

PERSONAL PROTECTIVE EQUIPMENT

Program Element R2-10-207(11)(k)

Each agency loss prevention committee or individuals designated by the agency head shall develop, implement, and monitor the selection, use, and maintenance of personal protective equipment specific to the agency.

When engineering and administrative controls do not fully eliminate a workplace chemical, physical, biological, or ergonomic hazard, OSHA requires the use of personal protective equipment (PPE) for control of workplace hazards.

Personal protective equipment (PPE) requirements are included in many different OSHA standards for general industry and construction. OSHA 1910.132 outlines general program requirements and responsibilities for PPE hazard assessment, selection, training, use, maintenance and sanitation. Other OSHA standards include 1910.133 Eye and face protection; 1910.135 Head protection; 1910.136 Foot protection; 1910.137 Electrical protective equipment; and 1910.138 Hand protection. Regulations that cover the construction industry begin at 1926.95 (criteria for personal protective equipment); 1926.96 Occupational foot protection; 1926.100 Head protection; 1926.101 Hearing protection; and 29 CFR 1926.102 Eye and face protection.

PPE is the last control method to consider after first evaluating the feasibility for engineering controls, work practices, and administrative controls. Engineering controls involve process change, substitution, isolation, ventilation, and physical source modification such as a machine guard. Administrative controls involve controlling the hazard through training, rotation of employees, air biological sampling, and medical surveillance. Work practices involve training workers how to perform tasks in ways that reduce their exposure to workplace hazards.

Definition:	The Personal Protective Equipment Program is a program that outlines the responsibilities of the employer to provide protection for specific workplace hazards and tasks.
Why do I need this program?	The purpose of the PPE program is to protect workers by assessing workplace hazards and providing protective equipment that controls occupational hazards. It is important to first use engineering, administrative, and work practice controls as the primary method for protecting employees. However,

	<p>when additional protection is necessary, employees should wear PPE.</p> <p>The scope of this program includes PPE for eye, face, head, foot, and leg and hand protection. If respirators and/or hearing protection is necessary, the organization's Respiratory Program and Hearing Conservation Program, respectively, will cover their use.</p>
<p>How do I know if this program applies to my agency and my specific job hazards?</p>	<p>Conduct a hazard assessment of the facility or site to determine if the program is applicable to the agency. Develop a list of potential hazards in the following basic hazard categories:</p> <ul style="list-style-type: none"> • Impact • Penetration • Compression (roll-over) • Chemical • Heat/cold • Harmful dust, gas, or vapor • Light (optical) radiation • Biological • Noise <p>Look for possible agency sources of hazards by reviewing the loss history of occupational illnesses or injuries. Hazards could include electricity, machine or tool motion, high temperature, chemicals, dusts, welding, falling material, sharp objects, and blood or other potentially infected material.</p> <p>When the walk-through is complete, the employer should organize and analyze the data to determine the proper types of PPE required at the worksite.</p> <p>The workplace should be periodically reassessed for any changes in conditions, equipment or operating procedures that could affect occupational hazards. Also include a review of injury and illness records to spot any trends or areas of concern, and take appropriate corrective action. The suitability of existing PPE, including an evaluation of its condition and age, should be included in the reassessment.</p>

<p>What are the minimum required elements and/or best practices for a Personal Protective Equipment Program?</p>	<p>Guidelines and Criteria: Agencies that develop a PPE Program should include at least the following elements:</p> <ul style="list-style-type: none"> • A "hazard assessment" of the workplace to identify and control physical and health hazards • Identify and provide appropriate PPE for employees • Train employees in the use and care of the PPE • How to maintain PPE, including replacing worn or damaged PPE • Periodically review, update, and evaluate the effectiveness of the PPE program
<p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p>	<p>Employers are required to train each employee who must use PPE. Employees must be trained to know at least the following:</p> <ul style="list-style-type: none"> • When PPE is necessary • What PPE is needed for the hazard • How to properly put on (don), take off (doff), adjust, and wear the PPE • The limitations of the PPE • Proper care, maintenance, useful life and disposal of PPE <p>Employers should make sure that each employee demonstrates an understanding of the PPE training as well as the ability to properly wear and use PPE before they are allowed to perform work requiring the use of the PPE.</p> <p>If an employer believes that a previously trained employee is not demonstrating the proper understanding and skill level in the use of PPE, that employee should receive retraining.</p> <p>Other situations that require additional or retraining of employees include the following circumstances:</p> <ul style="list-style-type: none"> • Changes in the workplace or in the type of required PPE that make prior training obsolete

<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>The employer must document the training of each employee required to wear or use PPE by preparing a certification containing the name of each employee trained, the date of training, and a clear identification of the subject of the certification.</p> <p>Documentation of the hazard assessment is required through a written certification that includes the following information:</p> <ul style="list-style-type: none"> • Identification of the workplace evaluated • Name of the person conducting the assessment • Date of the assessment • Identification of the document certifying completion of the hazard assessment
<p>Are there any resources available that can assist me in putting together a PPE safety plan?</p>	<p>Yes. Risk Management has developed a Personal Protective Equipment Policy template, which may be tailored to your agency's needs.</p> <p>OSHA Safety and Health Topics: Personal Protective Equipment</p> <p>https://www.osha.gov/SLTC/personalprotectiveequipment/</p> <p>OSHA 3151-12R 2003 Personal Protective Equipment</p> <p>https://www.osha.gov/Publications/OSHA3151.pdf</p> <p>OSHA Fact Sheet: Personal Protective Equipment</p> <p>https://www.osha.gov/OshDoc/data_General_Facts/ppe-factsheet.pdf</p> <p>NIOSH Personal Protective Equipment</p> <p>http://www.cdc.gov/niosh/ppe/</p> <p>Industrial Hygiene Workbook: The Occupational Health Sciences” by D. Jeff Burton, 6th Edition 2012.</p>

How do I select PPE?

All PPE clothing and equipment should be of safe design and construction. Employers should take the fit and comfort of PPE into consideration when selecting appropriate items for their workplace. OSHA requires that many categories of PPE meet or be equivalent to standards developed by the American National Standards Institute (ANSI). Employers should inform employees who provide their own PPE of the employer's selection decisions and ensure that any employee-owned PPE used in the workplace conforms to the employer's criteria, based on the hazard assessment, OSHA requirements and ANSI standards. OSHA requires PPE to meet the following ANSI standards:

- Eye and Face Protection: ANSI Z87.1-1989 (USA Standard for Occupational and Educational Eye and Face Protection)
- Head Protection: ANSI Z89.1-1986
- Foot Protection: ANSI Z41.1-1991

For hand protection, there is no ANSI standard for gloves but OSHA recommends that selection be based upon the tasks to be performed and the performance and construction characteristics of the glove material.

The employer should become aware of the different types of PPE available and the levels of protection offered. It is definitely a good idea to select PPE that will provide a level of protection greater than the minimum required to protect employees from hazards.