



Training Solutions, Delivered!

**PPE:**  
***Your Last Layer of Protection***  
**(Concise)**

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

**Item Number: 4307**  
**© AP Safety Training**

***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.

## **4307 PPE: *Your Last Layer of Protection* (Concise) FACT SHEET**

**LENGTH: 10 MINUTES**

### **PROGRAM SYNOPSIS:**

Most of us already know that personal protective equipment, or PPE, is required for the various jobs we perform and the many areas in the plant into which we enter. Yet, thousands of injuries occur each year to employees who are either not wearing any protective equipment at all or are not wearing the appropriate protection for their job task or work environment. This program discusses the proper selection and use of common types of personal protective equipment.

Topics include eye and face protection, hardhats, foot protection, gloves and hearing protection.

### **PROGRAM OBJECTIVES:**

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

- Which types of eye and face protection are required for various hazards;
- Why safety shoes and boots must be worn in areas where impact and puncture hazards exist;
- Which types of gloves protect against specific hazards and the importance of wearing the proper glove for the job;
- What types of hearing protection may be used to protect against hazardous noise.

### **PROGRAM OUTLINE**

#### **BACKGROUND**

- To ensure the proper protection of workers from hazards, your company has thoroughly examined the job tasks and work environments at your facility and has assessed any hazards that may exist.
- Employees are protected from those hazards in a variety of ways, including engineering controls such as machine guarding or administrative controls such as restricted access.
- If a hazard cannot be eliminated or controlled by other means, then employees must be protected from that hazard by wearing appropriate personal protective equipment, PPE. This means that your PPE is your last line of defense against injury.

#### **TRAINING & RESPONSIBILITY TO WEAR PPE**

- Before being asked to perform any task which requires protective equipment, you will be trained on the proper selection and use of the particular equipment to be worn.
- If you have any questions about your protective equipment, ask your supervisor before beginning a job task. Keep in mind that wearing the required personal protective equipment is one of the required duties of your job.
- Remember that PPE is your last layer of protection and may be the only thing between you and a traumatic or disabling injury. There is simply no valid excuse for not wearing it.

#### **EYE AND FACE PROTECTION**

- Standard safety glasses are designed to provide the most basic protection for our eyes from various workplace hazards.
- Many facilities require safety glasses with side shields as the minimum level of mandatory eye protection for all workers.
- Safety glasses with side shields do not provide enough protection for all situations. Work which generates an abundance of small particles or work that may lead to the splashing or spraying of hazardous liquids will require safety goggles for additional eye protection.
- Many jobs which generate eye hazards also create hazards to our face as well, but keep in mind that eye protection is not designed to protect your face and face protection is not designed to protect your eyes. Anytime face protection is required, you must also wear eye protection.
- Complete face protection is necessary when performing jobs such as chipping and grinding. Face protection is also required when performing jobs which place you at risk of being splashed or sprayed with a hazardous liquid or chemical.
- Again, always wear eye protection in conjunction with a face shield.

## **HARDHATS**

- You must wear a hardhat in any situation where there is the potential for a head injury from falling or moving objects, there is a risk of striking the head or there is potential to contact exposed live electrical parts.
- Standard hardhats must be able to withstand a 40 foot-pound impact, which is the equivalent of a one pound hammer falling 40 feet.
- To do this, a hardhat consists of two parts: the outer shell and the inner suspension system.
- The suspension system is designed to absorb the impact of a striking object.
- The hardhat is designed to be worn forward at all times, with the bill of the hat in front to provide additional protection to the nose and face. Turning it backwards can reduce its effectiveness.
- You should keep your hardhat as clean as possible and inspect it for damage frequently.
- Also inspect the suspension system. Inspect the webbing and other parts for damage as well as proper installation. Replace damaged parts if possible or get another hat if it cannot be repaired.
- The most important thing to remember about hardhats is to wear them. If hardhats are required at your facility, make it a habit to wear it all the time.

