

29. Personal Protective Equipment

This Personal Protective Equipment (PPE) procedure has been prepared to inform employees of potential hazards in the workplace and to identify the proper PPE to be used to reduce or eliminate exposure to these hazards. This procedure relies on a cooperative effort by all employees to understand the reasons for PPE and to protect them from hazards associated with daily activities.

- 29.01. The use of PPE does not lessen an employee's obligation to use safe work practices and procedures. Employees are expected to be aware of the hazards within their area of responsibility and properly use prescribed PPE.
- 29.02. Operations, work methods and individual job sites present specific hazards which shall be identified, analyzed, and matched with the appropriate PPE through a continuing hazard assessment process.
- 29.03. A verification of hazard assessment shall be kept per department as a document of record for inspection purposes.
- 29.04. Hazard Assessment and PPE Selection
 - 29.04.01. Hazard assessment, performed by the PPE Procedure Administrator or a designated competent person, starts with a thorough knowledge of the work activities, work procedures and methods of operation as well as the hazards that may be present. The basic hazardous energy categories are: gravity, electrical, mechanical, kinetic, chemical and other. A careful, systematic personal protective equipment selection process is used to identify what, if any, protection is required to reduce or eliminate the possibility of head, hearing, eye, torso, hands, foot and or other limb injury.
 - 29.04.02. Identifying the source of the above hazardous energy allows for consideration of administrative or engineering controls to eliminate the hazardous energy as opposed to providing protection against it. Administrative and engineering controls are passive -- no employee involvement is required -- they are preferable to PPE.
 - 29.04.03. A PPE selection is made by analyzing the above information and evaluating the type of risk, the level of risk, the potential for injury and the possible seriousness of that injury. PPE, which is compatible with the above risks and work situation, is considered. Actual selection involves all the above factors plus an attempt to provide a level of protection greater than the minimum required.
 - 29.04.04. Where it has been determined that a particular type of PPE is to be used, it shall be used. There will be no exceptions by virtue of position; rank; job title or function as it relates to the procedure.
 - 29.04.05. The Safety Program Authority, Department Supervisor and or designated competent person determines the PPE requirements.
- 29.05. Dissemination of PPE Selection Information
 - 29.05.01. Employees shall understand when and what type of PPE is required for any given activity.

29.05.02. All employees for whom PPE is issued and where it shall provide any measure of safety will be given appropriate training on that item of PPE as well as an explanation of the importance of its required use.

29.05.03. Employee owned PPE shall be approved for use by the Safety Program Authority. Employee owned PPE shall meet or exceed all regulatory requirements of manufacture and or design without deviation. The utilization of this equipment shall coincide with the applicable regulations of these procedures. The replacement of employee owned PPE shall be at the employees' expense. Upon the replacement of and or for each occurrence of additional employee owned PPE; the review and approval process shall be completed. If any change in any of the manufacture and or design specifics of the employee owned PPE is discovered upon review for approval and does not meet or exceed regulatory requirements; will be cause for denial of use on property. Employee owned PPE shall be properly inspected; maintained and cleaned in accordance with the manufacturer's instructions.

29.06. Sizing and Fitting

29.06.01. PPE comes in a variety of sizes and within those size groups, adjustments may be made to affect an appropriate fit. It is important to understand the procedures for donning, adjusting, using, and doffing PPE. Each person who is required to use any type of PPE shall be taught, before initial issue; of the specific procedures for properly donning, adjusting, using, and removing the specific PPE. This instruction will generally be given by the employee's Supervisor, fellow employee or a Competent Person. When available, the manufacturer's instructions should be issued with the PPE.

29.07. Care and Maintenance of PPE

29.07.01. PPE shall be visually inspected before each use and if defects are noticed, it shall be removed from service immediately. Some types of PPE are expendable and have a limited life span after which they are discarded and new PPE is reissued. Safety glasses become scratched and they too shall be exchanged for new ones when vision is impaired. PPE will be maintained in accordance with the manufacturer's instructions and, where appropriate, kept in a sanitary condition.

29.07.02. Cleanliness takes on an added importance when dealing with PPE designed to protect the eyes and face. Dirty or fogged lenses can impair vision and, rather than offer protection from a hazard, actually becomes a contributory factor in causing an incident.

29.08. Training

Affected employees will be given an understanding of:

