



Personal Protective Equipment

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” of using Personal Protective Equipment.

Discussion Leader Duties:

- ✓ Demonstrate examples and proper use for personal protective equipment to prevent possible injuries.

Discussion Notes:

- ✓ Discuss the outcomes of the “Dos” and “Don’ts”

- Do**
- Wear proper protective gear including hard hats, eye protection, hearing protection and safety shoes.
 - Replace any hard hat that has taken a severe blow or electrical shock, even if it does not appear to have damage.
 - Wear eye protection for welding, cutting, nailing or when working with concrete or other harmful chemicals and to protect against flying particles.
 - Wear closed-toed shoes (with safety toes when working with heavy machinery) that have slip resistant soles to prevent slips on the worksite.
 - Wear appropriate gloves for the job being performed. Heavy-duty rubber gloves should be used for concrete work, welding gloves for welding, etc.
 - Ensure safety glasses fit properly.
 - Wear hard hats in any situation where overhead, falling or flying hazards exist.
- Don’t**
- Wear gloves or protective clothing that have tears or cuts.
 - Wear short sleeves or short pants.
 - Use eye and face protectors that are designed for a hazard other than the hazard that is present.
 - Wear damaged or ill-fitting safety glasses or ear protective devices.
 - Use plain cotton in the ears as a substitute for ear protection.

Discussion questions:

1. What are some examples of personal protective equipment?
2. When should you wear shoes with safety toes?
3. When should you wear eye protection?
4. What kind of personal protective equipment can help protect you from overhead, falling or flying hazards?

Meeting note:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record:	Date: _____	Jobsite/Facility: _____	
	Trainer: _____	Title: _____	
Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
_____	/	_____	/
_____	/	_____	/
_____	/	_____	/

(Continue recording signatures on a separate sheet of paper)

Employee Quiz is provided on last page. Answers are: 1. (e), 2. (b), 3. (b), 4. (a), 5. (d)

Toolbox Talks safety information provided by Texas Mutual Insurance Company.



Personal Protective Equipment

Hazards include:

Hearing damage, eye injury, burns or inhalation of hazardous materials

Smart Safety Rules

- Always wear appropriate protective gear for the hazard that is present.
- Wear welding goggles or a welding helmet to protect against sparks, molten metal and intense rays while welding.
- Know the correct material of protective clothing for particular hazards:
 - Paper-like fiber – disposable; used for splash and dust protection
 - Treated wool and cotton – fire resistant and protects against dust, abrasions and rough surfaces
 - Rubber, neoprene and plastics – protection against certain chemicals



Employee Quiz

Topic: Personal Protective Equipment

Employee Name: _____

Circle the correct answer below.

- | | |
|---|---|
| <p>1. When should you wear eye protection?</p> <ul style="list-style-type: none">a. When weldingb. When cuttingc. When nailingd. When working with concrete or other harmful materialse. All of the above | <p>4. What type of gloves should you use when you are working with concrete?</p> <ul style="list-style-type: none">a. Heavy-duty rubber glovesb. Canvas glovesc. Welding glovesd. Leather gloves |
| <p>2. It is ok to use cotton in your ears for ear protection.</p> <ul style="list-style-type: none">a. Trueb. False | <p>5. Which of these do welding goggles or masks protect against?</p> <ul style="list-style-type: none">a. Sparksb. Molten metalc. Intense raysd. All of the above |
| <p>3. Protective clothing made of treated wool and cotton is the best defense against chemical stains.</p> <ul style="list-style-type: none">a. Trueb. False | |

Training record: Date: _____ Jobsite/Facility: _____
Trainer: _____ Title: _____