



WATER & SEWER
RISK MANAGEMENT POOL



Personal Protective Equipment (PPE) Safety Program

Hazard Specific Safety Programs

PERSONAL PROTECTIVE EQUIPMENT (PPE) SAFETY PROGRAM

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S.O.R.T. Legal Disclaimer For Safety Programs

The following safety related program is for information purposes only. The SORT committee hopes that each participation district will look at this program and discuss how it compares to the district's own practices. This program is NOT a complete safety program, but intended as a guideline. There is no guarantee that following this program will eliminate or substantially reduce the risk of claim or injuries. It is expected that member districts will consider this program and adapt or modify them to fit with the district's particular needs and circumstances.

PPE SAFETY PROGRAM

PURPOSE / SCOPE

The purpose of the PPE Safety Program is to ensure that all employees who are required to perform tasks requiring the use of PPE, understand the potential hazards and the District's program for protecting them from those hazards to the greatest extent possible, and to establish the requirements for working safely in such an environment. This program addresses eye, face, head, foot and hand protection. Separate programs exist for respiratory and hearing protection.

This is intended to be a universal document that describes precautions and procedures that must be followed in all cases. Field management and staff will develop Standard Operating Procedures for work at specific sites and for specific work tasks, which will take into account all safety issues and will define the most effective methods of accomplishing the work objectives safely and efficiently.

Policy Statement

It is the primary policy of the District to use engineering controls wherever practical to reduce or eliminate the need for employees to wear PPE. When employees must work in hazardous areas where PPE is necessary, it is the policy of the District that the employees will comply fully with this Safety Program.

EXEMPTIONS / EXCLUSIONS

Employees who do not work in hazardous environments are exempt from this policy.

HAZARD ANALYSIS

Hazard Description

Considerable hazards that can be reduced or avoided by the use of PPE include but are not limited to:

- Overhead - suspended loads, falling objects, hard surfaces or sharp corners at head level
- Projectiles - airborne debris, chemical splashes, flying objects
- Light – Welding arc flash
- Skin contact – Chemical exposure, cuts, punctures, electrocution, temperature extremes
- Crushing – falling objects below head level, heavy objects that can roll over parts of the body

Exposure Determination

Employees who work in or around any area where the previously described hazards may be present are required to wear the appropriate PPE whenever possible.

RESPONSIBILITIES

The responsibilities regarding this PPE program are delegated as follows:

District:

- Provide appropriate PPE and make it available to employees.
- Provide appropriate training for proper use and care of PPE.

Designated Safety Person:

- Ensure that defective or damaged equipment is immediately replaced.
- Periodically reevaluating the suitability of previously selected PPE.
- Reviewing, updating, and evaluating the overall effectiveness of the PPE program.

Managers:

- Maintaining records on PPE assignments and training.
- Supervising staff to ensure that the PPE program elements are followed and that employees properly use and care for PPE.

Employees:

- Wearing PPE as required.
- Attending required training sessions.
- Caring for, cleaning, and maintaining PPE as required.
- Informing supervisors or safety program coordinator of the need to repair or replace PPE.

GUIDELINES/RULES

Hazard Assessment and Equipment Selection

The district will conduct inspections of all workplaces to determine the need for personal protective equipment (PPE) and to help in selecting the proper PPE for each task performed. The Supervisor, in conjunction with the Safety Representative will conduct a walk-through survey of each work area to identify sources of hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources and material handling. Each survey will be documented using the Hazard Assessment Certification Form (Appendix A), which identifies the workplace surveyed, the personnel conducting the survey, findings of potential hazards, and date of the survey.

Once the hazards of a workplace have been identified, the Designated Safety Person and/or Supervisor will determine the suitability of the PPE presently available and as necessary

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select new or additional equipment, which ensures a suitable level of protection required to protect the employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against each of the hazards will be provided or recommended for purchase.

Protective Devices

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 protective clothing and equipment that meet National Institute for Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards as follows:

- Eye and Face Protection - ANSI Z87.1-1989 or later
- Head Protection - ANSI Z89.1-1969 (Z89.2-1971 for protection from electric shock)
- Foot Protection - ANSI Z41.1-1991 or later
- Hand Protection - There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.

