



WEEKLY SAFETY MEETING

All Euramax Subsidiaries

EYE PROTECTION

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
EYE PROTECTION

TIME: _____

DATE: _____

PLACE: _____

WEEKLY SAFETY MEETING

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EYE PROTECTION

Leaders Guide

EURAMAX PROCEDURE REFERENCE:

B-1.1: Eye Protection

F-2.0: Emergency Eye Wash

MEETING OBJECTIVE:

Occupational eye and face injuries can occur in a split second. They can change a worker's life forever. Eye injuries can result in blindness or impaired vision. Face injuries can be permanently disfiguring. One estimate reveals that 9 out of 10 of these injuries could have been avoided if workers had worn the right protective equipment.

The purpose of this meeting is to discuss the eye and face hazards your employees may encounter, to review the appropriate forms of PPE to prevent injuries, and to reinforce the use of required eye and face protection on the job.

MEETING PREPARATION:

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

Make a list of all the eye and face hazards that exist at your facility. Bring this list of hazards to the meeting.

Gather samples of eye and face personal protective equipment. Bring these samples to the meeting, and be prepared to discuss their proper use.

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 eye and face protection
- List of eye and face hazards
- Flip chart and marking pens

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Leaders Guide

MEETING

INTRODUCTION

Everybody – close your eyes until I tell you to open them. I want you to turn to the person next to you and shake his or her hand – don't open your eyes. (Wait while the audience fumbles.)

Now, open your eyes. If you think shaking someone's hands without sight is difficult, imagine trying to get dressed, prepare meals, write a note – all those things you do every day! Life isn't easy for the nearly half million people in this country who are legally blind. Today we're going to talk about what you can do to protect yourself from eye injuries and blindness. We are also going to talk about the importance of using required protection to prevent face injuries.

The most common types of eye and face injuries are scratches and abrasions, chemical burns, cuts and punctures, and contusions and bruises. The most common causes for these injuries are flying particles, falling objects (which are usually the size of a pinhead), contact with chemicals, or something swinging from a fixed or attached position (such as the arm of a machine) and hitting an employee in the face.

Explain that there are many hazards that can cause disabling eye and face injuries. Here are examples:

Flying fragments, chips, particles, sand, or dirt from grinding, machining, drilling or sanding

Hot sparks, molten metal splashes, or high temperatures from casting or welding

Chemical splashes, mists, gases, and vapors from chemical handling, degreasing, or plating

Nuisance dust from woodworking, buffing or generally dusty conditions

Light radiation or glare from welding, cutting, brazing, or soldering

Focus for a moment on the eye and face hazards that are most common at your facility. (Consult the list of hazards that you prepared for the meeting.)

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Leaders Guide

Question: To protect ourselves against these hazards, we have a variety of eye and face protection available. What PPE should we use and when should we use it?

Answer: (Display samples of PPE that you brought with you as you discuss them.)

Safety glasses with side shields. These are designed to protect against impact to the front and side of the eye from flying particles and objects.

Safety goggles. These provide a shield around the entire eye and, in some instances, have secure, tight-fitting eye cups. You can choose from styles that protect against chemical splashes and flying particles. Goggles are particularly useful for fitting over prescription eyewear, which, when worn alone, does *not* meet safety requirements.

Faceshields. These provide additional protection against chemical, heat, and glare hazards. Keep in mind that faceshields are *not* considered protective eyewear. Make sure that eye protection is worn *under* the shield.

Welding helmets or shields. These fit over the head and provide protection against splatters, sparks, and infrared and ultraviolet rays during welding operations. Again, OSHA requires that appropriate eye protection be worn *under* welding helmets and shield.

Question: How can you make sure that you select the right level of protection?

Answer: Consult any supervisor if you are not sure which form of PPE to use.
Wear goggles whenever handling chemicals.
If you wear prescription lenses, either wear eye protection that incorporates your prescription into its design *or* wear goggles over your prescription lenses.
Always wear eye protection under faceshields.
When exposed to light radiation, wear filter lenses with a shade number appropriate for the work being performed. Ask any supervisor if you're not sure what that shade number should be.

OPTIONAL: Show the Euramax "Safety Glasses" video (six minutes).

SUMMARY:

Remember, eye and face injuries occur in an instant. So don't take any chances. Wear the PPE required for the job every time, all the time. There are simply no excuses for failing to use this essential protection.

