

WELCOME – STEP 1

1. Welcome to the September Safety Toolkit – Personal Protective Equipment (PPE). You play an important role in health and safety across the company, and we thank you for your contribution! Without your focus and dedication to making safety a priority, our people would suffer, our clients would suffer, and our families would suffer. We hope you find the safety tools provided in this Toolkit and in Toolkits like this in the coming months as just some of the many resources afforded to you to communicate Personal Protective Equipment. As always, the work you do matters, and we are so grateful to have you on the team!

HOW TO USE THIS SAFETY TOOLKIT

1. Supervisor/Lead Script – Start Here! Way to go! Now keep reading and you'll be all set. This script sets you up for success.
2. Supervisor/Lead PowerPoint – Use this as a training moment for your team. Everything you need to know and communicate for each slide is contained in this script! Skip ahead if you are ready to give this training to your team. It's always a good time to learn about Personal Protective Equipment. The presentation should last about 1 hour and 10 minutes depending on group participation.
3. Teaching Tool – We have included a Personal Protective Equipment Quiz and Answer Key to test your knowledge.
4. Site Communication Poster – A PDF version of the monthly infographic if you would like to display it at your workplace.
5. Sign-In Sheets – Please complete this form when completing Personal Protective Equipment training and turn-in to the appropriate point of contact as a record of training.
6. What's next? – Use this QR code for yourself AND share it amongst everyone on your team for additional safety resources based on the theme of Personal Protective Equipment. Look for Interactive resources, recommendations for phone apps, checklists, handouts, and more. Check it out!



SUPERVISOR/LEAD POWERPOINT SCRIPT – STEP 2

NOTES ON THESE SLIDES:

- KLP: Key Learning Point (objective of the slide)
- F: Facilitator

Slide 1: Title Page (30 Seconds)

KLP: You set the tone. If you believe safety is important, the audience will believe safety is important.

The facilitator opens the session by welcoming everybody to the training and noting the monthly focus – Personal Protective Equipment.

F: Today's task is to attend training on Personal Protective Equipment. Cell phones should be turned off or silenced during this training. If you need to take a call, please go to (designated area), take the call, and return as soon as possible. {Address any other important announcements or business now.}

Slide 2: Housekeeping (1 Minutes)

KLP: Opportunity for a HSE (Health Safety and Environmental) Moment

F: Prior to training, determine if any fire drills are planned and the response expected from the facility and muster points if alarms should go off. It is important to remind employees that should they need to leave the location at any time, they should inform the Facilitator because, in the

event of a fire incident, we need to know their whereabouts. This is an opportunity right at the start of the day to brief the employees on HSE procedures in general for the running of the training course. [If your job site is outdoors, do not overlook this safety moment. Adjust the plan in the event of a job site fire.]

F: Hello Team, I have verified with the HSE department and have confirmed that there are no Fire Drills or Emergency Drills scheduled for today. If we hear an alarm, we will follow site protocol for emergency response.

F: {Point out the fire exits and muster point}

F: Once we are at the muster points, we will do a role call to account for all attendees.

Slide 3: Presenter (2 Minutes) & Introductions (5 Minutes)

F: {This is your moment! This is a chance to visibly “Walk the Talk”}

Share:

- Your personal experience of safety and impact on the company.
- Importance of making the most of this opportunity to think about the importance of HSE and discuss with employees.
- Appreciate that you are a leader and that you make an impact.
- Importance of taking personal responsibility to make a positive impact.
- You get out of this training what you put into it.
- HSE matters to our company.
- The safety program is going to help people feel empowered and take the initiative to improve their own HSE performance through proactive attitudes and behaviors.

You may wish to share:

- A story of your experience in the safety program and how it has changed the way in which you behave.
- Some lessons learned from an incident when you have been involved in the investigation, highlighting the devastating impact that accidents have on people’s lives, or you can describe your experience of being involved in an environmental incident. How did this affect the company, and more importantly, affect the lives of others not working for the company?

F: Go around the room and ask everyone to give their name and what their position is. {Wait for their responses, smile, and nod as they participate. Be careful about timing here---if you ask an additional intro question of the participants and give a long-winded answer yourself, your participants will follow with long stories/explanations, and you can accidentally take up a lot of time.}

Slide 4: Why am I here? (1 Minute)

F: Each one of us is the last line of defense to protect workers from injury or the environment from damage, should management systems and collective protections fail. Supervisors and workers are the KEY to HSE. We can promote or destroy the HSE climate through our own behavior and how other workers perceive it.

