Training Solutions, Delivered!

PROPER FIT, INSPECTION & MAINTENANCE OF GLOVES

Leader's Guide, Fact Sheet & Quiz

Item Number: 5166

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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 <u>before</u> 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.

5166 PROPER FIT, INSPECTION & MAINTENANCE OF GLOVES
FACT SHEET

LENGTH: 1:29 MINUTES

PROGRAM SYNOPSIS:
Our hands are exposed to countless workplace hazards that can cause severe injuries: machinery that can pinch or crush, knives and sharp tools that can cut or puncture, corrosive or irritating chemicals, extreme heat or cold and ergonomic-related hazards. Hand, wrist and finger injuries often have severe consequences such as extended time away from work and physical rehabilitation. Fortunately, most hand injuries can be prevented by following safe work practices and wearing appropriate PPE. This program explains that in order for protective gloves to provide adequate protection, they must fit properly and comfortably, be inspected before each use and maintained according to the manufacturer's recommendations.

PROGRAM OBJECTIVES:
After watching the program, the participant should be able to explain the following:
- Why gloves must fit properly and comfortably;
- What to look for when inspecting gloves before use;
- What the manufacturer may recommend when cleaning and storing gloves.

INSTRUCTIONAL CONTENT:

PROPER FIT, INSPECTION & MAINTENANCE OF GLOVES
- Protective gloves must fit properly and comfortably to provide adequate protection and avoid becoming a hazard themselves.
- Uncomfortable gloves are frequently removed, leaving hands unprotected. Gloves that are too big make it hard to hold and grip objects and may pose a hazard around moving machinery. Gloves that are too small cause our hands to work harder, increasing fatigue and risk of injury.
- Be sure to inspect your gloves before you put them on each time. Look for rips, holes and other defects in your gloves. If you notice any damage that compromises their protective qualities, replace them.
- Follow the manufacturer's recommendations for cleaning and storing your gloves.
- Select gloves that are long enough to protect against the hazards for your job. For example, the cuff of medical gloves should overlap the wrist material of isolation gowns and chemical gloves should overlap the sleeves of a protective suit.
- Depending on the hazards, the glove's cuffs may need to be sealed for additional protection and cut-resistant sleeves may also need to be worn when handling sheet metal or other large, sharp items.
- Dispose of your gloves and get new ones when they are damaged, contaminated or heavily soiled.

PROPER FIT, INSPECTION & MAINTENANCE OF GLOVES

ANSWERS TO THE REVIEW QUIZ

1. b
2. a
3. a

PROPER FIT, INSPECTION & MAINTENANCE OF GLOVES
REVIEW QUIZ

Name_____Date_____

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

1. It is NOT important for protective gloves to fit properly and comfortably as long as you wear them when required.

a. True
b. False

2. You should inspect your gloves before you put them on each time.

a. True
b. False

3. Cuffs of chemical gloves should overlap the sleeves of a protective suit.

a. True
b. False