

## 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.
- 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.

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- PDF versions of the slides are also available. These can be emailed to attendees or printed out and distributed as paper handouts. If you are only using the PDF versions, workplace specific information can be provided orally and/or as an addendum to the PDF.

### 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.

#### **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, [L&I safety and health consultants](#) can help.

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#### **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).