**PERSONAL PROTECTIVE**

 **EQUIPMENT PROGRAM**

 **Personal Protective Equipment (PPE)**

##### The Occupational Safety and Health Administration (OSHA) requires that employers protect workers from workplace hazards that can cause injury or illness. Controlling a hazard at its source is the best way to protect workers. The process for addressing workplace hazards follows a hierarchy of; engineering controls, work practice and administrative controls and finally if these are not feasible or do not provide sufficient protection, employers must provide personal protective equipment (PPE) for employees and ensure its use.

*Note: The use of Personal Protective Equipment alone should not be relied upon to provide complete protection against hazards. Employers must evaluate the feasibility of engineering and administrative controls before utilizing PPE.*

**Requirements of the Standard (29 CFR 1910.132)**

Employers must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

1. Select, provide and require the use of appropriate PPE for each affected employee.
2. Communicate PPE selection decisions to each affected employee.
3. Select and provide PPE that properly fits each affected employee.
4. Conduct and document employee training.

**HAZARD ASSESSMENT**

To assess the need for PPE, a survey of the workplace must be conducted. The purpose of the survey is to identify activities, tasks or equipment that create hazards that can be minimized by use of appropriate personal protective equipment. Read the following requirements and utilize the blank “Certification of Personal Protective Equipment Hazard Assessment” to document your efforts. **This completed form can be easily used during new employee orientation to educate and document employee review.**

EYE AND FACE PROTECTION (29 CFR 1910.133): *Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids, or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.* Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices shall comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

RESPIRATORY PROTECTION (29 CFR 1910.134): *Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers*. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1969 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

HEAD PROTECTION (29 CFR 1910.135)**:** *Employees must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Employees that are working near exposed electrical conductors, which could contact the head, shall wear protective helmets that are designed to reduce electrical shock hazards*. Protective helmets shall comply with ANSI Z89.1-1986 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance work areas.

FOOT PROTECTION (29 CFR 1910.136): *Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards*. Protective footwear must comply with ANSI Z41-1991, or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

HAND PROTECTION (29 CFR 1910.138): *Employers must select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns and harmful temperature extremes*. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include painters, welders, electricians, parts cleaning and food preparation.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Company Name and Work Area Evaluated)

**CERTIFICATION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**HAZARD ASSESSMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Task****Or Process** | **Estimated Time** | Hazard Source | **Nature of the Hazard** | **Body Part at Risk** | PPE Selected | **Optional or Required** |
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##### Conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Assessed:\_\_\_\_\_\_\_\_\_\_\_

*I have reviewed and understand the company Personal Protective Hazard Assessment for my work area and agree to abide by company policies regarding personal protective equipment.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Signature) (Date)*

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 **Machine Shop (Example)**

**CERTIFICATION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**HAZARD ASSESSMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Task****Or Process** | **Estimated Time** | Hazard Source | **Nature of the Hazard** | **Body Part at Risk** | PPE Selected | **Optional or Required** |
| Arc Welding | 2hr/day | Sears Welder | Welding Arc/Projectiles | Eyes and Face | Welding Hood Shade 6 and Safety Glasses | Required |
|  |  |  | Smoke/Fumes | Respiratory | 8233 N95 Respirator | Opt. |
|  |  |  | Noise Levels | Ears | Ear plugs NRR = 22 | Req. |
|  |  |  | Heat/Hot Surfaces | Skin | Leather gloves/sleeves | Req  |
|  |  |  | Welding Arc | Co-workers eyes | Welding Curtain | Req. |
| Cleaning Parts | 3X day | Solvent: Acetone | Chemical Absorption  | Eyes/Skin | Butyl Gloves/Glasses | Req. |
| Cleaning Toilets | 1X day | Chemical | Caustic Burns | Eyes | Nitrile Gloves/Goggles | Req. |
| Using Power Tools | Daily | Various Tools | Flying Particulates | Eyes | Safety Glasses | Req. |
| Painting Outside | 2X month | Spray Can: Latex | Particulates | Respiratory | 8204 N95 Respirator | Opt. |
| Grinding | 3hrs/day | Holt Grinder | Projectiles/Broken wheel | Eyes/Face | Face Shield AND Glasses | Req. |
| Sweeping | 1X day | Broom | Ambient Dust | Respiratory | 8204 N95 Respirator | Opt. |

##### Conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Assessed:\_\_\_\_\_\_\_\_\_\_\_

*I have reviewed and understand the company Personal Protective Hazard Assessment for my work area and agree to abide by company policies regarding personal protective equipment.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Signature) (Date)*

##### HAZARD ASSESSMENT

Sometimes it can be helpful to look at your workplace itself as well as looking at tasks. It is a way to look at your hazard assessment from the opposite direction and will ensure that you have left nothing out. Take the time to identify sources for the following hazards:

###### LIST POTENTIAL HAZARD SOURCES CAUSED BY

1. Motion that includes moving machinery, or machine parts or tools, or movement of personnel that could result in collision with stationary objects.
2. High temperatures that could result in burns, eye injury, or ignition of protective equipment
3. Chemical exposures that could result in burns or exposure to skin or eyes
4. Chemical exposures that could result in lung or respiratory hazards
5. Harmful dust that could result in scratches or burns to eyes or lungs
6. Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
7. Falling objects or potential for dropping objects
8. Overhead obstructions which create head bumping hazards
9. Sharp objects which might pierce the feet or cut the hands
10. Rolling or pinching objects which could crush the feet
11. Electrical hazards

Have you included these hazard sources on your PPE Hazard Assessment? Now, consider the layout of workers and coworkers. Do their activities create any hazards for others working or passing through the area? Utilize the space below to sketch out your workspace.

Work Area:

***Finally, injury and accident data (OSHA 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.***

##### PPE DETERMINATION

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

1. Evaluate the level of risk and seriousness of potential injury.
2. Identify the type of protective equipment that is available, and what protection it provides.
3. Compare the capabilities of various types of PPE to the hazards employees are exposed too.
4. Select the PPE that provides a level of protection greater than the minimum required to protect employees from the hazards.
5. Select PPE that will fit each employee properly and provides protection from the hazard.

It is strongly recommended that you involve employees in the selection of personal protective equipment.

##### EMPLOYEE TRAINING

After proper PPE for each task or area has been selected, the employer must train each employee in its proper use. At a minimum, each employee using PPE must know:

1. When PPE is necessary
2. What PPE is necessary and which PPE has been selected for each process the employee operates
3. How to properly put on, take off, adjust and wear PPE
4. The limitations of the PPE
5. How to determine if PPE is no longer effective or is damaged
6. How to get replacement PPE
7. How to properly care for, maintain, store, and dispose of PPE

You can learn this information from the manufacturer’s instructions, Internet sites (such as the manufacturer, distributor or related associations), safety associations, books and videos. After employees have been trained, periodic assessment of the hazard assessment should be conducted to ensure that the PPE and training is adequate.

Retraining of employees is required whenever:

1. Changes in the workplace render the previous training obsolete.
2. Changes in the type of PPE render previous training obsolete.
3. **Employer observed inadequacies in an employees' knowledge or use of assigned PPE that indicates an employee has not retained the necessary understanding or skill.**

Employers must verify that each employee who is required to use PPE has received and understood the required training. A sample documentation form is provided, but it does not have to be this complex.

**PERSONAL PROTECTIVE EQUIPMENT:**

 **EMPLOYEE TRAINING CERTIFICATION**

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE(S) OF TRAINING:

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

Print Name Signature

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SUBJECT(S) OF TRAINING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ITEMS COVERED DURING TRAINING:

\_\_\_\_ When PPE is necessary

\_\_\_\_ What PPE is necessary

\_\_\_\_ How to properly put on, take off, adjust, and wear PPE

\_\_\_\_ Limitations and useful life of the PPE

\_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE

\_\_\_\_ Other, please specify:

METHOD OF TRAINING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_

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EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(OPTIONAL)**