



Training Solutions, Delivered!

SELECTING PROPER FOOTWEAR

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

Item Number: 5174
© 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.

5174 SELECTING PROPER FOOTWEAR FACT SHEET

LENGTH: 1:12 MINUTES

PROGRAM SYNOPSIS:

The statistics related to slips, trips and falls in the workplace are staggering—nearly 16 million fall injuries occur each year. These mishaps are the second leading cause of fatalities on the job and the third leading cause of employee disability. To help prevent fall injuries at your facility, your organization provides training on the common factors and hazards that contribute to falling and the safe work practices that should be followed to control them. As part of such training, this program stresses the importance of wearing the proper footwear for your work environment and what to look for when inspecting the condition of your shoes.

PROGRAM OBJECTIVES:

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

- Why it is critical to wear the proper footwear for your work environment;
- What to look for when inspecting the conditions of your shoes;
- Why dress and casual footwear are not appropriate for industrial or shop settings.

INSTRUCTIONAL CONTENT:

SELECTING PROPER FOOTWEAR

- Wearing the proper footwear for your work environment is critical in maintaining good traction and preventing slips and falls.
- Most types of safety footwear are equipped with slip-resistant soles; however, many soles are designed for a specific type of working surface and may not be effective in all situations.
- Make sure you select and wear the appropriate type of footwear for your work area. Ask your supervisor if you are unsure.
- Periodically inspect the condition and tread wear of your shoes, paying close attention to the heels. Many slips result from a lack of friction between the heel of the shoe and the walking surface.
- Also, make sure to clean off any mud, oil or other slippery substances and foreign objects that have accumulated on the sole before reporting to your work area each day.
- Be aware that dress shoes and casual footwear offer very little traction and are not appropriate in an industrial or shop setting. Always take the time to put on the correct footwear for the environment you plan to enter.

SELECTING PROPER FOOTWEAR

ANSWERS TO THE REVIEW QUIZ

1. a

2. b

SELECTING PROPER FOOTWEAR
REVIEW QUIZ

Name _____ Date _____

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

1. Wearing the proper footwear for your work environment is critical in maintaining good traction and preventing slips and falls.
 - a. True
 - b. False

2. Wearing dress shoes and casual footwear is appropriate in industrial or shop settings.
 - a. True
 - b. False