



Training Solutions, Delivered!

MORE HIGH-IMPACT PPE Non-Graphic (Concise)

Leader's Guide, Fact Sheet & Quiz

Item Number: 1647

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

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

1647 MORE HIGH-IMPACT PPE *Non-Graphic (Concise)*

FACT SHEET

LENGTH: 10 MINUTES

PROGRAM SYNOPSIS:

Hardhats, safety eyewear, protective gloves and safety footwear are just a few of the items designed to protect us from workplace injuries. Called personal protective equipment or PPE, it's considered the last line of defense against the hazards of your job; yet, countless injuries are suffered each year by employees who are not wearing the appropriate protection for their job. This program discusses the proper selection and use of personal protective equipment and shows painful examples of making poor decisions concerning our protection. Viewers will get the point that making excuses when it comes to wearing appropriate PPE offers no protection from workplace hazards.

Topics include knowing and understanding how to use PPE, hardhats, safety glasses, safety goggles and face shields, gloves, safety footwear and specialized protective equipment.

PROGRAM OBJECTIVES:

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

- Why they must understand how to select and use PPE;
- What types of gloves, safety footwear and specialized equipment is available and when to wear it;
- What consequences can occur when we make poor decisions regarding our protection.

INSTRUCTIONAL CONTENT:

BACKGROUND

- Many hazards in our workplaces have been eliminated or controlled through engineering practices such as machine guarding; however, all hazards cannot be eliminated. The primary means of protecting ourselves is through the use of personal protective equipment, commonly called PPE.
- Your company has examined the job tasks and work environments at your facility to determine which hazards require the use of personal protective equipment.

KNOWING & UNDERSTANDING HOW TO USE PPE

- The company will provide you with the protective equipment necessary to perform your job in a safe manner and you will be trained on the selection and use of the particular equipment to be worn.
- Once trained, you will be able to properly put on and take off the equipment and understand which situations require its use.
- Different areas of a facility may have different PPE requirements. Make sure you know and understand these requirements before entering.

HARDHATS

- You are required to wear a protective helmet, commonly called a hardhat, in all situations where there is the potential for head injuries from falling objects.
- Hardhats are also required when top or side impacts are likely.
- A hardhat consists of two parts: the outer shell and the inner suspension system. The suspension system is designed to absorb the shock of a striking object.

SAFETY GLASSES

- Standard safety glasses with side shields are designed to provide a minimum of protection from various types of workplace hazards.
- Safety glasses should be worn when there is a risk of flying or falling debris, or a risk of blunt trauma to the eye. Because small pieces of dirt, metal or other materials can easily get lodged into the eye, many companies require safety glasses be worn in all manufacturing, construction and process areas.

- All workers, whether passing through an area or performing a quick job, must take the time to protect their eyes from hazards.
- Wearing safety glasses also protects against blunt trauma hazards, such as a hand tool slipping or walking into an unexpected obstacle.

SAFETY GOGGLES & FACE SHIELDS

- As the types of eye hazards increase, the level of protection should also be increased. In many cases, the amount of debris may dictate the need for safety goggles.
- Goggles provide a complete seal around the eyes and keep out much more debris than safety glasses.
- Some jobs require us to protect our faces as well. Jobs such as chipping, grinding or chemical line-breaking require the use of a face shield in addition to safety glasses or goggles.

GLOVES

- Injuries can happen quickly. This is why maintaining proper protection is so important, especially on the part of our bodies most frequently injured and closest to the action: our hands.
- In addition to being careful to avoid pinch points and nip points, wearing gloves is the primary method of protection for our hands.
- Before lifting, pulling, carrying or holding any object, give it a quick inspection for sharp edges and corners, burrs, splinters or other sharp, protruding points. If these types of hazards are present, do not handle the object without the appropriate gloves.
- When confronted with hazards to your hands, make sure to select the proper type of glove for the job at hand. Keep in mind that no single style of glove is effective for all tasks.
- Lightweight cloth gloves protect us from minor hazards, while heavy leather gloves are good for handling material with rough edges, burrs and splinters.
- Cut-resistant and metal mesh gloves can protect against an inadvertent knife stroke or a sharp edge, while heat-resistant gloves of aluminized fabric or leather can protect against flames and intense heat.

SAFETY FOOTWEAR

- We often don't think much about our feet until we suffer an injury. Many needless foot injuries could be prevented simply by wearing proper safety footwear. At a minimum, workers should wear boots or shoes that cover the ankle and are constructed of solid leather on the top and sides.
- Also, choose a shoe that has a sole composition that provides good traction in your work environment.
- Never wear open-toed shoes or sandals in any type of manufacturing or industrial setting. Coming into contact with sharp corners, edges and other hazards with open-toed shoes can cause serious and painful injuries.
- Most industrial and manufacturing operations require workers to wear safety shoes and boots with a reinforced toe box and puncture-resistant soles.
- The reinforced toe box must meet a minimum strength rating by ANSI. This rating will be displayed on the boot.
- There are many styles and types of safety shoes and boots to choose from, many of which look similar to regular dress and athletic shoes; however, choosing to wear athletic shoes instead of safety shoes can be a crushing decision.

SPECIALIZED PROTECTIVE EQUIPMENT

- Keep in mind that many jobs require specialized protective equipment in addition to the equipment we have discussed so far.
- No matter what type of PPE you are required to wear, you will receive specific training on its selection and use. Make sure you fully understand how to obtain a proper fit, how to properly use the equipment and how to select the correct gear for the hazards at hand.
- Above all, never forget why this equipment is necessary. When you choose not to wear required PPE, you leave yourself exposed to serious injury and death.

ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. c

4. b

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REVIEW QUIZ

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

Name _____ Date _____

1. No single style of work glove is effective for all tasks.
 - a. True
 - b. False

2. Chipping and grinding operations require you to wear a face shield instead of safety glasses or goggles.
 - a. True
 - b. False

3. Most industrial operations require workers to wear safety footwear with a reinforced toe box and _____.
 - a. Metatarsal guards
 - b. Fire-resistant inserts
 - c. Puncture-resistant soles

4. The outer shell of a hardhat is designed to absorb the shock of a striking object.
 - a. True
 - b. False