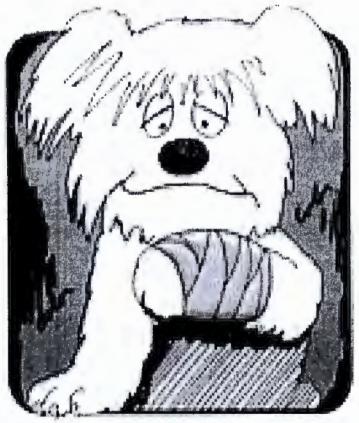
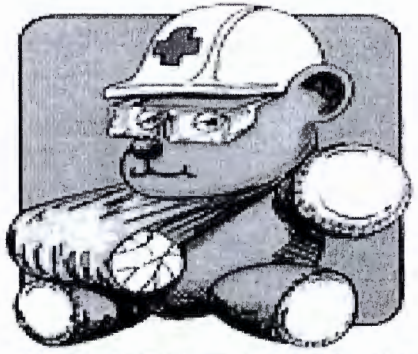


WORK SAFELY

PROTECT YOUR HANDS



ONLY YOU CAN PREVENT ACCIDENTS

FFC **FAUJI FERTILIZER COMPANY LIMITED**

Mirpur Mathelo, District Ghotki, Sindh

IMS

About

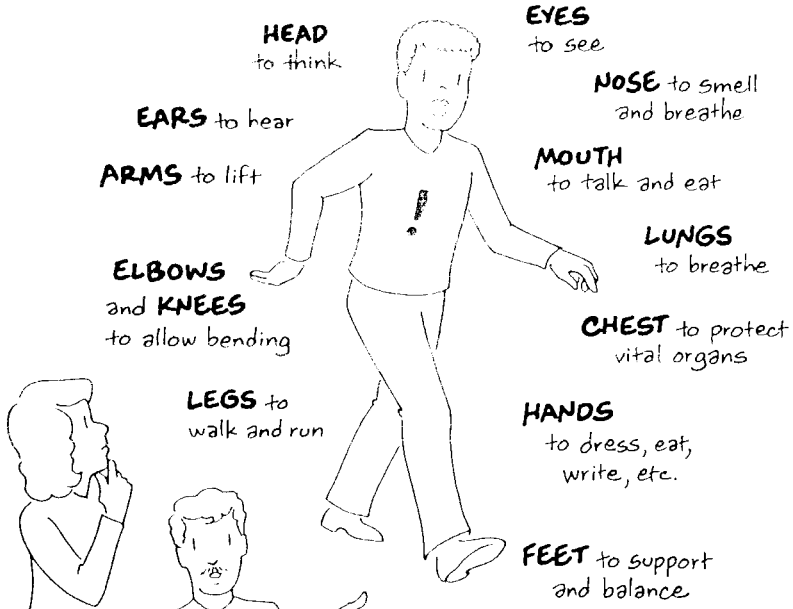
PROTECTING YOURSELF WITH PPE's

(Personal Protective Equipment)

HSE DEPARTMENT

The HUMAN BODY is an AMAZING MACHINE!

It's equipped with...

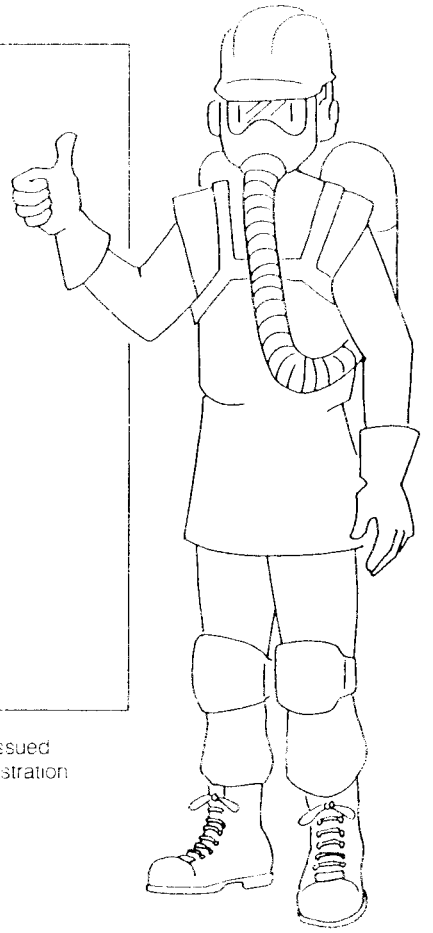


PERSONAL PROTECTIVE EQUIPMENT (PPE) HELPS PREVENT INJURIES!

PPE is available for almost every type of job.

YOUR EMPLOYER IS RESPONSIBLE
for eliminating workplace hazards whenever possible. When hazards can't be completely eliminated, your employer is required to provide appropriate PPE.

STILL, IT'S UP TO YOU
to properly use, maintain and store PPE. This includes any PPE supplied by your employer, or any PPE you own and use at work.

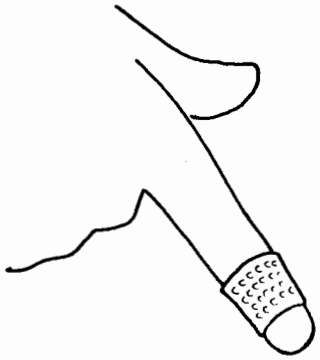


This booklet is not a substitute for standards issued by the Occupational Safety and Health Administration (OSHA) or for your employer's instructions.

Find out how to dress for safety...

ANSWERS TO QUIZ ON PAGE 15

1. False 2. False 3. True 4. False 5. True 6. True 7. True 8. True 9. True 10. True



Start with your HANDS.

The most important tools you'll ever own...for work...play...eating ...dressing...writing, etc.

PROTECT THEM WITH GLOVES.

RIGHT TYPE
for the job you're doing

RIGHT FIT
- ✔ not too loose (could snag on machinery, make handling difficult)
- ✔ not too tight (could cause hand fatigue – wear out quickly)
- ✔ should allow for quick removal.

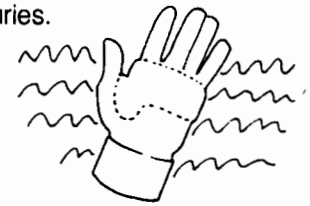
IN GOOD CONDITION
Always check for cracks and holes, flexibility and grip. Keep clean and in good condition.

There's a glove for every job!
For example:

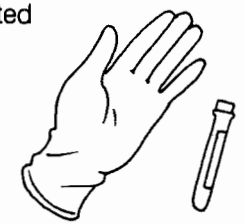
GENERAL PURPOSE WORK GLOVES
made of cotton, leather, wool, latex or synthetic fibers protect against dirt, scrapes, slivers, low to moderate heat, etc.

GLOVES FOR CHEMICAL PROTECTION
are usually made of rubber or plastic. They provide protection against oils, acids, vapors, hazardous chemicals and temperature extremes.

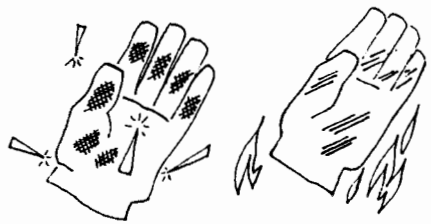
ANTI-VIBRATION GLOVES
provide hand and wrist support while absorbing shock and vibrations that could lead to injuries.



DISPOSABLE GLOVES
made of latex, vinyl, etc., protect against blood and potentially infectious body fluids, chemicals and related hazards.

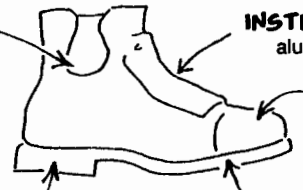


METAL MESH GLOVES
protect against cuts, rough materials and blows from tools. Aluminum gloves protect against flame, sparks and heat.



Protect your FEET.

The **SAFETY SHOE** has protective features you need to do your job safely:



ANKLE SNUG to prevent sparks from getting inside shoe. Elastic allows quick removal of shoe.

INSULATED against heat and cold. May also be waterproof and chemical-resistant.

INSTEP PROTECTION made of aluminum, steel, fiber or plastic.

STEEL TOE (metal toe boxes) must meet standards for impact and compression. Available in dress shoes.

PUNCTURE PROTECTION with spring steel in sole.

SPECIAL MATERIALS Soles may be leather, rubber, cord or wood to protect against slipperiness, oil, heat or electrical hazards.

WOOD-SOLED SANDALS (strapped over shoes) protect from heat, chemicals, sharp objects.

ELECTRICAL HAZARDS SHOES contain no metal except in box toe, which is insulated from rest of shoe.

PUNCTURE-PROOF INSERTS protect against sharp objects underfoot.

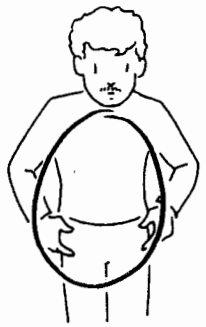
METAL FOOT GUARDS (strap on to shoe) protect against falling or rolling objects.

PLASTIC or RUBBER COVERINGS (overshoes) protect from moistures, chemicals, acid.

SHIN GUARDS protect against flying particles.

