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## Discussion Leaders Guide Session Personal Protective Equipment

### 1. Preparation

- You will need a DVD player and a television.
- Review the **Tell**, **Ask** and **Review** portions of the Discussion Leaders Guide. You will be presenting the material in *italic* to the group during these sections.
- Preview the video before you show it.
- Ensure that everyone attending the training can easily see and hear the video.
- Print the handouts prior to the training.

### Training Day

#### 2. Introduce the Topic

**Tell:** *Today we are going to review the importance of personal protective equipment and the workplace hazards they are meant to protect you against. The training will include both a DVD presentation and discussion time. You may be asked questions during the discussion time.*

*Look at your handout titled **Hazards Identification**.*

*You might remember that hazards are conditions or actions that can cause injuries or illness. While our goal is to reduce or eliminate hazards there are some hazards that cannot be eliminated.*

*Personal protective equipment or PPE protects you against hazards, but does not eliminate them. Examples of PPE are safety glasses, work boots, gloves, hard hats, life vests, respirators and welding shields.*

*Some of the common hazards that PPE protect against are:*

- *Impact to eyes or other body parts from flying, falling or moving objects.*

- *Extreme temperatures from activities like welding, pouring hot liquids or working in frozen storage rooms.*
- *Penetration from sharp objects such as nails, knives and saws.*
- *Light radiation from welding, cutting, brazing and soldering.*
- *Extreme noise.*
- *Hazardous chemicals contacting skin or eyes.*
- *Breathing dusts or vapors of harmful chemicals.*
- *Falling from heights or falling into water.*

Note: Use examples from your own workplace if available.

*Let's start the DVD now.*

### **3. Start the DVD**

- Select your language choice
- Select scenario

### **4. The DVD has paused**

### **5. Encourage discussion**

**ASK:** *Why is this situation hazardous?  
What other hazards do you see in the video?  
What PPE should the worker be using?  
What PPE do we use here?*

### **6. Restart the DVD**

### **7. Review**

**Tell:** *Knowing what hazards require you to use personal protective equipment is just the first step. In order to prevent injuries you need to use the personal protective equipment properly.*

*Look at you handout titled **Preventing**.*

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*Regardless of the specific personal protective equipment you use, some things to remember about PPE and preventing injuries:*

- *Inspect your personal protective equipment every time you use it to make sure it is not broken. Broken or damaged equipment does not provide the proper protection.*
- *Make sure that you keep the equipment clean and stored properly. Equipment that is not kept clean and stored properly can be damaged.*
- *Know what you will be working with and choose the right PPE for the job. For example: while a rubber, neoprene or vinyl glove may work for protection against chemicals, they will not protect you from cuts or punctures.*
- *Wear your personal protective equipment. Equipment that is not used cannot protect you.*
- *Put on safety glasses, face shields or goggles when working with or around chemicals and flying objects. Eye injuries are one of the most common and preventable injuries.*
- *Earplugs or muffs should be worn anytime you enter an area where the noise level requires that you shout to be heard.*
- *Personal protective equipment will not protect you from everything. Know the limitations of the equipment. For example: standard safety glasses do not protect you from chemical splash.*
- *Wear the right shoes for the job. If you work in an area where heavy items could fall on your foot, steel-toed boots or shoes are the best choice. Good supportive, slip resistant shoes will prevent injury from other types of hazards.*
- *If you are not sure what personal protective equipment to use or how to use it, ask your supervisor for help.*

Note: Review of your company's PPE requirements.

*Personal protective equipment is there to protect you. It is your responsibility to wear it. No one else can wear it for you. Prevent injuries by wearing your PPE.*

*Are there any questions?*

*Thank you.*

## **ADDITIONAL RESOURCES**

The Occupational Safety and Health Administration (OSHA) require employers to check for workplace hazards that might require the use of personal protective equipment and develop a personal protective equipment plan. The written plan will identify the hazards and PPE that is to be used. The written program should include:

- Identification and evaluation of the hazards
- Procedures for PPE selection and maintenance
- Procedures for evaluating the effectiveness of PPE
- Procedures for training employees in the use and care of PPE

Respirators and hearing protection is considered PPE. Each has specific program requirements for their use.

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## Hazards Identification Personal Protective Equipment

**To prevent accidents you must know how to identify hazards and what to do to correct or eliminate them.**

**Hazards** = Conditions or actions that can cause injury or illness

**Exposure** = How close you are to the hazard

### Common Hazards

Personal protective equipment is designed to protect you against some common hazards. It does not reduce the hazards. Some of the hazards that personal protective equipment protects you from include:

- Impact to eyes or other body parts from flying, falling or moving objects.
- Extreme temperatures from activities like welding, pouring hot liquids, or working in a frozen storage room.
- Penetration from sharp objects such as nails, knives and saws.
- Light radiation from welding, cutting, brazing and soldering.
- Extreme noise.
- Hazardous chemicals contacting skin or eyes.
- Breathing dusts or vapors with harmful chemicals.
- Falling from heights or into water.

## Preventing Personal Protective Equipment

Protecting yourself from hazards that cannot be eliminated requires you to know what Personal Protective Equipment you need and how to use it.

### THINK...Ahead

- Inspect your personal protective equipment every time you use it and make sure it is not broken. Broken or damaged equipment does not provide you the proper protection.
- Make sure that you keep the equipment clean and stored properly. Equipment that is not kept clean and stored properly can be damaged.
- Know what you will be working with and choose the right personal protective equipment for the job. For example: while a rubber, neoprene or vinyl glove may work for protection against chemicals, they do not protect you from cuts or punctures.

### ACT...Now

- Wear your personal protective equipment. Equipment that is not used cannot protect you.
- Put on safety glasses, face shields or goggles when working with or around chemicals or flying objects. Eye injuries are one of the most common and preventable injuries.
- Earplugs or muffs should be worn anytime you enter an area where the noise level requires you shout to be heard.

### WATCH...Your Step

- Personal protective equipment will not protect you from everything. Know the limitations of the equipment for example standard safety glasses do not protect you from chemical splash.
- Wear the right shoes for the job. If you work in an area where heavy items could fall on your foot, steel-toed crush resistant shoes or boots are the best choice. Slip resistant, supportive footwear is always a good choice.
- Working over or near water requires you to wear a life vest or a floatation device.
- If you are not sure what personal protective equipment to wear or how to use it, ask your supervisor for help.