



Personal Protective Equipment

Personal Protective Equipment

RS 004-1

Purpose

The purpose of this policy is to define personal protective equipment, to advise when and how to use personal protective equipment, and to define the expectations of hazard assessments.

Responsibilities

It is the responsibility of the Agency to provide employees with all required personal protective equipment. This may include facemasks, respirators, gloves, gowns, face shields, safety glasses, safety goggles, and any other PPE specified by job description and risk assessment.

It is the employee's responsibility to wear identified PPE as outlined in provided guidance. This guidance may change based on the risks associated with each job description. Affected employees will be notified of any updates to the use of required PPE.

The Risk and Safety Office is responsible for updating this and all associated policies, providing new hire employee's adequate training on personal protective equipment, providing updates during annual corporate compliance training, assisting departments with any additional training, and has overall responsibility for this program.

The Agency management team is responsible for monitoring employee use of PPE. Each department manager and supervisor is responsible for identifying training needs, ensuring employees in their department are properly using and disposing of PPE, and following up with employees that do not comply with the requirements for PPE use.

This Agency believes it is our obligation to provide a hazard free environment to our employees. Any employee encountering hazardous conditions must be protected against the potential hazards. The purpose of personal protective clothing and equipment (PPE) is to shield or isolate individuals from chemical, physical, or other hazards that may be present in the workplace. Each employee is responsible and is required to wear/use their PPE when indicated on their Job Description Hazard Assessment and at any time, there is a hazard present that indicates a need for protective equipment.

General Policy

Engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be used to reduce or eliminate personnel exposure to hazards. Personal protective equipment will be provided, used, and maintained by the employee when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses.

Hazard Assessment

Risk and Safety will perform a yearly assessment of the workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment. Consideration will be given to hazards such as impact, penetration, laceration, compression (dropping heavy objects on foot, rollover, etc.), chemical exposures, harmful dust, heat, light

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(optical) radiation, electrical hazards, noise, etc. These Hazard Assessments are located on the agencies Extranet and can be reviewed by any employee at any time.

Where such hazards are present, or likely to be present, the agency will:

- Select and have each affected employee use the proper PPE
- Communicate selection decisions to each affected employee
- Select PPE that properly fits each affected employee
- Train affected employees in the use and care of PPE

Sources

During inspections of each area, the Risk and Safety Office personnel should observe:

- Sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects.
- Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.
- Types of chemical exposures.
- Sources of light radiation, i.e., welding, brazing, cutting, heat treating, high intensity lights, etc.
- Sources of falling objects or potential for dropping objects.
- Sources of sharp objects, which might pierce the feet or cut the hands.
- Sources of rolling or pinching objects, which could crush the feet.
- Layout of workplace and location of co-workers.
- Any electrical hazards.

Data from accidents and on the job injuries will be periodically reviewed in an effort to identify and mitigate additional hazards.

Controlling Hazards

Personal protective equipment alone should not be relied on to provide protection against hazards but should be used in conjunction with administrative and engineering controls.

Assessment and Selection

It is necessary to consider general guidelines for assessing the foot, head, eye, face, hand, and respiratory hazards that exist in an occupational or educational operation or process, and to match the protective equipment to the particular hazard. All personal protective equipment identified and used will meet or exceed any federal or state requirements.

Selection Guidelines

When hazards are present or likely to be present, PPE will be selected for each affected employee. The general procedure for selection of protective equipment is to:

- Become familiar with the potential hazards and the type of protective equipment that is available, and its limitations; i.e., splash protection, impact protection, etc.
- Compare the hazards associated with the environment; i.e., impact velocities, masses, projectile, and sharps, with the capabilities of the available protective equipment
- Select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards
- Fit the user with the protective device and give instructions on care and use of the PPE.



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Fitting the Device

Careful consideration must be given to both comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the PPE is more likely if it fits the wearer comfortably. Protective equipment is generally available in a variety of sizes. Care should be taken to ensure that the right size is selected and employees are properly fitted to the PPE they are required to wear. In addition, they will be trained in proper donning, doffing, cleaning, and maintenance.

Devices with Adjustable Features

Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye and respiratory protection to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that it will not fall off during use. In some cases, a chinstrap may be necessary to keep the helmet on an employee's head. (Chinstraps should break at a reasonably low force to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully.

Employee-Owned PPE

The Agency is responsible for ensuring that all Agency approved, employee owned PPE is treated in the same manner as Agency provided PPE. Employees owned PPE cannot be used unless Agency management first approves the use. Upon approval, the employee must be trained on the use and maintain the equipment under the same rules as all Agency provided PPE.

Reassessment of Hazards

It is the responsibility of each department leader to reassess workplace hazards as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE.

