



## WEEKLY SAFETY MEETING

### PPE

## Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout
- Meeting Sign-In Sheet

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned in to the Plant Manager each week.

#### PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

#### AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet – ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Conduct the meeting - keep the meeting simple
- Encourage discussion and questions



# WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER  
**PPE**

SHIFT: \_\_\_\_\_

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

PLACE: \_\_\_\_\_



## WEEKLY SAFETY MEETING

### PPE

#### Leaders Guide

##### **PROCEDURE REFERENCE:**

1.0 PERSONAL PROTECTIVE EQUIPMENT

##### **MEETING OBJECTIVE:**

PPE includes all clothing and personal accessories designed to create a barrier between workers and workplace hazards. OSHA's PPE standard requires employers to provide employees with training on job hazards and the appropriate PPE for each task. The purpose of this meeting is to remind employees of the importance of using required PPE for the jobs they perform, and to teach them how to inspect and care for the PPE they use.

##### **MEETING PREPARATION:**

Read the SSG procedure, understand the contents, and ensure compliance.

Gather samples of PPE required at your facility and bring them to the meeting. Be prepared to discuss the circumstances in which PPE should be used, as well as its limitations.

Review guidelines for proper care of PPE (including cleaning, storage, and maintenance). Be prepared to discuss these guidelines at the meeting.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

##### **MATERIALS CHECKLIST:**

Samples of required PPE  
Flip chart and marking pens

##### **MEETING**

###### INTRODUCTION

Thousands of accidents happen every day to people who thought "it couldn't happen to them." Those people risked their safety and health to save a little time, or because they just couldn't be bothered to use the PPE designed for the job. It's foolish to take chances when we have a variety of sophisticated equipment to protect ourselves



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against the many hazards we face. Today, we're going to talk about the required PPE we use at this facility and how to inspect and care for it correctly.

PPE provides protection against injuries to the eyes, head, face, hands, limbs, torso, and feet. Consider the following statistics on injuries and illnesses among U.S. Workers – courtesy of the National Safety Council – that might have been prevented using proper PPE.

Work-related eye injuries total approximately 140,000 a year.

Occupational head injuries total 120,000 annually.

Hand and finger injuries occur at the rate of 530,000 a year – or nearly 1,500 per day.

Skin irritations are the second leading cause of work-related illnesses.

Disabling workplace injuries to the toes and feet total 170,000 incidents a year.

**Explain** that you want to discuss four basic rules for PPE at this meeting.

**Rule #1: Always use required PPE - Discuss the SSG Policy for use of PPE.**

**Question: Why should you always use the required PPE for a job?**

**Answer:** All jobs are potentially hazardous. Wherever possible, we've eliminated hazards. But some hazards can't be eliminated. These hazards can, however, be controlled safely by using required PPE.

The PPE we use has been specially designed by experts to create a barrier between you and workplace hazards.

PPE prevents injuries and illnesses.

**Rule #2: Choose the right protection for the job.**

**Question: What's involved in choosing the right protection?**



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**Answer:** You need to know when PPE use is required, what type of PPE to use, and the limitations of the equipment.

Focus on the different jobs performed at the facility. Discuss required PPE and the minimum level of protection required to perform various job's safety.

Discuss limitations of the various forms of PPE your employees use.

**Rule #3: Make sure you know how to use required PPE correctly.**

**Demonstrate** the correct fit, using the samples of PPE you have brought to the meeting. Make sure employees know...

- How to put it on
- How to adjust it
- How to take it off

**Question: What should you do if PPE is uncomfortable?**

**Answer:** If the equipment is uncomfortable, it may be that the fit isn't right. See any supervisor. We can adjust or replace the equipment to ensure a proper fit.

Remind employees that PPE should never be altered or modified. This could decrease its effectiveness.

**Question: What should you do if you're not sure how to use a piece of equipment?**

**Answer: Ask any supervisor before you begin working.**

**Rule #4: Keep your PPE in good condition.**

**Question: You are responsible for the condition of your PPE. What must you do to ensure that it is in good condition before you use it?**



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Answer: Always inspect it before use.  
Make sure it's clean.  
Look for signs of wear.  
Report problems to any supervisor right away.  
Never use worn or defective PPE.  
Remove defective or damaged equipment from use, tag it, and deliver it to any supervisor.

