



Training Solutions, Delivered!

HIGH-IMPACT PERSONAL PROTECTIVE EQUIPMENT

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 1826
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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.

1826 HIGH-IMPACT PERSONAL PROTECTIVE EQUIPMENT FACT SHEET

LENGTH: 19 MINUTES

PROGRAM SYNOPSIS:

Personal Protective Equipment is the last line of defense between ourselves and workplace hazards that cannot be controlled through engineering or other means. Yet each year hundreds of thousands of on-the-job injuries occur as a direct result of employees neglecting to wear the proper personal protection.

There are many different excuses that employees offer for failing to use their PPE, but the accidents that result from not wearing protective equipment makes one thing perfectly clear: each time we make a conscious decision not to use PPE, we are neglecting our personal safety and setting ourselves up for an accident that could involve serious injury or death.

This program features eight powerful accident reenactments* that will show viewers the tragic consequences of not wearing proper PPE in all required situations. It makes the point that the few short seconds it takes employees to put on their Personal Protective Equipment are worth lifetimes free of pain and disability. Use of eye protection, hard hats, hand protection, respirators, special protective clothing, hearing protection and fall protection are all topics covered in this dynamic video.

PROGRAM OBJECTIVES:

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

- The purpose of wearing PPE in the workplace;
- Types of head, eye, hand and respiratory protection;
- The importance of wearing hearing and foot protection;
- Components of the fall protection system.

PROGRAM OUTLINE:

PURPOSE OF PPE

- For the safety of all employees, the company has determined the hazards existing in the plant that require Personal Protective Equipment.
- This equipment doesn't take the place of safe work practices or proper work procedures, but it works in conjunction with them to provide the maximum safety benefits.
- PPE includes any clothing and other work accessories that have been designed to create a barrier against workplace hazards.
- You must understand that PPE does not eliminate the hazard. If the equipment fails, you can be exposed to hazards that could jeopardize your life.
- Before performing any task that requires PPE, you must be trained and be able to demonstrate that you have a good understanding of its use and the situations in which it is required.

HARD HATS

- Protective helmets must be worn any time there is a potential for head injury from falling or moving objects, or when working near exposed electrical lines.
- Approved hard hats are tested to withstand a 40 foot-pound impact, which is the equivalent of a 2 pound hammer falling about 20 feet.
- The hat consists of two parts: the outer shell and an inner suspension system. The suspension system is responsible for most of the shock absorption from a striking object.
- Always wear the hat correctly. Turning the hat backwards severely reduces its effectiveness.
- Before wearing the hat, inspect the shell for discoloration, chalky or bleached areas and hair line cracks. Also check the condition of the suspension system.
- Perspiration deteriorates some materials. If any part is frayed or worn, replace it immediately.

FACE & EYE PROTECTION

- Safety glasses are designed to provide a minimum of protection. As hazards become greater or we work more closely to them, we need a higher level of protection.
- Eye cup side shields and complete face protection are required for jobs where grinding, chipping and sanding are performed.
- These operations produce chips or flying particles and eye protection alone is not sufficient.
- To protect the eyes from acids and chemicals, tight-fitting goggles under a face shield are necessary.
- Some face shields have a return at the chin to prevent splashes from entering the face area.

FACE & EYE PROTECTION (*continued*)

- Welding helmets not only protect against heat and molten metal splashes, but also provide protection against ultraviolet light and some infrared bands.
- Interchangeable lenses are used and selected for welding helmets according to the intensity of the light resulting from the welding operation.
- Select the darkest shade that allows adequate vision for the job. Be aware that lenses lose their effectiveness over time with use and need to be changed periodically.

SPECIAL PROTECTIVE CLOTHING

- Molten metal, fire, corrosive chemicals, hot or cold liquids and other workplace hazards require the wear of special protective clothing.
- When working around molten metal or hot chemicals, wearing aluminized fabrics with insulated liners provide protection from the extreme heat.
- When working around open flames or sparks, flame retardant clothing is required.
- Special protectors such as leather aprons protect against hazards posed by heavy, sharp or rough materials.

