

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Safety and Benefits
Chapter:	Personal Protective Equipment Plan
Current Effective Date:	3/1/16
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Purpose

The purpose of this policy is to establish guidelines for DHHS employees who may encounter workplace hazards that require personal protective equipment (PPE) as prescribed in the Occupational Safety and Health Administration's (OSHA's) PPE Standard - 29 CFR 1910.132.

Policy

It is the policy of DHHS to protect employees, patients, clients, residents, and any other individuals from anticipated hazards. This policy establishes a minimum standard for the use of personal protective equipment within DHHS to ensure compliance with OSHA standards. Some facilities and/or divisions may have additional or more stringent guidelines.

Definitions

Eye and Face Protection – Equipment designed to provide protection to the face and eyes during exposure to such hazards as flying particles, molten metal or sparks, liquid chemicals, acids or caustic liquids, or potentially injurious light radiation (i.e., lasers, welding, etc.)

Foot Protection - Equipment designed to provide protection to the feet and toes during exposure to such hazards as falling or rolling objects, chemical or liquid exposures, piercing objects through the sole or uppers, and/or where the employee's feet are exposed to electrical hazards.

Hand Protection - Equipment designed to provide protection to the hands during exposures to potential hazards such as sharp objects, abrasive surfaces, temperature extremes, and chemical contact.

Hazard Assessment – The process used to identify hazards in the workplace and to select the appropriate personal protective equipment to guard against potential hazards (see DHHS Hazard Assessment Guidelines).

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Head Protection – Equipment designed to provide protection to the head during exposure to potential hazards such as falling objects, striking against low hanging objects, or electrical hazards.

Personal Protective Equipment – Any devices or clothing worn by the worker to protect against workplace hazards. Examples include respirators, gloves, chemical splash goggles, safety glasses, lab coats, etc.

Projectiles – Flying objects such as large chips, fragments, particles, sand, and dirt. Activities that produce these hazards include chipping, grinding, masonry work, woodworking, sawing, drilling, chiseling, riveting, and sanding.

Roles and Responsibilities

Safety Programs Manager

The Safety Programs Manager (SPM) ensures that a written personal protective equipment plan is in place. The SPM reviews the policy periodically.

Safety Officer

The Safety Officer monitor is responsible for the following:

- Monitoring his/her assigned area to ensure compliance with this policy.
- Overseeing the effectiveness of the Personal Protective Equipment program.
- Conducting or assisting with periodic hazard assessments as needed.
- Providing technical assistance on proper care, use, selection, maintenance, and disposal of PPE.
- Ensuring that staff receive appropriate training and that training is documented.

Manager/Supervisor

The manager/supervisor is responsible for the following:

- Ensuring that employees comply with the guidelines established by this Plan.
- Ensuring that designated staff complete required training prior to wearing PPE.
- Conducting or assisting with periodic hazard assessments.
- Providing appropriate PPE as determined by the hazard assessment.
- Notifying the Safety Officer when new hazards are introduced that may impact PPE requirements.

DHHS Staff

Staff are responsible for the following:

- Complying with this policy.
- Completing required training.
- Appropriately using, maintaining, and disposing of PPE.
- Notifying the supervisor/manager of concerns or problems with assigned PPE.

Implementation

PPE Hazard Assessment

PPE hazard assessments are conducted in cooperation with the department supervisor/manager to identify the need for and proper selection of PPE. Refer to the DHHS Hazard Assessment Guidelines for guidance on conducting PPE hazard assessments.

- The PPE hazard assessment is designed to aid in the selection of appropriate PPE and to mitigate hazards that may arise during certain assigned tasks.
- Individual employee needs are taken into account in the hazard assessment.
- Workplace hazard assessments are documented and identified as a certification of hazard assessment (see Attachment).
- Results from the PPE hazard assessment are communicated to affected individuals.

PPE Selection

Consideration is given to comfort and fit of PPE in relation to the assigned task to ensure that the PPE is effective and will be used properly. Required PPE is provided, employees do not procure their own PPE unless approved to do so by their supervisor. PPE meets the appropriate industry standards:

- Eye and face protection must comply with ANSI Z87.1 (current)
- Head protection must comply with ANSI Z89.1 (current)
- Foot protection must comply with ANSI Z41 (current)
- No industry standard is available for hand protection. However, selection must be based on performance characteristics of the hand protection in relation to the associated tasks and hazards. Glove selection guides are available from glove vendor web sites.

Cleaning and Maintenance

Users are responsible for cleaning and maintaining PPE. PPE is inspected, cleaned, and maintained at regular intervals to ensure adequate protection and performance. Damaged or compromised PPE is not used. If it cannot be repaired, it must be disposed of in an appropriate manner according to the above guidelines. PPE that cannot be decontaminated is disposed of as follows:

- PPE that is contaminated with a hazardous chemical is disposed of in the appropriate chemical waste container.
- PPE that is contaminated with radioactive material is disposed of in a solid waste container designated for that radioactive material.
- PPE that is contaminated with biological materials is disposed of in the appropriate biohazard waste container.

