Manteniendo la seguridad con el equipo y la maquinaria

Staying Safe with Equipment and Machinery
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Lesson Objectives

This lesson will help participants to:

1. Identify hazards associated with equipment and machinery on a dairy farm
2. Describe safe practices when working with equipment and machinery

Materials

The following are the materials and things you will need during this session:

» The PowerPoint presentation and/or the flipchart with the slides of the presentation
» Flipchart and markers
» A pair of Yes-No cards per participant
» One pair of ear plugs per participant
» Lock and tag sample
» Handout: Machinery Safety

Time

This lesson will take 1 hour.
BACKGROUND INFORMATION

Machines and equipment help people work easier and faster and help increase farm production and income. However, farm machinery and equipment can be a hazard.

A workplace hazard is anything that can injure, make sick, or kill workers. Equipment and machinery are a major cause of injuries and deaths on farms. They cause a quarter of all deaths. In Wisconsin, nine people died from tractor rollovers in 2012.

Learning how to use machinery and equipment safely can save workers’ lives and prevent injuries while keeping the farm efficient and profitable.

What type of machinery and equipment is common on dairy farms?

Common equipment and machinery on a farm include:

» Tractors and skid steers
» Augers, generators, grinder-mixers, shredders, harvesters, grinders, mowers, blowers, hydraulics, chain saws, ladders, balers, forklifts, loaders, hoists, and the power take-offs that connect machinery.
» Equipment, machinery and milking devices used to milk cows and store and transport milk

Hazards and Safety Practices when Working with Machinery and Equipment

Workers may suffer injuries, health problems or death when operating, servicing, or performing maintenance on equipment and machinery. Below are the main hazards and the recommendations to prevent and reduce risks.

Tractors

Tractors can be dangerous because they can roll over, when traveling across steep slopes, uneven surfaces, when driving steeply uphill, or when attempting to tow or pull fixed or very heavy objects (like tree stumps). To prevent injuries and deaths, tractors should have rollover protective structures (ROPS). All tractors manufactured after 1976 must have ROPS and seatbelts. As tractors have become larger it has also become harder for the operator to see bystanders, which creates a risk for being run over.

The law requires most tractors used on farms must have an approved ROPS. Seatbelts should be used only on tractors with ROPS.

All workers who operate a tractor must follow these nine steps:

1. Securely fasten your seat belt if the tractor has a ROPS.
2. Where possible, avoid operating the tractor near ditches, embankments, and holes.
3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.
4. Stay off slopes too steep for safe operation.
5. Watch where you are going, especially at row ends, on roads, and around trees.
6. Do not permit others to ride.
7. Operate the tractor smoothly - no jerky turns, starts, or stops.
8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
9. When the tractor is stopped, set brakes securely and use park lock if available.

It is important to follow the three point contact rule when getting in or out of a vehicle. This is when three of the four limbs of the driver - either two arms and one leg or two legs and one arm - are in contact with the vehicle at all times when getting in and out.

All drivers should follow the 3-point contact rule when getting in or out of tractors and skid steers.

Power Take-off (PTO)

Tractors can attach to and power equipment such as pumps and hay balers through the power take-off (PTO). Unshielded PTOs can pull loose clothing or strings and entangle workers causing injuries, amputations, or death. It only take a few seconds to become entangled. Workers should walk around and never step over the PTO. They should wait until the PTO shaft completely stops before approaching, servicing, or attaching machinery.

Skid Steers

Skid steers are very helpful vehicles, but they can be dangerous. Skid steers can lose balance and roll over on uneven, muddy, or bumpy surfaces, or when overloaded or parked with the bucket up. To prevent injuries and avoid being pinned or crushed, skid steers should have rollover protective structures (ROPS) and side screens.