Training

Each employee who is required to use PPE will be trained in the following:

- Why PPE is necessary
- When PPE is necessary
- What PPE is necessary and any alternative choices of equipment
- How to properly don, doff, adjust and wear PPE
- Limitations of PPE
- The proper care, maintenance, storage, useful life and disposal of PPE

The training will include an opportunity for employees to handle the PPE and demonstrate that they understand the training and have the ability to use the PPE properly. Training will be provided to all new hire employees and annually in corporate compliance by the Risk and Safety office. All other training, to include updates and changes to the type of PPE used, will be provided by Medical Services, and individual department leadership as needed. Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment. Employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

If risk and safety or a department supervisor has reason to believe an employee does not have the understanding or skill required to comply with the use of provided PPE, the employee must



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be retrained. Circumstances where retraining may be required include inadequacies in an affected employee's knowledge or use of the assigned PPE, which indicates that the employee has not retained the necessary understanding or skills, would require retraining.

Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye, respiratory, and face protection. To ensure PPE provides the expected protection, employees must inspect, clean, and maintain it as part of their normal job duties. Supervisors are responsible for ensuring compliance with cleaning responsibilities by employees. Employees shall never use PPE that is not able to perform its intended function. Contaminated PPE that cannot be decontaminated will be disposed of in a manner that protects employees from exposure to hazards.

Equipment Specifications and Requirements

All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Only those items of protective clothing and equipment that meet standards will be procured or accepted for use.

Eye and Face Protection

The majority of occupational eye injuries can be prevented by the use of suitable/approved safety spectacles, goggles, or shields. Approved eye and face protection shall be worn when there is a reasonable possibility of personal injury. Supervisors, with assistance from the risk and safety department, determine jobs and work areas that require eye protection and the type of eye and face protection that will be used.

Prevention of eye accidents requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, researchers, contractors, or others passing through an identified eye hazardous area. For employees that wear personal glasses, they shall be provided with a suitable eye protector to wear over them.

Eye and face protectors procured, issued to and used by Agency employees must conform to the following design and standards:

- Provide adequate protection against the particular hazards for which they are designed
- Fit properly and offer the least possible resistance to movement and cause minimal discomfort while in use
- Be durable
- Be easily cleaned or disinfected for or by the wearer
- Be clearly marked to identify the manufacturer

Persons who require corrective lenses for normal vision, and who are required to wear eye protection, must wear goggles or spectacles of one of the following types:

- Spectacles with protective lenses which provide optical correction
- Goggles that can be worn over spectacles without disturbing the adjustment of the spectacles
- Goggles that incorporate corrective lenses mounted behind the protective lenses

Emergency Eyewash Facilities

Emergency eyewash facilities are provided in all areas identified as high-risk areas. All are located where they are easily accessible to those in need, i.e., the bay ready line, fueling station, and outlying post.

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Respiratory Protection

Respiratory hazards may occur through exposure to harmful dusts, fogs, fumes, mists, gases, smoke, sprays, and vapors. The best means of protecting personnel is with engineering controls, e.g., local exhaust ventilation. Only when engineering controls are not practical or applicable shall respiratory protection be used to reduce personnel exposure. Risk and Safety is responsible for the Respiratory Protection Program (please see RS-004-2, Respiratory Protection Program).

Employees requiring the use of respirators must first obtain medical approval from the Agency or chosen physician. The risk and safety office will then conduct initial respirator training along with initial and annual fit testing. The management team is responsible for determining the type of respiratory protection required for the particular hazard.

Head Protection

Head protection (Helmet) is to be used by employees engaged in patient care or on-scene where there is an identified hazard. Head protection will be required for other departments as deemed necessary.

Hand Protection

Skin contact is a potential source of exposure to biohazard and toxic materials; it is important that the proper steps are taken to prevent such contact. Gloves should be selected based on the exposure, the particular hazard involved, and their suitability for the operation being conducted. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and SDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment. Chemicals eventually permeate all glove materials. However, they can be used safely for limited periods if specific use and glove characteristics (i.e., thickness and permeation rate and time) are known. Gloves should also be worn whenever it is necessary to handle rough or sharp-edged objects, and very hot or very cold materials. The types of glove materials to be used (in these situations) include leather, welder's gloves, aluminum-backed gloves, and other types of insulated glove materials. Careful attention must be given to protecting your hands when working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts.

To protect the hands from injury due to contact with moving parts, it is important to:

- Ensure that guards are always in place and used
- Always lock out machines or tools and disconnect the power before making repairs
- Treat a machine without a guard as inoperative
- Do not wear gloves around moving machinery, such as drill presses, mills, lathes, and grinders