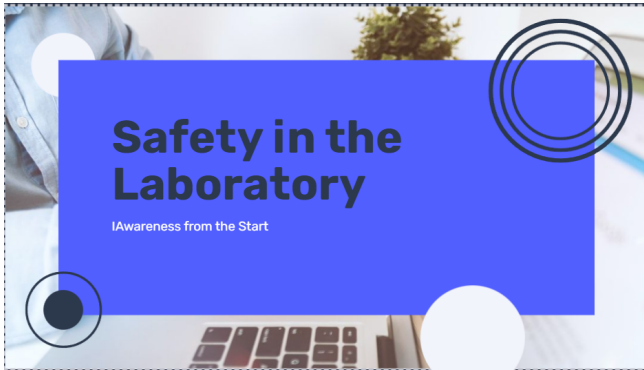


Facilitator Guide for

Dynalene Safety Presentation:

Slide 1 – Title Screen



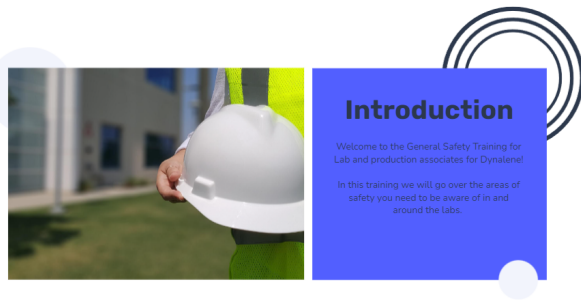
Title screen left up while participants enter the room.

Slide 2 - Table of Contents



Show once you get started and mention these are the topics you will be covering today in this training.

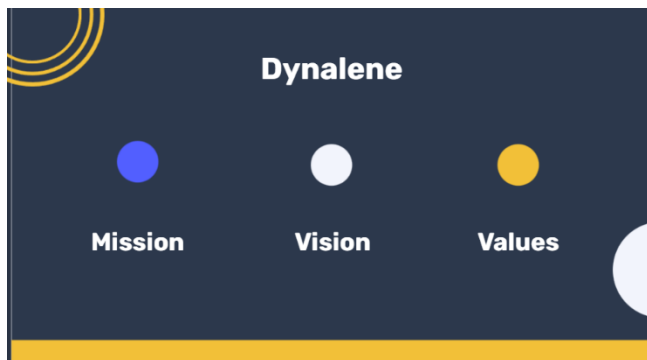
Slide 3 – Introduction and Welcome



Welcome to our yearly safety training. My name is ____ and I am ____ (role) _____. Most of this information should be familiar to you, but it is important to keep the specifics fresh in everyone's mind and have sessions like this for everyone to feel comfortable asking questions and getting answers. Take a moment to think about safety measures we have in and around our facility and what our procedures are in place for emergencies.

Which things come to mind immediately? *call on participants if large group*

Slide 4 - Mission, Vision, Values



Mission

At Dynalene Inc. we develop, manufacture and distribute industrial heat transfer fluids and coolants. What we offer includes laboratory testing and contamination removal services.

Vision

Our vision is to help customers determine critical properties of their materials or solve technical problems they have with an eye toward the development of coolants to aid in fuel cell technology.

Values

We value diligence, innovation and collaboration. It takes many moving pieces to create our business and we acknowledge the great people that make up our teams.

Slide 5 – Prevention



One of the first areas of safety is Prevention. This is a big part of keeping everyone safe in and around the labs and production areas. Here are some of the prevention strategies you can use to help prevent accidents from happening.

- Dispose of waste in the proper containers.
- Keep labs and exits free of trip hazards. Wires should be taped down and boxes or containers should not be in the way of evacuation routes.
- Keep lab spaces neat and tidy.
- Inconvenience is not an excuse for not following safety rules. A little extra effort to be safe, pays off greatly when it would otherwise be too late.

