

Hard Hat Safety

Introduction

Select the hard hat or safety helmet type and electrical class for the hazards identified by the employer. Not every helmet protects against electrical hazards or side impacts.

Hazards & Controls

Falling tools and debris : Always wear a hard hat in designated areas.

Contact with beams, scaffolds, or equipment : Stay alert and maintain awareness of surroundings.

Damage or aging : Inspect the shell and suspension before use. Remove impacted or damaged head protection from service. Follow the manufacturer's service-life and replacement instructions; there is no universal five-year rule.

Safety Reminders

Do not drill or make unapproved alterations. Use paint, stickers, or accessories only as allowed by the manufacturer without concealing damage.

Use the shell and suspension in the manufacturer-approved orientation. Reverse wearing is permitted only for a model approved for that use.

Store hard hats away from direct sunlight or extreme heat.

Engagement Questions

What hazards on today's job could cause head injuries?

How can you tell when a hard hat needs replacing?

Sources and use notice

[OSHA: Head protection safety bulletin](#)

[OSHA: Helmet alterations](#)

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Meeting Record & Sign-In

Hard Hat Safety

Company: _____ Date: _____

Jobsite: _____ Presenter: _____

Time / duration: _____ Crew / shift: _____

Site-specific hazards and controls discussed

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Follow-up action / responsible person / due date

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Safety Glasses and Face Shields

Introduction

Choose eye and face protection for the specific impact, splash, dust, or radiation hazard. Ordinary eyewear does not replace required protective eyewear.

Hazards & Controls

Flying debris from cutting, grinding, or drilling : Always wear approved safety glasses with side shields.

Chemical splash : Use chemical-splash goggles selected for the exposure. Add a compatible face shield where face protection is needed; a shield does not replace primary eye protection.

Fogging or scratched lenses : Replace damaged lenses to maintain clear vision.

Safety Reminders

Keep safety glasses clean and scratch-free.

Use the required face shield over suitable primary eye protection when grinding or cutting. Follow the task assessment and equipment instructions.

Never wear regular sunglasses as a substitute for safety glasses.

Engagement Questions

Which tasks today require a face shield in addition to suitable glasses or goggles?

How do scratched lenses affect your safety?

Sources and use notice

[OSHA: Eye and face protection](#)

[OSHA: Eye and face protection selection](#)

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Gloves

Introduction

Hands are one of the most frequently injured body parts on jobsites. Gloves protect against cuts, burns, chemical exposure, and impact injuries. Choosing the right glove for the job is critical.

Hazards & Controls

Cuts from sharp objects : Wear cut-resistant gloves when handling metal or glass.

Chemical exposure : Select gloves using the chemical SDS and manufacturer compatibility data. No glove material protects against every chemical.

Impact and pinch hazards : Keep hands out of pinch points using guards and safe handling methods. Select appropriate impact protection where required; gloves do not prevent crushing injuries.

Safety Reminders

Inspect gloves daily for holes or tears.

Replace disposable gloves after each use.

Gloves may become entangled in rotating machinery. Follow the equipment instructions and employer hazard assessment; keep hands away from moving parts.

Engagement Questions

Which gloves are required for handling chemicals today?

When should gloves be replaced?

Sources and use notice

[OSHA: Hand protection](#)

[OSHA: Hand and body protection selection](#)

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Hearing Protection

Introduction

Hearing loss is permanent and often happens gradually. Earplugs and earmuffs protect workers from long-term damage when noise levels exceed safe limits.

Hazards & Controls

Loud tools and equipment : Follow measured exposure levels and the site hearing-conservation program. The 85 dBA general-industry action level is an eight-hour time-weighted average, not a universal safe/unsafe cutoff.

Incorrect fit : Follow the product's fitting instructions. Roll-down foam plugs must be rolled, inserted correctly, and held while expanding; other plug types use different methods.

Damaged earmuffs : Inspect cushions regularly and replace when worn.

Safety Reminders

Use earplugs plus earmuffs when the exposure assessment and site program require double protection. Have the employer verify adequate protection and communication.

Store hearing protection in a clean, dry place.

Never share earplugs with others.

Engagement Questions

What machines on this site are loudest?

When should you use double hearing protection?

Sources and use notice

[OSHA: Occupational noise exposure](#)

[NIOSH: Provide hearing protection](#)

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Respiratory Protection

Introduction

Respiratory protection prevents inhalation of harmful dusts, fumes, and vapors. Different jobs require different respirators, and proper fit is critical for protection.

Hazards & Controls

Dust and silica : The employer must assess exposure and specify dust controls and any required respirator. An N95 is not automatically adequate for every silica task or exposure.

Vapors and gases : Use only the respirator and cartridges selected under the employer's respiratory-protection program. Air-purifying respirators are not suitable for oxygen-deficient or unknown atmospheres.

Required respirator use : Obtain medical clearance before fit testing and use. Tight-fitting respirators require fit testing before initial use and at least annually, plus a user seal check every time they are put on.

Safety Reminders

Do not allow facial hair or other interference at a tight-fitting face seal. A user seal check does not replace a fit test.

