Tool Box Talks – Personal Protective Equipment

To Ensure Safety While Working, Employers Should:
• Inspect the workplace to become aware of any physical and health hazards.
• Determine what PPE is needed and provide it to workers.
• Train employees how to properly use their PPE.
• Continually replace tattered or damaged PPE.
• Consistently evaluate the efficiency of the PPE in place for each task and determine if it needs to be improved or changed.

To Ensure Safety While Working, Employees Should:
• Ask questions during the training to ensure there is a strong knowledge of their PPE’s purpose.
• Prior to beginning a work task, verify that the correct PPE is being used.
• Use the appropriate PPE according to training provided by the supervisor or trainer.
• Inspect, clean and store the PPE properly so it remains a quality product.
• Report any defect or damage of the PPE to a supervisor so that it can be repaired or replaced.

Protecting the Face
The most common hazards to the face and upper chest area are airborne particles, sprays of dangerous liquids, splashes of melted metals and hot solutions. Proper equipment to protect these sensitive areas include:
• Face shields (clear plastic) — sawing or buffing, sanding or light grinding, handling chemicals
• Welding helmets — molten metal and radiation
• Hand-held shield — inspection work, tack welding, etc.
• Acid-proof hoods — corrosive chemicals
• Hoods with air supply — toxic fumes, dusts, mists, gases

Protecting the Eyes
The most common injuries to the eyes come from flying objects, tiny flying particles, harsh substances, intense light or heat rays, metal splashing and toxic gases and fumes. Proper equipment to help ensure safety around the eye area include:
• Goggles to fully protect the eye and surrounding area. A full face shield may be necessary depending on the amount of flying debris.
• Safety glasses and also those with side shields – ensure that they have the ANSI Z 87 mark on them.
• Always make sure eye protection is comfortable, clean and correctly fitted. Never consider contact lenses as a substitute to protective eyewear, especially when working near a lot of dust and smoke or liquids that could splash into your eyes. If you need to wear contact lenses on the job, be sure to have safety glasses on as well.

Protecting the Head
Workers in areas such as construction are at risk of facing head injuries from falling objects, airborne particles, electric shock and spills of toxic chemicals, acids or hot liquids. It is vital that these employees wear safety helmets and properly use them to ensure safety.
• Do not leave a safety helmet out in the sun; the sunlight could interfere with its protective quality.
• Do not store small objects under a safety helmet. This can mess with the suspension support.
• Keep the hat and suspension in good condition by cleaning at least every 30 days.
• Do not try to repair the damaged shell of a hat. It should be thrown out and replaced with a new one.
• Do not drill holes into a safety helmet to increase ventilation.
• Make sure the safety helmet comfortably fits and is tightened when in use.
• Do not ever remove the suspension.
Protecting the Legs and Feet

Nearly a quarter of a million restricting work-related foot injuries occur yearly. This number is mainly due to falling objects, stepping on sharp objects and being hit by moving objects. Safety shoes are essential and the many different types could help prevent these injuries.

- Metal-free shoes/boots – for electrical hazards or fire and explosion hazards.
- “Congress” or gaiter-type shoes – for splashes of molten metal or welding sparks.
- Shoes with reinforced soles or inner soles of flexible metal for puncture hazards (nails).
- Rubber boots and shoes – for wet work conditions.
- Safety shoes with metatarsal guards – for the handling of heavy materials.

When it comes to the legs, there is crucial protection to be worn as well.

- Leggings from the ankle to knee – for working around molten metal.
- Shin guards made of hard fiber or metal – protect against impact.
- Knee pads – for workers who do a great deal of kneeling, such as cement finishing or tile setting.
- Ballistic nylon pads protect the thighs and upper legs – protect against injury from chain saws.

Other PPE You May Encounter

- Reflective vests – minimum of an ANSI class 2-rated vest.
- Respirators – used in dusty environments to reduce the inhalation of substances.
- Personal fall arrest system/fall protection harness – Used when working at elevation, in a bucket truck, articulating boom, etc.
- Hearing protection – this includes ear plugs or ear muffs to be used when working near loud noises.

Date | Company Name
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Project Number/Name | Meeting Location | Person Conducting Meeting

Items Discussed:

Problem Areas or Concerns:

Attendees (Signatures):

Comments: