

# Personal Protective Equipment

## Purpose

City employees perform a wide variety of operations. The tasks performed range from office activities to heavy construction. Employees are therefore exposed to a wide variety of hazards. The intent of this section is to assess those hazards, identify corrective measures that would prevent exposure to those hazards, and implement the use of appropriate personal protective equipment (PPE) throughout the City.

Personal protective equipment devices alone should not be relied on to provide protection against hazards, but shall be used in conjunction with guards, engineering controls, administrative controls and sound work practices. Of these, the best approach is to remove the hazard through engineering controls (change in process, elimination of process, chemical substitution, etc). When engineering controls are not available or are not fully capable of providing protection, the worker must wear personal protective equipment.

## Policy

Protective equipment, including personal protective equipment for eyes, face, head, and extremities shall be provided, used and maintained in a sanitary and reliable condition whenever it is necessary because of environmental, chemical, mechanical or process related hazards in the workplace that cannot be eliminated through the use of engineering controls.

## Scope

This policy applies to all **(Insert City Name)** employees who by nature of their job function have the potential to be exposed or come into contact with chemical, physical, environmental or biological hazards which could then result in illness, injury or impairment.

This policy does not cover **(Insert City Name)** Fire and Rescue or **(Insert City Name)** Police. These departments are covered under protective equipment programs found in their respective department's Standard Operating Procedure Manuals.

Under this policy, personal protective equipment includes all types of equipment used to increase individual safety while performing potentially hazardous tasks. This may include safety glasses, hard hats, gloves, protective clothing, respirators, or any other equipment used to protect against injury or illness.

Unless otherwise noted, the City will purchase and furnish all personal protective equipment required.

## Compliance

City employees who fail to comply with the requirements of this policy shall be subject to disciplinary action according to Policy #107 (Safety Policy Violations).

# Personal Protective Equipment

## Responsibilities

### Department Directors

Department Directors are responsible for the following:

- Conducting workplace hazard assessments.
- Selecting PPE appropriate to the hazards identified during the assessment.
- Providing PPE to workers.
- Training workers in elements of PPE use.
- Maintaining certification of hazard assessment and training.

### Supervisors

Supervisors are responsible for:

- Ensuring personnel under their supervision are knowledgeable of the PPE program.
- Enforcing the PPE program.
- Ensuring new employees are trained on the PPE program and its requirements.

### Employees

Each employee is expected to:

- Be knowledgeable of and follow the PPE program.
- Attend required training sessions.
- Properly wear, clean, maintain, and inspect all assigned PPE.
- Return all damaged PPE to their supervisor, to receive a replacement.

### Safety Coordinator

The safety coordinator shall:

- Provide assistance in conducting workplace hazard assessments.
- Provide assistance in PPE selection.
- Provide assistance in developing worker training.
- Conduct periodic audits of PPE program.

## Hazard Assessment and Equipment Selection

The Department Director along with the Safety Coordinator will perform workplace assessments in order to identify hazards requiring the use of PPE. These assessments will list the tasks being performed, the hazards associated with these tasks along with the recommended protective equipment necessary to provide protection against the hazards. The resulting "Personal Protective Equipment Requirements" must be certified in writing, and updated as necessary. In addition, the assessments will be attached to these policies and procedures and considered a part thereof.

# Personal Protective Equipment

## Care & Maintenance

It is important that all PPE be kept clean and properly maintained in order to retain its original effectiveness. To ensure this, PPE should be inspected, cleaned, and maintained at regular intervals or as directed by manufacturer instructions. At a minimum, this inspection should occur before each use and look for such things as tears, punctures, holes, cuts, cracks, embedded foreign objects and texture changes (i.e. swelling, softening, hardening, becoming sticky or inelastic). Personal protective equipment that has become contaminated, worn, torn or has other integrity problems, should be immediately repaired, cleaned or discarded. It is up to the individual wearing the PPE to inspect and submit to the City for replacement as needed. PPE will be distributed for individual use whenever possible. If this is not feasible, shared PPE must be properly cleaned and sanitized prior to use.

## Training

The appropriate department or the Safety Coordinator shall provide initial training for each employee who is required to use personal protective equipment. Each employee shall be trained in at least the following:

- When personal protective equipment is necessary;
- What personal protective equipment is necessary;
- How to properly put on, take off, adjust, and wear personal protective equipment;
- The limitations of the personal protective equipment; and
- The proper care, maintenance, useful life and disposal of the personal protective equipment.

Each affected employee shall demonstrate an understanding of the aforementioned training and the ability to use personal protective equipment properly before being allowed to perform work requiring the use of personal protective equipment.

The department director must certify in writing that workers have received and understood this training. Training assistance is available through the Safety Department.

## Retraining

Retraining will occur when there is reason to believe that any affected employee who has already been trained does not have the understanding and skill as required above. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete;
- Changes in the types of personal protective equipment to be used render previous training obsolete;
- A safety violation or incident indicates that additional training is needed or additional PPE might need to be implemented; or
- Inadequacies in an affected employee's knowledge or use of assigned personal protective equipment indicate that the employee has not retained the basic understanding or skill.

# Personal Protective Equipment

## Clothing & Personal Protective Equipment

	<p><b>Eye and Face Protection</b>                  Proper eye protection must be worn when the nature of the operation presents a potential eye or face injury. Examples of these hazards include: Flying objects, dust, hot or splashing metals, harmful rays, caustics or acids. See Policy #601.</p>
	<p><b>Head Protection</b>                  Hardhats shall be worn in all designated areas and construction areas. <b>Note: Include Visitors in this requirement.</b> Consult Policy #602</p>
	<p><b>Hearing Protection</b>                  Proper hearing protection must be worn when the nature of the operation presents a potential exposure to loud noise. Examples include, but are not limited to: chippers, generators, chain saws, air tools, and jackhammers. Refer to Policy #603.</p>
	<p><b>Hand Protection</b>                  Appropriate gloves and aprons shall be worn when handling hazardous chemicals and abrasive materials. Gloves should be replaced when the signs of wear are apparent. Refer to Policy #604.</p>
	<p><b>Safety Footwear</b>                  It is recommended that approved safety shoes be worn to protect your feet. Refer to Policy #605.</p>
	<p><b>Protective Clothing</b>                  Proper protective clothing shall be worn in the protection of the body from hazards of chemicals and work conditions. See to Policy #606.</p>
	<p><b>Respiratory Equipment</b>                  Approved respiratory equipment shall be worn when the worker is exposed to toxic chemicals or dusts, spray painting, or other inhalation hazards. Consult Policy #607.</p>
	<p><b>Electrical Protection</b>                  Appropriate PPE for the specific parts of the body to be protected are to be worn when potential electrical hazards exist. Refer to Policy #400.</p>
	<p><b>Fall Protection</b>                  Appropriate fall protection equipment must be worn when work is performed on elevated surfaces such as roofs, or while operating any vehicle-mounted lifting device. Refer to Policy #702.</p>
	<p><b>Jewelry</b>                  The wearing of rings or other jewelry is not recommended on the job, particularly if working around moving or rotating parts.</p>

**Reference:**

- ◆ PPE Assessments
- ◆ Policy 107: Safety Policy Violations