29.08.01. Where replacement PPE can be obtained

29.08.02. When PPE is required;

29.08.03. What PPE is required;

29.08.04. Why PPE is required;

29.08.05. How to properly put on, take off, adjust, and wear PPE;

- 29.08.06. The limitations of the PPE; and,
- 29.08.07. The proper inspection, care, maintenance, useful life and disposal of the PPE.
- 29.08.08. Retraining will be given in situations when changes in PPE requirements render the previous training obsolete or it is observed that an employee is not following these PPE procedures.
- 29.09. Supervisors:
 - 29.09.01. Conduct or oversee the performance of hazard assessments for work activities performed by employees.
 - 29.09.02. Select, obtain, and provide PPE that is properly sized and appropriate for the activities performed by the employee before employee's first exposure to hazards requiring use of PPE.
 - 29.09.03. Provide or arrange for training to each affected employee on proper use and care of personal protective equipment.
 - 29.09.04. Ensure that the provided PPE is consistently used and properly maintained.
- 29.10. Employees:
 - 29.10.01. Complete the training for PPE used.
 - 29.10.02. Properly use and maintain issued PPE.
 - 29.10.03. Communicate any problems experienced due to fit, adequacy, or condition of issued personal protective equipment to their supervisor.
- 29.11. Program Requirement
 - 29.11.01. Priority for Elimination of a Hazard
 - 29.11.02. Before a determination is made to utilize PPE, the department will first work to eliminate the hazard and or need for PPE through material substitution, engineering controls or administrative measures. If such measures are not possible or practical, then PPE can be utilized.
- 29.12. Hazard Assessment and Selection:
 - 29.12.01. Each department will assess the work activities performed by employees to determine if hazards are present or are likely to be present, which necessitate the use of personal protective equipment.
 - 29.12.02. If such hazards are identified, the department shall:
 - 29.12.02.01. Select and have each employee use the PPE that will protect the affected employee from the identified hazard.
 - 29.12.02.02. Have available appropriate sizes that will properly fit affected employees.
- 29.13. Completion of a Hazard Assessment:

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- 29.13.01. The hazard assessment shall be documented and signed by the individual doing the assessment, typically a supervisor and or supervisor's designated competent person.
- 29.13.02. The verification shall be documented using the PPE Hazard Assessment Certification form in the Appendix of the program manual.
- 29.13.03. The hazard assessment shall be reviewed at least annually for accuracy and completeness, and shall be updated whenever the hazards of the employee's job duties change.

29.14. Payment for Protective Equipment:

- 29.14.01. Unless otherwise addressed elsewhere, PPE will be provided at no cost to the employee. Reasonable accommodation shall be used in the specification and standardization of PPE with exceptions to the procedure being submitted the process of review and approval by the Safety Program Authority.

29.15. Head Protection

- 29.15.01. Employees working in areas where there is a possible danger of any head injury from an impact, falling and or flying objects; from electrical shock and burns shall be protected by approved protective helmets.
- 29.15.02. Head protection shall be provided to each employee that meets all regulatory specifications for the activities the employee is required to perform.

29.16. Hearing Protection

- 29.16.01. Wherever it is not feasible to reduce the noise levels or duration of exposures to those specified in the table below; hearing protection devices shall be provided and used.
- 29.16.02. Approved hearing protection devices that insert in the ear shall be of the fitted type or determined individually by a department supervisor or competent person.
- 29.16.03. Plain cotton is not an acceptable protective device.
- 29.16.04. Permissible Noise Exposure

Duration per day (hours)	dBa slow response
8	90
6	92
4	95
3	97
1.5	102
1	105
0.5	110
0.25 or less	115

29.17. Eye and Face Protection

- 29.17.01. Eye protection is required when there is a possibility of any injury to the eyes. Eye injury is not confined to flying objects. Eye injury can be caused by bright light, dust, chemicals,

heat, and any substance that can be projected and or transferred to the eye by abnormal means. Different hazards require different types of protection.

- 29.17.02. Eye and face protection is required when one is exposed to dusts, flying particles, chemicals, or injurious light radiation. Types of eye protection include: impact resistant safety glasses; safety glasses with side shields; prescription issued safety glasses with side shields; goggles; goggles with a face seal; face shields; and shaded goggles with varying degrees of shading.
- 29.17.03. Affected employees who wear prescription lenses shall wear eye protection over the prescription lenses without disturbing the proper positioning of the prescription lenses, or shall wear eye protection that incorporates their prescription into the design.
- 29.17.04. All prescription glasses shall be made with impact-resistant lenses.
- 29.17.05. All employees who wear contact lenses shall also wear appropriate eye and face protection in hazardous environments.
- 29.17.06. Welding helmets and face shields, when required, shall be worn over primary eye protection (spectacles or goggles).

29.18. Hand Protection

- 29.18.01. Appropriate hand protection shall be worn when performing activities where hazards are present that expose the hands to potential injury. There are numerous types of hand protection available; each with a specific purpose. Hands shall be protected from chemicals, abrasions, cuts and lacerations, temperature extremes, germs, radiation, impact, punctures, electricity, and other hazards in the workplace. Specific job requirements determine the type of hand protection needed. Proper hand protection shall do more than protect the hands; it shall allow the completion of the activity with efficiency and dexterity.

29.19. Personal Body Protection

- 29.19.01. The protection of the body is equally as important as the PPE issued to protect specific portions of the body from hazards. Your work clothing should be in good serviceable condition and provide basic protection from the hazards of the activities performed. The body shall be covered appropriately as to prevent the exposure of unprotected skin to any hazardous elements of activity completion.

29.20. Foot Protection

- 29.20.01. When purchasing new protective footwear, ensure that it complies with ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear".
- 29.20.02. Specific hazards require specific types of protective footwear. Certain types of footwear can offer traction, crush protection, penetration protection, electrical protection, chemical resistance, heat and or fire resistance, dryness, cushion, or ankle-protection. Certain activities may require a combination of these features.

29.21. Respiratory Protection

- 29.21.01. Employees who are exposed to harmful aerosols, vapors, gases, contaminated air, or non-breathable air will be provided air purifying or air supplying respirators after training, medical evaluation, and fit testing per our Respiratory Protection Program.
- 29.21.02. The one exception is dust masks voluntarily worn solely for comfort and not for respiratory protection.