

PERSONAL PROTECTIVE EQUIPMENT (PPE)
Building & Grounds, Custodial, Maintenance, Detention,
Fire/EMS, PWD, Law Enforcement

OBJECTIVE

- Staff will learn when PPE is required and should be used
- Staff will learn the different types of PPE

Personal protective equipment (PPE) is designed to protect employees from the risk of injury by creating a barrier against workplace hazards. PPE is not a substitute for good work practices, but should be used in conjunction with these practices to ensure the safety and health of employees.

RESPONSIBILITIES

- Supervisors have the primary responsibility of ensuring that employees are complying with the organization's PPE program, this involves:
 - Ensuring hazards assessments are completed and documented for all work within their respective department.
 - Providing appropriate PPE and making it available to their employees.
 - Ensuring employees are properly trained in the proper use, care, and maintenance of the issued PPE.
 - Ensuring that records on PPE assignment and training are maintained.
 - Ensuring that defective or damaged PPE is immediately replaced.
 - Ensuring that employees properly use appropriate PPE.
 - Enforcing the organization's PPE program.
- Employees issued and required to use PPE are responsible for following the requirements of the organization's PPE program:
 - Wearing the PPE as required.
 - Attending required training sessions.
 - Properly caring for and maintaining PPE.
 - Informing supervisor of the need to repair and/or replace PPE.
- The organization's Safety Coordinator is responsible for the development, implementation, and administration of the PPE program, this involves:
 - Assisting supervisors in conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.

- Maintaining records of hazard assessments.
- Providing training and assistance to supervisors and employees on the proper use, care, and maintenance of approved PPE.
- Assisting supervisors in selecting the proper PPE for their employees.
- Enforcing the organization's PPE program.
- Reviewing, updating, and evaluating the overall effectiveness of the PPE program.

PPE DEVICES

All personal protective clothing and equipment shall be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. All PPE shall comply with ANSI (American National Standards Institute).

- Eye and Face Protection – Suitable eye protection shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemicals liquids, gasses, vapors, bioaerosols, potentially injurious light radiation, and body fluids.
 - Goggles and face shields shall be worn when there is a hazard from chemical splash.
 - Face shields shall only be worn over primary eye protection (safety glasses or goggles).
 - Employees who wear prescription glasses, eye protection shall either incorporate the prescription in the design or fit properly over the glasses.
 - Equipment fitted with appropriate filter lenses shall be used to protect against light radiation; tinted and shaded lenses are not filter lenses unless they are marked or identified as such.

- Head Protection – Head protection is designed to prevent head injuries caused by falling or flying objects, bumping the head against fixed objects, and to prevent electrical shock.
 - Employees and visitors shall wear head protection on every construction site.
 - Head protection shall be used during operations where other personnel or machinery are working overhead.
 - When working near high voltage electrical hazards.
 - Bump caps may be worn during vehicle maintenance activities.
 - Head protection shall be worn as outlined in the organization's PPE program.

- Foot Protection – Safety shoes or boots with impact protection are required to be worn in:
 - Work areas where carrying or handling materials such as packages, parts, heavy tools which could be dropped.
 - Work activities where objects might fall or roll over onto an employee's feet.
 - Puncture resistant safety shoes or boots are required where sharp objects could be stepped on by employees.

- Hand Protection – Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, puncture, burns, extreme temperatures, and body fluids are present; one type of glove will not work in all situations.
 - The first consideration in the selection of gloves when handling chemicals is to determine the exact nature of the chemical to be encountered.
 - Consult MSDS (multi safety data sheet) for appropriate glove type.
 - Hazard assessments will help in identifying the type of hand protection for a specific job.

- Hearing Protection – Prevention of excessive noise exposure is the only method of avoiding hearing loss. PPE is required when noise levels are greater than 90 dBA over an eight hour day. Types of hearing protectors are:
 - Foam ear plugs
 - PVC ear plugs
 - Ear muffs

- Respirator Protection
 - Employees expected to use respirators shall have the training in their proper use, maintenance, limitations, and selection.
 - Respirators shall be used when handling or working with hazardous chemicals, working around excessive dust particles, or in oxygen deficient atmospheres.
 - Consult product MSDS for appropriate respirator type prior to exposure.

- Reflective Vest – Reflective safety vests are designed to illuminate and/or identify employees and shall be worn:
 - When working on or adjacent to a street, highway, or in congested traffic areas.
 - When the organization's PPE program requires it to be worn.

- Body Armor – In order to provide the maximum protection for officers, department approved body armor will be issued to every officer.
 - Body armor shall be a mandatory uniform item and shall be worn year round by officers assigned to routine uniform duties.
 - Non-uniformed officer should wear body armor when serving arrest and search warrants, or any other time as determined by the supervisor.
 - Officers shall be trained in the care and cleaning of their body armor.
 - Any damage or unsafe condition should be reported to the supervisor immediately.
 - Body armor should be inspected by the supervisor every six months.

POLICIES

Discuss all policies and procedures relating to personnel protective equipment use, maintenance and storage.

CLOSING

- *Remind employees that using PPE appropriately is required by OSHA and policy, and is in their best interest.*
- *Upon completion, staff will assess and inspect all PPE.*