1163 821 1199">Advance.</div> <div data-bbox="676 1242 1400 1285">Optional: if time permits follow the link and review</div>	<div data-bbox="1497 464 1787 506">✓ PPT slides 1, 2</div> <div data-bbox="1535 535 1854 763"> </div> <div data-bbox="1535 806 1854 1035"> </div>

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Module Length: 180 min Time remaining: 180 min This section: 10 min (6 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 464 144 568" data-label="Image"> </div> <div data-bbox="150 499 618 549" data-label="Text"> <p>REVIEW module objectives</p> </div> <div data-bbox="19 792 444 842" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="19 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <h4>In your own words:</h4> </div> <div data-bbox="705 485 937 528" data-label="Text"> <p>Today we will</p> </div> <div data-bbox="705 571 1371 749" data-label="Text"> <p>List Personal Protective Equipment that may be used to protect the eye, face, head, feet, hands/arms, bodies and hearing.</p> </div> <div data-bbox="705 792 1362 885" data-label="Text"> <p>Describe four types of injuries that may result from contact with electricity.</p> </div> <div data-bbox="705 928 1342 1021" data-label="Text"> <p>Explain and demonstrate proper lifting techniques.</p> </div> <div data-bbox="705 1063 879 1106" data-label="Text"> <p>Advance.</p> </div>	<div data-bbox="1497 464 1729 506" data-label="Text"> <p>✓PPT slide 3</p> </div> <div data-bbox="1516 514 1845 749" data-label="Image"> </div>

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Module Length: 180 min Time remaining: 180 min This section: 10 min (6 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"></div> <div data-bbox="150 499 618 549" data-label="Text"> <p>REVIEW module objectives</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <p>In your own words:</p> </div> <div data-bbox="714 485 946 528" data-label="Text"> <p>We will also...</p> </div> <div data-bbox="705 578 1371 706" data-label="Text"> <p>Describe general strategies to minimize workplace hazards and prevent workplace injuries.</p> </div> <div data-bbox="705 756 1294 835" data-label="Text"> <p>Differentiate between confined and restricted space.</p> </div> <div data-bbox="705 885 1391 971" data-label="Text"> <p>Identify the types of information found on a Material Safety Data Sheet.</p> </div> <div data-bbox="705 1021 1371 1106" data-label="Text"> <p>Differentiate between the two phases of fire service emergency operations.</p> </div> <div data-bbox="705 1106 879 1149" data-label="Text"> <p>Advance.</p> </div>	<div data-bbox="1497 471 1729 506" data-label="Text"> <p>✓PPT slide 4</p> </div> <div data-bbox="1526 535 1835 763" data-label="Image"></div>

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Module Length: 180 min Time remaining: 170 min This section: 20 min (20 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564"></div> <p>REVIEW slides</p> <div data-bbox="34 585 144 692"></div> <p>CLASSROOM ACTIVITY</p> <div data-bbox="28 792 608 1242"> <h3>Instructor's Notes</h3> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<p>In your own words:</p> <p>Another general requirement, overalls are used for exposure to hazards created by welding, cutting, or brazing operations. Appropriate protective clothing will vary with size, nature, and location of work to be performed.</p> <p>Share example PPE if possible Advance.</p> <p>Dust Protection is another PPE which means proper respiratory protection must be used at all times. Appropriate respirator must be selected for each hazard and should protect against diseases from fumes, mists, gases, smokes, sprays, and vapors. The primary objective is to prevent atmospheric contamination</p> <p>Share example PPE if possible Advance.</p>	<p>✓PPT slides 18, 19</p> <div data-bbox="1510 535 1821 768"> </div> <div data-bbox="1510 789 1821 1022"> </div> <p>✓Optional: PPE to show in the classroom and possibly hand around</p>

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Module Length: 180 min Time remaining: 170 min This section: 20 min (20 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"></div> <div data-bbox="170 485 428 528" data-label="Text"> <p>REVIEW slides</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <p>In your own words:</p> </div> <div data-bbox="676 499 1429 721" data-label="Text"> <p>An employee is responsible for proper wearing of PPE; attendance in training; proper care, clean, and maintenance of PPE; should inform supervisor for need of PPE repair or replacement.</p> </div> <div data-bbox="676 763 850 806" data-label="Section-Header"> <p>Advance.</p> </div> <div data-bbox="676 856 1429 1213" data-label="Text"> <p>The employer shall provide training to each employee who is required to use PPE. Each such employee shall be trained to know When PPE is necessary, the proper wearing, adjusting, and removal of PPE, limitations of PPE, proper care, maintenance, useful life and disposal of PPE, and to recognize that defective or damaged PPE shall not be used.</p> </div> <div data-bbox="676 1256 850 1299" data-label="Section-Header"> <p>Advance.</p> </div>	<div data-bbox="1497 471 1825 514" data-label="Text"> <p>✓ PPT slides 22, 23</p> </div> <div data-bbox="1506 535 1825 763" data-label="Image"> </div> <div data-bbox="1506 792 1825 1021" data-label="Image"> </div>

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Module Length: 180 min Time remaining: 170 min This section: 20 min (20 slides) Section start time: _____ Section End Time: _____



DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"></div> <div data-bbox="170 485 409 528" data-label="Text"> <p>REVIEW slide</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <p>In your own words:</p> </div> <div data-bbox="676 485 1439 978" data-label="Text"> <p>Each affected employee shall demonstrate an understanding of the training received, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. When the employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required to properly and effectively utilize the PPE, the employer shall retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:</p> </div> <div data-bbox="676 1021 859 1056" data-label="Section-Header"> <p>Read slide</p> </div> <div data-bbox="676 1106 1439 1185" data-label="Text"> <p>Each employee will be trained on their authorities PPE specific policies.</p> </div> <div data-bbox="676 1249 840 1292" data-label="Section-Header"> <p>Advance.</p> </div>	<div data-bbox="1497 471 1748 506" data-label="Text"> <p>✓PPT slide 24</p> </div> <div data-bbox="1506 535 1825 771" data-label="Image"></div>

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Module Length: 180 min Time remaining: 170 min This section: 20 min (20 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div> ASK</div> <div>Instructor's Notes <hr/><hr/><hr/><hr/><hr/><hr/></div>	<p>In your own words: Lets see what we have learned so far: PPE stands for</p> <ul style="list-style-type: none">a. Personal Property Equipment.b. Personal Protective Equipment.c. Public Protective Equipmentd. Personal Property Estate. <p>Call on participants for answer</p> <p>Advance once given the correct answer</p> <p>Answer: b. Personal Protective Equipment</p> <p>Advance.</p>	<p>✓ PPT slide 25</p> <div></div>

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Module Length: 180 min Time remaining: 115 min This section: 25 min (18 slides) Section start time: _____ Section End Time: _____



DO	SAY	Materials Needed
<div data-bbox="34 464 144 564"></div> <div data-bbox="170 485 409 525">REVIEW slide</div> <div data-bbox="34 592 144 692"></div> <div data-bbox="177 614 260 649">ASK</div> <div data-bbox="28 792 444 835"> <h3>Instructor's Notes</h3> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<p>In your own words:</p> <p>If you see the Risk of Fire symbol, make sure to clear work sites of unnecessary materials or equipment, obey local safety codes and rules, watch for missing or broken fire safety equipment, and be aware of volatile chemicals which should not be used in the workplace.</p> <p>Discussion Question: What fire safety equipment might be in the workplace?</p> <p>Discuss your examples or participant answers – possible answers may include extinguishers, alarms, detectors, monitoring systems.</p> <p>Advance.</p>	<p>✓PPT slide 64</p> <div data-bbox="1510 535 1825 768"> </div>

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Module Length: 180 min Time remaining: 115 min This section: 25 min (18 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div> REVIEW slide</div> <div><h3>Instructor's Notes</h3><div></div><div></div><div></div><div></div><div></div><div></div></div>	<p>In your own words:</p> <p>This symbol means to dispose of oil properly and do no spill oil on ground. Also, used oil should be placed in a clean & unused plastic or metal container with a tight lid, do not mix oil with any other material, and recycle oil to each authority's designated place.</p> <p>Advance.</p>	<p>✓PPT slide 65</p> <div></div>

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Module Length: 180 minutes Time remaining: 55 minutes This section: 45 minutes Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="54 464 158 564"></div> <div data-bbox="177 488 260 525">ASK</div> <div data-bbox="54 588 158 696"></div> <div data-bbox="177 616 421 696">CLASSROOM ACTIVITY</div> <div data-bbox="30 792 444 839">Instructor's Notes</div> <div data-bbox="30 896 610 1239"> <hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 425 1020 464">In your own words:</div> <div data-bbox="676 516 1362 688"> <p><i>At instructor's discretion, take time to visit the field and look for examples of elevator safety related information. Advance.</i></p> </div>	<div data-bbox="1497 474 1800 645"> <p>✓ PPT slides 99</p> <p>✓ Optional: Lab, simulator or out of service elevator</p> </div> <div data-bbox="1526 674 1839 906"> </div>

Elevator – General Safety Procedures

Instructor's Guide



Module Length: 180 min Time remaining: 10 min This section: 10 min (4 slides) Section start time: _____ Section End Time: _____

DO	SAY	Materials Needed
<div data-bbox="34 459 146 571"></div> <div data-bbox="177 488 423 568"> <p>CLASSROOM ACTIVITY</p> </div> <div data-bbox="34 602 146 714"></div> <div data-bbox="170 631 562 668"> <p>INDIVIDUAL ACTIVITY</p> </div> <div data-bbox="30 791 444 839"> <p>Instructor's Notes</p> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<p>In your own words: Lets take a look at some of the key words we have defined as moved through this module. <i>Read slide. Discuss definitions as a group.</i></p> <p><i>Advance.</i></p> <p><i>Read slide. Discuss definitions as a group.</i></p> <p><i>Advance.</i></p> <p><i>Administer quizzes.</i></p>	<ul style="list-style-type: none"> ✓ PPT slides 102, 103 ✓ Quizzes ✓ Pencils <div data-bbox="1526 642 1839 873"> </div> <div data-bbox="1526 911 1839 1142"> </div>