

EMPLOYEE TRAINING RECORD

TRAINING TITLE Stand up for Foot Protection

KEY TEACHING POINTS

- The foot, with its 26 bones and its muscles and ligaments, is like a delicately balanced machine, perfectly coordinated to bear the weight of the body and enable it to stand, walk, run, and dance. And like any valuable machine, it must have proper care and maintenance to keep it operating as it was designed to. Feet need frequent rest and cleansing. They need well-fitting hosiery and shoes to protect them from blisters, calluses, corns bunions - even dislocated bones.
- At the workplace, even more hazards lurk. Feet can be bruised, crushed, broken, burned, punctured, or lacerated - indeed, they are one of the parts of the body most frequently injured on the job.
- The most common type of protection is a pair of safety shoes designed for the worker's particular tasks. Working where there is a risk of falling objects, such as on construction jobs or warehouses, calls for steel-toed shoes. Other work may require shoes with other features. Welders should have high-top shoes (or add spats), to prevent weld splatter from burning the ankle. For work with corrosives or hazardous chemicals, the best footwear is impermeable boots made of rubber or neoprene. Electrical workers, as well, have specially designed boots to protect them from shock.
- The following tips help contribute to keeping feet safe and healthy off the job as well as on:
 - Shoes should be inspected regularly for embedded metal and other foreign objects, or for cuts and cracks that would expose the foot to danger.
 - Cleaning and condition extends the life and protective ability of shoes.
 - Badly worn or damaged shoes must be replaced or professionally repaired - this is not a do-it-yourself task; duct tape and SuperGlue won't do it.
 - Even when special safety shoes are not required, slips and falls can be prevented by wearing shoes with nonskid soles and low heels that are not rundown. Sandals are not appropriate at work, and overlong or loose shoelaces are an obvious tripping hazard.
 - For those whose feet tend to sweat, an extra pair of socks to change into is a good idea.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Shoes should be inspected regularly for embedded metal and other foreign objects, or for cuts and cracks that would expose the foot to danger.		
2 Cleaning and condition extends the life and protective ability of shoes.		
3 Badly worn or damaged shoes must be replaced or professionally repaired.		
4 Sandals are not appropriate at work.		
5 For those whose feet tend to sweat, an extra pair of socks to change into is a good idea.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. True 4. True 5. True