When operating skid steers, workers must:

1. Wear a seat belt.
2. Get on or get off of the skid steer only when the machine is stopped completely, the brakes are on, and the engine is turned off.
3. Follow the three point contact rule when getting in or out of the skid steer.
4. Watch out for people around you and in back of you.
5. Drive slowly and do not drive when tired.
6. Lift loads according to the weight recommended by the manufacturer.
7. Do not operate skid steer controls and levers from outside of the protective frame.
8. Keep the heavy part of the skid steer pointed uphill.
9. When the boom is up, the lift arm cylinder lock device should be engaged.
10. Keep the lift down when parked or use an arm brace to brace the bucket.
11. Keep the skid steer clean and free of mud, ice, and manure.
12. Open buildings or barn doors when operating inside to ventilate fumes.
LESSON 3

Unguarded Machinery and Equipment

Any moving machine, chain, or part without a guard or a shield can cause injuries. Guards and shields must be kept on when operating machinery. Workers must wait until the machine is completely stopped to fix, attach or service it. It is important to put the guard back on after servicing machinery and equipment.

Electricity

Electricity can travel through the ground, objects, water and people. Workers can get electrocuted, shocked and burned. Machinery can come in contact with or break power lines located above or below the ground. Workers should check for cables above or underground when operating machinery.

Damaged cords and plugs or overloaded plugs and outlets can start fires and cause injury. The chances of being injured by electricity increase in wet environments. Workers should always avoid overloading plugs and outlets and avoid using broken or damaged extension cords. Workers should avoid contact with water when using electricity.

Lockout and Tagout

Lockout/tagout procedures are to stop equipment from powering up when it is being fixed or serviced. Lockout is done by shutting off electricity and installing a lock to prevent the switch from returning to the on position and to prevent others from turning on the equipment. Tagout is a way to indicate that the electricity is off because someone is fixing or servicing the machinery. The lockout and tagout actions should be done by a worker trained in lockout tagout procedures.

Lockout is the procedure to shut off energy flow of any type. Tagout is the process to warn others that energy is shut off because someone is fixing, servicing or performing maintenance. The farm should have safety rules and procedures and workers should follow them.

Energy Under Pressure

Hydraulic and high pressure hoses can present a danger at any time. Hydraulic mechanisms use fluid to make energy. Broken hoses, valves, tires, or pressurized tanks release fluid or gas so fast that can penetrate deeply into a hand, arm or face. Hydraulic attachments can pop free and the swinging hose can hit nearby people.

Workers should always be cautious and be sure hoses are in good repair and that connections are sound when attached. When using equipment that includes pressurized hoses or containers, workers should check for holes or broken valves in hoses, damaged pressure tanks, or damaged tires that can result in sudden releases of the pressurized energy.

Workers should test the hydraulics while standing far enough away so that a hose popping off cannot fly up and hit them. It is important to never use hands to check for holes and broken valves. A piece of cardboard or metal can be used.

Workers should never depend on a hydraulic system to support a structure under which you are working. The cylinder may fail and the equipment might fall on the worker. Workers should always block up such equipment with strong supports to avoid being crushed.
Other Risks Related to Machinery and Equipment

Falls

Many falls occur when workers are getting in or out from tractors and skid steers. It is important to follow the three point contact rule getting on or off tractors and into and out of skid steers.

Freezing cold weather or dirty and slippery platforms increase the risk of slips, trips, falls, and cuts when operating tractors and skid steers. Freezing weather or built up dirt can also cause gates to break and become stuck.

Hearing loss

Loud noises from machinery can cause hearing loss. Hearing loss is permanent. Workers should wear ear protection when operating noisy machinery or working in noisy places for more than 15 minutes. A practical way to know if the noise is a risk for hearing loss is when workers need to shout to be heard.

Cuts, bruises, and eye injuries

Shears, augers, blades and freewheeling parts move fast and can throw objects and particles. This can cause severe cuts, bruises, and eye injuries. Workers should use eye protection and steel toed boots to prevent injuring their eyes and feet. Workers must approach machinery only when it is completely stopped.

Muscle and body pain and injury

Vibration caused by riding on rough or bumpy terrain, sitting in the wrong position, or working long periods in the same position can result in back and neck pains. Drivers should sit comfortably, change positions, and take short breaks to prevent pain and avoid injuries.

Repetitive motion or repeating the same movement over and over for long periods of time can cause pain, strains and injuries. Workers should try to take periodic, brief breaks, switch tasks or stretch. This is especially important when working in the parlor, because workers do the same task and movements over and over again for long periods of time.

Improper lifting or moving of heavy machinery can also harm a worker’s back and knees. Workers should use a dolly or other lifters to move or lift heavy objects.

