

MARION COUNTY SAFETY MANUAL
ANNEX – B PERSONAL PROTECTIVE EQUIPMENT

Overview

Personal Protective Equipment (PPE) is one of the most frequently cited OSHA violations. Employers are required to conduct hazard assessments and based on the results of these assessments, employers are required to provide all appropriate and required PPE. PPE includes appropriate protection for the head, face, eyes, hearing, hands, body, and feet. PPE also includes respiratory devices, protective shields and barriers to protect employees. Each department must identify specific guidelines that employees must follow while using PPE in their departmental standard operating procedures and safety policies. Employees must be trained in the proper selection, use, maintenance, and disposal of PPE. PPE must also be provided in adequate quantities and sizes to meet the needs of all employees. Below you will find a description of the different types of PPE:

- A. Head Protection: Head protection includes such PPE as hardhats and other equipment or devices that are used to prevent head injuries while working in confined spaces, constructions areas, or other areas where hazards to the head exist. Head protection is a personal item and should be for exclusive use by the individual to whom it is issued. Metal head protection will not be permitted.
- B. Face and Eye Protection: Face and eye protection should be used, both indoors and outdoors, when there is a possibility of injury to the face and/or eyes. There are many types of face shields, safety glasses, and goggles on the market. It shall be the responsibility of the department head or immediate supervisor to ensure that all safety glasses and goggles meet the American National Standard Institute (ANSI) rating for the task being conducted. Face and eye protection should be provided for tasks that require such equipment, and employees who are assigned this PPE should wear it.
- C. Hearing Protection: Hearing protection should be provided when employees are subjected to excessive sound levels. Hearing protection consists of ear muffs, ear plugs, or any of the newer approved disposable materials. Note that cotton balls or cigarette butts will not be used as hearing protection.
- D. Foot Protection: Foot protection should be worn when employees are subjected to manual lifting or handling heavy tools and materials. Foot protection is available in a variety of styles and is a sound investment in preventing foot injuries.

- E. Hand Protection: Hand protection should be provided for those employees who are exposed to rough edges and abrasive materials at work. Work gloves and/or leather palms should be provided to these workers to reduce the chance of hand injuries. Employees who have the possibility of being exposed to infectious diseases should also be provided appropriate PPE. All employees should be instructed to remove all hand jewelry if there is a significant chance of it becoming caught on any tools or machinery while conducting a task. All employees should also be instructed to take care of their hands by washing them with soap and water. Washing hands with chemicals such as gasoline is unacceptable.
- F. Respiratory Protection: Respiratory protection will be provided for all employees who are required to perform tasks that might involve exposure to fumes, gases, mists, chemicals, or oxygen deficient atmospheres. Supervisors and department heads will ensure that all employees who require this PPE have been properly fit tested and are medically qualified to use the appropriate PPE. Employees who are required to enter oxygen deficient atmospheres are required to have appropriate monitoring equipment to ensure their safety. (29 CFR 1910.134)
- G. Safety Vests: Safety vests will be provided to all employees who are assigned to do work along roadways or other areas where vehicular traffic is present. Safety vests should be worn day or night to enhance the visibility of the employees present in the work area. Safety vests are to be issued as PPE and shall be the responsibility of the supervisor or department head. The supervisor or department head is responsible for insuring that safety vests are adequately available to all employees who require them. It shall be the responsibility of the employee to wear their assigned safety vest when applicable. Failure to do so will result in a safety violation and disciplinary action.
- H. Proper Dress for Work: All employees shall wear clothing that is suitable for their individual job. Employees that are required to wear respirators will not have any facial hair that interferes with sealing surfaces of the respiratory equipment.

Attached you will find guidance information as to how to conduct a hazard assessment for your individual department. This hazard assessment will allow you to adequately select PPE that is required based on the hazards and work conditions present in your specific work environment.

Attachment 1
Personal Protective Equipment Program

A. General:

The Occupational Safety and Health Administration has determined that workers involved in a wide range of occupations are exposed to a significant risk of death or injury from being struck by various objects in the workplace. OSHA's incident data indicates that a significant portion of all work related injuries and fatalities involve workers being struck in the eyes, head, face, hands and feet by foreign objects.

B. Hazard Assessment:

1. The County Risk Manager will instruct each department Safety Officer on assessment of the workplace to determine if hazards are present or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present or are likely to be present, departments will have the affected employee use the proper type of PPE that will protect the employee from the hazards identified in the hazard assessment.

2. Each department Supervisor shall inform the affected employees of the selection decisions and select the PPE that properly fits each affected employee.

3. The Department Safety Officer will verify that the required workplace hazard assessment has been performed through a written certification that identifies the department evaluated, the certifying person and the date of the hazard assessment.

C. Survey:

1. Each department Safety Officer shall conduct a walk-through of all work areas. The purpose of the survey is to identify sources of hazards to workers. Consideration should be given to the following basic hazard categories:

- Impact
- Penetration
- Compression (roll-over)
- Chemical
- Heat
- Harmful dust
- Light (optical) radiation

2. During the walk through survey the department Safety Officer should observe for or review:

- Sources of motion: 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 temperature that could result in burns, eye injury or ignition of protective equipment.
- Types of chemical exposures.
- Sources of harmful dust.
- Sources of harmful light: welding, cutting, brazing, furnaces, heat-treating or high intensity light radiation.
- 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.
- Injury reports and OSHA 200 logs for their department to identify problem areas.