Careful consideration will be given to comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

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, or others passing through an identified eye hazard area. To provide protection for these personnel, Supervisors of such areas shall procure a sufficient quantity of goggles and/or eye protectors, which afford adequate protection. Individuals wearing eyeglasses shall be provided with a suitable eye protector to wear over them.

Suitable protectors shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases, or vapors, aerosols, potentially injurious light radiation, blood or potentially infectious bodily fluids that might splash, spray or splatter.

Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. Side protectors shall be used when there is a hazard from flying objects. Goggles and face shields shall be used when there is a hazard from chemical splash. Face shields shall only be worn over primary eye protection (safety glasses or goggles). For employees who wear prescription lenses, eye protectors shall either incorporate the prescription in the design or fit properly over the prescription lenses. All protectors shall be marked to identify the manufacturer and ANSI approval.

Equipment fitted with appropriate filter lenses shall be used to protect against light radiation. Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.

Head Protection

ANSI approved head protection shall be worn when required in areas as determined by your district's policy. It will be furnished to and used by all employees and contractors engaged in construction and other miscellaneous work. Head protection is also required to be worn by engineers, inspectors and visitors at construction sites when hazards from falling or fixed objects or electrical shock are present. Head protection is required when the following conditions exist:

- An object impacting with a person
- A person making contact with an object
- Contacting an electrical source
- Getting hair caught and pulled into machinery with revolving or moving parts

Foot Protection

Safety shoes shall be worn when required in areas as determined by your districts policy. Protective safety shoes or boots with impact protection are required to be worn in work areas where carrying or handling materials such as packages, objects, parts or heavy tools which could be dropped; and for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are required for work activities involving activities in which materials or equipment could potentially roll over an employee's feet. Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees causing a foot injury. Foot protection is required when the following conditions exist:

- Falling objects (impact hazard)
- Rolling objects (compression hazard)
- Piercing or cutting the soles or uppers (puncture hazard)
- Electrical hazards
- Chemical hazards

Leg protection is required when the following conditions exist:

- Heat hazard from welding
- Chemical hazards
- Sharp objects
- Chain saws, trimming equipment

Hand Protection

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biological exposure, and harmful temperature extremes are present.

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Glove selection shall be based on performance characteristics of the gloves, conditions, durations of use, and hazards present.

Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. Personal protective equipment shall not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

It is also important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects employees from exposure to hazards. See respiratory program.

EMERGENCY PROCEDURES

Emergency Eyewash Facilities

Emergency eyewash facilities meeting the requirements of ANSI Z358.1 will be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities will be located where they are easily accessible in an emergency. See medical emergency program.

FORMS USED

The Hazard Assessment Certification Form, located in Appendix A, will be used to determine hazards that may be encountered in work areas, and the proper PPE to protect employees from the possible hazards.

The Training Documentation Form, located in Appendix B, will be used to verify in writing that employees understand how to properly use and care for PPE.

TRAINING

Employee Training

Any worker required to wear PPE shall receive training in the proper use and care of PPE. The training shall include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn.
- What PPE is necessary.
- How to properly don, adjust, and wear PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

After the training, the employees shall demonstrate that they understand the components of the PPE Program and how to use PPE properly, or they shall be retrained.

Retraining

The need for retraining will be indicated when:

- An employee’s work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- New equipment is installed
- Changes in the work place make previous training out-of-date
- Changes in the types of PPE to be used make previous training out-of-date

Record Keeping

Written records shall be kept of the names of persons trained, the type of training provided, and the dates when training occurred. The Supervisor and/or Designated Safety Person shall maintain their employees’ training records for at least 3 years. The Training Documentation Form is located in Appendix B.

REFERENCES/RESOURCES

Personal Protective Equipment: WAC 296-800-160

Safety standards:

Eye and Face Protection - ANSI Z87.1-1989

Head Protection - ANSI Z89.1-1986, Z89.2-1971

Foot Protection - ANSI Z41.1-1991

REVISION RECORD

Revision No.	Revision Date	Approval Date	Change
1.0.1	06-10-08		Initial design.
1.0.2	10-11-10		Update

APPROVALS

Safety Committee Chairperson _____ Date _____ General Manager _____ Date _____

Appendix A: Hazard Assessment Certification Form

Mark all activities and/or exposure hazards that may occur in the work area.