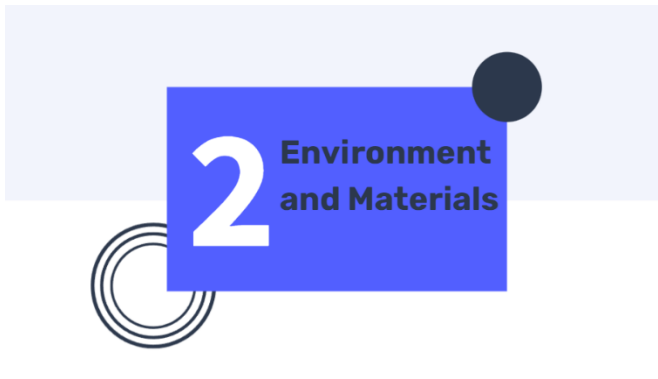
Slide 6 – Personal Protective Equipment



Personal protective equipment, or PPE, is a big part of preventative safety. Personal Protective Equipment is equipment you wear or use that is fitted to you specifically

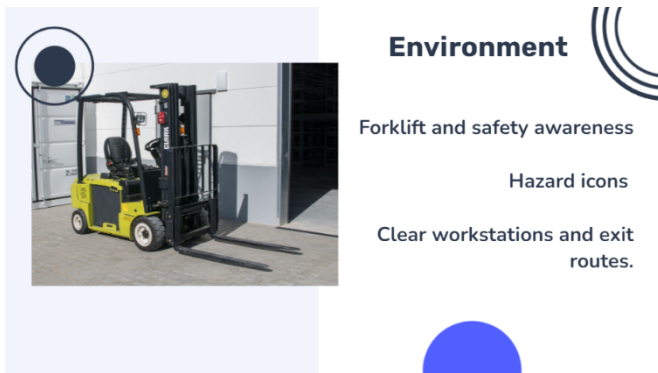
- Always wear protective gear, long pants and pull back long hair.
- No eating or drinking in the shop or laboratories at any time.
- No smoking in or around the building.

Slide 7 – Environment and Materials



There are many different materials and environmental factors that can contribute to accidents and injury if we do not take safety precautions.

Slide 8 – Environment



Some items in our environment are forklifts and potentially hazardous materials as well as machinery. It's also important to keep workstations tidy and exit routes free of barriers in case we need to evacuate in a greater emergency.

Slide 9 – Forklift Safety



Only trained employees may operate the forklifts. Forklift operators must be as focused as possible on what is around them. This includes pedestrians and nearby objects and structures

Be aware of your surroundings and others around you especially when walking by or operating forklifts.

Slide 10 – Workstations



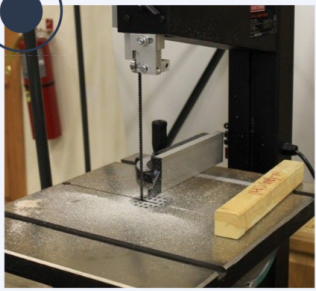
Work Stations

- Kept tidy including paperwork
- Clear of tripping hazards
- Clear of spill hazards
- No food or drink in laboratory at all

A photograph of a laboratory workstation. It shows a wooden bench with various equipment, including a yellow coiled hose, a white container, and a small metal pot on a burner. A blue circle highlights a black object on the bench.

- 1.) Paperwork, containers or items taken out should be labeled if necessary and replaced in their proper areas.
- 2.) Wires, boxes or trip hazards should be kept out of the way and wires should be taped down if it is necessary to cross a pathway.
- 3.) Keep in mind spill hazards and place containers away from places it may be knocked over.
- 4.) No food or drink in the laboratory at all.

Slide 11 – Materials



Materials

Materials we use that have a need for safety rules are:

- Inhalants
- Corrosives
- Breakables
- Power tools and equipment

Always label fluids and containers with the correct labels regardless of whether or not they are hazardous.

Slide 12 - GHS Pictograms

 Health Hazard • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	 Flame • Flammable • Pyrophoric • Self-heating • Oxidizing • Organic Peroxides	 Skull and Crossbones • Acute Toxicity (oral or toxic)
 Exploding Bomb • Explosives • Self-reactives • Organic Peroxides	 Flames Over Circle • Oxidizers	 Exclamation Mark • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity • Harms the Environment • Respiratory Tract Irritant • Hazardous to the Ozone Layer
 Corrosion • Eye Damage • Skin Corrosion/ Burns • Corrosive to Metals	 Environment (Non-Mandatory) • Aquatic Toxicity	 Gas Cylinder • Gases under Pressure

GHS Pictograms

9 Labels

These are found on different chemicals in our laboratory and production areas. Everyone must know what they mean to prevent mix-ups and to help in an accident or emergency.

Do you know them all?

There are specific icons used to explain the hazards they are placed on. Everyone working in the labs as well as production floor need to know these labels and what they mean since these hazards are around you everyday. Their icons and meanings are also posted for reference.

Take a few minutes to look at these icons and what they mean. (If it's too small to read, the instructor should go over them all.)