Work Training

Machines and equipment should be operated and serviced by trained workers who know how to use and operate them. Workers should not operate or service equipment or machinery if they are untrained, tired, distracted, or stressed.

Workers must be trained to safely operate or fix machinery. Do not operate machinery when tired or distracted. Always follow the farm safety rules and procedures.
Workers’ Beliefs

The risk of being hurt on the job can be influenced by how workers think. Workers sometimes downplay the risks they face on the job. Commonly workers think nothing bad is ever going to happen to them. Some workers may feel that it is not brave to be so careful. Machismo or showing people that one is “manly” can sometimes make people ignore risks at work. Workers may also believe that the time it takes to do things more safely takes time away from getting their job done quickly. Workers might be concerned that slowing down, even if it makes the work safer, may be seen as lazy or not efficient which would put them at risk of losing their job.

Immigrant workers may have increased chances of being injured for several reasons. They may not understand or have difficulty understanding English. Instructions and information may not be provided in Spanish. They may be willing to take risks or hesitate to report problems and hazards because they fear losing their jobs or being deported. Even if they have agricultural experience, they may be unfamiliar with modern industrial dairy operations.

Yes, you can do it!

Remember, your life and the wellbeing of your family and coworkers are in your hands. You can work safely with equipment and machinery by doing the following:

Yes you can!

◊ Learn to operate equipment and machinery safely.
◊ Follow farm safety rules and procedures.
◊ Wear personal protective equipment and clothing.
◊ Stop, look, and think safety before doing.
◊ Report hazards and injuries.
Facilitator Guide and Presentation
Say:
Welcome. Today we will talk about the equipment and machinery used on farms.

Conduct a quick activity to create a comfortable learning environment.
Lesson 3

We will learn...

- Hazards from equipment and machinery.
- Safe practices when working with equipment and machinery.

**Say:**
You will learn about:
Hazards from equipment and machinery on dairy farms; and
Safe practices when working with equipment and machinery.

**Ask:**
Raise your hand if you have driven a skid steer or tractor. Raise your hand if you use milking equipment in the parlor.

**Ask and write responses on the flip chart:**
Many of you have experience with equipment and machinery on the farm. Now, can you help me make a list of the equipment and machinery commonly used on dairy farms?
- Look for responses such as skid steers, tractors, augers, forklifts, disks, drags, rollers, hay mowers, choppers, dump box trucks, combines, milking units, mixers, grinders, saws, shredders, ladders, etc.

**Ask:**
What are the benefits of using them?
- Look for responses such as: save time, help lift, move and transport heavy objects more easily, unload and store materials, help milk cows.

**Say:**
As you mentioned, equipment and machinery are used all of the time on a dairy farm. Using equipment and machinery make the tasks faster and easier and increase income on the farm. Easier and faster work means more money.

**Ask:**
However, equipment and machinery can be hazardous. Have you ever heard about someone being hurt by equipment or machinery?

**Say:**
Let’s remember that a hazard in a job is anything that can injure, make sick, or kill workers. Equipment, machinery, devices, and tools have the potential to hurt and kill workers.
Say:
Incidents with tractors and machinery are the main cause of deaths on dairy farms. In Wisconsin, nine people died in 2012 from tractor rollovers.
Would anyone like to share a story about someone being injured from machinery on a dairy farm?

If no one volunteers, say:
I am going to tell you a story about a worker.

Almost at the end of his shift, Jose Rodriguez was driving a skid steer to move feed. He was new at the farm. It was getting late and he was rushing to finish. He was driving fast and he did not notice that the ground became uneven. The skid steer rolled over. It was not until several hours later that his coworkers noticed he was missing. They started looking for him. They found him pinned underneath the skid steer. He was dead.

Please work in groups of 2-3 people to talk about the reason this tragedy happened.

Would anyone like to tell us the reasons why this tragedy happened?

- Look for answers such as: Jose was not properly trained how to drive a skid steer, no seat belt was used, Jose was rushing, Jose didn’t pay attention, was driving fast, was distracted.

To avoid injuries and deaths, today we will learn ways to work safely with farm equipment and machinery.

We’ll use these cards throughout today’s training. I will show you some images with the words yes and no and I will ask you a question. If you think the answer is yes, raise the YES card with green letters. If you think the answer is no, raise the NO card with red letters. If you are not sure, do not raise any card.

