



Training Solutions, Delivered!

PPE: ***Head to Toe (Concise)***

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

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.

3913 PPE: Head to Toe (*Concise*) FACT SHEET

LENGTH: 7 MINUTES

PROGRAM SYNOPSIS:

Failing to plan is planning to fail—and that's exactly what you're doing when you choose not to wear the proper personal protective equipment for your job. That's the message of this program that provides an easy-to-understand overview of the variety of PPE available to help make the job tasks we undertake safe. Included are several reenactments of workplace incidents in which the proper use of PPE prevents severe or life-threatening injuries.

Topics include employer and employee responsibilities regarding PPE, hard hats and eye protection, hearing protection, use of respirators, protective clothing, hand protection and foot protection.

PROGRAM OBJECTIVES:

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

- Types of eye protection and when they should be worn;
- Use of earplugs and earmuffs;
- When protective clothing is required;
- The importance of wearing the proper hand and foot protection.

INSTRUCTIONAL CONTENT:

HARDHATS

- We know the purpose of PPE is to protect us from the potential hazards in our workplaces, but these protective measures don't do a bit of good unless we know how to use them and when to use them.
- Your best protection against falling objects or objects that are head-high is the hardhat.
- There are different classes of hardhat, depending on the type of job you're doing. It's the employer's responsibility to determine the class of hardhat for you to wear.
- It's the employee's responsibility to wear the hardhat. Most workplaces have very clear policies about wearing hardhats.

EYE PROTECTION

- A government study reported that as many as 2,000 on-the-job eye injuries happen every single day. There's plenty of hazards, both on and off the job that can damage our eyes.
- Each hazard calls for its own type of protection and the employer is responsible to identify and provide the right eye protection.
- For example, safety glasses with side shields provide basic attention in general work areas where dust or flying particles may be present.
- If you work in conditions where there's a greater hazard from dust, flying particles or possible chemical splashes, goggles will provide much greater protection than safety glasses.
- There are many kinds of goggles available, each designed to protect the eyes from specific hazards.
- For even greater protection from hazards like flying particles or hazardous chemical splashes, you may be required to wear a face shield over those glasses or goggles.
- For protection from the intense heat and light exposure of torch-cutting or welding, a helmet with filtered lenses is required.

HEARING PROTECTION

- There are basically two types of hearing protection: those that fit inside the ear, such as earplugs and those that fit outside the ear, such as earmuffs. Each has advantages and disadvantages.
- Some earplugs are made of expandable foam and others are pre-molded. They are lightweight and inexpensive.
- Canal caps have soft pads that seal the entrance to the ear canal.
- Earmuffs cover the outside of the ear; they're easy to fit and durable.

- In extreme noise, it may be necessary to wear earplugs and earmuffs. The level of noise in your workplace will help your employer determine the level of protection you need.

RESPIRATORY PROTECTION

- There are two basic types of respiratory protection: the air-purifying respirator and the air-supplying respirator. OSHA has very specific rules regarding the types of respirators to be used in different conditions.
- No matter what kind of respirator you are using, it has to fit correctly or it won't do its job.
- The air-purifying respirator filters dust, vapors and other contaminants. There is a wide variety of half-mask and full-mask respirators that have filters and cartridges to effectively filter specific hazardous contaminants; they are designed to fit securely against your face so the air you breathe passes through the purifying filters.
- When the job calls for you to work in conditions where the exposure could be life-threatening or breathable oxygen is nearly non-existent, you put on your air-supplying respirator and go to work.

PROTECTIVE CLOTHING

- You need 100 percent protection when working with corrosives, flames, hot liquids or other hot materials. That includes the proper clothing to protect the body.
- Some jobs call for flame-resistant or flame-retardant materials; the dress code for other jobs is a head-to-toe protective suit.
- In other work settings, high-visibility vests are another important piece of PPE. Their job is to make sure you're easily seen by co-workers or operators of vehicles and equipment.

HAND PROTECTION

- About 70 percent of the hand injuries that happen on the job are the result of the worker not wearing gloves. (An injured worker who has received a cut to the hand is shown.) In this case, simply putting on the right protective gloves would have eliminated the cut, the rush to the emergency room and the half dozen stitches.
- Fortunately, there are gloves to protect our hands from almost every hazard, whether it's mild irritants, toxic or corrosive chemicals, sharp edges, temperature extremes, electricity, etc.
- After your employer selects the right protective gloves for your job, it's up to you to wear the gloves and make sure they get replaced when they're worn or damaged.

FOOT PROTECTION

- A pair of protective boots or shoes is a must in a place where there are hazards underfoot or over-foot. You need protection, not only from falling objects, but also underfoot from cuts, punctures, wet and slippery surfaces as well as heat or corrosive chemicals.

CONCLUSION

- This program has presented personal protective equipment in a nutshell, barely scratching the surface. That's why employees need to be reminded once again that it's their responsibility to learn about the personal protective equipment their employer provides them and use it.
- A lot of PPE can be purchased at your local hardware store or various other retail outlets; after all, it's just as important to protect yourself when you're away from work.
- Whether your job takes place at the factory, on the construction site, out in the yard or inside the home, it's important to remember that there will always be the need for personal protective equipment—that last line of defense against injuries.

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ANSWERS TO THE REVIEW QUIZ

1. c

2. a

3. a

4. b

5. b

6. 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. There are as many as _____ workplace eye injuries each day.
 - a. 200
 - b. 1,000
 - c. 2,000

2. Some noisy environments require employees to wear both earplugs and earmuffs.
 - a. True
 - b. False

3. Which type of respirator uses filters or cartridges to filter specific hazardous contaminants?
 - a. Air-purifying
 - b. Air-supplying

4. What is the percentage of workplace hand injuries that results from employees not wearing gloves?
 - a. 50
 - b. 70
 - c. 90

5. You are responsible for selecting the appropriate gloves for your job.
 - a. True
 - b. False

6. It's just as important to use PPE to protect yourself when you are away from work as it is when you are on the job.
 - a. True
 - b. False