

Safety in Building and Construction Trades

Intermediate Low

(COAAP 72.2)



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Task 2: Present an Oral Report about

Personal Protective Equipment

Student Packet

Student Name: _____

Present Oral Report about Personal Protective Equipment (PPE)

Working in the Building and Construction Trades can be dangerous. PPE, or Personal Protective Equipment, is special clothing or gear that people wear to stay safe from dangers at work.

By the end of these lessons, you will be able to deliver a short oral report explaining the importance of proper **Personal Protective Equipment (PPE)** needed for a construction job. You will pick one piece of PPE to talk about.

You will need to:

1. Describe the equipment
2. Explain how the equipment provides protection
3. Talk about the work conditions when the equipment needs to be used.

Students will also use **visual aids** (such as pictures, drawings, or samples of PPE) to help with their presentation.

Good speech and **body language** are important, and students should refer to their visual aids during their talk.



Image by Carla Slowiczek,
Adobe Illustrator Text to Vector Graphic

Personal Protective Equipment (PPE)

Directions: Look at the pictures below and answer the questions with your class.

1. Can you name some jobs where workers must wear personal protective equipment (PPE)?
2. What kind of PPE do those workers wear?
3. Why do they wear PPE?
4. Have you worked in a job where you were required to wear PPE?



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Image by Timely Medical staff is licensed under CC BY-SA 2.5.

Please see page 22 for the answers.

Discuss the following questions before you read the dialogue.

1. What risks might someone face on a construction site?
2. What kind of equipment will protect them?

PPE in Construction - What should I wear?

Read the following conversation between Luis and his supervisor, Ahmed.



Image by Callie Hutchison, ChatGPT

Ahmed: Good morning, Luis. How are you doing?

Luis: Hi, Ahmed. I'm doing okay. I'm still **getting used to** everything, but I want to learn quickly and do a good job.

Ahmed: That's good to hear! Today, I want to talk about how to stay safe while you are working here on the construction **site**.

Luis: That sounds important.

Ahmed: Yes, it is. We have to **watch out** for any possible hazards or **risks** and report them immediately. Many accidents are caused by people **tripping** and falling.

Luis: I've been learning about that.

Ahmed: That's good. To stay safe, you need to wear a short or long-sleeved shirt. Long-sleeved shirts are best to protect you from cuts, scrapes, and the sun. You must wear long pants that do not have any **tears** or holes. This is to protect your legs from catching on machinery and any flying **debris**, and **sparks**.

Luis: That makes sense.

Ahmed: Also, you shouldn't wear shoes with soft **soles**, sports shoes, or sandals. You should wear shoes or boots that protect your feet and toes.

Luis: What should I wear?

Ahmed: You need to **wear steel-toed** boots or safety-toe boots. You may get hurt if something heavy falls on your foot or you step on something **sharp**. They should be able to keep the water out. You want soles that keep you from slipping on oil or water.

Understanding the Conversation: On a separate piece of paper, write complete sentences to answer these questions.

1. What two things does Luis tell Ahmed he wants to do?
2. What is the purpose of Ahmed's conversation with Luis?
3. Why is it important to wear long pants and long-sleeved shirts on a construction site?
4. What are the dangers of wearing soft-soled shoes or sandals while working on a construction site?
5. How do steel-toe boots help keep you safe on the job?

Conversation Vocabulary

Word/Phrase	Meaning	Translation/notes
debris	the remains of something broken or damaged and useless; trash	
getting used to	beginning to feel more comfortable with something new to you	
risk	the possibility of something bad happening	
site	a place used for a particular purpose as in construction site, work site	
slip	to slide or fall on a slippery surface	
sole	the bottom part of a shoe or boot that touches the ground	
spark	a small piece of burning material or a small flash of light caused by electricity	
steel-toed boots or safety shoes	a box made of heavy-duty steel or some other strong material inside the toe	
tears	material that is pulled apart	
trip	to catch your foot on something and fall	
watch out (for)	a warning about something dangerous	

Please see page 22 for the answers.

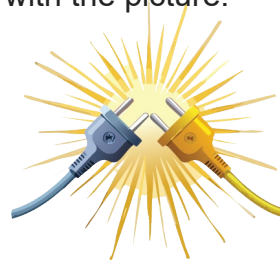
Vocabulary Practice:

use the vocabulary
from page 5 and write

the word that goes
with the picture.



