



# Personal Protective Equipment

**What this Toolbox Talk Covers:**

- ✓ The “Dos” and “Don’ts” for preventing workplace accidents and injuries by wearing the appropriate personal protective equipment (PPE).

**Discussion Notes:**

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

- Do**
- Know which tasks require PPE, and use it every time you do those tasks.
  - Inspect PPE before each use. Look for cracks, tears, holes and other damage.
  - Ensure that your PPE fits correctly.
  - Store PPE in the correct designated spot after use.
  - Remember that you are responsible for wearing PPE when required.
  - Ask your supervisor if you are unsure whether PPE is required for a particular task..
  - Use the correct type of PPE for the task being completed. Clear goggles, for example, are not appropriate PPE to protect your eyes and face while welding.
  - Wear closed-toed shoes (with safety toes when working with heavy machinery) that have slip-resistant soles to prevent slips on the jobsite.

- Don’t**
- Use damaged PPE. If you discover PPE that is damaged, you should tag it, remove it from use and report it to your supervisor.
  - Remove PPE, even if you can do the job faster without it.
  - Wear the wrong size of PPE. Goggles, hard hats and face shields can be adjusted for comfort, but it is important that all PPE is the right fit.
  - Try to substitute ear protection with plain cotton in the ears. You should use approved hearing protection devices instead.
  - Wear sleeveless shirts or short pants.

**Discussion questions:**

1. What are some examples of PPE that are mentioned?
2. What is the designated spot for storing PPE on our jobsite?

**Meeting notes:**

Employee comments/concerns: \_\_\_\_\_

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

<b>Training record:</b>	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. (b), 2. (c), 3. (d), 4. (b), 5. (d)

*Toolbox Talks safety information provided by Texas Mutual Insurance Company.*



## Employee Quiz

### Topic: Personal Protective Equipment

Employee Name: \_\_\_\_\_

Circle the correct answer below.

1. When should you wear shoes with safety toes?
  - a. All the time
  - b. When working with heavy machinery
  - c. When working from heights
  - d. All of the above
2. All of your PPE should:
  - a. Be bright orange or yellow
  - b. Include safety goggles
  - c. Fit properly
  - d. All of the above
3. Which of the following would not be appropriate to wear on a jobsite?
  - a. Open-toed shoes
  - b. Sleeveless shirts
  - c. Short pants
  - d. All of the above
4. Cotton in the ears is the preferred PPE for hearing protection.
  - a. True
  - b. False
5. When inspecting PPE, you should look for:
  - a. Cracks
  - b. Tears
  - c. Holes
  - d. All of the above

Training record:      Date: \_\_\_\_\_      Jobsite/Facility: \_\_\_\_\_  
Trainer: \_\_\_\_\_      Title: \_\_\_\_\_