F: Supervisors and workers are responsible for enforcing safety rules. Regardless of our position, employment status, or background, everyone is responsible for HSE, and everyone can be a HSE leader by demonstrating positive attitudes and behavior.

Slide 5: Training Objectives (2 Minutes)

F: OSHA requires employers to protect their employees from workplace hazards through the use of engineering or work practice controls. When these controls are not feasible or do not provide sufficient protection, the use of personal protective equipment (PPE) is required.

F: Our objectives for this training are to:

- Describe the hierarchy of controls as it relates to personal protective equipment.
- Identify types of personal protective equipment utilized in General Industry
- Understand personal protective equipment training requirements.
- Understand the responsibilities of the employer regarding personal protective equipment.
- Understand the responsibilities of the employee regarding personal protective equipment.

Slide 6: Responsibilities (4 Minutes)

F: To ensure the greatest possible protection for employees in the workplace, the cooperative efforts of both employers and employees will help in establishing and maintaining a safe and healthful work environment.

F: In general, employers are responsible for:

- Performing a “hazard assessment” of the workplace to identify and control physical and health hazards.
- Identifying and providing appropriate PPE for employees.

- Training employees in the use and care of the PPE.
- Maintaining PPE, including replacing worn or damaged PPE.
- Periodically reviewing, updating and evaluating the effectiveness of the PPE program

F: The employer is required to pay for PPE used to comply with OSHA standards. Examples of PPE that Employers Must Pay for Include:

- Metatarsal foot protection
- Rubber boots with steel toes
- Non-prescription eye protection
- Prescription eyewear inserts/lenses for full-face respirators
- Goggles and face shields
- Fire fighting PPE (helmet, gloves, boots, proximity suits, full gear)
- Hard hats
- Hearing protection
- Welding PPE

F: Employers are not required to pay for some PPE in certain circumstances:

- Non-specialty safety-toe protective footwear (including steel-toe shoes or boots) and non-specialty prescription safety eyewear provided that the employer permits such items to be worn off the job site. (OSHA based this decision on the fact that this type of equipment is very personal, is often used outside the workplace, and that it is taken by workers from jobsite to jobsite and employer to employer.)
- Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots.
- Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.
- Items such as hairnets and gloves worn by food workers for consumer safety.
- Lifting belts because their value in protecting the back is questionable.
- When the employee has lost or intentionally damaged the PPE and it must be replaced.

Slide 7: Hierarchy of Controls (3 Minutes)

F: The hierarchy of controls is a method of identifying and ranking safeguards to protect workers from hazards. They are arranged from the most to least effective and include elimination, substitution, engineering controls, administrative controls and personal protective equipment.

F: Elimination is always where you should start. Is it possible to physically eliminate the hazard entirely? This method is effective because it is not dependent on workers' actions or behaviors.

F: The second step is substitution. Is it possible to replace the hazard, for example changing the equipment or tools used to perform a hazardous task? The effectiveness of this type of preventative action is, like elimination, also not worker dependent.

F: The third step is implementing Engineering Controls. Is it possible to create a physical barrier between your workers and the hazard? If your workers are not directly exposed to the hazard, the likelihood of injury is reduced.

F: Next is implementing Administrative Controls. Is it possible to change the process or the way that your workers are performing a hazardous job? This type of control is highly dependent on workers following the preventative process.

F: Personal protective equipment is our last line of defense and requires workers to wear something to protect themselves from hazards. If none of the above are realistic, is it possible to provide PPE that will protect your workers from the hazard? Again, employees are responsible for PPE each time a hazardous situation is encountered.

Slide 8: Personal Protective Equipment (PPE) (1 Minute)

F: After all the engineering and administrative controls have been exhausted, PPE is left to be the last line of defense against injuries. Choosing the correct Personal Protection Equipment (PPE) and wearing it properly can go a long way towards preventing injury to yourself and to others.

Slide 9: Types of PPE: Head Protection (2 Minutes)

F: Wearing a safety helmet or hard hat is one of the easiest ways to protect an employee's head from injury. Hard hats can protect employees from impact and penetration hazards as well as from electrical shock and burn hazards.

F: Employers must ensure that their employees wear head protection if any of the following apply:

- Objects might fall from above and strike them on the head;
- They might bump their heads against fixed objects, such as exposed pipes or beams; or
- There is a possibility of accidental head contact with electrical hazards.

F: Protecting employees from potential head injuries is a key element of any safety program. A head injury can impair an employee for life, or it can be fatal.