1. _____



2. _____



3. _____



4. _____



5. _____



6. _____



7. _____



8. _____

Staying Safe on the Job: read the dialogue below on your own, then read it again with a partner and role-play.

Ahmed: Let's go over the safety gear. Construction work can be dangerous. It's also the employer's responsibility to train you in the proper use and care of the equipment and **replace** any damaged or **worn** items.

Luis: That's good to know.

Ahmed: It's your responsibility to wear the correct PPE and to listen carefully to any training. You need to care for your PPE and tell a supervisor if you need it fixed or replaced.

Luis: I know that everyone must wear a bright-colored **high-visibility** vest so they are easy to see. I already have a bright yellow vest and a yellow hard hat to protect my head from falling objects or accidental bumps.

Ahmed: Good start! You'll also need safety glasses or goggles to protect your eyes from dust and **debris**. If there's a lot of dust, you should also wear a dust mask.

Luis: I hadn't thought about that. It looks like I need some gloves, too.

Ahmed: You're right. Gloves protect your fingers and hands from sharp edges and any harmful chemicals or other materials you may be using. It is also important to wear hearing protection, such as earplugs or earmuffs, when working near power tools or machinery. Construction sites can be very noisy.

Luis: Are there specific rules about how and when to use the gear?

Ahmed: You should always wear your protective equipment while you are on the construction site. It's a must.

Luis: Anything else I should know?

Ahmed: Remember that safety is everyone's responsibility. If you see a **coworker** without their gear, remind them to put it on. We all need to work together to stay safe.

Luis: Thank you, Ahmed.

Ahmed: You're welcome, Luis. If you have any questions or need help, just ask.

Comprehension Check: Write a complete sentence to answer the questions.

1. When should a worker wear protective equipment?
2. Who does Ahmed say is responsible for safety on the job?

Word Review: read the definitions of the words and phrases, then translate them to your first language (*add any words you underlined above.*)

Word/Phrase	Meaning	Translation/notes
coworker	a person that somebody works with	
chemicals	materials or liquids made by a process; often used in cleaning products. Some are harmful to breathe, touch, or drink, like gasoline or bleach.	
damage	physical harm to something or someone	
gear	the equipment or clothing needed for a particular activity	
harmful	something that can cause damage or hurt someone	
high visibility	easy to see because of being a very bright color:	
necessary	required; needed	
replace	to put something new or different in the place of something old, lost, or damaged	
worn (out)	something that is old and damaged because it has been used a lot	

Please see page 22 for the answers.

On the Job

Fill in the missing word or phrases from the list on the page 8.

1. You need to wear _____ clothing on a construction site so that you are easy to see.
2. The safety _____ you wear will depend on the job you do.
3. My new _____ is friendly and helpful.
4. There was a lot of _____ to the fence when the truck hit it.
5. My boots are old and _____, so I need to _____ them soon.
6. Breathing some chemicals can be _____ to your health,
7. Is PPE always _____ on a construction site?

Warning signs



Image by Carla Slowiczek, Adobe Illustrator

Discuss: What does the word CAUTION mean?

Please see page 23 for the answers.

Personal Protective Equipment: Please list the types of PPE found in these pictures.



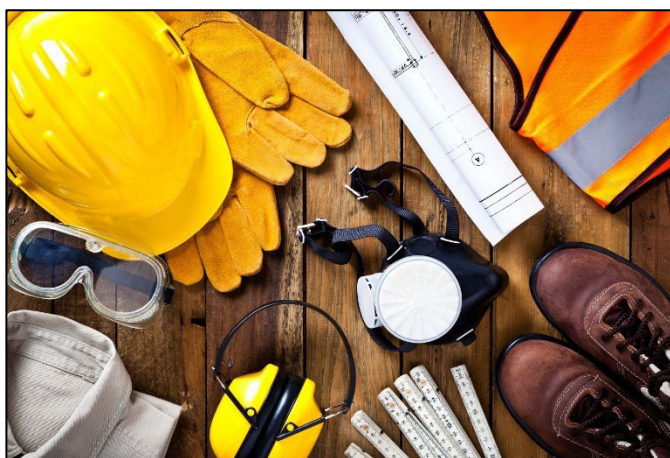




Image by Callie Hutchison, ChatGPT

Please see page 23 for the answers.

Safety on the Job: answer the questions by circling the correct answer.

