



WEEKLY SAFETY MEETING

All Euramax Subsidiaries

PPE

Safety Meeting Contents

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

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice by the timeclock
- 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)
- Make copies of the employee quiz (one for each employee)
- Make copies of the weekly puzzle (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
- Pass out the employee quiz
- Pass out the weekly puzzle
- Keep the meeting simple
- Encourage discussion and questions

WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER
PPE

TIME: _____

DATE: _____

PLACE: _____

WEEKLY SAFETY MEETING

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PPE

Leaders Guide

EURAMAX PROCEDURE REFERENCE:

B-1.0: Personal Protective Equipment (PPE)

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 Euramax 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 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.

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Leaders Guide

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 by the use of 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 Euramax 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?

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.

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Leaders Guide

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?

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.

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PPE

Leaders Guide

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

OPTIONAL DEMONSTRATION:

Today's meeting presentation 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.

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
- B. PPE Quiz
- C. PPE Puzzle

QUIZ ANSWERS:

- 1. False
- 2. B
- 3. C
- 4. True

WEEKLY SAFETY MEETING

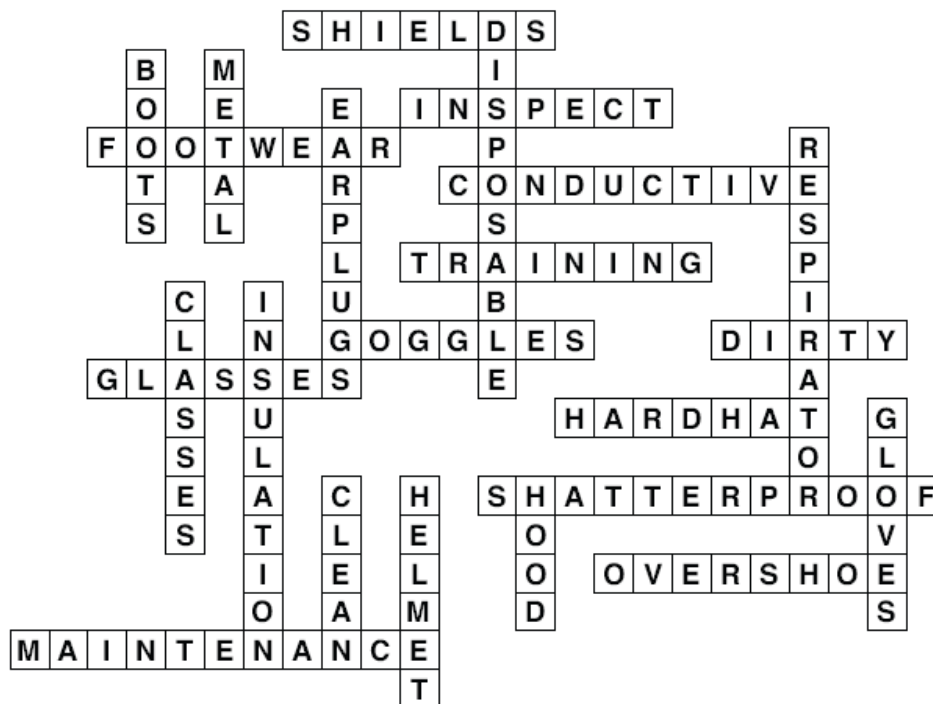
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5. D
6. A
7. True
8. False
9. True
10. B

PUZZLE ANSWERS:



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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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Employee Quiz