USE AND CARE OF FOOTWEAR

PROPER FIT is important for comfort and safety.
INSPECT footwear periodically for cracks, holes or tears. Take for repair or replace if necessary.
CLEAN and **AIR** your shoes or boots regularly.



Your TRUNK

houses your most vital organs (heart, lungs, stomach, etc.).

If you're exposed to: fire or sparks, corrosive chemicals, extremely hot or cold temperatures, body impact, radiation, cutting or bruising from materials you handle . . . then you need . . .

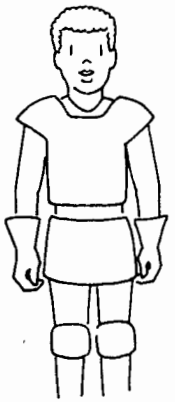
TRUNK PROTECTION.

LEATHER CLOTHING protects against heat and splashes of hot metals; gives limited protection from infrared and ultra-violet radiation. Ideal for welders.

WOOL CLOTHING is sometimes used with leather clothing for extra protection against hot metals, more intense flames and heat (for example, in foundries).

ALUMINIZED CLOTHING protects against hot temperatures . . . for furnace or oven repair, coking, slagging.

PADS, APRONS, CHEST PLATES and GUARDS of padded duck, padded leather, plastic, lead, fiber or metal.



They protect against:

IMPACT and **CUTS** when heavy, sharp material is being handled.

BLOWS to the abdomen and chest.

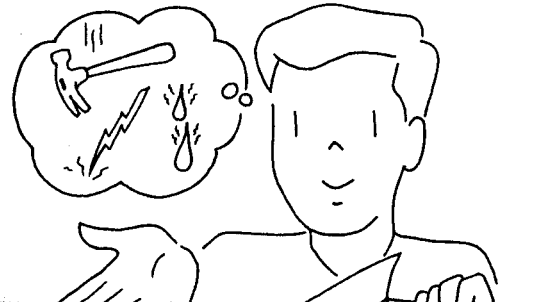
BRUISING of shoulders and back.

PRESSURE on the knees.

RADIATION in jobs involving X-rays.

PROTECTIVE HELMETS

can keep you safe from impact, spills, splashes and other hazards.



SUSPENSION
straps "ride" above head to absorb shocks and blows.

SHELL
made of plastic, fiberglass, or metal.

BRIM
deflects objects from face, ears, neck, shoulders.

CHIN STRAPS
secure helmet.

- **LINER** is available for cold weather.
- **FACE SHIELD** may be attached.

HELMET HINTS

ADJUST FIT
so it's comfortable, yet snug.

STORE HELMET
away from dirt, chemicals, temperature extremes -- and never in rear window of car or truck.

INSPECT
helmet often for dents, cracks, and signs of wear...keep helmet clean.

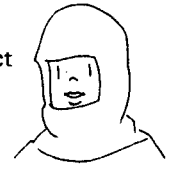
NEVER CARRY
anything (cigarettes, cards, etc.) inside helmet's suspension. Never wear a street hat under a protective helmet.

MORE SAFETY HEADGEAR

BUMP CAPS
-- lightweight plastic caps which protect against low head clearance . . . have limited application.

HAIR CAPS
-- keep hair from being caught in moving machinery; protect from sparks.

CHEMICAL-RESISTANT HOODS with glass or plastic windows . . . protect from splashes of acids, alkalies, other dangerous liquids.



Use the headgear that meets the standards required for your job!

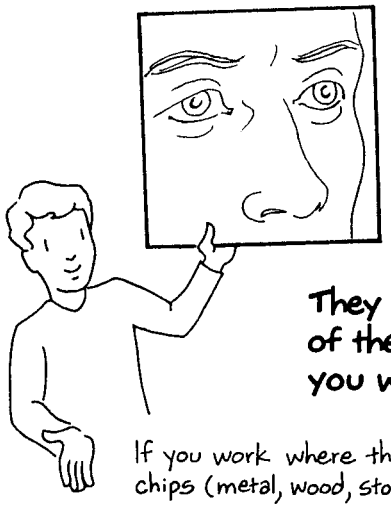
3 CLASSES OF HELMETS

Selection depends on the type of work you do.

CLASS A
helmets protect against impact and penetration from falling and flying objects. They also protect against low-voltage electrical shock.

CLASS B
helmets also protect against impact and penetration from falling and flying objects. And, they protect against high-voltage electrical shock.

CLASS C
helmets are not designed to protect against electrical shock. They offer protection only against impact and penetration from falling and flying objects.



Consider the importance of YOUR EYES.

