

<b>COUNTY OF VENTURA</b>	<b>2013</b> EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA  Policy: GSA	Last Issued 2/15/13 Revised	Policy No. 1L PERSONAL PROTECTIVE EQUIPMENT POLICY
Forms: APPENDIX - PPE HAZARD ASSESSMENT CERTIFICATE		

## 1.0 PURPOSE

The purpose of the Personal Protective Equipment Policy is to protect our employees from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to lessen the likelihood of occupational injury and/or illness.

This policy addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection. Separate programs exist for respiratory protection and occupational exposure to bloodborne pathogens / infectious disease control and are addressed in the IIPP Policy 1B, 1C, and 1G. Personal Protective Equipment Policy includes:

- Employee and supervisor responsibilities
- PPE hazard assessment and PPE selection
- Employee training
- PPE cleaning and maintenance

## 2.0 RESPONSIBILITIES

GSA departments shall provide employees adequate personal protective equipment when necessary in performance of their duties. Departments shall determine and document what constitutes adequate PPE through completion of a PPE Hazard Assessment Certification. PPE shall be provided to employees at no cost; which includes replacement resulting from regular use. Departments shall ensure that employees are adequately trained and that assigned PPE is worn when hazards are present.

Employees are expected to use assigned PPE when called for by the PPE Hazard Assessment, operating procedures, container label or Safety Data Sheet (SDS).

Departments shall provide visitors with appropriate PPE when entering a hazardous area.

### 2.1 Supervisor

- Identify the hazards and risks associated with assigned work
- Ensure that employee PPE Hazard Assessment Certifications are provided to GSA Safety Officer
- Select, purchase, and provide PPE

- Ensure employees are trained on the proper use, care, and cleaning of PPE
- Audit his/her employees to ensure PPE is used when needed
- Notify management and the GSA Safety Officer when new hazards are introduced or new processes are added

## 2.2 Safety Officer

- Ensure PPE hazard assessments are conducted throughout the Agency to determine the presence of hazards which necessitate the use of PPE
- Periodically re-evaluate the suitability and effectiveness of previously selected PPE
- Provide training, guidance and assistance to supervisors and employees on the proper use, care and cleaning of approved PPE
- Review, update and evaluate the overall effectiveness of PPE training and policies

## 2.3 Employee

- Wear PPE required in PPE Hazard Assessment Certification for specific tasks
- Become familiar with the capabilities and limitations of PPE used
- Maintain PPE in a clean, sanitary and usable condition
- Report or replace as appropriate worn or damaged PPE to their supervisor

Employees who violate PPE policy will face disciplinary action in accordance with IIPP Policy and the County's Progressive Discipline Policy as provided for in the "Personnel Rules and Regulations" manual or applicable labor agreement.

## 3.0 OVERVIEW OF PPE

### 3.1 Eye and Face Protection

Safety glasses are required when operating or when in near vicinity of power tools, lawn equipment and industrial machinery. Safety glasses with side-shields provide impact protection from flying objects are required when hammering, grinding, chipping sawing or cutting.

- All protection must meet ANSI Z87.1-1989.
- Common sunglasses and prescription eyewear are not ANSI compliant.
- When eye protection with vision correction is required, safety glasses with suitable corrected lenses, safety goggles designed to fit over spectacles, or protective goggles with corrective lenses mounted behind the protective lenses shall be provided.
- Safety glasses with side shields and foam-lining are recommended as additional protection from flying objects, dust and debris and when working overhead.
- Non-side shield spectacles are available for frontal protection only and are not acceptable eye protection for the sources and operations listed for "impact."
- Chemical splash goggles provide protection from significant chemical splash, sprays, irritation mist, and biohazards.
- When working with corrosive chemicals during battery maintenance, splash goggles are mandatory
- Face shields provide additional protection to the eyes and face
- Never wear a face shield without safety glasses or goggles – preferably goggles.
- Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.

- Welding helmets or shields with the appropriate filter designation are necessary for protection against radiant energy - welding for example.
- Workers adjacent to welding operation shall be protected from rays with flameproof screen/shield or required to wear appropriate goggles.
- Safety glasses are to be worn when changing or making repairs to the UVC lamps / fixtures.

### 3.2 Head Protection

A protective helmet (hard hat) is required where there is danger of falling objects, impact hazards or electrical hazards. Hard hats are required on all construction and demolition sites. All hard hats must meet ANSI Z89.1-1997.

