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| L & I logo | PowerPoint Training Program – Roofing Fall Protection TrainingFor roofing employees **Instructor’s Guide** | j0396860  |

### **Purpose of This Training Module**

You may use this slide presentation to comply with the training requirements of the DOSH Unified Fall Protection Rule (WAC 296-880). 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 or handouts)
* Computer and projector for Powerpoint presentation
* Copies of the handouts (optional)
* 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.

1. **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. Just using the training module without the workplace-specific information will not satisfy all training requirements.
* 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, as paper handouts.
1. **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.
* 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 then 15-20 people.

##### 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, their use of chemicals and any suggestions they may have on how to reduce their exposure to chemicals.

#### 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 fall protection, you can still answer the important questions about the way that your company is addressing employee exposure to fall hazards. If any questions on fall protection are asked that you need help answering, you can contact your local L&I office listed on the following page.

#### 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:



Unified Fall Protection Rule – Training requirements – WAC 296-880-10015

(1) Provide fall protection training for employees exposed to fall hazards. The employer must provide training for each employee exposed to fall hazards. The training must enable each employee to recognize the hazards of falling and procedures to be followed in order to minimize those hazards.

(2) Each affected employee must be trained by a competent person to know at least the following:

(a) The nature of fall hazards in the work area;
(b) When fall protection is required;

(c) What fall protection is required;

(d) The correct procedures for erecting, maintaining, assembling, disassembling, and inspecting the fall protection systems to be used;

(e) The use and operation of fall protection systems used;

(f) Limitations of fall protection systems used;

(g) Proper care, maintenance, useful life, removal from service; and

(h) The requirements of this chapter.

(3) Make sure before an employee is allowed to perform work requiring the use of fall protection that the employee can:

 (a) Demonstrate an understanding of the training specified above; and

(b) Demonstrate the ability to use fall protection properly.

(4) Retrain employees who use fall protection, if necessary. Retrain an employee when the employer has reason to believe the understanding, motivation, and skills required to use fall protection has not been retained. Circumstances where retraining is required include:

 (a) Changes in the workplace that make previous training out of date;

 (b) Changes in the types of fall protection to be used make previous training out of date; and

 (c) Work habits or demonstrated knowledge indicate that the employee has not retained the necessary understanding, skill, or motivation to use fall protection.

 (5) Document fall protection training. Document in writing that each employee has received and understood the required training. This documentation must include:

(a) Name of each employee;

(b) Date(s) of training;

(c) Subject(s) of the training; and

(d) Name or signature of the competent person who conducted the training, signature of the employer, or employer’s designee.

Note: Documentation may be stored electronically as long as it is available to safety and health personnel from the department of labor and industries.