

PowerPoint Training Program – Silica



For employees exposed to hot
temperatures at work

Instructor's Guide

Purpose of This Training Module

You may use this slide presentation to comply with the training requirements of the DOSH *Respirable Crystalline Silica* regulations (WAC 296-840). 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 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.

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. Several slides indicate where workplace-specific information should be included. Just using the training module without the workplace-specific information will not satisfy all training requirements.

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- 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 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.
- 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, their exposure to silica, and any suggestions they may have on how to reduce their exposure to silica dust.

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 about silica, you can still answer the important questions about the way that your company is addressing employee exposure to silica dust. If there are any questions about silica 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.

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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	Phone Number	City	Phone Number
Bellingham	360-647-7300	Tacoma	253-596-3800
Everett	425-290-1300	Tukwila	206-835-1000
Kennewick	509-735-0100	Tumwater	360-902-5799
Mount Vernon	360-416-3000	Vancouver	360-896-2300
Seattle	206-515-2800	East Wenatchee	509-886-6500
Spokane	509-324-2600	Yakima	509-454-3700

WAC 296-840-150 Communication of respirable crystalline silica hazards to employees.

(3) Regarding employee information and training, you must ensure that each employee covered by this chapter can demonstrate knowledge and understanding of at least the following:

(a) The health hazards associated with exposure to respirable crystalline silica;

(b) Specific tasks in the workplace that could result in exposure to respirable crystalline silica;

(c) Specific measures you have implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators to be used;

(d) The contents of this chapter;

(e) The purpose and a description of the medical surveillance program required by WAC 296-840-145, and notice that the medical surveillance program under this chapter is not intended to reduce a worker's legal rights under Title 51 RCW;

(f) The identity of the competent person designated by the employer in accordance with WAC 296-840-140 (4)(b).