Class E (Electrical; Application) – (formerly Class B), must be worn when electrical hazards are commonly encountered.

### 3.3 Hand Protection

Hand injury can be caused by work with chemicals, acids, exposure to cut or abrasion hazards, work with very hot or cold objects and exposure biohazards including sharps. A variety of gloves are available for safe material handling. Glove selection must consider:

- Need for barrier protection with infectious materials
- Potential for absorption into the body
- Need for cut or abrasion resistance
- Need for puncture resistance
- Potential vibration
- Potential of thermal burns
- Potential/need for protection against electrical hazards

Contact the GSA Safety Officer if help is needed to select the proper glove for the task.

### 3.4 Hearing Protection

Hearing protection is required at >85 dBA and in all posted areas. As a matter GSA policy, hearing protection is required during all noisy tasks. Hearing protection is required when operating or when near power tools, lawn equipment, industrial machinery, automotive repair equipment/machinery, working in mechanical rooms, in vicinity of; generators, air handlers / fans, and chillers.

### 3.5 Respiratory Protections

The GSA Respiratory Protection Program covers respiratory protection.

Wearing a disposable dust/mist mask is recommended practice for exposure to nuisance levels of dust/mist.

### 3.6 Foot and Leg Protection

Safety shoes are required when there is the potential of puncturing the soles or a risk of falling or rolling objects over 50 pounds. All individuals involved in routine material handling must wear safety shoes. Safety shoes are also required on all construction and demolition projects. All safety footwear must meet ANSI Z41.1-1991.

Slip resistant soles are to be worn for work on wet and slippery surfaces.

Rubber boots may be required footwear in wet areas or when responding to sewage backflow.

### 3.7 Fall Protection

When employees are exposed to falls in excess of 4 feet or more above a lower level, use of an approved personal fall arrest system is required.

A Personal fall arrest system must be used when operating a boom-type aerial lift.

A Fall-restraint / positioning device system is required when operating a stock /order picker.

### 3.8 Body Hazards

Injury of the body can occur during exposure to chemicals, acids, or other hazardous material, abrasive blasting, welding, cutting, brazing, chipping, sanding, grinding, use of chain saws or similar equipment, moving vehicles, and work around electrical arcs.

Reflective safety vests are required when working in the vicinity of traffic; in center meridians, campus parking lots and in construction zones.

Fleet personnel responding to emergency vehicle repair along public roadways are required to wear high visibility Class 3 ANSI approved traffic safety vests.

Personnel operating chain saws are required to use Kevlar or ballistic nylon chaps or leggings.

Fire resistant clothing for employees working in areas where there are potential electrical hazards shall be provided with and use, electrical protective equipment that is appropriate for the specific parts of the body to be protected and for the work to be performed. The exact personal protective equipment to be worn shall be determined by referring to NFPA 70E Table 130.7(C) (9) (a), "*Hazard/Risk Category Classifications*".

## 4.0 Hazard Assessment for PPE

The GSA Safety Officer, in conjunction with supervisors, will conduct a survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form (APPENDIX), which identifies the work area, job category or individual surveyed, the person(s) conducting the survey, findings of potential hazards, and the date.

The Safety Officer or designated person will conduct, review and update the hazard assessment for PPE whenever:

- A job changes
- New equipment or process is installed
- There has been an accident
- In response to a supervisor or employee requests

## 5.0 Employee Training

Training will be required for each employee/position identified in PPE Hazard Assessment to require the use of PPE. Each such employee shall be trained in the following:

1. When PPE is necessary
2. What PPE is necessary
3. How to properly don, doff, and wear PPE
4. The limitations of the PPE
5. The proper care, maintenance, useful life and disposal of the PPE

## **6.0 Reference – State Regulation**

Title 8 California Code of Regulations, General Safety Orders:

[Cal/OSHA Standard 3380, Personal Protective Devices](#)

[Cal/OSHA Standard 3381, Head Protection](#)

[Cal/OSHA Standard 3382, Eye and Face Protection](#)

[Cal/OSHA Standard 3383, Body Protection](#)

[Cal/OSHA Standard 3384, Hand Protection](#)

[Cal/OSHA Standard 3385, Foot Protection](#)

[Cal/OSHA Standard 5098, Hearing Protectors](#)

[Cal/OSHA Standard 5144, Respiratory Protective Equipment](#)

[Cal/OSHA Standard Specifications](#)

[Personal Protective Equipment \(Collection From OSHA\)](#)