

WELCOME – STEP 1

1. Welcome to the November Safety Toolkit – Eye and Face Protection. You play an important role in the 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 Eye and Face Protection. 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 Eye and Face Protection. The presentation should last about 1 hour & 6 minutes depending on group participation.
3. Teaching Tool #1 – We have included an Eye and Face Protection Quick Training Printout for easy distribution.
4. Teaching Tool #2 – We have included an Eye and Face Protection Practice Quiz and Answer Key to test your knowledge
5. Site Communication Poster – A PDF version of the monthly infographic if you would like to display it at your workplace.
6. Sign-In Sheets – Please complete this form when completing Eye and Face Protection and turn-in to the appropriate point of contact as a record of training.
7. 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 Eye and Face Protection. 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 – Eye and Face Protection.

F: Today's task is to attend training on Eye and Face Protection. 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: 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. 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:

- Non-prescription eye protection
- Prescription eyewear inserts/lenses for full face respirators
- Goggles and face shields
- Welding PPE

Slide 6: Eye and Face Protection Video (2 Minutes)

F: Play Video

Slide 7: Types of PPE: Eye and Face Protection (5 Minutes)

F: You 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 8: Types of PPE: Safety Glasses (1-2 Minutes)

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 9: Types of PPE: Safety Goggles (1-2 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 10: Types of PPE: Laser Safety Goggles (1 Minute)

F: These specialty goggles protect against intense concentrations of light produced by lasers. The type of laser safety goggles an employer chooses will depend upon the equipment and operating conditions in the workplace.

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Slide 11: Types of PPE: Face Shields (1-2 Minutes)

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 12: Types of PPE: Welding Shields (1-2 Minutes)

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 13: Safety Glasses Impact Test Video (5 Minutes)

F: Play Video

Slide 14: Potential Eye Injuries (2 Minutes)

F: Can you think of some potential eye injuries that might occur in your workplace? (Smile and nod while the audience responds)

F: The suitability of eye protection types depends on potential eye hazards present in the workplace. Eye injuries fall into three broad categories: physical, chemical, and thermal.

F: We will discuss each category in the next few slides

Slide 15: Physical Eye Injury (2-3 Minutes)

F: According to the Bureau of Labor Statistics, many high-impact physical eye injuries happen due to flying or falling objects or sparks striking the eye.

F: Other high-impact injuries are caused by tree limbs, ropes, chains, tools, or other objects swinging from a fixed or attached position that strike the eye.

F: Small, fast-moving particles falling or flying into an unprotected eye, such as debris from sanding, grinding, chipping, or similar operations, is the most common cause of physical eye injury.

F: Even relatively fine, slower moving particles, such as dust, can scratch the eye's surface.

Slide 16: Chemical Eye injury (2 Minutes)

F: Exposure to chemical splashes, vapors, and fumes is another common source of workplace eye injury.

F: Severe eye damage can result from exposure to alkalis or caustic acids – sodium hydroxide, such as caustic soda or lye, begins destroying eye tissue within one tenth of a second of contact.

KLP: The best eye protection when working with chemicals is safety goggles with direct ventilation.

Slide 17: Thermal Eye Injury - (2 Minutes)

F: Thermal burns are skin injuries caused by excessive heat, typically from contact with hot surfaces, hot liquids, steam, or flame.

F: Thermal burns to the eye occur often among welders. These burns routinely damage workers' eyes and surrounding tissue.

F: Symptoms of Thermal Burns can consist of:

- Swelling
- Increased Tears
- Pain

Slide 18: Eye injury Statistics (2 Minutes)

F: How many eye injuries do you think occur every day in the workplace?

F: The National Institute for Occupational Safety and Health (NIOSH) reports that each day about 2000 U.S. workers sustain a job-related eye injury that requires medical treatment. About one third of the injuries are treated in hospital emergency departments, and more than 100 of these injuries result in one or more days away from work.

Slide 19: Training (4 Minutes)

F: How impactful do you think training can be and what may it help prevent? (Smile and nod as they respond)

F: Providing training on how to select and use eye protection helps reduce injuries.

F: Employees must be able to recognize which eye protection is appropriate for which workplace environment and must use eye protection when working around:

- dust, concrete, and metal particles;
- falling or shifting debris, building materials, or glass;
- smoke or poisonous gas;
- chemicals (acids, bases, fuels, solvents, lime, wet or dry cement powder);
- welding light and electrical arc;
- thermal hazards and fires; and
- bloodborne pathogens (hepatitis or HIV) from blood, body fluids, or human remains.

KLP: Any employees or visitors entering or passing through work areas requiring eye protection must also wear protective eyewear.

Slide 20: Proper Equipment Maintenance (4 Minutes)

F: Employers must complete scheduled and daily maintenance of protective eyewear.

F: To reduce the risk of eye injuries, proper equipment maintenance should include:

- adjusting eyewear for a snug fit and reasonable comfort;
- securing loose parts;
- replacing scratched, cracked, pitted, or faded lenses;
- following the manufacturer's cleaning instructions;

- cleaning eyewear after each shift or as needed;
- cleaning shared eyewear by washing it with warm, soapy water and rinsing thoroughly;
- using a disinfectant and hanging eyewear to dry in a clean place;
- storing eyewear in a case to prevent scratching;
- using an anti-fogging product to reduce or eliminate fogging;
- labeling each person's eyewear with his or her name; and
- requiring each employee to inspect his or her eyewear.

Slide 21: First Aid (3 Minutes)

F: Do you all know where your first aid kits/stations are? (Smile and nod as they respond)

F: It is key to establish a first-aid procedures for eye injuries.

F: Employers must provide approved emergency eyewash equipment where there is the risk of eye injury from exposure to hazardous chemicals.

F: In the event of any eye injury, do not rub the eye, because this increases damage to delicate eye tissues.

F: In the next few slides, we will discuss the recommended treatments for eye injuries involving:

- Chemical Burns
- Specks
- Cuts, Punctures, or objects in the eye; and
- Blows

Slide 22: Chemical Burns (First Aid) (3 Minutes)

F: If you are ever in a chemical burn situation, follow these recommended treatments:

- Immediately flush the eye with water for 15-20 minutes.
- When flushing the affected eye, avoid contact with the unaffected eye.
- Flush the eye by holding the head under a faucet or by pouring water from a clean container.
- Open the eye as wide as possible while flushing.
- Check the chemical safety data sheet for special instructions in case of exposure.
- Get immediate medical attention.
- Cover both eyes with sterile dressings, but do not bandage the eye or use an eyecup.

Slide 23: Speck (First Aid) (1 Minute)

F: If you ever get a speck in your eye, follow these recommended treatments:

- Do not rub the eye.
- Use eyewash and flush thoroughly.
- See a doctor if the speck does not wash out or if pain or redness continues.

Slide 24: Cuts, Punctures, or Objects (First Aid) (1-2 Minutes)

F: If you ever get a cut, puncture, or object in your eye, follow these recommended treatments:

- Do not flush the eye.
- Do not try to remove an object stuck in the eye.
- Cover both eyes. Stabilize an injured eye with a small paper cup taped in place; stabilize an uninjured eye with a sterile dressing. •
- See a doctor at once.

Slide 25: Blows (First Aid) (1-2 Minutes)

F: If you ever receive a blow to your eye, follow these recommended treatments:

- Apply a cold compress, but do not apply pressure.
- Tape a plastic bag of crushed ice to the forehead so that the bag rests gently on the injured eye.
- See a doctor at once in cases of continued pain, reduced vision, blood in the eye, or eye discoloration. These can indicate internal damage.

Slide 26: Eye and Face Toolbox Talk Video (3 Minutes)

F: Play Video

Slide 27: Questions?

