PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM

Employees should be protected from the risk of injury by good engineering controls, administrative controls or good work practices. However, there are times when these are not sufficient and personal protective equipment must be utilized. This program addresses eye, face, head, foot, and hand protection.

RESPONSIBILITIES (discuss specific ones for each group)

Supervisors

Employees

Safety Coordinator

HAZARD ASSESSMENT (see attachment at end of this chapter for guidance)

A hazard assessment has been conducted of our facilities and is attached. Based on this assessment specific items of personal protective equipment are deemed necessary during performance of certain activities. A sample certification follows. (If the assessment showed that no PPE is needed, document this. No further written program is necessary.)

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of clothing and equipment that meet NIOSH or ANSI standards will be procured or accepted for use.

(Only applicable sections need to be addressed. A sample of information for each is given)

EYE AND FACE PROTECTION

Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area. To provide protection for these personnel, supervisors will ensure that only persons with appropriate eyewear is allowed in the area.

(Discuss specifics regarding areas requiring eye protection and the types of protection to be used, including appropriate eyewash facilities)

HEAD PROTECTION

Head protection will be furnished to, and used by, employees in the following locations and/or under the following circumstances:

(Rev. 5/99)

FOOT PROTECTION

Foot protection will be furnished to, and used by, employees in the following locations and/or under the following circumstances:
HAND PROTECTION

Suitable gloves shall be worn when hazards from (specify types of hazards) are present. Glove selection shall be based on performance characteristics of the gloves, conditions, durations of use and hazards present. (Specify glove type for each hazard listed above.)

LABORATORY PPE (If PPE is needed for employees in laboratories you may wish to discuss this as a separate item).

CLEANING AND MAINTENANCE OF PPE

EMPLOYEE TRAINING

RECORDKEEPING

References

29CFR1910.132  General Requirements
29CFR1910.133  Eye and Face Protection
29CFR1910.135  Head Protection
29CFF1910.136  Foot Protection
29CFR1910.138  Hand Protection
29CFR1910.1450  Laboratories
SAMPLE PERSONAL PROTECTIVE EQUIPMENT CERTIFICATION

I __________(name)_______________________ hereby certify that a hazard assessment to determine the need for personal protective equipment was performed on _______(dates)___________________.

CHOOSE ONE OF THE FOLLOWING

It has been determined that there are no activities which require the use of PPE by employees of this agency.

OR

It has been determined that there are activities which require the use of PPE by employees of this agency. Specific locations, types of work and types of PPE are discussed in the written PPE program.

_______________________________________________ ___________________
(Signature) (Date)
HAZARD ASSESSMENT

The following is a sample format for a workplace hazard assessment.

This assessment survey is being conducted to ensure this workplace will meet requirements of 29 CFR 1910.132 and its related standards 29 CFR 1910.133 thru 1910.140. This does not include respiratory protection as it is discussed in a separate section.

HEAD HAZARDS - Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:

DESCRIPTION OF HAZARDS:

<table>
<thead>
<tr>
<th>DESCRIPTION OF HAZARDS:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEMICAL SPLASH</td>
<td></td>
<td></td>
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<tr>
<td>ELECTRICAL SHOCK</td>
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<tr>
<td>IMPACT</td>
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<tr>
<td>OTHER</td>
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</tbody>
</table>

EYE HAZARDS - Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:

DESCRIPTION OF HAZARDS:

<table>
<thead>
<tr>
<th>DESCRIPTION OF HAZARDS:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEMICALS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DUST</td>
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<td>HEAT</td>
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<td>IMPACT</td>
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<tr>
<td>LIGHT/RADIATION</td>
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<tr>
<td>OTHER</td>
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</tbody>
</table>
HAND HAZARDS - Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:

DESCRIPTION OF HAZARDS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burns</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical Exposure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cuts/Abrasion</td>
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<tr>
<td>Puncture</td>
<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>

FOOT HAZARDS - Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling, walking on sharp surfaces and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:

DESCRIPTION OF HAZARDS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Exposure</td>
<td></td>
<td></td>
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<tr>
<td>Compression</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Puncture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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</table>

OTHER HAZARDS - Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:

DESCRIPTION OF HAZARDS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
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GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.
The following are examples of information to be considered for inclusion in your program. You should list information pertinent to your worksite(s).

A. Familiarize yourself with the potential hazards in the area and the types of PPE that are available.

B. Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).

C. Select PPE that ensures at least the minimum level of protection required to protect workers from the hazards.

D. Ensure the worker is properly fitted with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.
Based on the hazard assessment for (Your agency), the following PPE (by job classification) is required:

HEAD HAZARD JOB PPE

EYE HAZARD JOB PPE

HAND HAZARD JOB PPE

FOOT HAZARD JOB PPE

OTHER JOB PPE