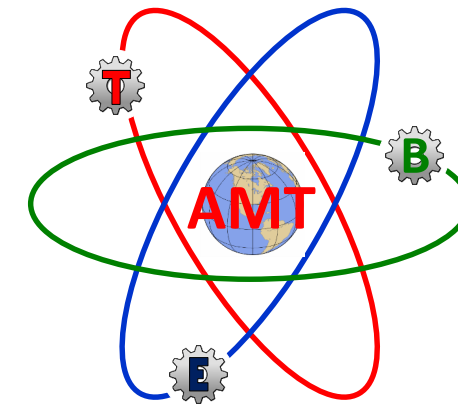


# Notes



## *Advanced Manufacturing Technician* **PROGRAM**



## **Manufacturing Core Exercises**

### **MCE 1: Safety Culture** *Developing Your Value for Safety*

Student Name

# Outcomes

## AMT Semester 1 Manufacturing Core Exercise Activity Outcomes

### SAFETY CULTURE

- Complete Safety Culture training.
- Submit an essay on your thoughts regarding Safety Culture training day.
- Receive KYT Training, including how to conduct.
  - Lead your first KYT.
  - Lead & participate in daily school KYTs.
- Be issued a: (1) CHIPS Safety card, (2) Drive & Choice Safety Card.
  - State from memory all of the elements on the CHIPS card.
  - Explain thoroughly all of the elements on the CHIPS card.
  - State from memory all of the elements of CHOICE.
  - Explain thoroughly all of the elements of CHOICE.
  - State from memory all of the elements of DRIVE.
  - Explain thoroughly all of the elements of DRIVE.
  - Earn Badge CHOICE & DRIVE card.
  - Participate in CHOICE & DRIVE card in-possession game. Track those that you discover without their card immediately available.
- Develop your personal Safety Commitment.
  - Announce your Safety Commitment at Safety Commitment dedication ceremony.
- Receive Risk Assessment safety training.
  - Conduct a Risk Assessment of an equipment or process at your school. Present Risk Assessment to a school and work panel.
  - Conduct a Risk Assessment of an equipment or process at your place of work. Present Risk Assessment to a school and work panel.
- Establish your class's Safety Board (group safety project) Present Safety Board to a school and work panel.
- Identify and complete a Safety Project in your school, making a safer condition. Present Safety Project to a school and work panel. (Individual safety project)
- Conduct an individual safety walk-through of your school floor. Record results. Compare to Toyota/company safety walk-through. Place in portfolio.
- Lead & participate in monthly school safety walk-throughs. Post results.
- Submit Safety Culture essay. "What Is A Safety Culture?"

I CERTIFY THAT ALL SEMESTER 1 SAFETY CULTURE OUTCOMES HAVE BEEN COMPLETED:

DATE

---

SIGNATURE

---

*AMT Leader*

## Safety Culture Essay #2 From Student

# Safety Culture Essay No. 1

You have just completed Safety Culture training. It has introduced you to the importance of safe work practices and the consequences of not working safely. The real intent of Safety Culture training is not so much to teach you about rules, regulations, and techniques. The real intent is to help you to develop an internalized value for safety so that you are self-driven to be a safe worker, and to be part of a team effort of working safely.

To help understand what you have learned, what your thinking is around Safety Culture, and how this course has changed you, your assignment is to write and submit an essay. Another goal of the essay is to give you the opportunity to develop your good writing skills, both in using effective writing basics such as grammar, structure, and spelling, and in effectively communicating a message.

### Guidelines:

- Length: 1-3 pages.
- Content: What have you learned? Why is safety so important? How have you changed? How will your experience in Safety Culture training effect what you will do as you advance through the AMT Program? We are looking for creative thinking so please feel free to include additional topics and thoughts.
- This essay does not need to be foot-noted unless your writing needs it. Use any accepted writing standard or structure that you wish, but be sure to use correct practices and techniques.
- Write in any medium that you wish (paper, computer, etc.) The final product should be in electronic form so that it can be both e-mailed and saved as a file. It should be in a form that can easily be converted to Microsoft Word.
- Double check spelling!
- Print a copy of your final product.
- E-mail your file to the following parties:
  - ◊ AMT Leader: \_\_\_\_\_ (e-mail address)
  - ◊ School AMT Coordinator: \_\_\_\_\_ (e-mail address)
  - ◊ North American Toyota AMT Regional Assistant: [jim.mattingly@tema.toyota.com](mailto:jim.mattingly@tema.toyota.com)
  - ◊ Additional parties as directed: \_\_\_\_\_ (e-mail address)