Eyes

Work activities:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> abrasive blasting | <input type="checkbox"/> grinding | <input type="checkbox"/> sanding |
| <input type="checkbox"/> chopping | <input type="checkbox"/> hammering | <input type="checkbox"/> sawing |
| <input type="checkbox"/> cutting | <input type="checkbox"/> intense light/welding | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> drilling | <input type="checkbox"/> punch press operations | |

Work related exposure to:

- airborne dust
- flying particles
- blood splashes
- hazardous liquid chemicals
- other: _____

Face

Work activities:

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> cleaning | <input type="checkbox"/> mixing | <input type="checkbox"/> welding |
| <input type="checkbox"/> cooking | <input type="checkbox"/> painting | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> dip tank operations | <input type="checkbox"/> pouring molten metal | |
| <input type="checkbox"/> foundry work | <input type="checkbox"/> siphoning | |

Work related exposure to:

- hazardous liquid chemicals
- extreme heat
- cold
- potential irritants
- other: _____

Head

Work activities:

- building maintenance
- confined space operations
- construction
- electrical wiring
- use of catwalks
- use of conveyor belts
- use of crane loads
- utility work
- other: _____

Work related exposure to:

- beams
- exposed electrical wiring or components
- falling objects
- machine parts
- pipes
- other: _____

Feet

Work activities:

- building maintenance
- construction
- demolition
- food processing
- foundry work
- logging
- plumbing
- trenching
- use of highly flammable materials
- welding
- other: _____

Work related exposure to:

- explosive atmospheres
- explosives
- exposed electrical wiring or components
- heavy equipment
- slippery surfaces
- tools
- other: _____

Hands

Work activities such as:

- | | | |
|--|--|---|
| <input type="checkbox"/> baking | <input type="checkbox"/> hammering | <input type="checkbox"/> use of knives |
| <input type="checkbox"/> cooking | <input type="checkbox"/> material handling | <input type="checkbox"/> welding |
| <input type="checkbox"/> dental and health care services | <input type="checkbox"/> sanding | <input type="checkbox"/> working with glass |
| <input type="checkbox"/> grinding | <input type="checkbox"/> use of computers | <input type="checkbox"/> other: _____ |
| | <input type="checkbox"/> sawing | |

Work related exposure to:

- blood
- irritating chemicals
- tools or materials that could scrape, bruise, or cut
- other: _____

Inhalation

Work activities such as:

- | | | |
|---|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> cleaning | <input type="checkbox"/> mixing | <input type="checkbox"/> sawing |
| <input type="checkbox"/> compressed air or gas operations | <input type="checkbox"/> painting | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> fiberglass installation | <input type="checkbox"/> pouring | |

Work related exposure to:

- extreme heat/cold
- irritating dust
- other: _____

Hearing

Work activities such as:

- | | | |
|---|---|---|
| <input type="checkbox"/> generators | <input type="checkbox"/> motors | <input type="checkbox"/> sanding |
| <input type="checkbox"/> ventilation fans | <input type="checkbox"/> pneumatic equipment | <input type="checkbox"/> sawing |
| <input type="checkbox"/> grinding | <input type="checkbox"/> routers | <input type="checkbox"/> use of conveyors |
| <input type="checkbox"/> machining | <input type="checkbox"/> punch or brake presses | <input type="checkbox"/> other: _____ |

Work related exposure to:

- loud noises
- loud work environment
- noisy machines/tools
- punch or brake presses
- other: _____

General hazards

Work activities such as:

- | | | |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> building maintenance | <input type="checkbox"/> logging | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> construction | <input type="checkbox"/> utility work | |

Work related exposure to:

- working from heights of 10 feet or more
- working near water
- other: _____

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Skin

Work activities such as:

- | | | |
|---|--|---|
| <input type="checkbox"/> baking or frying | <input type="checkbox"/> dip tank operations | <input type="checkbox"/> irritating chemicals |
| <input type="checkbox"/> battery charging | <input type="checkbox"/> fiberglass installation | <input type="checkbox"/> sawing |

Work related exposure to:

- chemical splashes
- extreme heat/cold
- sharp or rough edges

Name:

Name of workplace:

Workplace address:

Dates of Hazard Assessment
for PPE:

Appendix B: PPE Training Completion Checklist