F: Injuries to the head are very serious. For this reason, head protection and safety are very important.

Slide 10: Types of PPE: Head Protection (3 Minutes)

F: There are many types of hard hats available in the marketplace today. In addition to selecting protective headgear that meets ANSI standard requirements, employers should ensure that employees wear hard hats that provide appropriate protection against potential workplace hazards.

F: Class G hard hats are intended for general service use, such as building construction, shipbuilding, lumbering, and manufacturing. Class G hard hats provide good impact protection, but limited voltage protection (proof-tested at 2,200 volts).

F: Class E hard hats are designed for electrical/utility work. They protect against falling objects and provide protection against conductors with higher voltage levels (proof-tested at 20,000 volts).

F: Class C hard hats provide limited protection, mostly from bumps against fixed objects. Class C hard hats do not provide any protection against electrical hazards.

Slide 11: Types of PPE: Head Protection (1 Minute)

F: Type I: provides protection from objects fall directly on top of the helmet, but not from objects that strike the side, front, or back of the head.

F: Type II: provides protection from strikes to the top of the head and also provides protection from blows to the sides, front, and back of the head. More suitable for workers who are not always in a standing position

Slide 12: Types of PPE: Head Protection (2 Minutes)

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- There is a possibility of accidental head contact with electrical hazards.”

Slide 13: Hard Hat Impact Test - Video (4:31 Minutes)

VIDEO – 4:31 Min

(Click play to play clip)

Slide 14: Types of PPE: Eye and Face Protection (4 Minutes)

F: Workers can be exposed to a large number of hazards that pose danger to your eyes and face. OSHA requires employers to ensure that employees have appropriate eye or face protection if they are exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially infected material or potentially harmful light radiation.

F: If you do not have the proper eye and face protection or if you have questions about any of your PPE, go to your supervisor or HSE representative immediately.

F: Eye and face protection must comply with ANSI Z87.1-2003, or ANSI Z87.1-1989 (R-1998).

F: The following minimum requirements must be met by all protective devices. Protectors shall:

- Provide adequate protection against the particular hazards for which they are designed.
- Be of safe design and construction for the work to be performed.
- Be reasonably comfortable when worn under the designated conditions.
- Fit snugly and not unduly interfere with the movements of the wearer.
- Be durable.
- Be capable of being disinfected.
- Be easily cleanable.
- Be distinctly marked to facilitate identification only of the manufacturer.

Slide 15: Types of PPE: Safety Glasses (1 Minute)

F: Safety glasses are used to protect against moderate impacts from particles.

F: Employees who use prescription glasses while performing operations with potential eye hazards must use eye protection that:

- Incorporates the prescription in its design, or
- Can be used over your prescription glasses without interfering with the proper positioning of the prescription glasses or goggles

Slide 16: Types of PPE: Safety Goggles (2 Minutes)

F: Safety goggles are used to:

- Protect eyes, and the facial area immediately surrounding the eyes from impact, dust, splashes.
- Can be used over corrective lenses, if they fit them.

F: Safety goggles are used as primary protection to shield the eyes from heat hazards. Goggles form a protective seal around the eyes, preventing objects or liquids from entering under or around the goggles. This is especially important when working with or around molten metals that may splash.

F: When employees are exposed to high temperatures, additional protection beyond that offered by primary protectors may be required. Use safety goggles in combination with a heat-reflective face shield for severe temperatures exposure. Consider specific lens, frame, and ventilation options when selecting safety goggles.

F: Ventilated goggles allow air circulation while providing protection against airborne particles, dust, liquids, or light.

Slide 17: Types of PPE: Face Shields (1 Minute)

F: Face shields protect face from nuisance dusts and potential splashes or sprays of hazardous liquids

F: Shields do not protect from impact hazards unless so rated, shields are for face protection, not eye protection.

F: To protect the eyes, wear safety glasses with side shields, or goggles under the face shield.

Slide 18: Types of PPE: Welding Shields (1 Minute)

F: Constructed of vulcanized fiber or fiberglass and fitted with a filtered lens, welding shields protect eyes from burns caused by infrared or intense radiant light; they also protect both the eyes and face from flying sparks, metal spatter, and slag chips produced during welding, brazing, soldering and cutting operations. OSHA requires filter lenses to have a shade number appropriate to protect against the specific hazards of the work being performed in order to protect against harmful light radiation.

