

GOOD PRACTICES FOR TRAINING

This activity covers the organisation and implementation of training of workers who are exposed to respirable crystalline silica dust.

ACCESS

Ensure personnel receive training in silica dust awareness before allowing them access to dusty areas.

ORGANISATION

- New employees should attend a training session on all aspects of health and safety, including the employer's safe working procedures for dealing with hazardous substances such as respirable crystalline silica. A comprehensive list of suggested training topics is given overleaf.
- Training sessions should be lively and informative, with the possibility of a two-way dialogue between the trainer and the workers during or after the training.
- Training should be provided by the employer and tailored to all those at risk and should draw examples from their workplace and work activities.
- Limit the number of participants so that everyone has an opportunity to discuss issues of concern and to ask questions.
- Limit the duration of training sessions and take regular breaks.
- Prohibit the use of mobile telephones and two-way radios during training sessions.
- Use a variety of training methods, incorporating visual aids, videos, group discussion and handouts.
- As an alternative to formal training sessions, toolbox talks are a useful means of communicating individual health and safety messages within a short period of time. Toolbox talks should be of maximum 15 minutes duration.
- Workers' knowledge should be assessed at the end of each training session in order to verify that they have understood the training material.
- Refresher training sessions should be organised to keep workers up to date on the health and safety aspects associated with work with products containing crystalline silica.
- Workers should be given access to this Good Practices Guide and its task guidance sheets, along with any other additional information, including copies of risk assessments, safety data sheets and safe working procedures.



IMPLEMENTATION

- Training sessions should be organised during employees' normal working time.
- Refresher training sessions should be conducted at least once every two years, or more often in the event of changes in working practices etc.
- Attendance at training sessions should be made compulsory. Attendance should be documented and records maintained as long as reasonably possible.
- Workers should be asked to provide feedback on each training session, which might help in the organisation of future training sessions.

TRAINING

- Give your workers information on employer's and employee's duties under Health and Safety law.
- Give your workers information on the health effects associated with respirable crystalline silica dust.
- Provide them with training on factors affecting dust exposure and on dust exposure prevention.
- Provide them with training on good practices to use in the workplace and on safe working procedures.
- Provide them with training on protective measures and how to check that those controls are working.
- Provide them with training on when and how to use any respiratory protective equipment (RPE) or other personal protective equipment (PPE) provided.
- Provide them with training on how to maintain RPE/PPE, where to store it when not in use, how to obtain replacements and how to report defects.
- Provide them with training on what to do if something goes wrong.

- Give your workers information on dust monitoring programmes and the importance of their co-operation.
- Employees should also be informed of the conclusions of any personal exposure monitoring campaign.
- In the event that an employee's measured personal exposure to respirable crystalline silica exceeds the relevant occupational exposure limit value, that employee must be provided with details of his own personal exposure monitoring result.
- Employees should be informed about health surveillance procedures.

SUPERVISION

- Have a system to check that training sessions are planned, that they are well-attended, that their effectiveness is demonstrated by suitable methods and that the entire workforce is covered by them. Refer to task guidance sheet **2.3.3**.
- Employers should be in line with Directive 89/391/EEC (Framework Directive) and NEPSI risk management principles and make sure that employees have all the means to perform the checklist given below.

EMPLOYEE CHECKLIST

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Ensure that you attend all health and training sessions that are organised for you. | <input type="checkbox"/> Follow the Good Practices document and its task guidance sheets. | <input type="checkbox"/> Immediately inform your employer, or other workers with specific responsibilities for the safety and health of workers, of any work situation that you think may represent a serious and immediate danger to safety and health. | <input type="checkbox"/> Make correct use of your work equipment and use all hazardous substances as directed. |
| <input type="checkbox"/> Don't hesitate to ask questions during training sessions. You may be aware of problem areas, or solutions to problems, that have not previously been identified. | <input type="checkbox"/> Make sure you use the correct sheet for the task. | | <input type="checkbox"/> Use personal protective equipment, including respiratory protective equipment, as directed by your employer. |
| | <input type="checkbox"/> Co-operate with your employer and other workers with specific responsibilities for the safety and health of workers, to enable your employer to ensure that your working environment and working conditions are as safe as possible. | | |

This guidance sheet is aimed at employers to help them comply with the requirements of workplace health and safety legislation, by controlling exposure to respirable crystalline silica. Specifically, this sheet provides advice on organising and implementing training for workers who are exposed to crystalline silica dust.

Following the key points of this task guidance sheet will help reduce exposure. Depending on the specific circumstances of each case, it may not be necessary to apply all of the control measures identified in this sheet in order to minimise exposure to respirable crystalline silica. i.e. to apply appropriate protection

and prevention measures.

This document should also be made available to persons who may be exposed to respirable crystalline silica in the workplace, in order that they may make the best use of the control measures which are implemented.

This sheet forms part of the Good Practices Guide on silica dust prevention, which is aimed specifically at the control of personal exposure to respirable crystalline silica dust in the workplace.