## **FOOT PROTECTION**

- Foot protection starts with the selection of proper footwear. Open-toe shoes such as sandals or shoes made of lightweight fabrics such as running shoes do not provide any protection from typical workplace hazards and should not be worn.
- At a minimum, workplace shoes should consist of a sole which provides good traction, an enclosed toe box and is constructed of solid leather sides and uppers.
- This type of shoe provides protection from the minor bumps and impacts which can occur in the workplace.
- Many industrial and manufacturing operations will require additional foot protection in the form of safety shoes and boots with a reinforced toe box and puncture-resistant soles.
- A reinforced toe box helps protect the toes from being crushed from impacts, while puncture-resistant soles can prevent sharp objects from penetrating the bottom of our foot.
- In some environments, protection of the top of the foot, the metatarsal area, may be required. Some safety boots and shoes provide this protection in the form of metatarsal guards.

## **GLOVES**

- Our hands are our greatest tool. They are also the body part that we expose to the most hazards.
- To protect our hands, we must make sure to select the proper type of glove for the job at hand and we must keep in mind that no single glove is effective for all tasks.
- Protection against corrosive chemicals is generally provided by gloves made of rubber, vinyl or neoprene.
- Cloth gloves can protect our hands from minor hazards and help prevent scrapes, scratches, blisters and rashes.
- Heavy leather gloves are good for handling materials with sharp edges, burrs, splintering wood and similar objects which pose both cutting and puncture hazards.
- Various types of cut-resistant gloves are available for handling sharp objects such as sheet metal and also provide protection while cutting with knives.
- Heavy leather gloves such as those used by welders provide some protection from heat and sparks.
- Heat-resistant gloves of aluminized fabric or other materials can protect against flames and intense heat.
- Disposable rubber, latex or plastic gloves are used to protect against exposure to infectious materials and bloodborne pathogens.
- There are a wide variety of gloves, each designed for a specific use. It's critical to select the proper glove for the job and you must remember to change gloves when switching between jobs.

## **HEARING PROTECTION**

- Another hazard from which we must protect ourselves is noise. Because noise is an unseen hazard, many employees don't take it seriously; however, noise exposure is a serious issue and can cause permanent hearing loss if protection is not used.
- The most common type of hearing protection comes in the form of earplugs. Earplugs are available in a variety of sizes and may be disposable or reusable.

- Earplugs are designed to be inserted into the ear canal. Earplugs must fit correctly and be installed properly in order to provide their rated protection.
- To properly install disposable earplugs first make sure your hands are clean. Then roll the plug in your fingers to compress it; then insert the plug into your ear canal.
- Once inserted, hold your finger tip on the end of the plug for a few seconds while the plug expands to fill your ear canal. Then repeat on the opposite ear.
- Earmuffs cover the ears completely and consist of a pair of cups connected by a headband.
- Some earmuffs are designed for use with other PPE such as hardhats.
- In very loud environments, earplugs can be worn in combination with earmuffs for increased noise reduction.
- The Noise Reduction Rating of hearing protection is an indication of its effectiveness. Make sure you select hearing protection that is appropriate for the noise levels in your work area.
- Of course, hearing loss can just as easily occur off the job, as can eye, face and foot injuries. Be sure to protect yourself from hazards at home just as vigorously as you protect yourself at work.

**PPE:**

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**ANSWERS TO THE REVIEW QUIZ**

1. a

2. b

3. b

4. c

5. 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. Wearing the required personal protective equipment is one of the required duties of your job.
  - a. True
  - b. False
  
2. As long as a face shield covers your eyes, you aren't required to wear eye protection.
  - a. True
  - b. False
  
3. Sandals and running shoes provide protection from most workplace hazards.
  - a. True
  - b. False
  
4. Which body parts are exposed to the most hazards in the workplace?
  - a. Your eyes
  - b. Your feet
  - c. Your hands
  
5. There is no single work glove that is effective for all tasks.
  - a. True
  - b. False