Slide 19: Safety Glasses vs. Non-Safety Glasses - Video (4:48 Minutes)

VIDEO – 4:48 Min

(Click play to play clip)

Slide 20: Types of PPE: Respiratory Protection (1 Minute)

F: Only when engineering controls are not feasible, respirators will be used.

F: There are 2 types of respirators. They are:

F: Air-Purifying respirators (APR) remove contaminants from the air. Examples of APRs are:

- Particulate respirators
- Chemical cartridge/ gas mask respirators

F: Powered Air-Purifying Respirator (PAPR) are atmosphere-supplying respirators, which provide the wearer with clean, breathable air. Examples of PAPRs are:

- Self-Contained Breathing Apparatus (SCBA)
- Supplied-Air Respirator (SAR)

Slide 21: Types of PPE: Respiratory Protection (4 Minutes)

F: Air-purifying respirators (APRs) work by removing gases, vapors, aerosols (droplets and solid particles), or a combination of contaminants from the air through the use of filters, cartridges, or canisters. These respirators do not supply oxygen and therefore cannot be used in an atmosphere that is oxygen-deficient or immediately dangerous to life or health. The appropriate respirator for a particular situation will depend on the environmental contaminant(s).

F: Powered Air-Purifying Respirators (PAPRs) are powerful breathing tools that support movement and provide a very high level of respiratory protection.

F: People with underlying medical conditions may put themselves at risk if they work while wearing one. The Occupational Safety and Health Administration (OSHA) requires medical evaluation before any employee can even be fit-tested for — let alone wear — a respirator. There is not a specific annual requirement for medical evaluations in the standard. However, the physician or other licensed healthcare provider (PLHCP) may prescribe annual tests to ensure employees' continued ability to wear a respirator.

F: The employer needs to ensure that dust masks are not dirty or contaminated, that their use does not interfere with the employee's ability to work safely and provide a copy of OSHA's Appendix D to each voluntary wearer who requests to wear a respirator when not required to.

Slide 22: Types of PPE: Hearing Protection (2 Minutes)

F: A simple method to know potentially damaging sound would be to focus on warning signals that a sound may be harmful to your hearing loss. A sound could be detrimental if:

- You have trouble talking or hearing other people speak over the noise.
- The noise makes your ears hurt.
- Other sounds seem muffled when you leave a place where there's loud noise.

F: Most instances of noise-induced hearing loss are due to repeated exposure to moderate levels of sound over several decades, not by some instances of very loud sound. Wearing hearing protectors will help stop harm from the moderate and loud sound.

F: According to the Occupational Safety and Health Administration (OSHA), a hearing conservation program is required "whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent."

Slide 23: Types of PPE: Hearing Protection (1 Minute)

F: The employer must provide ear protection when the noise level in the work area is greater than indicated in this table.

Slide 24: Types of PPE: Hearing Protection (1 Minute)

F: Here are some examples of hearing protection:

- Disposable foam plugs
- Earmuffs
- Noise-cancelling ear plugs
- Molded ear plugs

F: When purchasing hearing protection, the company will consider Noise Reduction Rating (NRR) of devices, Noise Reduction Rating (NRR) is a unit of measurement used to determine the effectiveness of hearing protection devices to decrease sound exposure within a given working environment.

Slide 25: Types of PPE: Hand Protection (1 Minute)

F: Potential hazards for hands are:

- Skin absorption of hazardous substances

- Lacerations or severe cuts
- Punctures
- Chemical burns
- Thermal burns
- Extreme temperatures

Slide 26: Types of PPE: Hand Protection (3 Minutes)

F: Pictured here are the different types of gloves:

F: Anti-vibration gloves are used to block the amount of damaging frequency vibration transmission from impact powered tools and protect you from the negative health consequences which are associated with exposure to vibration.

F: Chemical resistant gloves are essential to protecting employees from hazardous and toxic chemical exposures. They are the final barrier between the employee and a potentially fatal health hazard.

F: Leather palm gloves provide maximum protection against abrasive and puncture hazards. They are made of durable cotton or canvas with leather palms and fingers.

F: Permeation Resistant is also a chemical resistant glove that protect the hands when working with solvents.

F: Heat resistant gloves are designed for protection from high temperatures found in laboratories. They are usually made of heat- and/or flame-resistant materials. Heat resistant gloves should be used for such tasks as removing hot objects from autoclaves and drying ovens.

F: Cut resistant gloves are intended for use with sharp objects such as knives and they provide little or no protection from puncture injuries. The use of these gloves requires a tradeoff between loss of dexterity and the probability of being cut by a sharp object.

Slide 27: Types of PPE: Foot and Leg Protection (2 Minuted)

F: Employees who face possible foot or leg injuries from falling or rolling objects or from crushing or penetrating materials should wear protective footwear. Also, employees whose work involves exposure to hot substances or corrosive, or poisonous materials must have protective gear to cover exposed body parts, including legs and feet.

F: Examples of situations in which an employee should wear foot and/or leg protection include:

- When heavy objects such as barrels or tools might roll onto or fall on the employee's feet;
- Working with sharp objects such as nails or spikes that could pierce the soles or uppers of ordinary shoes;
- Exposure to molten metal that might splash on feet or legs;
- Working on or around hot, wet, or slippery surfaces; and
- Working when electrical hazards are present.”

Slide 28: Types of PPE: Foot and Leg Protection (1 Minute)

F: Conditions requiring foot protection:

- IMPACTS – loading or handling materials such as packages, equipment or heavy objects that could fall
- COMPRESSIONS – activities involving vehicles (manual material handling carts)
- CUTS/PUNCTURES – sharp objects such as nails, wire, tacks, staples, screws, scrap metal
- CHEMICALS – verify with your supervisor and/or the SDS (Safety Data Sheet) for adequate protection
- TEMPERATURES – extreme hot or cold work surfaces and/or materials

Slide 29: Types of PPE: Foot and Leg Protection (5 Minutes)

F: Safety shoes have impact-resistant toes and heat-resistant soles that protect the feet against hot work surfaces common in roofing, paving and hot metal industries. The metal insoles of some safety shoes protect against puncture wounds. Safety shoes may also be designed to be electrically conductive to prevent the buildup of static electricity in areas with the potential for explosive atmospheres or nonconductive to protect workers from workplace electrical hazards.

F: “Metatarsal guards protect the instep area from impact and compression. Made of aluminum, steel, fiber or plastic, these guards may be strapped to the outside of shoes.”

F: “Electrically conductive shoes provide protection against the buildup of static electricity.... Employees exposed to electrical hazards must never wear conductive shoes.”

F: “Electrical hazard, safety-toe shoes are nonconductive and will prevent the wearers' feet from completing an electrical circuit to the ground. These shoes can protect against open circuits of up to 600 volts in dry conditions and should be used in conjunction with other insulating equipment and additional precautions to reduce the risk of a worker becoming a path for hazardous electrical energy. The insulating protection of electrical hazard, safety-toe shoes may

be compromised if the shoes become wet, the soles are worn through, metal particles become embedded in the sole or heel, or workers touch conductive, grounded items.

F: It should be noted that nonconductive footwear must not be used in explosive or hazardous locations.

F: Shoes with metal toe-cap protects against knocks, falling objects

F: Rubber shoes protect against chemical materials, as directed by the SDS

F: Protective footwear must comply with any of the following consensus standards the American Society for Testing and Merials (ASTM) standards and American National Standards Institute (ANSI) standards.

Slide 30: Types of PPE: Protective Clothing (4 Minutes)

F: Employees who face possible bodily injury of any kind that cannot be eliminated through engineering, work practice or administrative controls, must wear appropriate body protection while performing their jobs. In addition to cuts and radiation, the following are examples of workplace hazards that could cause bodily injury:

- Temperature extremes;
- Hot splashes from molten metals and other hot liquids;
- Potential impacts from tools, machinery and materials;
- Hazardous chemicals.

F: There are many varieties of protective clothing available for specific hazards. Employers are required to ensure that their employees wear personal protective equipment only for the parts of the body exposed to possible injury. Examples of body protection include laboratory coats, coveralls, vests, jackets, aprons, surgical gowns and full body suits.

F: Protective clothing comes in a variety of materials, each effective against particular hazards, such as:

- Paper-like fiber used for disposable suits provide protection against dust and splashes.
- Treated wool and cotton adapts well to changing temperatures, is comfortable, and fire-resistant and protects against dust, abrasions and rough and irritating surfaces.
- Duck is a closely woven cotton fabric that protects against cuts and bruises when handling heavy, sharp or rough materials.
- Leather is often used to protect against dry heat and flames.
- Rubber, rubberized fabrics, neoprene and plastics protect against certain chemicals and physical hazards. When chemical or physical hazards are present, check with the clothing

manufacturer to ensure that the material selected will provide protection against the specific hazard.”

Slide 31: One Team

F: Questions?