Slide 13

Activity Session 1

PPE identification and GHS matching

PPE Identification – where they can get items and who needs what – they answer these questions on the activity sheet in participant guide.

For GHS matching, they draw lines to match each pictogram to its correct meaning. This is also in the participant guide.

Slide 14 - Minor Accidents and first Aid



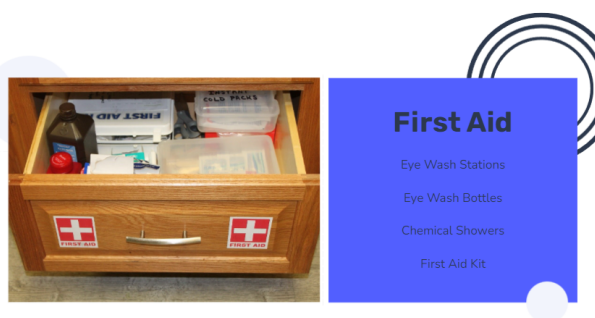
In this section we will go over what qualifies as a minor accident and what first aid items are available to you in the laboratory and production areas.

Slide 15 – Minor Accidents Chart

Minor Accidents				
	First aid kit	Eye wash	Chemical Shower	Cleaning supplies
Small cut/scrape	✓			
Minor burn	✓			
Splash back into face		✓		✓
Chemicals on clothes			✓	✓
Breakage				✓

In this chart we have some of the typical minor accidents we see in the lab and production areas and the first aid responses they require.

Slide 16 – First Aid kit and station locations



Identify where each of these items are located. Participants can reference the map in their packets if needed to help them see where they would go to find them.

Slide 17 – Emergency Procedures



In this section we will be reviewing some possible large scale emergencies and what the procedures are for each of them.

Slide 18 – Major Emergencies



Major Emergencies

Some examples are:

- Uncontrollable fire
- Large chemical spill/exposure
- Major injury/illness/health emergency such as choking, heart attack, stroke, etc.
- Major burn
- Explosion
- Gas leak
- Malfunctioning large machinery

After you've identified the event as a major emergency, you need to alert a manager or page the whole building.

- Any phone can be used to page over the loudspeakers or for someone specific.
- Phones are in offices, next to the door in production, and are in the middle lab with the extensions posted next to it.
- Any manager or supervisor can help at this time as well.

-Building structure is on fire or the fire is out of control.

- There is a fire that involves chemicals

-You don't feel comfortable using the extinguisher.

Slide 19 – Meeting Spot images



Evacuation Routes and Meeting Spot



The top image is the same evacuation meetup spot as viewed from the front entrance/exit of the PACE Building.

The bottom image is the Front Main building entrance/exit with a view of the meeting location – the large tree in the grassy area.

Slide 20 – Evacuation Routes and Meeting Spot map



Refer to the participant guides which will have this map in A4 size and mention which routes people should take and reemphasize keeping routes clear of boxes/tripping hazards.

Slide 21 – Timeline



Go through a minor and major emergency from start to finish using the timeline displayed on the screen.

Slide 22 – Activity Session 2

Activity Session 2

Scenarios

For this activity session, participants can refer to their guides and read the 3 scenarios and decide how they would respond. They can then confer with a partner or the table about the proper response and write their answers in the given lines. Once they have completed the 3 scenario responses, the instructor goes over the answers from each table/group and then refines it to the correct response if needed.

Slide 23 – Resources

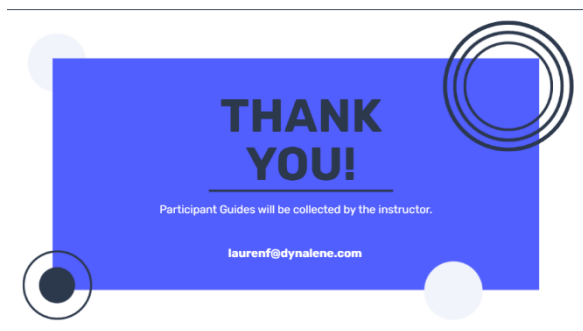


Review the different places employees can go to find answers to questions, what kind of answers each resource provides and where to find each resource.

Slide 24 – Team

Identify the people on the management team, their titles and the roles they play in safety.

Slide 25 - Thank you



Collect participant guides,

Anyone that would like to talk further about something in this presentation is welcome to stay behind to speak with me directly. Thank you so much for your attention and participation.