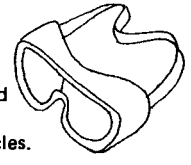
They provide you with knowledge of the world around you -- whenever you work, play, drive, etc.

If you work where there is airborne dust or grit, danger of flying chips (metal, wood, stone) or splashing chemicals... you need

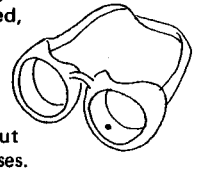
EYE PROTECTION.

1. **Spectacles with impact-resistant lenses** -- with or without sideshields, which increase protection. Street glasses are impact resistant but not adequate for industry.

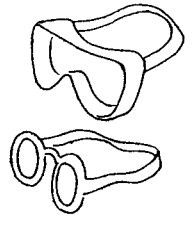
2. **Flexible-fitting or cushion-fitting goggles** -- for both front and side protection from flying particles. Fit easily over prescription glasses.



3. **Chipping goggles** -- contour-shaped, rigid plastic eyecups for maximum protection, with or without corrective lenses.



4. **Special-purpose eyewear** -- including chemical goggles and laser-beam safety goggles.



RIGHT FIT means comfort and safety. Headband should be snug but not tight. Goggles shouldn't pinch nose, but should fit close to face to keep dust, particles out.

PROPER CARE is important. Clean frequently to avoid eyestrain and prolong life of glasses. Rinse off dirt and grit before wiping lenses. Replace broken or cracked lenses immediately.

Your HEARING

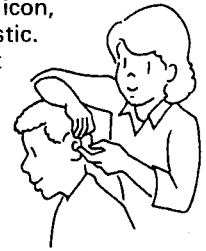
is one of your most precious possessions for learning... for communication... for safety ... and for pleasure.

NOISE LEVELS on many jobs are high enough to cause permanent hearing damage. Industry is working to lower noise levels... but meanwhile you must--

PROTECT YOUR HEARING.

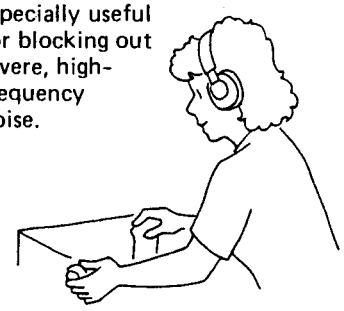
EARPLUGS
(standard sizes and custom made)

are very effective for most sound levels. They may be made of waxed cotton, acoustical fibers, or reusable silicon, rubber or plastic. They must fit properly to reduce noise. Plain cotton is not effective.



EARMUFFS

fit over the whole ear to seal out noise. They are especially useful for blocking out severe, high-frequency noise.



Of course, like all PPE, hearing protectors must be worn, worn properly and kept in good condition to be effective.

Personal protective equipment for SPECIAL JOB HAZARDS

1 FACE SHIELDS protect from splashes of chemicals, hot liquids or molten metal, and from flying particles. Face shields are secondary protection -- they're not to be worn without protective eyewear.

3 TYPES

WINDOWS may be plastic, wire screen or with interchangeable filters.

CHOOSE the type appropriate to your work. Should be lightweight but strong, easily cleaned and disinfected.

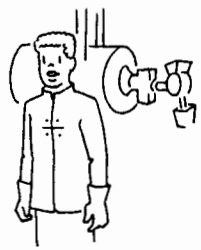
4 LEGGINGS and SLEEVES give added protection against splashes, flying particles, impact, extreme temperatures, etc...when used with special footwear and gloves.

Leggings should fit close to leg to avoid catching in moving machinery.

5 FLAME-RETARDANT CLOTHING gives protection from fire and heat. It's available in one-piece suits or in separate garments -- coats, gloves, etc.

8 DISPOSABLE CLOTHING (plastic, paper or cloth) is used in germ or radiation-contaminated areas. Sometimes used with harmful chemicals.

9 LEADED CLOTHING protects against dangerous x-ray exposure.



2 RESPIRATORS prevent lung pollution due to harmful dust, fumes, mist, gas or smoke.

AIR-PURIFYING RESPIRATORS use filters or chemical cartridges to remove impurities from the air.

SUPPLIED-AIR RESPIRATORS supply air from outside source to mask, hood or entire suit.

SELF-CONTAINED BREATHING DEVICES use cylinders of compressed air.

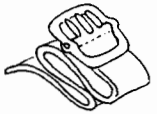
3 LIFELINES and SAFETY BELTS

2 TYPES (stress and impact strength varies)

1. For normal use (window cleaners, lineworkers, industrial workers).
2. For emergency use (firefighters, lifeguards, rescue teams).