**Question: Why is proper cleaning, storage, and maintenance of PPE important?**

Answer: PPE doesn't eliminate the hazard. It only serves as a barrier. If the equipment fails, you will be exposed to the danger.

**Discuss** rules for cleaning, storage, maintenance of PPE. Use your samples to demonstrate.

#### **OPTIONAL DEMONSTRATION:**

Today's meeting was on PPE (personal protective equipment). The purpose of PPE is to provide a barrier that prevents some hazard in the workplace from injuring the employee.

Take a balloon that had been previously blown up and tell your employees to think of the balloon as themselves. Take a push pin and tell your employees to think of it as a hazard in the workplace. Show your employees what happens when an unprotected person is exposed to a hazard. Push the pin into the balloon causing it to pop loudly.

Take another inflated balloon and secretly place a small piece of scotch tape on it. Next, take a small Post-it note that has "PPE" written on it and stick it to the balloon. Push a push pin into the balloon making sure you stuck it where the scotch tape was hidden on the balloon. The balloon should not break even though there is a push pin visibly sticking into it. This illustrates that PPE protects employees from hazards.

Go one step further with another balloon with no secret taped spot on it. This time put on a torn and dirty Post-it note on the balloon that says PPE. Push a pin into the balloon causing it to pop. This illustrates that if you do not take care of your PPE it may not protect you.



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#### Leaders Guide

##### **SUMMARY:**

The PPE we use at this facility is specially designed to protect you. But it can't do its job if you don't use it correctly under the appropriate circumstances. Please follow the guidelines we discussed today. They will help you work more safely and prevent injuries and illnesses.

##### **EMPLOYEE HANDOUT**

- A. Employee Handout



## WEEKLY SAFETY MEETING

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## Employee Handout

### For your own protection

Some people won't wear personal protective equipment (PPE) unless they absolutely have to. But the fact is nobody wants to be injured or killed.

That's why employers conduct hazard assessments to determine what PPE is required and when.

Many people think PPE is automatically required by regulatory agencies such as OSHA (the US Occupational Safety and Health Administration). That's not the case. What regulatory agencies do require is a hazard assessment. If the assessment identifies risks that can only be dealt with through PPE, then PPE is required. It's as simple as that.

PPE is just one solution used by industry to address safety concerns, reduce employee exposure to hazards and make the workplace safer for all. It is generally used after other solutions have been considered and

ruled out as unfeasible or ineffective. These other solutions can include engineering controls, training and new operating procedures.

Employers know that most employees would prefer safety solutions other than PPE. They understand that hardhats can make a hot workplace seem even hotter and that safety eyewear can fog up. They also know that safety must come first - before comfort, style or any other consideration.

Here are examples of some of the things industry considers when deciding when and if workers will be required to use personal protective equipment. Common types of PPE include eye protection, hardhats, hearing protection and safety boots.

**Eye and face protection are generally required if workers are exposed to:**

- Flying particles
- Liquid chemicals

- Acids or caustics
- Chemical gases or vapors
- Potentially harmful light radiation

**Head protection is mandatory for anyone working near or around:**

- Falling objects
- Cranes
- Overhead equipment
- Employees working above them

**Workers must wear gloves if:**

- Harmful substances are present
- Chemical or thermal burns could occur
- Temperatures are extreme
- Cuts, lacerations or abrasions could occur

**Hearing protection is required if noise levels:**

- Are above 85 decibels
- Make talking difficult



# Personal Protective Equipment





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**PPE**

### Meeting Sign-In Sheet

LOCATION \_\_\_\_\_

MEETING DATE \_\_\_\_\_ MEETING CONDUCTED BY \_\_\_\_\_

CONTENTS OF MEETING \_\_\_\_\_  
(Attach Handouts, etc.) \_\_\_\_\_

**ATTENDEES:**

Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
8 _____	_____	29 _____	_____
9 _____	_____	30 _____	_____
10 _____	_____	31 _____	_____
11 _____	_____	32 _____	_____
12 _____	_____	33 _____	_____
13 _____	_____	34 _____	_____
14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____