[Optional: Participants can simply answer yes or no]
Ask:
Do you think drivers would be protected from being crushed if this tractor rolls over?
Raise the YES (green) card if you think the driver could be protected.
Raise the NO (red) card if you think the driver could not be protected.

Ask:
What feature is missing from this tractor to protect drivers in the case of a rollover?

Explain:
This tractor does not have the rollover protective structure to prevent drivers getting crushed if the tractor rolls over.

Photo © NYCAMH
Say:
By law, tractors manufactured after 1976 and tractors used by hired employees should have rollover protective structures (known as ROPS) and seatbelts to prevent drivers from being crushed by the tractor. Older tractors should be updated with ROPS. The driver should always wear the safety belt on a tractor with ROPS. However, drivers should not wear the safety belt on tractors without ROPS. Remember, tractor incidents are the main cause of deaths in farms.

Ask:
What other things should we think about in order to drive a tractor safely?
Say:
- Only one person should ride on the tractor if there is only one seat.
- Reduce speed when driving and turning on slopes, rough, slick, or muddy surfaces.
- Watch out for other people.
- Only start the motor when safely seated.
Ask:
Do you think it is safe for workers to be near or work around this machine?
Raise the YES (green) card if you think it is safe.
Raise the NO (red) card if you think is not safe to work around this machine.

Ask:
Why is not safe to work around this power take off? What is missing?

Explain:
This is the power take-off (also called PTO) on a tractor. The tractor gives power to machines when attached to the PTO. The PTO in this picture does not have a shield to protect workers from being caught by it. PTOs move very fast and workers can be caught through loose clothing or by approaching it with their hands or legs. To avoid injuries and death, workers should only work on and approach the PTO after is completely stopped.

Photo © NFMC
Say:
Within seconds, workers can become entangled. Incidents with PTOs cause severe injuries, amputations, and death.

Say:
PTOs must have two shields as shown in this picture. The master shield is attached to the tractor on arrow number 1 and the shaft shield is attached to the machine as seen on arrow number 2.
Say:
Workers must also:
• Wait until the PTO is completely stopped before fixing or separating the machinery from the tractor.
• Walk around the PTO. Never step over a moving PTO.
• Do not wear loose clothing, drawstrings, or other clothing that can be easily entangled in the PTO.

Photo © NFMC
Ask:
Can the way this skid steer is parked be a danger for workers? Raise the YES (green) card if you think the way the skid steer is parked can be a danger. Raise the NO (red) card if you think it is not a danger.

Ask:
Why is it a danger or not a danger?

Explain:
Yes. This is a safety concern. The picture shows a skid steer parked with the lift arm up. Always park the skid steer with arm down.
Say:
Keeping the balance is the key to safety when driving skid steers. You can do the following to reduce injuries:
• Avoid overloading the bucket. Lift loads according to the weight recommended by the manufacturer.
• Watch out for uneven or bumpy surfaces when driving.
• Always lower the bucket when moving loads.
• Skid steers with ROPS are safer.

Photo © NFMC
Say:
Falling when getting in and out of a skid steer causes many injuries. Please watch carefully the following slides and observe how the driver is safely getting in and out of the skid steer. Watch his hands and feet.

Show the next 6 slides and explain:
This worker is getting in safely because he is following the three point contact rule. The three point contact rule is when three of your four limbs - either two arms and one leg or two legs and one arm - are in contact with the vehicle at all times when getting in and out.
Lesson 3

Ask:
Is this worker getting out of the skid steer safely?
Raise the YES (green) card if you think he is following the three point contact rule.
Raise the NO (red) card if you think he is not.

Explain:
As you see here, the driver is being safe because he has two hands on the rail and one foot on the vehicle.
To prevent falls be sure to use the three point contact rule when getting in and out of a skid steer or tractor.
Ask:
What else do workers need to think about when operating a skid steer?
More Safety Practices

- Wear seat belt and seat bar.
- Start motor when properly seated.
- Watch out for others and look behind you.
- Drive slowly and do not drive when tired.
- Exit when completely stopped, brakes are on, and motor is off.
- Remove ice, mud and manure.
- Ventilate when driving indoors.