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EYE PROTECTION

Leaders Guide

EMPLOYEE HANDOUT:

- A. Employee Handout
- B. Eye Protection Safety Quiz
- C. Eye Protection Safety Puzzle

QUIZ ANSWERS:

- 1. False
- 2. True
- 3. True
- 4. False
- 5. False
- 6. False
- 7. False
- 8. True
- 9. False
- 10. True

CROSSWORD PUZZLE ANSWERS:

Across:

- 1. Fifteen
- 5. Nonvented
- 7. Inspect
- 9. Dust
- 10. Tasks

Down:

- 2. Faceshield
- 3. Impact
- 4. Goggles
- 6. Lens
- 8. Safety

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EYE PROTECTION

Employee Handout

Eye injuries can be among the most serious of workplace accidents. Unfortunately, they are also very common.

An injury which would be minor if it occurred elsewhere can be extremely serious if it occurs on the eye. For example, a piece of metal which is shot through the air from a grinder can cause a minor scratch on your skin, but sudden blindness if it strikes your eye.

That is why it is extremely important to wear eye protection at all times when there might be the danger of flying particles, chemical splashes, or impact accidents involving your eyes.

There are many different types of eye protection available. The most widely used are the basic safety glasses. Unlike street glasses, safety glasses come with side shields for better protection and are made of special material which resists impact. While street glasses are made to provide some protection against impact, they cannot be relied upon to protect you from industrial hazards.

Some common objections to safety glasses in the past have been that they are uncomfortable and that they look stupid. Today, these objections are no longer valid. There are many different styles and sizes to choose from - anyone should be able to get a comfortable fit.

Safety glasses do an extremely important job in protecting your eyesight. What if you lost your vision because of an injury which you could have avoided if you had been wearing safety eye wear? Wouldn't any objections which you had to your safety glasses seem ridiculous compared to losing your precious eyesight?

In the workplace, there are many hazards to your eyes. Mechanical processes such as grinding and sawing create particles of wood, metal and other substances. These particles can be shot through the air with great force. Even hand tools can set off projectiles which can be fired into the eye. Compressed air tools also can move small particles at a great speed.

Besides the dangers of small projectiles, many work situations also create hazards of impact injuries. A blow which would cause only a bruise elsewhere on the body can cause irreparable damage to the delicate eyeball.

And don't forget about chemical hazards. Many common workplace chemicals cause corrosion of body tissues on contact. Special goggles and hoods are made for protection against chemical and vapor hazards. Molten metal in operations such as a foundry also poses a special danger to the eyes and calls for special protection.

Radiation is another serious eye hazard, and that is why anyone in the vicinity of a welding operation needs to wear the right filtered eye protection. Often with eye protection, more than one type is required. An example would be the combination of safety glasses and face shield worn by a welder.

Not only is it important to wear eye protection, but it is also important to wear the right kind. Get help from a qualified advisor such as your safety supervisor in choosing your safety eye wear. If you are having problems with the fit, keep trying until you find something comfortable. You are more likely to be wearing your safety glasses if they fit comfortably.

You don't have to be working in the plant to require eye protection. In fact, safety eye wear must be readily available to anyone who even passes through an area which has eye hazards. This would include even occasional visitors to the shop, plant, lab or other hazardous area.

Safety eye wear is also important off the job. Many tasks around home call for eye protection. Among these are woodworking, lawn mowing and handling of cleaning chemicals. Make eye protection a part of your life both on and off the job.

Protect Your Eyes



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EYE PROTECTION

Employee Quiz

1. Both safety glasses and regular eyeglasses meet OSHA and ANSI requirements.

True False

2. The lenses and the frames are both stronger on ANSI-approved safety glasses than on regular glasses.

True False

3. Because everyone's head is shaped differently, protective eyewear needs to be checked for fit.

True False

4. Face shields can be worn without additional eye protection.

True False

5. Goggles with direct air flow can be worn when working with chemicals that may splash.

True False

6. Welding helmets may be worn without additional eye protection.

True False

7. Rubbing your eye is a good way to remove foreign particles.

True False

8. If a chemical gets splashed in your eyes, flush your eyes for at least 15 minutes.

True False

9. You only have to wear eye protection when you feel like it.

True False

10. Never try to remove an object embedded in the eye. Instead, get medical attention.

True False



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EYE PROTECTION
Meeting Sign In Sheet

