



A MINI TRAINING SESSION FOR INJURY PREVENTION

Quick Take on Safety

Personal Protective Equipment

TRAINING OVERVIEW AND OBJECTIVES

- Overview: Discusses importance of personal protective equipment (PPE), training and storage.
- Purpose: Refresh employees about the need to wear PPE when required, to understand limitations and to take good care of the equipment, all in an effort to avoid injuries.
- Preparation:
 - Read and become familiar with this Quick Take. *Change as needed to reflect procedures and personnel in your department.*
 - Be sure to review storage, maintenance and use instructions of PPE and be aware of where PPE is located.
- Handouts: Quick Review of Safety—Personal Protective Equipment
- Notes: For more information about selecting PPE or the OSHA PPE program, review the relevant chapters in various MCIT publications (“Public Works Loss Prevention Best Practice Guide,” “Solid Waste Management Loss Prevention Best Practice Guide,” “Facility Management Loss Prevention Best Practices Guide”) available at MCIT.org or applicable OSHA standards and publications.

Personal Protective Equipment

Personal protective equipment, also called PPE, refers to equipment such as gloves, safety glasses, high-visibility vests, hearing protection and other pieces of wearable safety equipment. [*Instructor prompt: Ask the team for additional examples*].

PPE is often the last line of defense to prevent an injury in the workplace; however, it is only effective if used correctly and properly maintained. So please pay attention. Your health and safety are important to us; we don't want you to get hurt.

PPE Use

As already mentioned, PPE is only effective if it is used correctly. Safety glasses won't help you if you have them on your forehead. There are many reasons people may not wear PPE, such as discomfort, wrong size, cleanliness, lost or missing, or simple inconvenience.

If the issue is comfort or size, please let [designee or your supervisor] know and work with you to find a size or style that is more comfortable. If you are unaware of where the required PPE is stored also, please see [designee or your supervisor], and we can make sure you know.

Keep your PPE clean and in good condition. If it becomes dirty or damaged, tell [designee or your supervisor], and we can get it cleaned or replaced.

As for inconvenience, remember the so-called inconvenience of using PPE is often far less than the inconvenience of an injury that could have been prevented by taking just a bit more time. The PPE is provided for a reason, and that reason is to help keep you safe. Choosing not to use it puts your health and future quality of life at risk. Don't put your friends, family and loved ones in that position. It can also put you in the position for potential disciplinary action.

PPE Training and Limitations

Everyone should be familiar with how properly to wear, store and maintain their PPE. If anyone has any questions about their PPE please talk to [designee or your supervisor] and find out.

PPE also does not make you invulnerable. You can still be seriously injured even if wearing and using PPE properly. PPE is the last line of defense, not the only line of defense. You must still follow safe work practices.

Not all PPE is designed to protect against all hazards. For example, gloves may be thick to protect hands from cuts and scrapes, but not be waterproof to protect against chemicals or leaks. Specific respirators may protect against particulates but be ineffective against chemicals. Be sure to know the limitations of whatever PPE you are currently using.

PPE Storage and Maintenance

Always be familiar with manufacturer recommendations for storage, expiration and maintenance. Storing protective glasses in the open, for example, can get them covered with dirt and other contaminants that may limit vision or make wearing them uncomfortable. The same is true with respirators or other devices that are designed to filter irritants or hazardous objects.

Some forms PPE when stored in direct sunlight for extended periods may cause additional damage and decrease their effectiveness.

If multiple brands, styles or manufacturers are used to supply PPE, it is important to be familiar with whatever is in use.

DISCUSSION QUESTIONS

- What activities do we do that require the use of PPE?
- What can we do to address damaged or missing PPE?
- How else can we encourage and remind people consistently to wear PPE?
- How do we know when to replace PPE?

Personal Protective Equipment Session Planning and Review

Trainer

Training
Date

Department(s)

TRAINING GOALS

- Employees are made aware of the importance of consistent PPE use.
- Employees are reminded of where to access PPE and standard storage and maintenance requirements.
- Employees know how to report missing, damaged, unkempt or uncomfortable PPE to get the problems addressed.

RESOURCES

- Occupational Safety and Health Administration Standards 1910.132 “Personal Protective Equipment,” [OSHA.gov/laws-regs/regulations/standardnumber/1910/1910.132](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132).
- Occupational Safety and Health Administration Publication 3151 “Personal Protective Equipment”, [OSHA.gov/Publications/osha3151.pdf](https://www.osha.gov/Publications/osha3151.pdf).
- Chapter 39, Personal Protective Equipment of “Public Works Loss Prevention Best Practices Guide,” Chapter 39, Personal Protective Equipment of “Solid Waste Management Loss Prevention Best Practices Guide” or Chapter 36, Personal Protective Equipment of “Facility Management Loss Prevention Best Practices Guide,” Minnesota Counties Intergovernmental Trust, [MCIT.org/resource](https://www.mcit.org/resource).

REVIEW

Did the training meet the stated goals?

How can the training be improved?

TRAINER COMMENTS