Explain:
- Wear the seat belt and use the seat bar.
- Start the engine only after properly seated.
- Watch out for others and look behind you.
- Drive slowly and do not drive when tired.
- Exit only when completely stopped, when brakes are on, motor is turned off, and the lift arm is down.
- Keep it free of mud, ice, and manure to prevent falls and illnesses.
- Open building or barn doors when operating inside to vent exhaust fumes.

Say:
In summary, it is important to properly train workers before driving a skid steer.
Say:
Let me share another story... A farmer was called by a worker because the pump in the lagoon stopped working and was making strange noises. The farmer was busy preparing some orders he needed to submit that today. He was pressed for time and felt a little annoyed about being called away from his work for what he felt was an easy fix. He walked to the lagoon with the worker. Very quickly, he opened the cap and started inspecting the machine. Immediately he saw what was wrong and reached in to fix the machine. Suddenly he heard a strange noise. He pulled his hand out and noticed his glove was bloody. He pulled off his glove and saw that he had cut his finger off.

Say:
Please work in a group of 2-3 people and talk about why this injury happened. What did the farmer need to before fixing the machine?
Say:
Can anyone from each group tell why this happened and what he should have done before fixing the machine?

Say:
To prevent injuries, there are other important things that workers must do before servicing or repairing machinery. Let’s learn about these things.
Ask:  
Have you ever you seen anything on the farm that is what we call lockout-tagout?  
Raise the YES (green) card if you have seen this.  
Raise the NO (red) card if you have not seen this.

Explain:  
This electricity box is turned off and is locked with the red lock. This will stop the flow of electricity and the switch moving to the on position. This makes it safer to service or fix machinery that is connected to electricity. This is called lockout.  

The box also has a tag announcing “do not operate.” This way, everyone will know that someone is fixing or servicing the machinery. This is called tagout.  

This is what the farmer in the story needed to do before attempting to fix the pump!  

Farms should have lockout and tag out safety procedures, all workers should follow these rules, and only trained workers should do the lock out and tag out procedures.

Photo © NFMC
Ask: How could these hoses in this photo be dangerous to workers?

Explain: Energy under pressure includes fluids such as water or oil and air or gas. Energy can be released suddenly from broken hoses, tanks, valves, or tires and harm workers. The pressure can be so high that can break the skin.

Ask: What can workers do to protect themselves?

Photo © UWRF
**Explain:**

Broken hoses or parts make hoses move rapidly hitting things around. This is what you can do:

- Be careful when connecting and disconnecting hoses.
- Check hoses, valves, and tanks from a safe distance and never use your bare hands.
- Use cardboard, metal or towel to check holes or broken hoses.

*Photo © UWRF*
Ask:
If this chain is moving, can the worker be safe near it?
Raise the YES (green) card if you think it is safe.
Raise the NO (red) card if you think it is not safe to be near the moving chain.

Ask:
Why do you think is or is not safe to be near this moving chain?

Explain:
The chain is not safe because it is not shielded. Workers can easily get caught or pulled in and lose a finger or an arm. Moving parts should be shielded or covered. Always put the shield back on after repairs.

Photo © NFMC
Say:
A shield makes machines safer for operators and for workers nearby. Report any unshielded machinery to your supervisor.

Ask:
Is this worker wearing the proper equipment to protect himself?
Raise the YES (green) card if you think he is wearing the proper equipment.
Raise the NO (red) card if you think he is not wearing the proper protective equipment.
Explain:
That worker is not wearing eye protection.
Workers should wear safety glasses to protect their eyes from flying particles and objects, liquids, and splinters. Workers can also use steel-toed boots to protect their feet when working with machinery.

Say:
Hundreds of workers die from electrocution each year. Workers can also be shocked, get burned and fall from unsafe contact with electricity. Electricity is transferred through metal and water. Electricity can flow through equipment, power lines above and below ground, soil and people.

Adapted by Salvador Saenz
Say:
Other hazards include broken and overloaded cords. Outlets can cause electrocution and can be fire hazards. Electricity also passes through water and moisture.

