



PowerPoint Training Program – Eye Protection



For employees exposed to eye 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 – eye protection as outlined in WAC 296-800-16025 and WAC 296-800-16050. 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)
- Eye protection 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 # 6, 15 & 20 provide a place to include that information. **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 verbally, 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 to limit the class size to 15 attendees to optimize audience attention and participation.

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, eye hazards, their eye protection, and any suggestions they may have on how to reduce eye 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 eye protection, you can still answer the important questions about the way that your company is addressing employee exposure to eye hazards. If any questions on eye hazards, hazardous chemicals, eyewashes, or eye protection are asked that you need help answering, you can contact your local L&I office listed on the following page.

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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, you can contact your local L&I office listed below for assistance:

City	Telephone #	E-mail address
Everett	425-290-1431	dres235@lni.wa.gov
Seattle	206-515-2837	coda235@lni.wa.gov
Spokane	509-324-2543	yakm235@lni.wa.gov
Tacoma	253-596-3917	sahb235@lni.wa.gov
Kelso	360-575-6951	lawa235@lni.wa.gov
Wenatchee	509-886-6500	mcfj235@lni.wa.gov

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;

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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

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WAC 296-800-16050

Make sure your employees use appropriate eye and face protection

You must:

- Make sure that employees exposed to **hazards** that could injure their eyes and/or face use appropriate protection. Examples of these hazards include:
 - Flying particles.
 - Molten metal.
 - Liquid chemicals.
 - Acids or caustic liquids.
 - **Chemical** gases or vapors.
 - Any light that could injure the eyes such as lasers,
 - Ultraviolet, or infrared light.
 - Objects that puncture.
- Make sure employees exposed to hazards from flying objects have eye protection with side protection, such as safety glasses with clip-on or slide-on side shields.
- Make sure eye protection for employees who wear prescription lenses:
 - Incorporates the prescription into the design of the eye protection; **OR**
 - Is large enough to be worn over the prescription lenses without disturbing them.
- Make sure PPE used to protect the eyes and face meet the following specific ANSI (American National Standards Institute) standards. Most commercially available PPE is marked with the specific ANSI requirements.
 - PPE bought before February 20, 1995, must meet ANSI standard Z87.1-1968.
 - PPE bought on or after February 20, 1995, must meet ANSI standard Z87.1-1989.
 - If you use eye or face protection that does not meet these ANSI standards, you must show they are equally effective.