HAND PROTECTION

- Hands and fingers are the most vulnerable part of the body. It is important to understand the nature of the hazards to the hands and choose the correct protection for the intended task.
- Remember that no one glove will protect you against all hazards.
- Gloves made from cotton are the most common type, but only offer a minimum of protection against some hazards.
- Cut-resistant gloves should be worn when you are working with sharp objects or sharp tools.
- Gloves that provide thermal protection are required for work with hot or cold metal, frozen food and liquid gases.
- Protection from electrical hazards is provided by rubber gloves.
- When working with a chemical, check the MSDS or ask your supervisor which glove to use for that specific substance.
- Protective creams may be applied to your hands and used under your work gloves for additional protection.
- It is important to make the correct choice of creams. Oil-based creams repel water-soluble liquids and water-based creams repel oily substances.

FALL PROTECTION

- Each year falls result in a large number of injuries that could have been prevented if the victim had been using fall protection.
- Some elements of a fall protection system include lifelines that are attached to building structures and tie-off points for our lanyards.
- The most effective piece of fall protection, when correctly secured, is the full body harness.
- A properly adjusted full body harness will spread the shock load over your body in the event of a fall. The shock absorber will lower you to a safe, slow stop.
- A complete fall protection system is comprised of the harness, a shock absorbing device and a proper tie-off point.

RESPIRATOR USE

- Respirators are designed to protect us against specific atmospheric hazards when other protection is inadequate or unavailable.
- Before using a respirator, you must be trained and authorized. Before training, you must exhibit the potential ability to use this equipment.

- Understanding the safe use of respirators requires on-the-job training in the type of respirator you will be using: a dust mask, air-supplied respirator or an air-purifying respirator.
- Air-supplied respirators get their air from an air compressor or a cylinder of air.
- Air purifying units are fitted with disposable cartridges. Check your MSDS for the proper cartridge for your job.

OTHER SAFETY TIPS

- Noise is an unseen hazard that many people don't take seriously. Hearing protection must be worn in areas where noise reaches hazardous levels to prevent permanent hearing loss.
- Safety shoes with steel toes should be worn in work environments where heavy or sharp materials have the potential to injure our toes or feet.

REQUIREMENTS OF THOSE USING PPE

- Before using any type of PPE, you must make sure you know the following:
 - ✓When PPE is necessary;
 - ✓Which piece of equipment is required for your job;
 - ✓How to wear and adjust your PPE;
 - ✓The limitations of the equipment;
 - ✓How to care and maintain the equipment; and
 - ✓The length of the PPE's useful life and how to dispose of it properly.

**HIGH-IMPACT
PERSONAL PROTECTIVE EQUIPMENT**

ANSWERS TO THE REVIEW QUIZ

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

**HIGH-IMPACT
PERSONAL PROTECTIVE EQUIPMENT
REVIEW QUIZ**

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

Name _____ Date _____

1. All workplace hazards can be eliminated by some form of Personal Protective Equipment.
 - a. True
 - b. False

2. A hardhat provides the same protection whether turned forwards or backwards.
 - a. True
 - b. False

3. There is no single work glove that will protect you against all hazards.
 - a. True
 - b. False

4. Where will you find out which type of respirator cartridge you need for a specific job?
 - a. From the respirator manufacturer
 - b. From a competent co-worker
 - c. From your plant manager
 - d. From the Safety Data Sheet for the substances with which you work

5. Which of the following is not a component of a complete fall system?
 - a. A full body harness
 - b. A shock absorbing device
 - c. A safety belt
 - d. A proper tie-off point

6. What type of glove is most effective for electrical hazards?
 - a. Cotton
 - b. Rubber
 - c. Plastic
 - d. Metal mesh

7. What is the main cause of the accidents presented in this program?
 - a. Employees being in the wrong place at the wrong time
 - b. Employees not understanding how to use PPE
 - c. Improper use of tools by employees
 - d. Employees not using the proper PPE at all times