



Training Solutions, Delivered!

THE PROPER USE AND CARE OF EARPLUGS

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

Item Number: 5275
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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 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.

5275 THE PROPER USE AND CARE OF EARPLUGS FACT SHEET

LENGTH: 2:39 MINUTES

PROGRAM SYNOPSIS:

Hearing devices are great and help keep us safe, but unless they're installed properly, they will not provide the required protection needed. Earplugs are simple and easy to install and go right into the ear unlike other ear protection. There are two kinds of earplugs – foam that are disposable and reusable ones that can be used on multiple shifts. Which one is best for you?

PROGRAM OBJECTIVES:

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

- The proper installation and fit of disposable earplugs;
- The proper installation and fit for reusable earplugs;
- When it's time to replace a pair of earplugs;
- How to test that earplugs have been properly installed and their effectiveness.

INSTRUCTIONAL CONTENT:

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- Hearing protection devices will not provide their rated noise reduction unless they are used and installed properly.
- To properly install foam, disposable earplugs, first, make sure your hands are clean. Then, compress the earplug in your fingers and roll it into a thin, elongated shape.
- Next, reach over your head with your free hand and gently pull the top of your ear up and slightly outwards.
- This motion helps to align and open the ear canal, allowing the earplug to be inserted more easily. The compressed earplug should then be inserted fully into the ear canal with only a small amount protruding.
- You must hold the earplug in place while it slowly expands to fill the ear canal. Failing to fully insert the earplug into the ear canal or failing to hold it in place while it expands will result in an improper fit and a reduction in its effectiveness.
- After the earplug fully expands, repeat the process on the other ear.
- Reusable earplugs come in many styles and typically have a tapered shape with flanges, ridges or spiral protrusions. This type of earplug does not require compression.
- To install this type of earplug, grip the earplug at its stem and, after opening the ear canal by pulling up on the top of your ear, insert the earplug fully into the ear canal with a slight twisting motion.
- Again, for maximum noise reduction the earplug must be fully inserted into the ear canal. Then, repeat the process on the other ear.
- Reusable earplugs should be cleaned frequently with soap and warm water. Reusable earplugs should be stored in a clean, dry container when not in use.
- All earplugs should be inspected before use and discarded if they are hard, deformed, brittle, torn or excessively soiled.
- One way to test the effectiveness of earplugs is to cup your hands over your ears in a loud environment and then remove them. You should not be able to perceive a difference in the sound level.
- Also, properly installed earplugs should not be obviously visible from the front. If the earplugs can be seen sticking out of the ears, then they are not installed properly.
- Be sure to ask for help if you are unsure about the fit, comfort or proper installation of earplugs.

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ANSWERS TO THE REVIEW QUIZ

1. b

2. a

THE PROPER USE AND CARE OF EARPLUGS
REVIEW QUIZ

Name _____ Date _____

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

1. Foam earplugs must be _____ prior to inserting them into the ear canal.
 - a. Pre-heated
 - b. Compressed
 - c. Inflated

2. For earplugs to be effective they must be _____.
 - a. Fully inserted into the ear canal
 - b. The correct color
 - c. Replaced every two hours