

PPE: THE RIGHT CHOICE

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation. Featured are:

INTRODUCTION: A brief description of the program and the subject that it addresses.

PROGRAM OUTLINE: Summarizes the program content. If the program outline is discussed before the video is presented, the entire program will be more meaningful and successful.

PREPARING FOR AND CONDUCTING THE PRESENTATION: These sections will help you set up the training environment, help you relate the program to site-specific incidents, and provide program objectives for focusing your presentation.

REVIEW QUESTIONS AND ANSWERS: Questions may be copied and given to participants to document how well they understood the information that was presented. Answers to the review questions are provided separately.

ATTENDANCE RECORD: Document the date of your presentation as well as identify the program participants. The attendance record may be copied as needed.

INTRODUCTION

Safety glasses, gloves, face shields, safety shoes, hard hats—they're called PPE, or Personal Protective Equipment. These devices are called Personal Protective Equipment because they protect us from workplace injuries if we wear them. Using PPE is a required part of our job, but ultimately you must choose whether to use it or not. No one can make that choice you. Make the right choice and odds are you won't experience a work-related injury; make the wrong choice and sooner or later you'll pay the price.

This video features actual industrial workers who describe the impact of their decisions regarding the use of PPE. The point of these testimonials is to show viewers that they must wear the protective equipment that is required in their work areas or risk suffering tragic injuries.

Topics of the program include hard hats, eye protection, earplugs and earmuffs, hand protection and safety footwear.

PROGRAM OUTLINE

BACKGROUND

- The company has determined what PPE can best protect you from the hazards and risks associated with your facility and specific job tasks.
- This determination is made by evaluating the hazards of the work environment, including specific processes that are used as well as mechanical or biological hazards that may cause injury.
- After the hazards have been identified and the appropriate PPE purchased, you have the responsibility to wear it.
- Just about everyone knows about protective equipment and how, when and where to use it, but all too often they don't. They get busy, distracted or just don't think that an injury will happen to them.

HEAD PROTECTION

- Head protection usually means a hardhat, which you will need wherever you encounter overhead hazards or the risk of falling objects.
- Hardhats protect us by blocking and absorbing the impact of striking our heads or being hit by a falling object.

- Modifying your hard hat by drilling holes in it or placing objects inside of it reduces its effectiveness and is not allowed.
- Inspect hardhats periodically for structural damage such as cracks or blisters. Defective hardhats should be replaced right away.
- Of course, the most important thing to remember about hardhats is to always wear them when required.

EYE PROTECTION

- Eye protection is required in work areas that contain potential hazards to your eyes and face. Hazards such as flying metal chips, nails or chemicals can easily damage your eyes permanently.
- Be familiar with the hazards in your work area and make sure you always wear the proper eye protection.
- Safety glasses with side shields are appropriate in most work areas. They will protect against small flying particles as well as impacts.
- Safety goggles are used when falling particles or splashing liquids may pass through the openings found on the top and bottom of regular safety glasses.
- Performing work overhead that may create falling particles or working with chemicals that present a splash or spray hazard are examples of jobs where safety goggles should be used.
- Some job tasks, such as grinding and chipping, working with pressurized chemicals or performing line-breaking operations require the use of a face shield.
- In the event of mishap, the face shield can prevent your safety goggles from being knocked off by the initial blast of materials in addition to providing face protection.
- Always remember that face shields alone do not provide adequate eye protection. Only use face shields in combination with additional eye protection.
- Additional eye hazards can be found in operations that emit harmful light. Welding operations create light and radiation hazards that can severely damage your eyes.
- Welders receive specific training on how to select the proper tinting on helmets and goggles to protect their eyes, but passersby must also be cautious in these areas. Don't look directly at the bright light from welding operations unless your eyes are protected with properly-tinted lenses.
- No matter what eye hazards exist, make the right choices to protect yourself.

HEARING PROTECTION

- Hearing loss may not seem as serious as other injuries we have discussed, but it has a devastating on our ability to live a normal life.
- When noise levels in your work area reach 85 decibels over an eight-hour period, hearing protection will be required. This level of noise will damage our hearing if proper protection is not worn.
- Hearing protection is available in two basic forms: earplugs and earmuffs.
- Putting on earmuffs is pretty simple: just pick them up and put them over your ears. Because they are so easy to use, earmuffs are a good choice for many situations.

- Earplugs are a little more difficult to use properly. They may seem simple, but if earplugs are not inserted properly they offer little or no hearing protection.
- To properly install disposable earplugs, first compress them by rolling the plug between your fingers. Then reach behind your head and pull your ear gently back.
- With your other hand, insert the plug into the ear canal. Gently push in the opposite direction you are pulling your ear (down and toward the front of your head).
- When done properly, you will achieve a proper fit and effective hearing protection. You will need to practice to get it right, and don't be shy about asking for help.
- Keep in mind that areas that require hearing protection are marked with signs. Also, the various types of hearing protection devices for these areas are provided.