1. Whose job is it to pay for personal protective equipment?
 - a. Worker
 - b. Supervisor
 - c. Employer

2. Why is it important to wear a high-visibility vest on a construction site?
 - a. To protect against falling objects
 - b. To ensure you are easily seen by others
 - c. To stay warm in cold weather

3. What does a hard hat protect you from?
 - a. Loud noises
 - b. Falling objects
 - c. Harmful chemicals

4. Which type of footwear is recommended for safety on a construction site?
 - a. Soft-soled shoes
 - b. Steel-toed boots or shoes
 - c. Flip-flops

5. What should you use to protect your hearing on a noisy construction site?
 - a. Safety goggles
 - b. Dust masks
 - c. Earplugs or earmuffs

6. What should a worker do if their safety equipment is damaged?
 - a. Continue using it
 - b. Report the damage immediately
 - c. Replace it on their own

Please see page 23 for the answers.

Following Directions: When you are working on a building site, you must follow and sometimes give directions or instructions. It's always important to follow directions carefully to keep from making mistakes. You must remember to measure twice before cutting. This helps you from cutting the wood too short or leaving it too long. You should always use the right tool for each job. Using the wrong tool can make the job harder and may cause accidents. Third, you need to be careful when hammering nails. Hitting your fingers can be painful! And last, you need to remember to follow the commands in the right order. If you skip steps, you may have to do the work again. If you avoid these mistakes, you will build safely and effectively!

Grammar - Using Command Sentences: Directions at a worksite are not given in long sentences. There is a particular type of sentence called a **command sentence** or an **imperative sentence**. You could easily make the paragraph above into command sentences:

"Measure twice before cutting."

"Use the right tool for the job."

"Be careful when hammering nails."

"Follow commands in the right order."

"Avoid mistakes."

A command sentence, is a type of sentence that gives an instruction or directs someone to do something. It usually starts with a verb (such as "go," "stop," or "put"). The subject, whom the sentence is about, is you. When you are giving instructions, you don't need to say the subject of a direction.

Statements

You hold this board while I cut it.

You hammer those nails.

Commands/Directions

Hold this board while I cut it.

Hammer those nails.

The subject of a command statement is always *you*, but the subject *you* is not said in the statement.

(You) be careful. —————▶ Be careful.

(You) measure twice before cutting. —————▶ Measure twice before cutting.

There are also negative forms of commands. Negative commands use the words “do not” or “don’t.”

Do not hit your finger.

Don’t skip the steps in the instructions.

Don’t make mistakes.

At the worksite, working quickly is important, and sometimes directions or commands happen rapidly.

Watch out for that wet paint!

Put on your dust mask.

Your tone of voice while giving a direction or command can still help show politeness and respect for others in the workplace.

Choose the Correct Answer: answer the question by circling the correct answer.

1. Which word is often the subject but not stated in a command or direction?

- a. He
- b. They
- c. You
- d. We

2. What is the primary purpose of using command sentences on a work site?

- a. To be polite
- b. To express personal opinions
- c. To ask questions
- d. To give instructions and ensure safety

3. Which sentence uses the command form correctly?

- a. Your hard hat protects your head.
- b. Ask the supervisor if you don’t understand.

Please see page 23 for the answers.

- c. My gloves were left in my truck.
- d. You wear earmuffs to protect your hearing.

Write three command sentences that you might hear on the job.

- 1. _____
- 2. _____
- 3. _____

Making an Oral Report

ESL students often feel very nervous when giving oral reports because of worries about their language skills and speaking in public. They might be concerned about their English pronunciation, grammar, or vocabulary. They also worry about making mistakes, being judged by the audience, or forgetting what they want to say. These fears can lead to nervousness, a lack of confidence, and even avoiding opportunities to speak English.

A. ***Brainstorm*** with a partner or small group about what makes you nervous or afraid about making a report in English.

B. **Discuss** with your partner or group something you can do to make it easier to make an oral report.

Time to Speak

Directions: Read the story below and then answer the discussion questions.

Maria was nervous. She must give an oral report in her English class about Construction PPE (Personal Protective Equipment). She needed to speak for three minutes in front of the whole class.



Image by Callie Hutchison, ChatGPT

“I can’t do it,” Maria told her friend Carlos after class. “My English isn’t good enough.” Carlos smiled. “Everyone feels nervous about speaking. I was scared last month before my report.” “But your report was excellent!” said Maria.

