

# Personal Protective Equipment Program

W-19.05.07

Under



# Personal Protective Equipment Program

## I. Introduction

The purpose of the Personal Protective Equipment Policies is to protect the employees of this school district from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm and body (torso) protection. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established. PPE required for protection from falls from heights is found in the school district's Fall Protection Program.

The district Personal Protective Equipment Policies includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

Under Review 190501

## II. Responsibilities

### Safety Officer

The Safety Officer, with assistance as needed from the ESD Loss Control Specialist is responsible for the development, implementation, and administration of PPE policies. This involves:

1. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Selecting and purchasing PPE.
3. Reviewing, updating, and conducting PPE hazard assessments whenever:
  - a job changes
  - new equipment is used
  - there has been an accident
  - a supervisor or employee requests it
  - or at least every year
4. Maintaining records on hazard assessments.
5. Maintaining records on PPE assignments and training.
6. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
7. Periodically re-evaluating the suitability of previously selected PPE.
8. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

### Supervisors

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Providing appropriate PPE and making it available to employees.
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
3. Ensuring that PPE training certification and evaluation forms are signed and given to the Safety Officer or employee's supervisor and or Human Resources for inclusion in the employee's personnel file.

4. Ensuring that employees properly use and maintain their PPE, and follow school district PPE policies and rules.
5. Notifying school district administration and the Safety Officer when new hazards are introduced or when processes are added or changed.
6. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

### **Employees**

Employees are expected to report to work reasonably dressed to protect themselves during routine assignments and from exposure to usual and/or predictable physical and environmental conditions found in the workplace.

Employees are personally responsible to use good judgment and wear PPE as directed or whenever they are involved in a work activity where they can reasonably be expected to be exposed to a hazard, or where a hazard may cause injury or illness.

The PPE user is responsible for following the requirements of the PPE policies. This involves:

1. Properly wearing PPE as required.
2. Attending required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
4. Following school district policies and rules.
5. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be subject to disciplinary action as described the district Accident Prevention Program.

Under Review - 190501

### III. Procedures

#### A. Hazard Assessment for PPE (WAC 296-800-16005 - 16010)

The district Safety Officer, in conjunction with Supervisors, will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey.

The Safety Officer will conduct, review, and update the hazard assessment for PPE whenever:

- a job changes
- new equipment or process is installed
- there has been an accident
- whenever a supervisor or employee requests it
- or at least every year

Any new PPE requirements that are developed will be added into the school district's written accident prevention program.

#### B. Selection of PPE (WAC 296-800-16015 - 16020)

Once the hazards of a workplace have been identified, the Safety Officer will determine if the hazards can first be eliminated or reduced by methods other than PPE, such as changes in work practices, reducing the use of hazardous materials or processes, or applying engineering controls to reduce or eliminate hazards. If such methods are not adequate or feasible, then the Safety Officer will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH (National Institute of Occupational Safety and Health) or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must

conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hand Protection (There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the Safety Officer at no charge if the PPE:

- Will be used to protect against hazardous materials.
- Is the type that would not reasonably or normally be worn away from the workplace, such as single use or disposable PPE.

**Note:**

Examples of PPE that the school district **must** provide are:

- Boots or gloves that could become contaminated with hazardous materials in the workplace.
- Safety glasses, goggles, and nonprescription protective eye wear.
- Goggles that fit over prescription eye wear.
- Hard hats.
- Full body harnesses and lanyards.
- Single use or disposable PPE such as plastic type gloves used in the food service or health services.

Examples of PPE that the employer may **not** have to provide are:

- Coats to protect against inclement weather.
- Leather boots, with or without steel toes that will not become contaminated on the job.
- Prescription protective eye wear (except as part of a full face piece or hooded respirator).

Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

### **C. Training WAC 296-800-16025 - 16035**

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand when and how to use PPE properly, or they will be retrained.

Training of each employee will be documented and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using and includes the name of the person trained, the date(s) of training and the subject of the training.

#### **Retraining**

The need for retraining will be indicated when:

- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- new equipment is installed
- changes in the work place make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

### **D. Cleaning and Maintenance of PPE (WAC 296-800-16045)**

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

***NOTE:** Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.*

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards

Under Review--19.05.07