Change gas/vapor cartridges according to the approved change schedule or end-of-service-life indicator, not breathing resistance or smell. Leave the exposure area if leakage, breakthrough, or breathing difficulty occurs.

Clean, inspect, and store respirators as the manufacturer and site program require. Ask the program administrator whenever protection is uncertain.

Engagement Questions

When should respirator cartridges be replaced?

How do you check for a proper seal?

Sources and use notice

[OSHA: Respiratory protection](#)

[OSHA: Cartridge change schedules](#)

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Safety Footwear

Introduction

Proper footwear protects against crushing injuries, slips, and punctures. Steel toe or composite toe boots are often required in industrial and construction environments.

Hazards & Controls

Falling or rolling objects : Wear the protective footwear selected by the employer for the identified hazards and required performance markings.

Slippery surfaces : Use boots with slip-resistant soles.

Nails or sharp debris : Select boots with puncture-resistant midsoles.

Safety Reminders

Fasten footwear securely and inspect the uppers, sole, and protective components before use.

Replace worn soles to maintain traction.

Follow the site footwear rules. Slip resistance is not slip-proof, and ordinary safety-toe footwear is not a substitute for electrical protective measures.

Engagement Questions

What are the risks of wearing non-approved footwear?

How do slip-resistant soles improve safety?

Sources and use notice

[OSHA: Foot protection](#)

[OSHA: PPE selection guidance](#)

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High Visibility Clothing

Introduction

Hi-vis clothing makes workers visible to equipment operators and drivers. It is especially important in low-light conditions, near traffic, and around moving machinery.

Hazards & Controls

Vehicle and equipment hazards : Wear the high-visibility apparel specified by the employer's hazard assessment and traffic-control plan. Visibility does not replace separation, barriers, or communication.

Traffic and low light : Use the garment type and performance class required for the task, conditions, and applicable rules. Night work alone does not determine the correct class.

Dirty or faded apparel : Clean according to the manufacturer's instructions. Replace garments when damage, fading, or contamination prevents required visibility.

Safety Reminders

Close vests fully to ensure maximum visibility.

Wear clean hi-vis gear for best performance.

Replace damaged or torn hi-vis clothing immediately.

Engagement Questions

When is Class 3 high-vis gear required?

When should we clean high-visibility clothing, and when should we replace it?

Sources and use notice

[OSHA: Work-zone traffic control](#)

[OSHA: PPE assessment requirements](#)

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Fall Protection PPE

Introduction

Use fall protection only under the employer's plan and required training. Select a compatible system for the task, anchorage, fall clearance, and rescue arrangements; equipment alone is not a complete plan.

Hazards & Controls

Damaged harnesses : Inspect for frayed webbing and damaged stitching.

Improper connections : Use only the anchorage and compatible components specified for the system. Review free-fall and swing-fall hazards and clearance before work.

Incorrect fit : Adjust straps snugly for comfort and safety.

Safety Reminders

Never tie off to unapproved anchor points.

Store equipment as directed, protected from damage, sunlight, and chemicals. Confirm how prompt rescue will be performed before starting work.

After a fall or impact loading, immediately remove the equipment from service. Follow the manufacturer's retirement instructions and required competent-person evaluation; never return it to use on your own.

Engagement Questions

What are signs of a damaged harness?

Where are approved anchor points on this site?

Sources and use notice

[OSHA: Personal fall arrest systems](#)

[OSHA: Fall protection system guidance](#)

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PPE Care and Storage

Introduction

PPE must be cared for properly to remain effective. Dirty, damaged, or poorly stored PPE puts workers at risk.

Hazards & Controls

Dirty PPE : Clean or decontaminate at the frequency and using the methods specified by the manufacturer and employer. Some contaminated items must be discarded.

Improper storage : Store PPE in a clean, dry area away from sunlight.

Shared PPE : Clean and disinfect between users as appropriate for the item and exposure. Use only approved products and methods; do not share equipment intended for individual use.

Safety Reminders

Never store PPE in toolboxes with sharp tools.

Replace worn parts only as authorized by the manufacturer. Tag and remove unsafe equipment from service until properly repaired or replaced.

Follow manufacturer's care instructions.

Engagement Questions

Where should PPE be stored at this site?

What happens if PPE is not cleaned regularly?

Sources and use notice

[OSHA: PPE care and useful life training](#)

[OSHA: Respirator care and repair](#)

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When to Replace PPE

Introduction

PPE must be replaced when damaged, expired, or no longer effective. Using old or compromised PPE can be as dangerous as not wearing any at all.

Hazards & Controls

Service-life limits : Follow the specific manufacturer's instructions and employer program. There is no single replacement interval for every hard hat, respirator, or harness.

Damaged PPE : Remove cracked, torn, impacted, contaminated, or otherwise compromised items from service for authorized evaluation or replacement.

Worn-out PPE : Monitor condition and replace before failure.

Safety Reminders

Check manufacturer guidelines for replacement timelines.

Inspect PPE daily and replace as needed.

Do not attempt to repair damaged PPE with tape or glue.

Engagement Questions

What replacement and inspection instructions apply to our hard hat model?

What are signs that gloves should be replaced?

Sources and use notice

[OSHA: PPE training and useful life](#)

[OSHA: Head protection safety bulletin](#)

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