Say:
Let’s summarize how to prevent injuries when dealing with energy. Help me complete the following sentences:
Before fixing or servicing machinery, the energy should be stopped through the process that is called … [Lockout and tagout]
To prevent electrocutions and fires when using machinery, workers must identify the cables that could be… [above and below the ground]
Broken cords and overloaded outlets can cause … [electrocution and fires]
Ask:
Can anyone think of other injuries caused when operating machinery and equipment?

Say:
Exposure to loud noises and continuous exposure to loud noises for more than 15 minutes can cause hearing loss. Hearing loss is permanent and gets worse as people grow older.

Pregunte:
When should workers wear ear protection? (What machinery and what areas around the farm?)
- Look for answer that include: Machine room, skid steers, tractors, power tools, mower
Say:
Workers must wear hearing protection like ear plugs when:
• Operating noisy machinery for more than 15 minutes.
• Working in noisy places for more than 15 minutes.
• Others need to shout at you to be heard.

Distribute a pair of ear plugs to each participant and say:
Ear plugs protect you. You will still be able to hear sounds but the danger of hearing loss is reduced.
Say:
Also, other risks for workers include uncomfortable positions, vibrations when driving on bumpy surfaces, and staying in the same position for several hours. These may cause neck, back, and wrist pains. Workers can also suffer from back and knee problems when lifting or moving equipment.

Ask:
What can you do to avoid these pains and problems?
• Answers may include: use pillows, seat properly, and relax a little, stretch, use lifters to move heavy objects
Say:
To prevent pain and injuries, workers must:
• Try to work in comfortable positions
• Take short breaks
• Relax muscles
• Use a dolly to move and lift heavy objects.
• Use your legs to lift.
Ask:
Let’s think about what workers believe or feel about taking risks. Why do you think workers take risks when doing their job?

[Try to direct the answers that go from general external pressures (such as pressure to work fast) to workers’ own beliefs.]

[Look for answers such as: Workers think nothing will happen, they think they know how to do their job safely; they want to show bravery/machoism; they think they will lose their job if they don’t take risks. Some workers might feel their work isn’t dangerous or it is boring and they fool around.]

Say:
Workers increase their risk of being hurt because they minimize or downplay the risks, they think nothing will happen, or they want to show that they are brave or macho. Some workers also fool around on the job because they do not believe the work is dangerous. Some workers believe that it takes too much time to work safely. They also may believe that doing the work slowly may be seen as lazy or not being efficient and would put them at risk for losing their job.

Immigrant workers may take more risks because of their limited understanding of English, lack of experience on large farms and fear of deportation.

Ask:
Now, let’s imagine you took a risk and tried to fix a machine without the lockout and tagout procedure and you cut your hand. How does that affect you and your family?

[Look for answers such as: can’t work the same as in the past, can’t earn money, lose job, etc.]

Say:
Injuries not only not only affects a worker’s health, income, and chances to work in the future, but they also impact his or her family. The family suffers the consequences of less income, more expenses for medical services, time for treatments, etc.
**Yes, You Can!**

- Learn to operate equipment and machinery safely.
- Follow farm safety rules and procedures.
- Wear personal protective equipment and clothing.
- Stop, look, and think safety before doing.
- Report hazards and injuries to your supervisor.

**Say:**

Yes you can!

- Learn to operate equipment and machinery safely.
- Follow farm safety rules and procedures.
- Wear personal protective equipment and clothing.
- Stop, look, and think safety before doing.
- Report hazards and injuries.

**Thank you for your participation!**

For more information contact:

National Farm Medicine Center
1.800.662.6900

**Say:**

Thank you.

**Distribute Lesson 3 Handout: “Working Safely with Equipment and Machinery” to take home.**

**Say:**

Our next training will be on worker rights and responsibilities and will be held on ______________ (Date, time).
# DAIRY HEALTH AND SAFETY TRAINING
## Attendance Record

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### Employee Names (please print)

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Handouts
Stay Safe at Work

Prevent falls
Always use 3 points of contact when getting on and off machinery.

Power take-offs or PTOs are dangerous
Walk around PTOs, never jump over them. Don’t wear loose clothing or drawstrings near PTOs.

Protect your co-workers
Always look back when backing up. Do not permit others to ride.

Seatbelts save lives
Always use a seatbelt on tractors and skid steers with rollover protection or ROPs.

Prevent hearing loss
Wear hearing protection when working with noisy machinery.