“I practiced a lot,” Carlos explained. “Do you know what PPE means?” Maria nodded. “Yes, it means Personal Protective Equipment. Things like hard hats, safety glasses, and gloves that construction workers wear to stay safe.” “See? You know the material,” Carlos said. “Why don’t we practice together?”

That evening, Maria practiced her report three times with Carlos. Each time, she felt a little more confident. The next day in class, Maria still **felt butterflies in her stomach**.

When the teacher called her name, **she was shaking like a leaf**. But she remembered Carlos's advice: "Take a deep breath and speak slowly."

Maria gave her report. She showed pictures of different safety equipment and explained why each item was important. When she finished, everyone clapped. "Very good, Maria," said the teacher. "Your explanation was clear and helpful." After class, Carlos **gave her a high-five**. "See? You did it!" Maria smiled. "Yes, I was afraid, but I did it anyway. Next time, I won't be so nervous."

Discussion: All languages have phrases or expressions that can't be understood just by understanding all the individual words. In English these are called **idioms**.

- a) What are three idioms used in this story?
- b) What do they mean?
- c) Do you have similar idioms in your language?

Organize your Report

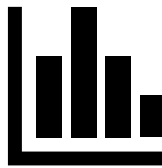
A good oral report should have a strong beginning, an organized middle, and a clear conclusion. Use visuals, speak clearly, and show confidence.

How to Make a Good Oral Presentation

1. Prepare your Presentation
 - What PPE am I going to talk about?
 - What do I know about this PPE?
2. Make an outline
 - Identify the main points
 - Write down the important information you don't want to forget
 - Create or find visual aids to help explain your points
3. Practice your presentation
 - Place yourself in front of a mirror
 - Record your voice
 - Make your presentation to family or friends

4. Speak clearly, slowly, and stop when necessary
 - Your audience needs time to understand you
 - If you take your time, you will relax more
5. Have good body language
 - Stand up straight
 - Look confident and SMILE
 - Make good eye contact with the people you are speaking to
6. Change your Thinking
 - Focus on sharing your information, not being perfect
 - Be proud of your accent – it's part of who you are

Visual aids are materials, such as pictures, charts, and diagrams, or physical items that help people understand and remember information shared in an oral presentation. Visual aids can help make a presentation clearer and more interesting.



Discussion: What does good body language mean? Give examples or demonstrate good and bad body language.



Images by Microsoft 360
Word Stock Photos

Read or listen to the report that Maria gave to her class:

- 1 Hello everyone, my name is Maria Escovar. I am from El Salvador. In this class, I have
2 learned about some of the dangers of construction work. It is easy to get hurt if you don't use
3 the right PPE. PPE means personal protective equipment. I'm going to talk about an
4 important type of PPE called a hard hat.
- 5 Here is a hard hat I borrowed from my father. A hard hat is a special hat that protects
6 workers on a construction site. This hard hat is white. It is made of strong plastic and has
7 straps inside to fit on the head. It is very important to wear a hard hat correctly. The straps
8 should be tight, so it stays on the head. I'm going to pass this around so everyone can see it.
- 9 You wear a hard hat to protect your head from falling objects, like tools or pieces of building
10 material. It can also protect your head if you bump into something, like a low ceiling or a
11 metal beam. If you trip and fall a hard hat will keep your head safe. Here is a picture of
12 workers wearing hard hats on the job. Everyone must wear hard hats whenever they are on
13 the construction site.
- 14 In conclusion, the hard hat is a simple but very important item for safety in construction. It
15 helps keep workers safe from accidents. Thank you for listening.

Maria's Preparation for Her Oral Report

- A. Directions: First, Maria made an outline of what she wanted to include in her presentation. Read Maria's presentation again and place the line numbers next to the information that fits the outline.

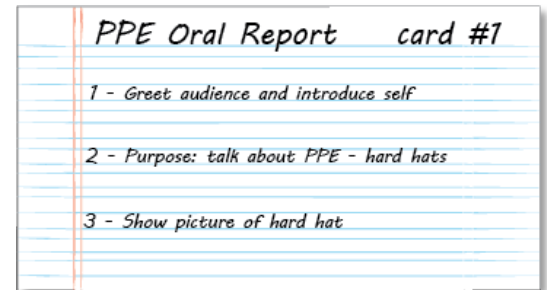
Maria's Outline: Greeting 1
 Introduce self _____
 Purpose of the presentation _____
 Describe the equipment _____
 How does it provide protection _____
 When does the equipment need to be used _____
 Conclusion _____

Please see page 23 for the answers.

