DON'T BE A DUMMY ABOUT EYE SAFETY

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

Many hazardous areas of industrial, chemical, food processing and manufacturing operations expose employees to the risk of an eye injury. While most of us know we should wear the proper eye protection while working in the areas, many eye injuries still occur because someone either forgot or neglected to wear their protection. At that point, it is too late to realize the value of wearing protective devices. Employees that always wear eye protection when required understand that their eyesight is irreparable.

In this video, our workplace "dummies" make several visits to the nurse's station after suffering severe eye injuries. These injuries occurred because they forgot or neglected to wear the proper protective equipment. While the nurse can easily restore the eyesight of a dummy, she can't replace the vision of your employees. The program stresses the responsibility of each individual to wear the appropriate eyewear to protect his or her eyes from workplace hazards to prevent a blinding eye injury.

Training topics of the video include selection and use of protective devices, projectiles and flying particles, lens fogging, working with chemicals and harmful light sources.

PROGRAM OUTLINE

WEARING PROTECTION WHEN REQUIRED

- Many workers ignore eye protection requirements when they are in a hurry or the proper protection isn't convenient.

- You don't have to be using heavy equipment to have an eye injury. Many injuries are suffered by those who are in hazardous areas and not wearing the proper protection.

- Often people mistakenly think that injuries just happen to "other people." This is no reason not to wear the appropriate protective devices at all times.

- Some employees don't wear protection because of how it affects their appearance. Don't become more concerned about your appearance than your safety, especially at work.

FLYING PARTICLES

- A common hazard in most work areas are flying particles and projectiles.

- Particles may include sawdust, small metal filings and other debris from a work area's operations.

- These items can become airborne from sweeping, the use of air tools or the actions of workplace equipment. Once airborne, they can easily enter an unprotected eye.

- If particles do end up in your eye, don't rub the eye because this may cause serious damage.

- Get to a nearby eye wash station and flush the eyes to remove any loose particles.

PROJECTILES

- Projectiles may include nails, welding slag, rocks, tools and other objects. These items can become airborne and strike the eye with great force due to pounding, chipping, grinding or through the actions of various power tools.

- Because projectiles are launched suddenly and without warning, your only defense is to make sure you are protected at the moment of impact.

- Safety glasses with side shields offer basic protection from these kinds of hazards.

- If an object does get embedded in your eye, do not remove it. Loosely cover the eye and do not rub it.

- Seek medical help at once. Only trained medical personnel should attempt to remove anything from the eye.

EYE PROTECTION

- Safety glasses have a manufacturer's mark in the lens and a mark from the American National Standards Institute (ANSI) on the frame. These marks indicate the safety standards to which the glasses conform.

- Regular prescription glasses or sunglasses do not meet safety requirements and should never be substituted for safety glasses.

- Inspect your safety glasses each day. Replace them if any part is broken or if the lenses are severely scratched.

- Broken safety glasses put your eyesight at risk, while scratched or dirty lenses make it difficult to see where you are going. In industrial environments, every step is important.

- Safety glasses with side shields offer basic from protection from hazards in most areas, but they do not offer enough protection for some sites or operations.

- Objects can still enter the eye by coming between the forehead and the frame of these types of glasses. Safety glasses with a built in brow-bar can reduce this hazard.

- To ensure a proper fit, some safety glasses now have adjustable frames. The temple bars can be adjusted to achieve the best fit for both safety and comfort.

- In some cases, safety goggles are needed to provide enough protection. Goggles form a complete seal around the eyes.

- Check with your supervisor if you have any questions about the eye protection best suited for your work area.

LENS FOGGING

- Whether you choose safety glasses or goggles, lens fogging can be a problem in areas with high humidity or temperature changes.

- If fogging is a problem, choose eye protection with good ventilation or fog-resistant coatings.

- The use of anti-fog wipes or an anti-fogging solution on the lenses can also help with fogging.

MAINTENANCE OF EYEWEAR

- You should clean your eye protection after each shift. Thoroughly clean all parts with soap and warm water, rinse with cool water and allow to air dry.

- Some work environments require special procedures for disinfecting eyewear. Be sure to follow these procedures precisely if this is required in your work area.

- After cleaning your eyewear, it should be stored in a clean, dry place away from heat sources.

WORKING WITH CHEMICALS

- Some eye injuries are caused by exposure to chemical splashes, fumes or dusts that may cause injuries ranging from minor irritation to severe blinding burns.