MATERIALS and HARDWARE VARY in quality, thickness, number of tongues in buckle, etc...so choose carefully.

SPARKPROOF HARDWARE is necessary if flammable dust, gas or vapor may be present.



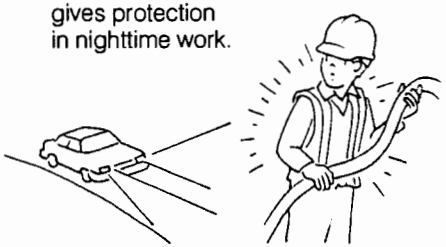
REGULAR MAINTENANCE AND INSPECTION IS A LIFE-OR-DEATH MATTER. Check for weak points, wear and tear. Use approved method of fastening...never use knots.

6 LIFE VESTS (inflated vests) should be worn for over-the-water work.

High-visibility vests are available for easier rescue operations.

CHECK VESTS REGULARLY for leaks or cracks. Keep clean and free from corrosive materials.

7 HIGH VISIBILITY CLOTHING gives protection in nighttime work.



10 CHEMICAL SPLASH SUITS provide complete body protection against chemical spills and hazardous materials and environments.

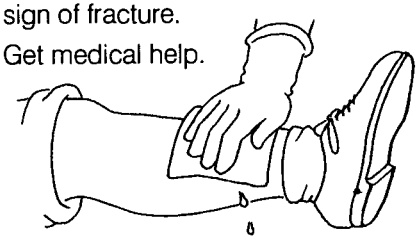
REDUCE JOB HAZARDS WITH PROPER EQUIPMENT

FIRST-AID TIPS

If you're a designated first-aid responder in your workplace, be sure to complete required training and use required personal protective equipment as needed.

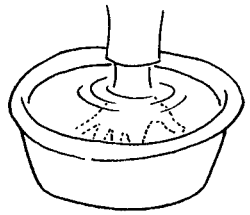
BLEEDING

- Apply direct pressure. (Use latex gloves, plastic wrap or a clean folded cloth to prevent contact with the victim's blood.)
- Elevate the wounded area above the victim's heart, if there's no sign of fracture.
- Get medical help.



MINOR HEAT BURNS

- Immerse burn in cool water until the burned area feels cool.
- Cover with a dry, sterile dressing.
- Never put butter or grease on a burn.

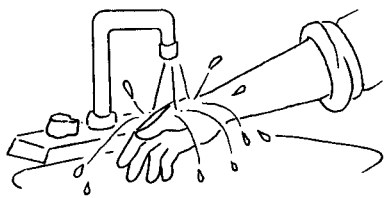


CHEMICAL BURNS

If a chemical splashes on skin:

- Flush chemicals from skin with cool running water until medical help arrives.
- Remove affected clothing, as you flush skin, if possible.

For chemicals in the eye, flush with water until medical help arrives.

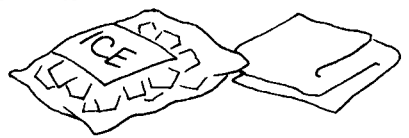


SPRAINS AND STRAINS

Use "R.I.C.E."

- Rest -- Stop using the injured part.
- Ice -- Apply ice or a cold pack (do not apply directly on skin).
- Compression -- Wrap an elastic bandage around the injury, over or under the ice or cold pack.
- Elevation -- Raise the injured part above the heart.

Get medical attention to rule out a fracture.



These tips are not a substitute for qualified medical care. In an emergency, get medical help as soon as possible.

TEST YOUR KNOWLEDGE

about personal protective equipment.

1. Workers are required to provide their own PPE for all jobs that cannot be made 100% safe. ..... True ☐ False ☐
2. Aluminized clothing is designed to protect against chemical spills. ..... True ☐ False ☐
3. Class C protective helmets do not protect against electrical shock. ..... True ☐ False ☐
4. Plain cotton is a safe substitute for foam ear plugs. ..... True ☐ False ☐
5. Face shields should never be worn without protective eyewear. ..... True ☐ False ☐
6. Employers are required to eliminate workplace hazards whenever possible. ..... True ☐ False ☐
7. Protective goggles must be able to accommodate the wearer's need for corrective glasses. ..... True ☐ False ☐
8. Fall protection systems must meet certain requirements for "arresting force." ..... True ☐ False ☐
9. Gowns and/or lab coats must be provided by the employer when exposure to blood or potentially infectious material is part of the job. ..... True ☐ False ☐
10. Properly fitting protective gloves are not too tight and not too loose. ..... True ☐ False ☐

I have read the booklet, "About Protecting Yourself with PPE (personal protective equipment)."

Employee's signature _____ Date _____

Answers are on page 3.