



Training Solutions, Delivered!

SAFELY ON YOUR FEET

(Concise)

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

Item Number: 3848
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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.

3848 SAFELY ON YOUR FEET (*Concise*) FACT SHEET

LENGTH: 6 MINUTES

PROGRAM SYNOPSIS:

Every year, hundreds of thousands of people are injured in the workplace because they weren't wearing the proper footwear. The fact that we have so many foot-related injuries indicates that employees are wearing work shoes that inadequately protect them from the hazards they face on the job. Many of us tend to think more about shoes in terms of styles, but safety shoes are more than a different style. They are part of your personal protective equipment that must effectively protect your feet from hazards that you encounter in your workplace.

This program stresses to viewers the importance of selecting, fitting, maintaining and wearing safety footwear to prevent painful foot and toe injuries. Topics include physiology of the foot, various types of safety footwear, selecting the proper shoe for the job and how the shoe protects the foot.

PROGRAM OBJECTIVES:

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

- How to select safety footwear that is designed to protect them from job hazards;
- How to properly fit footwear for maximum protection and comfort.

INSTRUCTIONAL CONTENT:

THE NEED FOR SAFETY SHOES

- Your work shoe is part of your PPE. It must effectively protect your feet from the hazards you encounter on your job.
- The manufacturers of quality safety footwear design and develop a whole range of protective features for their products and test them to assure that they meet OSHA requirements and ANSI standards.
- After an evaluation of the potential hazards on your job, your employer may require certain types of protection. For a shoe to be effective, you must match the protection to the hazard.

SLIP-RESISTANT SHOES

- Traction becomes a real issue with your footwear whenever you have to walk or work on surfaces that are steep or slippery.
- While no footwear is 100 percent slip-proof, shoes with slip-resistant soles can help minimize your risks.
- Keep in mind that shoes can be designed for specific slip hazards. Shoes that give good traction on water don't always work well on grease and oil and vice versa.

PUNCTURE-RESISTANT SHOES

- If you can encounter exposed nails or other sharp objects on your job, you run the risk of puncturing your foot.
- Besides being a painful injury, a puncture wound is difficult to clean and susceptible to such infections as tetanus.
- A shoe designed specifically to resist punctures will give you the most protection. This usually consists of a flexible steel insert that runs the length of the shoe and has been tested to meet the ANSI standards for puncture protection.
- The puncture shield will be light and flexible enough that you don't even know it's there until you need it.

STEEL-TOED SHOES

- Our toes are often in harm's way, whether we are working near heavy objects or equipment that could deliver a crushing force. The small bones of the toes are no match for serious abuse.
- The steel toes on safety footwear provide a protective cage that shields the toes from above and the sides while allowing them the freedom and flexibility to walk and work comfortably.

METATARSAL GUARDS

- Steel toes don't protect the top, or the metatarsal area, of your foot. If your feet are exposed to significant drop hazards, steel toes alone may not be sufficient to protect you.

- In these circumstances, you need to extend the protection with a metatarsal guard.
- A metatarsal guard can be either an internal or external type. In order to meet ANSI specifications, it must be built into the shoe while it is being assembled and not attached later as a separate piece of equipment.

SELECTING THE PROPER FOOTWEAR

- Since there's no such thing as a single type of safety shoe that's appropriate for every work environment, your footwear requires careful selection from among the many safety features available.
- Protective footwear is available in a wide variety of styles, including low, mid and high tops, flat soles or defined heels, shoes that slip on or lace up, shoes that are rugged or sporty and even shoes that are insulated against the cold.
- Some employers will require a certain style, such as a high-top boot to protect your lower leg and ankle from exposure.
- A slip-on boot offers convenience, while a high-top boot can be firmly laced to provide more ankle support.
- Over time, high-quality materials and workmanship will always provide the best performance, comfort and value.
- For you to do your job effectively, your safety shoes must be comfortable. This means that they should fit properly.
- When your feet ache, you can unconsciously shift your weight and put extra strain on your knees, hips and back. You can then become tired and ache all over.
- To get the best fit possible, with adequate cushioning and proper support for your arches, you should have your shoes fitted professionally.

CONCLUSION

- Protective footwear is your last line of defense for foot-related injuries.
- You will probably not wear any other piece of protective equipment as much as you wear your safety shoes.
- The investment you make in quality footwear will pay you back many times over in personal safety and satisfaction.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. b

4. a

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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 footwear is 100 percent slip-proof.

- a. True
- b. False

2. A metatarsal guard must be attached to your shoe as a separate piece of equipment.

- a. True
- b. False

3. Protective footwear is your first line of defense for foot-related injuries.

- a. True
- b. False

4. There's no such thing as a single type of safety shoe that's appropriate for every work environment.

- a. True
- b. False