



SafeGuard 5 Minute Toolbox Talk

Know Your PPE Part 2

Reason for Talk

This toolbox talk will discuss the importance, types, and proper use of PPE for various parts of the body, including body protection, foot protection, arm protection, and respirators. By understanding and correctly using PPE, we can significantly reduce the risk of injuries and ensure a safer working environment.

Main Discussion Point

Protect yourself by knowing the hazards you're exposed to, choosing the appropriate PPE and wearing that PPE properly.

Discussion Questions

1. What types of body, foot, and arm protection are required in your work area?
2. What types of body, foot, and arm protection do you prefer to use?
3. Do you know how to wear your body, arm, hand, and foot PPE correctly?

PPE to Protect the Body

Proper body protection can shield workers from burns, cuts, bruises, and exposure to harmful substances.

- **Coveralls** provide full-body protection against dirt, dust, and minor chemical splashes.
- **Aprons** protect the front of the body from splashes and spills.
- **Vests:** high-visibility vests are essential for workers in areas with vehicular traffic or machinery to ensure they are easily seen.
- **Specialized suits:** Include flame-resistant suits, chemical-resistant suits, and radiation suits designed for specific hazards.



PPE for Foot Protection

Proper foot protection can prevent fractures, cuts, and other injuries, ensuring workers can perform their tasks safely.

- **Safety boots** equipped with steel or composite toe caps to protect against impact and compression injuries. They often feature slip-resistant soles to prevent falls.
- **Metatarsal guards** provide additional protection for the upper part of the foot, useful in environments where heavy objects may fall.
- **Insulated boots** are designed for cold environments to keep feet warm and prevent frostbite.
- **Chemical-resistant boots** protect against exposure to corrosive substances and other chemicals.



PPE for Arm and Hand Protection

Arm and hand protection is necessary to prevent injuries such as cuts, abrasions, burns, and exposure to harmful substances.

- **Gloves:** Various types of gloves are available, including cut-resistant, chemical-resistant, heat-resistant, and electrical insulation gloves. Select gloves based on the specific hazards present.
- **Sleeves:** Protective sleeves can be worn over the arms to provide additional protection against cuts, abrasions, and chemical splashes.
- **Arm guards:** Offer protection against impact and compression injuries, often used in industries where workers handle heavy or sharp objects.





Department: _____ Shift: _____

Attendees:

Signature

[illegible]



SafeGuard

Facilitator Tip Sheet

1. Engage Employees

- a. Lead Employees – Do not Read to Employees
- b. Make Eye Contact
- c. Be in close proximity of your audience (Ex: Huddle)
- d. Eliminate any distractions (Ex: Noise, other communications)
- e. Position the group around you, but not behind you
- f. Project your voice, in order for the furthest person to hear you
- g. Use Props and Visual Aids when possible
- h. Rotate employees or other leaders to conduct meeting. This will help promote ownership in Safety

2. Ask open ended questions

- a. Ask – Don't tell. Never tell them something, that they can tell you.
- b. The more information employees can tell you, the more they take ownership of that information.
- c. Don't ask questions that can have a yes or no or short response reply.
**Example of Closed Ended Question – "Is everyone going to work safely today?"*
**Example of Open Ended Question – "John, you are working in the press department, what are you going to do today to work safely?"*

3. Verify that employees comprehend and retain the information

- a. Verify they are listening to you and not just hearing you? They must be engaged by the speaker to be really listening to what is being said. Give them reason to listen by relating to them.
**Example: "John, who do you have at home relying on you to return safely from work?"*
- b. Ask, Show and Do (Ask the right questions, show a visual aid, do a hands-on demonstration with a volunteer(s).
- c. Providing hands on engagement leads to the information being driven into the long term memory.
- d. Get feedback of understanding and comprehension. Ask an open ended question.
**Example: "John, can you quickly summarize what we talked about today?"*

Communicate



Engage



Seek
Feedback



Improve