

The State-Operated Community Programs has a responsibility to provide a safe working and living environment. When it is impossible or impractical to eliminate a hazard or control it at its source through engineering design, personal protective equipment and devices should be used.

POLICY:

HAZARD ASSESSMENT AND EQUIPMENT SELECTION

1. The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. If such hazards are present, or likely to be present, the employer shall:
 - A. Select and have each affected employee use the types of PPE that will protect them from the hazards identified in the assessment.
 - B. Communicate selection decisions to each affected employee.
 - C. Select PPE that properly fits each employee.
2. The employer shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated/ the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and which identifies the document as a certification of hazard assessment.
3. Proper safety devices and clothing shall be provided by the Agency for all employees engaged in work where such devices are necessary. Such equipment and clothing, where provided, must be used (AFSCME contract).
4. Defective or damaged personal protective equipment shall not be used. To prevent accidental use, it should either be destroyed (not just thrown away) or labeled that it is not to be used.

TRAINING

In areas where PPE is required, the supervisor must:

1. Assure each employee is trained in the following:
 - A. When and why PPE is necessary.
 - B. What PPE is required.
 - C. How to properly put on, remove, adjust, and wear PPE.
 - D. The limitations of the PPE
 - E. The proper care, maintenance, useful life, and disposal of the PPE.
2. Assure that each employee can demonstrate understanding and ability to properly use PPE, before being allowed to perform work requiring the PPE.
3. Retrain employees if: changes in the workplace render previous training obsolete, or changes in the types of PPE used render previous training obsolete, or the supervisor believes the employee has not retained the skill or understanding in using PPE.
4. Maintain training records that verify employees have received and understand the required training. This training record must contain the name of each employee trained, the date(s) of the training, and identify the subject of the training.

SUPERVISOR RESPONSIBILITIES

1. Set the proper example and enforcement of this program.
2. Provide necessary and required PPE.
3. Monitor the use of PPE to assure proper use.
4. Maintain a regular system of inspection and maintenance of PPE furnished to the workers.
5. Monitor worksite tasks for changes in, or the introduction of new hazards and, if necessary request a hazard assessment for appropriate PPE.

EMPLOYEE RESPONSIBILITIES

1. Wear and use PPE in a manner that will make full use of its protective properties.

2. Check equipment at the beginning of each shift and immediately report deficiencies.
3. Not wear wristwatches, earrings, bracelets, and other jewelry that might contact power driven machinery or electric circuitry.
4. Wear appropriate clothing to reduce or eliminate exposure to present or potential hazards.

SELECTION GUIDELINESS

1. **Work clothing** must be appropriate to work being performed and conditions encountered.
2. **Eye and face protection** must comply with applicable ANSI standards and must fit properly. Tinted or variable lenses should not be used if employees pass from brightly lighted areas into dimly lighted areas. PPE worn over prescription lenses must not disturb the position of the lenses. Eye and face PPE is to be marked to identify the manufacturer.
3. **Head protection** must be worn in areas where there is a potential for injury from falling or moving objects. Protective helmets designed to reduce electrical shock are to be worn where they are near exposed electrical conductors. Employees who are exposed to power driven machinery or sources of ignition must wear caps or other head covering which completely covers the hair. Helmets must be replaced every five years or two years if exposed to chemicals.
4. **Protective footwear** must be worn in areas where there is a danger of foot injuries due to falling or rolling objects, piercing objects, hot substances, dangerous chemicals, or electrical hazards. Footwear must comply with applicable ANSI standards.
5. **Hand protection** shall be used if there is exposure to hazards such as absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes. Gloves shall not be worn when a worker is exposed to moving parts in which they could be caught.
6. **Hearing protection** shall be worn whenever an employee is exposed to noises at or above 85 decibels for an 8-hour time weighted average. If the exposure is at or above 85 decibels for an 8-hour time weighted average a full

hearing conservation program will be implemented. Hearing protection must have a noise reduction rating which will reduce exposure to less than 85 decibels.

7. **Universal precautions** must be observed to prevent contact with blood or other potentially infectious materials. PPE may include but is not limited to: gloves, gowns or aprons, face shields, eye protection, mouthpieces, and masks.

Approved by: _____ Date: _____
Jon Cooper, Director