



Training Solutions, Delivered!

OSHA HOSPITALITY 7: Personal Protective Equipment

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.

OSHA HOSPITALITY 7: Personal Protective Equipment FACT SHEET

LENGTH: 7 MINUTES

PROGRAM SYNOPSIS:

Safety glasses, face shields, gloves—They're called PPE or personal protective equipment. Your property provides hospitality workers with PPE and they are instructed what PPE is required and when to wear it, but ultimately it is their choice and their responsibility to wear it. This program stresses the importance of making the right choice when it comes to wearing PPE and encourages viewers to take responsibility in recognizing hazards and wearing the proper protection to mitigate those hazards. It also discusses eye protection, earplugs and earmuffs, gloves and PPE maintenance.

PROGRAM OBJECTIVES:

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

- Why making the right choice to wear the appropriate PPE is so important;
- How and why workers must protect themselves from eye hazards;
- How to insert earplugs properly;
- Why it makes sense to protect your hands from workplace hazards;
- How and why to maintain PPE and inspect it before each use;
- Why it's each employee's responsibility to be aware of workplace hazards and wear the proper protection to mitigate them.

INSTRUCTIONAL CONTENT:

PPE: MAKING THE RIGHT CHOICE

- Safety glasses, face shields, gloves—They're called PPE or personal protective equipment. Your property provides PPE and you are instructed what PPE is required and when to wear it. Personal protective equipment prevents injuries. That's why it's called personal protective equipment, but it's also a choice. That's right, a choice.
- You must make the choice to wear the appropriate PPE when required. No one can make it for you. Make the right choice and odds are you won't experience a work-related injury. It's your choice.
- Your property has assessed the work area and identified what PPE can best protect you from the hazards and risks associated with your specific job duties and responsibilities.
- They look at the whole picture: the hazards of the environment where you work, the hazards of processes that are taking place, mechanical hazards, biological hazards or any other kind of hazard that might cause injury. That seems to be the hard part, but it's not.
- The hazards have been identified, the appropriate PPE has been selected and now it's up to you to wear it. That's the hard part for some people.
- It may seem simple enough. After all, just about everyone knows about PPE and when and where they should wear it, but sometimes they don't. They get busy, they get distracted or they just don't think that an injury will happen to them. All too often, that's a very bad decision.

EYE PROTECTION

- You're required to wear eye protection if your workplace or duties contain potential hazards that may cause injuries to your eyes or face. Protection ranges from basic safety glasses to goggles to full face shields.
- Eye injuries are very serious. Unlike a broken bone or laceration, they usually are permanent. Always wear eye protection when required, because it's really up to you. You miss a lot that you may take for granted if you can't see it.
- Know the hazards around you and always wear the proper protection. Whatever the hazard, you must take the steps to protect yourself.
- Be glad you can read a sign like a caution sign. Do what it says. No one is going to put the eye protection on for you. It's your choice.

HEARING PROTECTION

- If noise in your work area reaches 85 decibels or at a level where you have to shout to be heard, hearing protection is required. This protection is available in two basic forms: earplugs and earmuffs.
- Putting on earmuffs is pretty simple. Pick them up and put them over your ears.
- Earplugs are a little bit more difficult. It may seem easy, but if ear plugs are not inserted properly, they offer little or no hearing protection.
- If the plugs are the soft disposable type, roll them into a ball. Reach behind your head and pull your ear gently up and back. With your other hand, insert the plug into the ear canal by gently pushing it opposite the direction you were pulling your ear, down and toward the front of your head. If done properly, you will achieve a proper fit and effective hearing protection. It takes practice.
- The hearing protection is provided and available, but will you wear it? It's your choice.

HAND PROTECTION

- Your hands are remarkable instruments, capable of a vast array of intricate tasks. Without the use of your hands, you probably won't be able to perform your job. That's why it makes sense to protect them.
- Gloves can help prevent cuts, abrasions, burns and skin contact with chemicals.
- Selecting the right glove for the right job is the most important thing to remember about protecting your hands. If you are unsure about what gloves to wear or have any questions about PPE or other safety concerns, stop what you're doing and ask your supervisor. Do you want to know or do you want to guess? It's your choice.

PPE MAINTENANCE

- It's important that all PPE be kept clean and properly maintained. If your safety glasses are dirty or scratched, they could impair your vision. If your ear plugs are old and worn out, they may not offer full protection.
- Make sure all your PPE is cleaned and maintained on a regular basis. If you take care of it, it will take care of you.
- You should inspect each item of personal protective equipment before use every time. If you don't know if it's in good shape, how do you know if it will provide the required protection? You don't. Inspect your PPE.
- If your equipment is damaged, worn or otherwise unfit, don't use it. Dispose of it properly and replace it. Don't wait.

TAKING RESPONSIBILITY TO WEAR PPE

- We certainly haven't covered every aspect of PPE use and conditions present in your workplace may require additional equipment or special procedures. The important thing to remember is that the best PPE in the world does absolutely nothing if you don't wear it.
- It's your responsibility to be aware of the hazards of your workplace and wear the proper protection to mitigate the hazard. The company can't do it for you. Your supervisor can't do it for you. Your coworker can't do it for you. Only you can make the decision to protect yourself.
- Do you care about your health, your job, your family? If you do, then you'll wear appropriate PPE when required.
- Remember, the safety and security of your property depends directly upon considerate, conscientious associates who care. Take personal responsibility for your safety, the safety of your coworkers and our guests.
- If you have any questions about the information in this program or any other safety question or concern, please ask your supervisor.

OSHA HOSPITALITY 7: Personal Protective Equipment

ANSWERS TO THE REVIEW QUIZ

1. e
2. b
3. d
4. e
5. d
6. b
7. a
8. a
9. a
10. a

OSHA HOSPITALITY 7: 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. Which of the following are considered PPE?
 - a. Safety glasses
 - b. Ear plugs
 - c. Hair nets
 - d. All of the above
 - e. Answers a and b only
2. You must buy your own PPE and bring it with you to work.
 - a. True
 - b. False
3. Which of the following is a valid reason for not wearing PPE when required?
 - a. You are busy
 - b. You are just doing one quick job
 - c. It's uncomfortable
 - d. None of the above
4. What purpose does a hard hat serve?
 - a. Protection from falling objects
 - b. Protection from overhead objects
 - c. Hearing protection
 - d. All of the above
 - e. Answers a and b only
5. Which of the following can cause a severe eye injury if the proper eye protection is not worn?
 - a. Flying metal chips
 - b. Nails
 - c. Chemicals
 - d. All of the above
6. Sunglasses are considered adequate eye protection.
 - a. True
 - b. False
7. When noise levels reach 85 decibels or above, hearing protection is required.
 - a. True
 - b. False
8. PPE offers little or no protection if worn improperly.
 - a. True
 - b. False
9. The type of glove to be worn depends on the hazard they are meant to minimize.
 - a. True
 - b. False
10. How often should you inspect your PPE to ensure it's in good condition and functioning properly?
 - a. Before each use
 - b. Once a week
 - c. Once a month
 - d. When needed