1. Regular prescription eyeglasses will adequately protect your eyes from flying sparks.
True or False
2. Which of the following activities does not required the use of protective eyewear?
 - a. Using an electric sander
 - b. Having lunch in the manufacturing break area
 - c. Walking on the manufacturing floor
 - d. Welding
3. What is the proper way to clean protective eyewear?
 - a. Cloth towels
 - b. Abrasive soaps
 - c. Mild detergent and water
 - d. The hem of your skirt
4. At Euramax, side shields must be worn with safety glasses.
True or False
5. Which of the following items does not need to be replaced?
 - a. Loose-fitting clothing
 - b. Torn safety gloves
 - c. Safety glasses with a cracked lens
 - d. Prescription safety glasses
6. All of the following are examples of personal protective equipment except:
 - a. Music headphones
 - b. Safety goggles
 - c. Hard hat
 - d. Canvas gloves
7. You should clean your protective eyewear when they get dirty or after every use, whichever comes sooner.
True or False
8. You will always be able to see or smell hazardous particles in the air, before they become a risk to you.
True or False
9. Class C hard hats provide no protection from electrical hazards.
True or False
10. All of the following are major causes of foot injuries except:
 - a. Compression
 - b. Dust
 - c. Puncture
 - d. Impact



WEEKLY SAFETY MEETING
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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 _____	_____

WEEKLY SAFETY MEETING

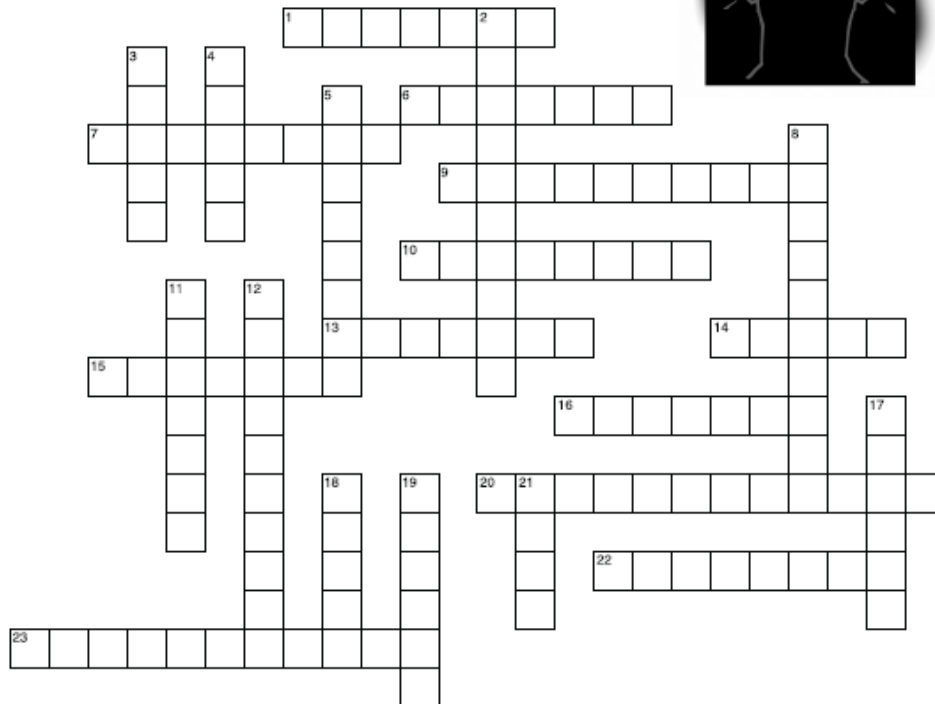
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Employee Puzzle

Personal Protection

This crossword puzzle contains safety terms from many of the topics covered in this collection of crossword puzzles. So remember: The clues could be about anything from ergonomics to electrical hazards.



ACROSS

- 1 protective plates or screens
- 6 always ____ your PPE for damage
- 7 steel-toed boots, e.g.
- 9 to transmit heat or electricity
- 10 instruction
- 13 welders wear these
- 14 unclean
- 15 eye wear
- 16 protects the head (2 words)
- 20 designed to resist breaking into pieces
- 22 PPE for your footwear
- 23 upkeep

DOWN

- 2 type of PPE intended to be used only once
- 3 footwear
- 4 good conductor of heat and electricity
- 5 form of hearing PPE
- 8 PPE to prevent inhalation of gas or dust
- 11 hardhats come in different ____
- 12 protective material that prevents transmission of heat or electricity
- 17 PPE for the hands
- 18 PPE should be kept ____
- 19 another head protector
- 21 used when working with chemicals