**DUE DATE**

---

# Safety Culture Essay #1 From Student

# Safety Culture Essay No. 2

You have completed Safety Culture Exercise Outcomes. You have also participated in a great number and variety of activities both at work and at school regarding safety. At this point, regarding safety, safety practices, and Safety Culture, you should be quite a different person than you were a few months ago.

Your assignment is to write an essay about your semester of growth and development in developing your own Safety Culture. Again, another goal of the essay is to give you the opportunity to develop your good writing skills, both in using effective writing basics such as grammar, structure, and spelling, and in effectively communicating a message.

## Guidelines:

- RE-READ YOUR SAFETY CULTURE ESSAY NO. 1
- Length: 1-3 pages.
- Content: What have you learned? How has your understanding of the importance of safety changes based on your experiences? How have you changed? How has your sense of Safety Culture changed? We are looking for creative thinking so please feel free to include additional topics and thoughts.
- This essay does not need to be foot-noted unless your writing needs it. Use any accepted writing standard or structure that you wish, but be sure to use correct practices and techniques.
- Write in any medium that you wish (paper, computer, etc.) The final product should be in electronic form so that it can be both e-mailed and saved as a file. It should be in a form that can easily be converted to Microsoft Word.
- Double check spelling!
- Print a copy of your final product.
- E-mail your file to the following parties:
  - ◊ AMT Leader: \_\_\_\_\_ (e-mail address)
  - ◊ School AMT Coordinator: \_\_\_\_\_ (e-mail address)
  - ◊ North American Toyota AMT Regional Assistant: [jim.mattingly@tema.toyota.com](mailto:jim.mattingly@tema.toyota.com)
  - ◊ Additional parties as directed: \_\_\_\_\_ (e-mail address)

**DUE DATE**

---

# GROUP SAFETY WALK THROUGH

Date

Your Contribution

## Conducting a KYT

### HOW TO CONDUCT AN AMT CLASSROOM KYT SAFETY TALK

1. KYT leader decides on a topic relevant to the class being taught and forms what s/he will discuss.
2. KYT leader develops a brief slogan for the “Yoshi!,” relevant to what will be discussed.
3. KYT Leader directs students and instructor to gather in a circle.
4. KYT leader discusses a topic regarding safety relevant to the class being taught.  
MAXIMUM TIME = 3 minutes
5. KYT leader asks for questions, comments, or insight on the topic.  
MAXIMUM DISCUSSION TIME = 2 minutes
6. The KYT leader says words to this effect: “The Yoshi today is ‘<slogan>. OK, on three.”
7. Everyone in the KYT circle points their index finger up.
8. The KYT leader says “1, 2, 3 ...” and then the whole circle repeats together and loudly the slogan, and immediately after the last word everyone points to the middle of the circle and says energetically, “YOSHI!!!”

Students proceed to class.

### LEAD YOUR FIRST KYT

DATE

---

**TRACK THE TOPICS OF KYTs IN WHICH YOU PARTICIPATE**

*Number and write topics below.*

# **SAFETY WALK THROUGH (Back Page)**

*Continued on next page*

# **SAFETY WALK THROUGH**

## **(Front Page)**

**TRACK THE TOPICS OF KYTs IN WHICH YOU PARTICIPATE**  
*Number and write topics below.*

**TOTAL NUMBER OF KYTS IN WHICH YOU PARTICIPATED**  
*Include those at school and at work, and those which you led.*

---

**I RECEIVED MY “DRIVE & CHOICE” CARD ON:**

**DATE**

---

**WALK THROUGH COMPARISON**

*Discuss (write) differences in your Walk Through and the Company Walk Through*

**“DRIVE & CHOICE” CARD SCORES.**

**WHEN ASKED THE FOLLOWING HAD THEIR D&C CARD:**

**NAME**

**DATE**

**HOW HAS YOUR SAFETY EYE CHANGED?**



# **SAFETY WALK THROUGH**

*Developing Your Eye for Safety*

**WHEN ASKED I DID NOT HAVE MY D&C CARD:**

**DATE**

**BY**

**RECEIVE INSTRUCTION ON CONDUCTING A SAFETY WALK THROUGH:**

*Also receive your form for conducting the walk through.*

**DATE**

---

**SAFETY WALK THROUGH COMPLETED**

**DATE**

---

*Keep your Safety Walk Through with this Work Book*

**COMPANY WALK THROUGH COMPLETED**

**DATE**

---

**WHO COMPLETED THE WALK THROUGH**

---

**I WAS ABLE TO RECITE ALL ELEMENTS ON THE D&C CARD**

**DATE**

---

**I WAS ABLE TO EXPLAIN ALL ELEMENTS ON THE D&C CARD**

**DATE**

---

**I WAS ISSUED MY PERMANENT BADGE D&C CARD**

**DATE**

---

# **Risk Assessment Project**

# RISK ASSESSMENT

**RISK ASSESSMENT TRAINING COMPLETED:**

*You should be issued your local Risk Assessment document*

**DATE**

---

**SCHOOL-BASED RISK ASSESSMENT COMPLETED:**

**DATE**

---

**EQUIPMENT/PROCESS ASSESSED:**

---

**SCHOOL-BASED RISK PRESENTATION COMPLETED:**

**DATE**

---

REVIEWERS AT THE PRESENTATION

NAME

TITLE

**I RECEIVED MY "CHIPS" CARD ON:**

**DATE**

---

**I WAS ABLE TO RECITE ALL ELEMENTS ON THE CHIPS CARD**

**DATE**

---

**I WAS ABLE TO EXPLAIN ALL ELEMENTS ON THE CHIPS CARD**

**DATE**

---

# SAFETY COMMITMENT

## ACTION: DEVELOP YOUR SAFETY COMMITMENT

A Safety Commitment:

An individual statement that starts with “I.”

Addresses a safety behavior

Specific and observable

Should address a behavior that you wish to change or strengthen, should not be something that you already do consistently and without thinking.

Should be based at work (for AMT and Interns)

Said before every group presentation

Can change, but does not change frequently (should last for at least several months)

## GOOD EXAMPLES OF SAFETY COMMITMENTS:

"I will Stop & Point at Floor Traffic Intersections in All Plants Regardless of Local Practice."

“I will not walk and talk on a cell phone at the same time.”

“I do not put hands in pockets while walking.”

“I will maintain tools & equipment for safe operation.”

“I will be alert when walking in the parking lot.”

“I will always wear the appropriate PPE at work.”

“I will confirm Zero energy.”

## SAFETY IMPROVEMENT PRESENTATION:

DATE

---

### REVIEWERS AT THE PRESENTATION

NAME

TITLE

## SAFETY IMPROVEMENT FEEDBACK:

*Write feedback that you receive on your safety improvement*

# Safety Project

## Safety Improvement identified

---

### Before and After Photos of School Safety Improvement

# SAFETY COMMITMENT

## ACTUAL SAFETY COMMITMENT EXAMPLES:

“I will use the handrail when taking the stairs.” – Bob Jackson, Toyota NAPSC

“I will be more diligent in using hearing protection.” – Denis Taylor, Toyota NAPSC

“I will always maintain 3 points of contact when climbing on & off equipment, ladders & stairs.” – Jeffrey Sublett, Toyota NAPSC

“I Stop Completely at All Intersections.” – Brent Carver, Toyota NAPSC

## NEED TO BE BETTER:

“Always be safe.” (Too vague and general)

“Wear safety glasses while mowing.”  
(Good commitment, but needs to be work based)

# Safety Commitment

**My Personal Safety Commitment**  
**Date Finalized**

---

**Safety Commitment**  
**Write below**

**Date Of My Public Commitment**  
**Write the date of the Safety Commitment Ceremony**

---

**Feedback On My Safety COMMITMENT**  
**By Tour AMT Leader**  
**Write Below**

# SAFETY BOARD

**CLASS SAFETY BOARD ESTABLISHED:**

**DATE**

**PHOTO OF CLASS SAFETY BOARD**

**SAFETY BOARD PRESENTATION:**

**DATE**

---

**REVIEWERS AT THE PRESENTATION**

**NAME**

**TITLE**