

## PowerPoint Training Program Hand Protection (gloves)



For employees exposed to hand  
hazards on the job

### Instructor's Guide

#### Purpose of This Training Module

You may use this slide presentation to comply with the training requirements of the WISHA Core Rule requirements for personal protective equipment – hand protection as outlined in WAC 296-800-16025 and WAC 296-800-16065. You can read the training requirements in the rule at the end of this guide.

The topics covered in this module are those required in the rule. However, you may use different materials that cover these topics if you believe that they will be more effective.

#### Getting Ready

##### 1. Resources and Materials you will need:

- A quiet room with basic accommodations for comfort of participants
- A copy of the presentation (computer slide show, overheads, or handouts)
- Overhead projector or computer and projector for powerpoint presentation
- Copies of the handouts (optional)
- Hand protection (gloves) used at your worksite (recommended)
- Certificates to hand out to the class as proof of attendance (optional)
- A training roster to pass around for your records (recommended)

##### 2. Review the presentation materials.

Take the time to look through each of the slides and read the instructor's notes that come with each slide. If you have any questions after looking through these materials, you can contact your local L&I office (see page 3) for assistance before you give your first presentation.

##### 3. Customizing the presentation.

- The information contained in this module applies to all workplaces. However, you are also required to include information about conditions that exist at your workplace. Slides # 9, 10 & 22 provide a place to include that information. **Just using the training module without the workplace-specific information will not satisfy all training requirements.**

## PowerPoint Training Program – Hand Protection (gloves)



For employees exposed to hand hazards on the job  
**Instructor's Guide**

- If you have PowerPoint on your computer, additional information is easily added to the PowerPoint version after downloading. The PowerPoint version can be modified, but modification that changes the essential meaning or deletes information may not meet the training requirements.
- If you use the PDF version, the slides cannot be changed, but you can provide the workplace specific information orally, on overhead transparencies or as paper handouts.

### **4. Prepare the materials and schedule the class**

- If you have a computer video projection system, all you need to do is check to make sure the presentation works and make copies of the handouts.
- If you plan to use an overhead projector, print the slides out on transparencies. The PDF version will print quicker and use less printer memory. The slides will be clearer if they are printed in color. If you don't have a color printer, your local print or copy store can print out color transparencies for you.
- Schedule the class for a date and time convenient to most people. If you want many employees and supervisors to participate, try not to make groups larger than 15 attendees.

### **Presenting the Training**

#### **Give the presentation**

You can use your own words rather than just reading from the script. You can also make three-slide-per-page handouts of the training.

#### **Ask for participation**

It also helps to involve the audience as much as possible by asking them questions and getting them to talk about their own jobs, hand hazards, their gloves, and any suggestions they may have on how to reduce hand hazards.

#### **Questions and answers**

Answer any questions the best that you can. Even if you don't have the technical knowledge to answer a lot of questions on hand protection and gloves, you can still answer the important questions about the way that your company is addressing employee exposure to hand hazards. If any questions are asked about hand hazards, gloves or hazardous chemicals that you need help answering, you can contact your local L&I office listed on the following page.

## PowerPoint Training Program – Hand Protection (gloves)



For employees exposed to hand hazards on the job  
**Instructor's Guide**

### Follow-up

Within a week or two of giving the training, you might want to take a few minutes to talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.

### Getting help

If you have questions while preparing to give this presentation, or if questions come up during the presentation that you need help in answering, contact your local L&I office listed below for assistance:

City	Telephone #	E-mail address
Everett	425-290-1431	<a href="mailto:dres235@lni.wa.gov">dres235@lni.wa.gov</a>
Seattle	206-515-2837	<a href="mailto:coda235@lni.wa.gov">coda235@lni.wa.gov</a>
Spokane	509-324-2543	<a href="mailto:yakm235@lni.wa.gov">yakm235@lni.wa.gov</a>
Tacoma	253-596-3917	<a href="mailto:sahb235@lni.wa.gov">sahb235@lni.wa.gov</a>
Kelso	360-575-6951	<a href="mailto:lawo235@lni.wa.gov">lawo235@lni.wa.gov</a>
Wenatchee	509-886-6500	<a href="mailto:mcfj235@lni.wa.gov">mcfj235@lni.wa.gov</a>

**WAC 296-800-16025**

### Train your employees to use PPE

#### You must:

- Communicate your PPE selection decision to each at-risk employee.
- Provide training to each employee who is required to use PPE on the job. Each affected employee must be trained to know at least the following:
  - When PPE is necessary.
  - What PPE is necessary.
  - How to put on, take off, adjust, and wear PPE.
  - Limitations of PPE.
  - Proper care, maintenance, useful life, and disposal of PPE.
- Make sure, before an employee is allowed to perform work requiring the use of PPE, that the employee can:
  - Demonstrate an understanding of the training specified above;

## PowerPoint Training Program – Hand Protection (gloves)



For employees exposed to hand hazards on the job  
**Instructor's Guide**

### **AND**

- Demonstrate the ability to use PPE properly.

### **WAC 296-800-16030**

#### **Retrain employees to use PPE, if necessary**

##### **You must:**

- Retrain an employee when you have reason to believe the understanding, motivation, and skills required to use the PPE has not been retained. Circumstances where retraining is required include:
  - Changes in the workplace that make previous training out of date.
  - Changes in the types of PPE to be used make previous training out of date.
  - Work habits or demonstrated knowledge indicate that the employee has not retained the necessary understanding, skill, or motivation to use PPE.

### **WAC 296-800-16035**

#### **Document PPE training**

##### **You must:**

- Document in writing that each employee using PPE has received and understood the required training.
  - This documentation must include:
    - Name of each employee
    - Date(s) of training
    - Subject of the training

### **WAC 296-800-16065**

#### **Make sure your employees use appropriate hand protection**

##### **You must:**

## PowerPoint Training Program – Hand Protection (gloves)



For employees exposed to hand hazards on the job

### Instructor's Guide

- Make sure employees exposed to **hazards** that could injure their hands use appropriate hand protection. Examples of these hazards include:
  - Absorbing harmful substances
  - Severe cuts, lacerations or abrasions
  - Punctures
  - **Chemical** burns and/or thermal burns
  - Harmful temperature extremes
- Make sure when choosing hand protection, you consider how well the hand protection performs relative to the:
  - Task
  - Conditions present
  - Duration of use
  - Hazards
  - Potential hazards