- Before working with any chemical or hazardous substance, make sure you know what eye protection is required and what action to take if an exposure occurs.

- You can find this information on the Material Safety Data Sheet (MSDS) for the chemical being used.

- These sheets explain the hazardous nature of the chemical, what PPE is required and what first aid procedures to follow if an exposure occurs.

- In most cases, chemical goggles are required to protect the eyes from hazardous splashes.

- If a face shield is required for face protection, remember that proper eye protection must still be worn. Never wear a face shield without additional eye protection.

RESPONDING TO EYE SPLASHES

- If chemicals do get into the eyes, proper first aid treatment requires promptly flushing them with water.

- Our eyes have a natural protective reaction to close tight when threatened. To rinse your eyes thoroughly, you must force your eye lids open with your fingers to allow the stream of water to flood the eye completely.

- To get a complete rinse, you must flush your eyes for at least 15 minutes. They may feel better sooner than this, but flushing for 15 minutes is needed to thoroughly cleanse the eyes of harmful residue.

- After flushing is complete, seek medical attention immediately.

- Because you may not be able to see at all in the event of an emergency, you must be able to find the eye wash in your area with your eyes shut or while blindfolded. Practice this at some point; it may save your eyesight.

HARMFUL LIGHT SOURCES

- Eye injuries can be caused by brazing, welding and cutting operations. In addition, lasers are becoming more common for precise drilling, cutting and milling operations.

• These various operations emit harmful light of various wavelengths. When exposed these light sources, the eye can be damaged and burned.

• Similar to the way our skin gets burned, the retina, cornea and lens can be burned by these wavelengths of light.

• These exposures can cause various ailments ranging from eye fatigue, scratchy irritation, painful burning or a loss of vision.

• The white area of our eyes can also be burned by ultraviolet light. These burns can be very painful and leave the eye at risk of infection.

• To avoid these types of burns, the eyes need to be shielded by tinted lenses.

• The proper amount of tint depends on the wavelength of the emitted light. Check with your supervisor when selecting the tint needed for your job.

• Passersby can receive burns to unprotected eyes by looking at the bright light emitted from these types of operations.

• If you are passing through areas with welding or laser operations, focus your eyes away from the light sources. An even better idea is to avoid entering these areas whenever possible.

CONCLUSION

• Our facility is made up of many people performing a wide variety of work assignments. No matter what type of work you do, you must understand how to protect your eyes from injury on the job.

• In some cases, this protection may be as simple as wearing a pair of safety glasses. Other situations may be more complex, having to select the properly tinted lens or choosing between eye cup side shields or safety goggles.

• Remember, it is up to you to make sure you have the correct eye protection for the job.

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 make employees aware that their eyesight is irreplaceable and must be protected as well as to show them how to properly protect themselves from eye injury hazards.

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

Lead discussions about the injuries suffered by the dummies, how they could have happened at your facility and how they could be prevented. Use the review questions to check how well the program participants understood the information.

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

- How to protect the eyes from flying particles and projectiles;
- The selection, use and care of various eye protection devices;
- How to protect against and respond to chemical splashes;
- The dangers of harmful light sources and how to avoid injuries involving them.

DON'T BE A DUMMY ABOUT EYE SAFETY
REVIEW QUESTIONS

Name_____Date_____

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

1. Many eye injuries are suffered by workers who are passing through hazardous areas without wearing the proper protection.

a. true
b. false

2. What should you do if a projectile gets embedded in your eye?

a. try to remove it immediately
b. flush your eye at the eye wash station
c. loosely cover the eye and seek medical attention
d. none of the above

3. No additional protective equipment is needed with a face shield if the shield covers the entire face and neck.

a. true
b. false

4. To get a complete rinse at an eye wash station, you must flush your eyes for at least _____ minutes.

a. 5
b. 10
c. 12
d. 15

5. How often should you inspect your eye protection for broken parts, scratches or dirty lenses?

a. every day
b. once a week
c. once a month

6. If you look into welding or laser operations while your eyes are unprotected, parts of your eye can be burned much like you skin gets burned.

a. true
b. false

7. Which of the following will you find on the Material Safety Data Sheet for a certain chemical?

a. the hazardous nature of a chemical
b. what PPE is required when working with the chemical
c. what first aid is required for exposures
d. all of the above

ANSWERS TO THE REVIEW QUESTIONS

1. a
2. c
3. b
4. d
5. a
6. a
7. d