D. Training:

1. Departments will provide training to each employee who is required to use PPE. The Department Supervisor will verify that each employee required to utilize PPE has received training and understands the required training. Supervisors shall insure that training is documented in writing with the names of each employee, date of training and an outline of the material covered during the training session. During training the employee shall demonstrate the ability to use PPE properly before being allowed to perform work requiring the use of PPE. Each employee will be trained to know at least the following:

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

2. Employees will be retrained when;

a. A Department Supervisor has reason to believe that an employee who has already been trained does not have the understanding and skill required to effectively use PPE.

b. An employee is performing in such a manner that the department Supervisor feels that the employee has not retained the understanding or skill required to utilize PPE properly.

c. Any changes in the department's workplace and or any changes in the PPE will render previous training obsolete.

3. All defective and damaged PPE will be removed from service and replaced with the proper ANSI approved equipment.

E. General requirements:

1. Eye and face protection:

a. All employees shall use the appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gasses, vapors or potentially injurious light radiation.

b. Each affected employee shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side shields or protectors (clip on or slide on side shields) are acceptable.

c. Employees who wear prescription lenses while engaged in operations which require eye protection, shall wear eye protection that can be worn over the prescription lenses or shall wear prescription safety glasses.

d. All employees engaged in operations such as welding which produces injurious light radiation, shall use equipment with filter lenses that have a shade number appropriate for the work being performed.

2. Head protection:

A. Employees are required to wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets are designed to meet different criteria therefore departments must choose the appropriately rated helmet that provides the protection required for the job being performed. Protective helmets must meet the following criteria:

- Must resist penetration by objects.
- Must absorb the shock of a blow from dropped or falling objects.
- Must be water resistant.
- Must come with instructions explaining the proper adjustment and replacement of the suspension and headband.

- Must comply with ANSI Z89.1-1986 (if purchased after July 5, 1994) or ANSI Z89.1-1969 (if purchased before this date).

B. Helmets are divided into three (3) classes with specific protection ratings for each class. Helmet classes are:

- **Class A:** These helmets are used for general service (e.g. mining, building construction, shipbuilding, lumbering and manufacturing). They provide good impact protection but limited voltage protection (up to 2400 volts). Example: Firefighters helmet.
- **Class B:** These helmets are used for electrical work. They protect against falling objects and high voltage shock and burns (up to 24,000 volts). Example: Lineman's helmet.
- **Class C:** These helmets are designed for comfort, protecting heads that might bump against fixed objects, but do not protect against falling objects or electrical shock. They are commonly called "bump hats".

3. Foot protection:

All employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects; objects piercing the sole and where employees are exposed to electrical hazards. Selection of footwear depends on the hazards identified in the workplace. Safety footwear must meet the minimum compression, impact performance standards and testing requirements established by the following ANSI standards. Protective footwear purchased after July 5, 1994 shall comply with ANSI Z41-1991 or ANSI Z41-1967 if purchased before this date. Safety shoes should have impact-resistant toes and heat resistant soles that protect against hot surfaces common in roofing, paving and hot metal industries. Some have metal insoles to protect against puncture wounds. Safety shoes may be designed to be electrically conductive for use in explosive atmospheres or nonconductive to protect from workplace electrical hazards. Metatarsal guards are an integral part of shoes strapped to the outside of the shoe to provide the instep area from impact and compression.

4. Hand protection:

Department shall select and require employees to use appropriate hand protection when employee s hands are exposed to hazards such as; skin absorption from harmful substances, severe cuts and lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes. Supervisors must conduct a very careful hazard assessment and determine the appropriate type of gloves needed to provide adequate hand protection. Gloves are made of different materials to handle

specific hazards. Departments shall base the selection of hand protection on the evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use and the hazards and potential hazards identified.

5. Body protection:

Departments shall select and require employees to use the appropriate body protection (chest, abdomen, arms, groin and legs) necessary to protect employees from the hazards identified with the tasks to be performed. Hazards to the body can be caused by intense heat; splashes of hot metal or other hot liquids; impact from tools, machinery or materials; cuts; hazardous chemicals; radiation or contact with potentially infectious materials like blood. Protection must be provided for the parts of the body that may be exposed to the hazard. Body protection includes, but is not limited to, vests, aprons, surgical gowns, coveralls, full-body suits, cooling vests or sleeves.

F. Summary:

Although OSHA requires employers to provide written a policy for PPE; providing the appropriate protection for the hazards identified is the basics of an effective safety program. Departments will carefully assess the workplace for hazards and implement engineering and work practice controls that eliminates or reduces the hazard to the lowest level possible. PPE will be carefully selected that will protect employees from the hazards that cannot be eliminated through engineering and work practice controls. Employees will be trained on why the PPE is necessary, when and how to use the PPE and how to properly dispose of/or maintain the PPE. Employee training records will document that the training was provided and the employee demonstrated the necessary skills to properly use the PPE. Employee records will also reflect that the employee has been retrained when necessary and as a minimum has received training on PPE annually. Certifications forms to document the employee training and the hazard assessment are provided for departmental use.



**County of Marion
Certificate of Hazard Assessment**

_____ Department
(Name of Department)

I, _____ certify that _____
(Name of Individual) (Name of Department)

was evaluated on _____ for hazards which are present, or likely to be
(Date)

present, which necessitate the use of personal protective equipment (PPE).

Signature

Title

Date



County of Marion
Certificate of Employee Training in PPE Use

I, _____ certify that on _____ the following
(Name of Trainer) (Date)

employees of _____ received training on Personal
(Department Name)

Protective Equipment.

Name

Signature

As part of this training, employees were informed of the personal protective equipment selected by this facility for their use and by my signature. Of those individuals listed above, I certify that each employee has demonstrated his/her understanding of this training.

(Signature of Trainer)

(Date)