Eye and Face Protection

Protective eyewear is required in areas where potential eye hazards exist. These hazards include but are not limited to projectiles, chemicals, light radiation, and biological hazards.

- Safety glasses with side protection that meets the current ANSI Z87.1 standard are the minimal allowable eye protection when protecting the eye from flying fragments, particles, and objects. Safety glasses that meet the ANSI standard will have ‘Z87’ stamped on the frame of the glasses.
NOTE: Most regular eyeglasses do not meet the ANSI standard and thus are not an acceptable form of eye protection.
- Persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear.
NOTE: Contact lenses do not provide eye protection, but may be worn under proper eye protection.
- If there is potential for an eye splash, it is required to wear goggles or a face shield over safety glasses.
- Face shields must be worn in operations where the entire face needs protection. Face shields provide added protection against flying particles, metal sparks, and chemical and biological splash hazards. Face shields are not primary eye protection and can only be used in conjunction with safety glasses or goggles.
- Eye protection fitted with appropriate filter lenses is required when injurious light radiation exists, such as laser or ultraviolet (UV) light.
- The following are activities which require eye or face protection as applicable:
 - A. Working in a laboratory area when a potential eye hazard exists.
 - B. Working in animal rooms.
 - C. Working with hazardous chemicals such as flammables, corrosives, or other toxic compounds.
 - D. Working in areas where projectile hazards are present. Examples include vacuum or pressure operations, using hand/power tools, chemical reactions, centrifuges, etc.
 - E. Working in areas where welding, torch soldering, cutting, and brazing operations are performed.
 - F. Performing work in areas, such as air handling units, which contain a UV light source.
 - G. Working in areas that have been designated as “Eye Protection Required”.

Hand Protection

Hand protection is required to be worn in areas where potential hand hazards exist. These hazards include but are not limited to chemical agents, biological agents, radioisotopes, objects that can cause lacerations or abrasions, and extreme temperatures.

- Selection of appropriate gloves is based on performance characteristics, conditions of use, and duration of use.
- Glove materials must be appropriate for protection from the identified hazard.
- Guidance for glove selection is available from the Safety Officer and from the glove vendor’s website.
- Gloves are replaced when damaged or contaminated.

- Employees must develop practices that reduce the potential for contamination during glove removal.

Head Protection

Employees are required to use head protection when there is a risk of impact hazards from falling or fixed objects, penetration from impact hazards, or exposure to live electrical conductors. Head protection must meet the current ANSI/ISEA Z89.1 standards.

Foot Protection

- Open toe shoes (e.g. sandals) are prohibited while working in or entering a patient area, laboratory, maintenance shop, or other hazardous area.
- Safety shoes or boots must meet the current ASTM F2413-05 or ANSI Z41 standard and are required when:
 - A. Carrying or handling materials, objects, parts or heavy tools, which if dropped, could injure the feet.
 - B. Performing work where materials or equipment could potentially roll over the feet.
- Safety shoes or boots with puncture-resistant soles are required when puncture hazards are present.
- Rubber boots are required if the feet will contact chemical or biological hazards or a wet working environment.
- Safety shoes with special non-conductive and insulating soles are required when electrical hazards are present.

Protective Clothing

Protective clothing is worn to prevent injury from biological hazards, hazardous chemicals, electrical hazards, radioactive material, heat, sparks, impact, and cut hazards.

- Protective clothing types include but are not limited to coveralls, aprons, flame-resistant clothing, and laboratory coats.
- Protective clothing cannot be worn outside of the work area (i.e., lab coats are prohibited in areas such as the break room, cafeteria, etc.)
- Protective clothing that is chemically or biologically contaminated cannot be worn in other work areas, including other patient areas or laboratories.
- Lab coats are required when working in a laboratory with hazardous materials.
- Protective clothing must be worn as designed, i.e. - fastened, zipped, or tied, and the sleeves must be down.

Information and Training

PPE training is provided to all employees who may encounter workplace hazards that require PPE. At a minimum, training shall be given upon initial assignment, when changes in the workplace or available PPE render previous training obsolete, when inadequacies in an employee's knowledge or behavior indicate a need for retraining, or as required by regulatory guidelines. The training includes the following information:

- The requirements of OSHA standard 29 CFR 1910.132;

- When PPE is necessary;
- What PPE is necessary;
- Where PPE is stored;
- How to properly don, doff, adjust, and wear PPE;
- Limitations of PPE;
- Useful life, proper care, maintenance, and disposal of PPE.

Record Keeping

- Any facility, division, or office that provides PPE training is responsible for maintaining records of their training. Records include the names of the individuals trained, the type of training, the date of training, and the name of the trainer.
- Any facility, division, or office that conducts PPE hazard assessments is responsible for maintaining records of the assessments. Records include the identity of the workplace evaluated, the name of the person certifying that the evaluation has been performed, and the date(s) of the hazard assessment.

