Purpose of Meeting

- To remind workers that using personal protective equipment (PPE) can protect them from serious injury.
- To reinforce PPE safety rules.
- To consider ways to protect yourself through the proper use of PPE.

Materials and Preparation

- A copy of the written PPE safety rules or policy.

Note to Trainer

- Enter your name and the training date on the Training Sign In Sheet.
- Have each attendee sign the Training Sign In Sheet next to their name.
- Use this page for your reference and give attendees copies of the remaining pages.
Introduction

Personal protective equipment (PPE) is designed to reduce employee exposure to hazards.

We do everything possible to reduce these hazards through engineering and administrative controls such as safety guards or permit requirements. However, at times PPE is still needed to reduce hazard exposure to acceptable levels.

As your employer, we are responsible for determining what PPE is required to adequately protect you. You may also choose to wear non-required PPE at times— that is your option as long as wearing the additional PPE does not create an additional hazard.

This training has been developed to educate workers about how to use PPE properly in order to work safely.

Types of PPE

There are six main categories of PPE:

- Eye and Face Protection
- Head Protection
- Hand Protection
- Foot Protection
- Hearing Protection
- Respiratory Protection
Eye and Face Protection

Eye and face protection must be worn when you are at risk from flying particles, liquid chemicals, acids or caustic liquids, chemical gases or vapors. Also used as protection from radiation during welding, torching, soldering, brazing, or other operations that emit light.

Types of eye protection:
- Safety Glasses
- Goggles
- Face Shields
- Welding Helmets
- Full Hoods

Note that safety glasses or goggles may be worn under face shields and welding helmets for added protection.

Tinted, shaded or filtering lenses may be needed to protect from bright environments or welding.

**Prescription Lenses**
Contact lenses may present additional hazards from dust or chemicals. Contact lenses are not considered protective devices!

**Prescription Glasses**
If you wear prescription glasses, you must also wear one of the following when eye hazards are present:
- Goggles or other protective devices designed to fit over your prescription glasses.
- Prescription protective eyewear that was made to your specific prescription.
PERSONAL PROTECTIVE EQUIPMENT

Head Protection

Head protection is required if you work where there is risk of injury from falling objects or if you work near exposed electrical conductors which could contact your head.

Hard hats are designed to absorb some of the impact of a falling object. The suspension (headband and strapping) must be adjusted to the wearer so that there is a minimum distance of 1 inch between the head and shell.

There are several different types of hard hats. Be sure to select the correct one for the job:

- **Class A:** Made from insulating material to protect from falling objects and electric shock up to 2,200 volts.

- **Class B:** Made from insulating material to protect from falling objects and electric shock up to 20,000 volts.

- **Class C:** Designed to protect from falling objects but not designed for use around live electrical wires or where corrosive substances are present.

You must wear hand protection when you are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes.

Gloves are the most common protectors for the hands. Since there is no one glove material to protect against all hazards, it is important to consult your supervisor to select the proper hand protection.

Note that it is dangerous to wear gloves while working on moving machinery as the moving parts can pull your glove, hand and arm into the machine.
Foot Protection

Foot injuries are most likely to occur:

- When heavy or sharp objects fall onto your foot
- When something rolls over your foot
- When you step on an object that pierces the sole of your shoe.

Different hazards require different types of safety shoes:

- Shoes with steel-reinforced box toes protect feet from being crushed or pierced.
- Metal-free non-conductive boots are for working around exposed electrical wires.
- Rubber or synthetic footwear protects feet from chemicals.
- Foot guards and heel and ankle guards may be necessary for some tasks.
Hearing Protection

Overexposure to noise can permanently damage hearing, and many workers may not even be aware of hearing loss until it's too late.

The most common types of hearing protection are:

- **Ear plugs**: These inserts seal the ear canal against noise. On the plus side, they're small, inexpensive, and fairly comfortable. The downside: they can be hard to fit, may introduce dirt into the ear canal, and can't be worn by workers with ear infections.

- **Canal caps**: The soft pads on the ends of these headbands seal the ear entrance. They're comfortable and lightweight, but must fit snugly in order to really keep out noise.

- **Ear muffs**: Ear cups and cushions mounted on a headband or in a protective helmet offer good protection. They only do their job if cups fit snugly, however, and their bulk can make them uncomfortable, especially when it's hot.

Make sure your ear protectors fit correctly and help maintain them so they can do their job. Here are a few hints:

- Keep ear protectors clean; wash them regularly according to manufacturer's instructions.
- Wash your hands thoroughly before inserting earplugs.
- Make sure that canal caps fit snugly.
- Make sure that earmuff cups fit snugly.
- Inspect your ear protectors before putting them on. If they're loose or cracked, report it. That probably means it's time for a replacement.
As much as possible we implement engineering and administrative controls to control the identified respiratory hazards. But when these hazards cannot be completely controlled, it is necessary for employees to use appropriate respiratory protection.

There are different types of respiratory protection for different hazards:

- Dust masks (filtering facepiece respirators) use a filter to "screen" out contaminants from the air you breathe. These masks guard against airborne particles such as dust, mists and fumes.

- Supplied Air Respirators (SARS) protect the user by supplying clean air from cylinders or a compressor.

- SCBA: Self-contained Breathing Apparatus respirators (SCBA) have a separate air supply.

- Air-purifying Chemical Cartridge Respirators can be either half-face or full-face piece. They are not intended for use against highly toxic gases, but are used for low levels of organic vapors, pesticides, paint vapors and acid gases.
NOTES:

PERSONAL PROTECTIVE EQUIPMENT

Maintenance

Before use, inspect all PPE. Check for damage such as:
- Cracks
- Scratches
- Dirt, dust, smudges, etc.
- Loose or torn parts
- Defects

Be sure to address any deficiencies prior to use. In some cases it may be necessary to discard equipment.

Learn how to clean and sanitize your equipment. Proper storage is also essential to maintaining PPE.

Conclusion

As your employer, it is our responsibility to provide you with the necessary PPE and to teach you how to use it and care for it. It is your responsibility to wear it and wear it correctly.

Work safely!