LOCATION _____

MEETING DATE _____ MEETING CONDUCTED BY _____

CONTENTS OF MEETING _____
 (Attach Handouts, etc.) _____

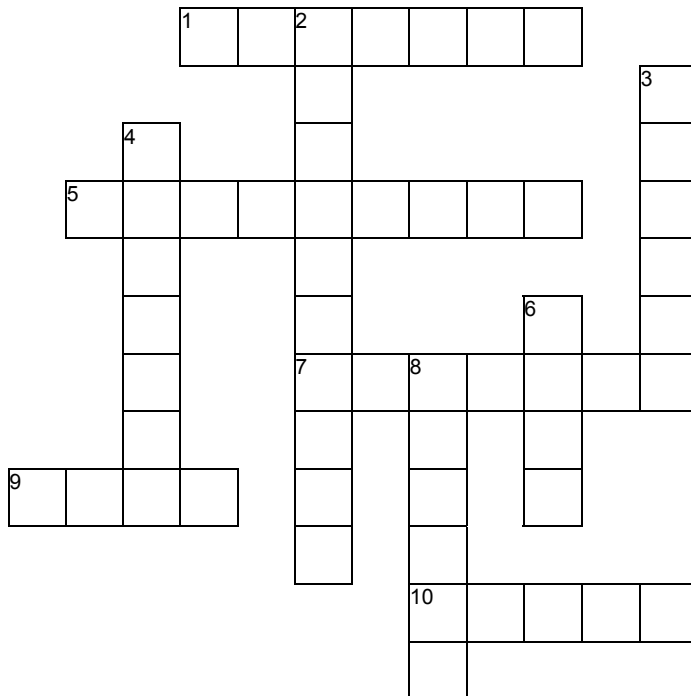
ATTENDEES:

Name (Print)	Signature	Name (Print)	Signature
1 _____	_____	22 _____	_____
2 _____	_____	23 _____	_____
3 _____	_____	24 _____	_____
4 _____	_____	25 _____	_____
5 _____	_____	26 _____	_____
6 _____	_____	27 _____	_____
7 _____	_____	28 _____	_____
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14 _____	_____	35 _____	_____
15 _____	_____	36 _____	_____
16 _____	_____	37 _____	_____
17 _____	_____	38 _____	_____
18 _____	_____	39 _____	_____
19 _____	_____	40 _____	_____
20 _____	_____	41 _____	_____
21 _____	_____	42 _____	_____

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EYE PROTECTION
Employee Puzzle

Eye Protection



ACROSS

1. Number of minutes to use an eyewash station
5. Type of goggle for splash hazards
7. Do this before using eye protection
9. Small airborne particles
10. Use eye protection with all _____

DOWN

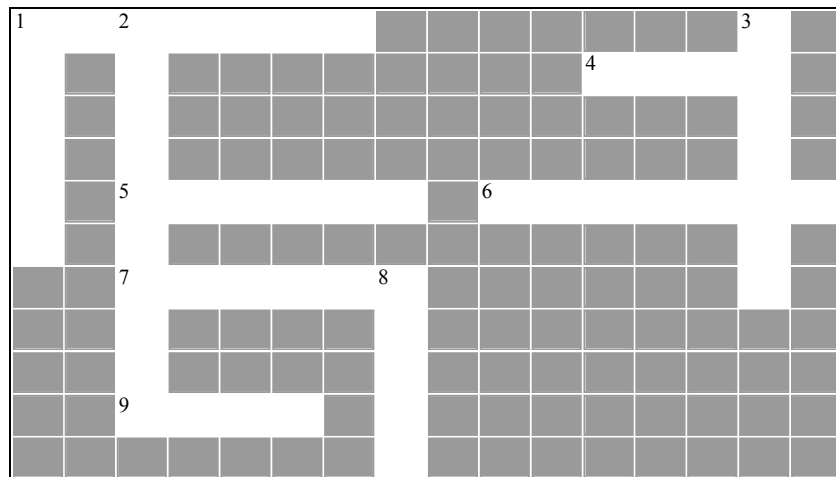
2. Used for face protection
3. Safety glasses are ____ resistant
4. Eye protection that seals to your face
6. Welders should use a welding helmet with the appropriate _____
8. _____ glasses protect your eyes from flying chips

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Employee Puzzle

Eye Protection



ACROSS

1. Number of minutes to use an eyewash station
4. Eye hazard when welding
5. _____ glasses protect your eyes from flying chips
6. Eye protection that seals to your face
7. Safety glasses are _____ resistant
9. Small airborne particles

DOWN

1. When exposed to light radiation, wear _____ lenses
2. Used for face protection
3. Do this before using eye protection
8. Use eye protection with all _____