HAND PROTECTION

- Because our hands are so often placed in harm's way, they need to be properly protected. Various types of gloves can help prevent cuts, abrasions, burns and contact with chemicals.
- Just wearing gloves is not enough; the correct type of glove has to be selected. Using the wrong glove offers little or no protection.
- For example, glove designed to protect your hands from chemicals make lousy welding gloves.
- Metal mesh gloves can protect hands from lacerations, but are useless against chemicals.
- Lightweight cotton gloves may protect hands from cuts from materials such as cardboard, but they don't provide much protection from sharp metal edges or burrs.
- Make sure you know how to select the right glove for the job and then wear it.
- As job tasks change throughout the day, take the time to change your gloves to match the hazards. If you are unsure about what type of gloves to wear, or when to wear them, ask your supervisor.
- Just like other types of protective equipment, gloves must be worn to be effective. When it comes to protecting our hands, the right choice is to make sure they are protected before beginning any job task.

FOOT PROTECTION

- In most industrial and construction environments, some type of safety footwear is required. This protection can come in various forms.
- Most safety shoes offer puncture protection against such hazards as nails, wire or scrap metal.
- Safety shoes may also be selected with various types of sole construction to provide increased traction. This can help prevent slips and falls.
- The most common type of safety footwear includes those with steel toes. In addition to our toes, our feet have many delicate bones that could be crushed when struck by heavy falling objects.
- Footwear with metatarsal protection in addition to steel toes provides protection for the top of the foot. If your work area requires steel-toed boots and shoes or footwear with additional metatarsal protection, the right choice is to wear them.

PREPARE FOR THE SAFETY MEETING OR TRAINING SESSION

Review each section of this Leader's Guide as well as the videotape. Here are a few suggestions for using the program:

Make everyone aware of the importance the company places on health and safety and how each person must be an active member of the safety team.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline.

Copy the review questions included in this Leader's Guide and ask each participant to complete them.

Copy the attendance record as needed and have each participant sign the form. Maintain the attendance record and each participant's test paper as written documentation of the training performed.

Here are some suggestions for preparing your videotape equipment and the room or area you use:

Check the room or area for quietness, adequate ventilation and temperature, lighting and unobstructed access.

Check the seating arrangement and the audiovisual equipment to ensure that all participants will be able to see and hear the videotape program.

Place or secure extension cords to prevent them from becoming a tripping hazard.

CONDUCTING THE PRESENTATION

Begin the meeting by welcoming the participants. Introduce yourself and give each person the opportunity to become acquainted if there are new people joining the training session.

Explain that the primary purpose of the program is to stress to viewers that they ultimately have the choice of whether to wear PPE as well as to show them the appropriate protective devices for certain hazards and how to use it.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline.

Lead discussions about job tasks and work areas at your facility that require specific types of PPE and the importance of wearing this protection at all times. Use the review questions to check how well the participants understood the information.

After watching the videotape program, the viewer will be able to explain the following:

- How the choices the workers made about PPE in the video either prevented or contributed to injuries;
- The types of head, eye, hearing, hand and foot protection available and the hazards they will protect against;
- Why employees must make the right choice of using appropriate PPE in all circumstances where it is required.

PPE: THE RIGHT CHOICE
REVIEW QUESTIONS

Name _____ Date _____

The following questions are provided to check how well you understand the information presented during this program.

1. Who is ultimately responsible for making sure you are wearing the appropriate PPE?
 - a. your supervisor
 - b. your company's safety official
 - c. your co-workers
 - d. you

2. What is the most important thing you should remember about hardhats?
 - a. they should be inspected periodically
 - b. they should never be modified
 - c. they should always be worn when required
 - d. none of the above

3. Face shields alone do not provide adequate eye protection.
 - a. true
 - b. false

4. Earplugs are _____ earmuffs to use properly.
 - a. easier than
 - b. more difficult than

5. Most types of gloves will protect against all the hazards you will encounter on the job.
 - a. true
 - b. false

6. The guards that protect the delicate bones in the foot are known as _____ protection.
 - a. metatarsal
 - b. metacarpal
 - c. vertebral
 - d. radial

7. Metal mesh gloves offer protection from _____.
 - a. harmful chemicals
 - b. lacerations
 - c. welding hazards
 - d. none of the above

ANSWERS TO THE REVIEW QUESTIONS

1. d

2. c

3. a

4. b

5. b

6. a

7. b