



Training Solutions, Delivered!

THE PROPER USE AND CARE OF EARMUFFS

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

Item Number: 5276
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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.

5276 THE PROPER USE AND CARE OF EARMUFFS FACT SHEET

LENGTH: 2:02 MINUTES

PROGRAM SYNOPSIS:

Hearing devices are great and help keep us safe, but unless they're used properly, they will not provide the required protection needed. Earmuffs are simple and easy to use. They are placed directly over the ears to provide noise reduction. They can be used alone or in conjunction with earplugs. This program demonstrates how to use and care for earmuffs.

PROGRAM OBJECTIVES:

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

- The need to have a proper seal;
- How to choose PPE that works with earmuffs;
- When to replace earmuffs;
- How to clean and store earmuffs when not in use.

INSTRUCTIONAL CONTENT:

THE PROPER USE AND CARE OF EARMUFFS

- Earmuffs are a popular form of hearing protection and are available in different styles and configurations.
- In order for earmuffs to provide their rated noise reduction, there must be an uninterrupted seal completely around each ear.
- Users of earmuffs must be aware that some items can interfere with the proper seal of earmuffs.
- These items can include hairnets, hoodies and other head coverings, hardhats, welding shields, face shields and respirators and safety goggles and safety glasses.
- If any of these items are placed under the padding of the earmuffs, or they interfere with a proper fit or seal, then the effective noise reduction of the earmuff will be reduced.
- This type of impact can be minimized by selecting earmuffs designed to work properly with a specific type of PPE, such as hardhats or by selecting a back-banded earmuff rather than an over-the-head style.
- If earmuffs must be worn with safety glasses, selecting glasses with very thin temple bars will minimize the seal disruption, but be aware that the earmuff's effectiveness may still be reduced.
- Various types of specialty earmuffs are available and may be selected to provide a proper seal when used in conjunction with specific equipment or PPE.
- Earmuffs should be inspected before use and repaired or replaced if any of the following are discovered: cracked cups, hardened, flattened or deformed cushions, leaking liquid-filled cushions or loose securing bands.
- Earmuffs should be cleaned regularly according to the manufacturer's instructions and stored in a clean, dry place when not in use.
- Seek assistance if you have any questions or concerns about the selection, use or fit of earmuffs.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. d

THE PROPER USE AND CARE OF EARMUFFS
REVIEW QUIZ

Name _____ Date _____

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

1. For earmuffs to provide their rated noise reduction, there must be an uninterrupted seal completely around each ear.
 - a. True
 - b. False

2. Earmuffs should be repaired or replaced when which of the following are discovered?
 - a. Cracked cups
 - b. Hardened cushions
 - c. Loose securing band
 - d. All the above