B. Then, Maria made notes on index cards of the main information she wanted to present.

Maria's Notes

1. Greet the audience and introduce myself
2. Purpose is to talk about PPE, specifically hard hats
3. Show a hard hat
4. Describe the hard hat and straps to hold onto the head
5. Protection from falling objects, bumping into things, falling, and hitting head
6. It must be worn at all times on construction sites.
7. Conclusion: Hard hats are essential for construction safety as they prevent injuries and accidents.
8. Closing statement: Thank you for listening.



C. Next, Maria decided on the visual aids to use and prepared to use them.

- a. What visual aids did Maria use?
- b. Where did she get them?

D. After that, Maria added special notes to remind herself about her body language.

1. Breathe
2. Slow
3. Stand up straight
4. Smile
5. Look at the audience
6. Relax
7. Don't worry

E. Then Maria used her notes and practiced her speech until she was comfortable and didn't need to look at her notes very often.

F. Finally, Maria felt proud and happy when she was successful in giving her oral report.

Now it is your turn.

A. Decide what PPE you are going to talk about

B. Fill in your outline to organize your presentation

1. Greeting
2. Introduce self
3. Give the purpose of the presentation
4. Name and describe the PPE
5. How does it provide protection
6. When does the equipment need to be used
7. Conclusion

C. Choose and prepare your visual aid

D. On separate notecards or paper, write any notes and reminders you may need to have to give your presentation

E. Practice, Practice, Practice

The assessment chart below is called a **RUBRIC**. It is a scoring tool that lists the important parts of an assignment and shows how your presentation will be evaluated. Use this rubric to evaluate yourself.

RUBRIC

1 = not done; 2 = ok; 3= good; 4 = very good; 5 = excellent

The student addresses the topic and presents all of the required information.	1 2 3 4 5
The student presents information in a logical and organized manner that the audience can follow easily.	1 2 3 4 5
The student speaks loudly and clearly enough to be heard by the audience.	1 2 3 4 5
The student maintains eye contact with the audience throughout the presentation.	1 2 3 4 5
The student uses language effectively to communicate meaning.	1 2 3 4 5
The student uses visual aids, which add interest and support the information presented.	1 2 3 4 5

Answers to Questions and Exercises

Personal Protective Equipment – page 3:

Answers will vary.

1. Fireman, nurse, doctors, dental hygienist, welders, cafeteria workers, construction workers
2. Hats, gloves, boots, eye protection, face masks, earplugs/muffs, respirator masks, high visibility vests,
3. People wear PPE to protect themselves from injury or to prevent spreading germs or viruses to others.
4. Answers may vary.

Understanding the Conversation Questions – page 5:

Answers will vary.

1. Luis tells Ahmed he wants to learn quickly and do a good job.
2. The purpose of Ahmed's conversation is to talk about how to stay safe while working at the construction site.
3. It is important to wear long pants and long-sleeved shirts because they help protect the legs and arms from cuts, sparks, and flying debris.
4. Wearing soft-soled shoes at a construction site is dangerous because something heavy can fall on your foot, or you can step on something sharp.
5. Steel-toed boots protect your feet from heavy objects that may fall on them.

Vocabulary Practice – page 6:

1. slip
2. spark
3. debris
4. sole
5. tear
6. steel-toed boots
7. watch out
8. trip

Comprehension Check – page 8:

Answers will vary.

1. A worker should always wear protective equipment at the construction site.
2. Everyone is responsible for safety on the job.

On the Job – page 9:

1. high visibility vest
2. gear
3. coworker
4. damage
5. worn out, replace
6. harmful
7. necessary

Personal Protective Equipment – page 10:

Hard hat, high visibility vest, long-sleeved shirt

Gloves, hard hat, safety boots/steel-toed boots, eye protection/goggles, earmuffs/plugs, high visibility vest, long-sleeved shirt, face mask/respirator

Hard hat, goggles, high visibility vest, gloves, safety boots

Safety on the Job - page 11

1. c
2. b
3. b
4. b
5. c
6. b

Choose the Correct Answer – pages 13-14

1. c
2. d
3. b

Maria's Preparation for Her Oral Report – page 18

Greeting (line 1)

Introduce self (line1)

Purpose for presentation (lines 3-4)

Describe equipment (lines 5-7)

How does it provide protection (lines 9-10)

When does the equipment need to be used (lines 12-13)

Conclusion (line 14)