References

- OSHA General Industry Standard, Personal Protective Equipment, 29CFR 1910, Subpart I
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9777
- American National Standard for Occupational and Educational Personal Eye and Face Protection Devices ANSI Z87.1 (current)
- Standard Specification for Performance Requirements for Foot Protection ASTM F2413-05 (current)
- American National Standard for Industrial Head Protection ANSI/ISEA Z89.1 (current)



Personal Protective Equipment Hazard Assessment

This hazard assessment form must be completed and certified annually. The completed and certified form is kept on file by the Safety Officer. Assess the presence of the following hazards, mark yes or no. If hazard is present, select how it is mitigated: eliminated, guarded, or the use of Personal Protection Equipment (PPE).

Division:	Facility:
Department:	Job Title Assessed:
Assessment Completed by:	Date:

Eye and Face	Y	N	Mitigation	Hand	Y	N	Mitigation
Flying Particles	<input type="checkbox"/>	<input type="checkbox"/>		Skin Absorption	<input type="checkbox"/>	<input type="checkbox"/>	
Molten Metals	<input type="checkbox"/>	<input type="checkbox"/>		Cuts or Lacerations	<input type="checkbox"/>	<input type="checkbox"/>	
Liquid Chemicals	<input type="checkbox"/>	<input type="checkbox"/>		Abrasions	<input type="checkbox"/>	<input type="checkbox"/>	
Acids	<input type="checkbox"/>	<input type="checkbox"/>		Puncture	<input type="checkbox"/>	<input type="checkbox"/>	
Caustic Liquids	<input type="checkbox"/>	<input type="checkbox"/>		Chemical Burns	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical Gases or Vapors	<input type="checkbox"/>	<input type="checkbox"/>		Thermal Burns	<input type="checkbox"/>	<input type="checkbox"/>	
Light Radiation	<input type="checkbox"/>	<input type="checkbox"/>		Temperature Extremes	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>		Other	<input type="checkbox"/>	<input type="checkbox"/>	
Head and Hearing	Y	N	Mitigation	Respiratory	Y	N	Mitigation
Falling or Flying Objects	<input type="checkbox"/>	<input type="checkbox"/>		Harmful Dusts	<input type="checkbox"/>	<input type="checkbox"/>	
Work Performed Overhead	<input type="checkbox"/>	<input type="checkbox"/>		Fogs	<input type="checkbox"/>	<input type="checkbox"/>	
Elevated Conveyors	<input type="checkbox"/>	<input type="checkbox"/>		Fumes	<input type="checkbox"/>	<input type="checkbox"/>	
Striking Fixed Object	<input type="checkbox"/>	<input type="checkbox"/>		Mists	<input type="checkbox"/>	<input type="checkbox"/>	
Forklift Hazards	<input type="checkbox"/>	<input type="checkbox"/>		Smokes	<input type="checkbox"/>	<input type="checkbox"/>	
Exposed Electrical Conductors	<input type="checkbox"/>	<input type="checkbox"/>		Sprayers	<input type="checkbox"/>	<input type="checkbox"/>	
Noise	<input type="checkbox"/>	<input type="checkbox"/>		Vapors	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>		Other	<input type="checkbox"/>	<input type="checkbox"/>	
Foot	Y	N	Mitigation	Torso	Y	N	Mitigation
Falling and Rolling Object	<input type="checkbox"/>	<input type="checkbox"/>		Hot Metals and Liquids	<input type="checkbox"/>	<input type="checkbox"/>	
Objects Piercing the Sole	<input type="checkbox"/>	<input type="checkbox"/>		Cuts	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>		Acids	<input type="checkbox"/>	<input type="checkbox"/>	
Wet or Slippery Surfaces	<input type="checkbox"/>	<input type="checkbox"/>		Radiation	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical Exposure	<input type="checkbox"/>	<input type="checkbox"/>		Miscellaneous/Other	Y	N	Mitigation
Environmental/Other	<input type="checkbox"/>	<input type="checkbox"/>		Lifting	<input type="checkbox"/>	<input type="checkbox"/>	
				Blood borne pathogens	<input type="checkbox"/>	<input type="checkbox"/>	



Personal Protective Equipment Hazard Assessment

If PPE was selected as mitigation for a hazard, list the required PPE for each hazard below:

Hazard	Required PPE

Additional Comments:

This hazard assessment has been performed by the Safety Department to determine the required type of Personal Protection Equipment for each affected employee. This assessment includes:

- ◆ Walk-through survey
- ◆ Specific job analysis
- ◆ Review of accident statistics
- ◆ Review of safety equipment selection guidelines materials
- ◆ Selection of appropriate required PPE

Department Supervisor:	Signature:
Assessment Certified by:	Signature: