



pennsylvania

DEPARTMENT OF PUBLIC WELFARE

Department of Public Welfare Accident and Illness Prevention Program Manual

P.2 Personal Protective Equipment

By Direction of:

Glenn Williams, Director,
Bureau of Administrative Services

Issue Date:	May 12, 2011	Effective Date:	Immediately
Category:	Personal Protective Equipment		

Implementing Instructions:

This policy becomes effective immediately. Please share this information with your local Maintenance Manager, Safety Manager/Coordinator, Infection Control Manager, and other local supervisors, managers and employees as appropriate.

Comments and Questions Regarding This Accident & Illness Prevention Program Manual Section Should Be Directed To:

The Bureau of Administrative Services, Division of Emergency Planning & Safety Operations; Safety and Environmental Operations Section, at 717-772-2076.

A. General

The policy establishes general guidelines and procedures for the type of personal protective equipment (PPE) that will be used; when conditions call for the wearing of PPE and locations where it is required at OMSHAS/ODP/OCYF facilities.

B. Policy

The purpose of this program is to protect employees from workplace hazards that are present or are likely to be present, which necessitate the use of PPE. This program addresses the proper use, required training, maintenance, sanitation, and disposal of required PPE. Additionally, this program defines how to assess potential workplace hazards and select appropriate PPE.

The following are examples of PPE to be furnished by OMHSAS/ODP/OCYF facilities, and shall be used in appropriate situations: hard hats; hearing protection; non-prescription safety glasses or goggles; respirators; gloves; gowns; masks; face shields; safety harnesses and life lines; welding and cutting helmets, goggles, sleeves, leather gloves; coveralls; arc flash clothing and protective footwear.

C. Standards/References/Resources

The following documents were used as resources when writing this policy and may be referred to throughout this document. This document does not restate all the protective measures contained in the referenced documents listed below.

- OSHA 29 CFR 1910 – Subpart I – Personal Protective Equipment
 - 1910.132 – General Requirements,
 - .133 – Eye and Face Protection
 - .135 – Head Protection
 - .136 – Occupational Foot Protection
 - .137 – Electrical Protective Devices
 - .138 – Hand Protection
- ANSI Z87.1 – Eye and Face Protection
- ANSI Z89.1 – Head Protection

D. Responsibilities

1. The facility's Chief Executive Officer (CEO)/Director has overall responsibility for the implementation of the Personal Protective Equipment policy.
2. The Chief Operating Officer (COO)/Assistant Director shall ensure compliance with all sections of this policy.
3. Facility Maintenance Manager (FMM)/Institutional Safety Manager (ISM) shall share responsibility to:
 - a. Ensure personnel are familiar with these procedures and adhere to its guidelines.
 - b. Ensure proper PPE is supplied to perform the required operations
 - c. Conduct hazard assessments and select proper PPE accordingly
 - d. Maintain any documentation outlined in this PPE program
 - e. Conduct safety inspections concerning use of PPE
 - f. Provide Supervisors with knowledge and information to conduct required training and inspections as outlined in this PPE program.
4. Supervisors or Trades Foremen are responsible for the implementation of this program and for the inspection of all related equipment.
 - a. Personnel are familiar with these procedures and adhere to its guidelines
 - b. Train employees on when, how, and why to use PPE
 - c. Assist with hazard assessments
 - d. Provide assessments to employee upon request
 - e. Maintain a copy of hazard assessments applicable to their department
 - f. Enforce the use of PPE
 - g. Provide employee's PPE at initial assignment and when PPE needs to be replaced.

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5. Employees are responsible to know the hazards and understand the requirements of this program, and use the safety equipment and PPE as required.
 - a. Comply with all DPW safety rules and regulations concerning PPE
 - b. Acquire knowledge and training on PPE before use and when uncertainty about PPE arises
 - c. Properly use/wear, maintain, clean, and store assigned PPE
 - d. Not use and report damaged PPE.

6. The Division of Emergency Planning and Safety Operations will:
 - a. Perform record reviews
 - b. Provide technical assistance.

E. Definitions

Face shield: A protective device commonly intended to shield the wearer's face, or portions thereof, in addition to the eyes, from certain hazards.

Goggles: A protective device intended to fit the face immediately surrounding the eyes in order to shield the eyes from a variety of hazards.

Hazard: A dangerous condition, potential or inherent, that can interrupt or interfere with the expected orderly progress of an activity.

Headgear: That part of a protective helmet, hood or face-shield that supports the device to the wearer's head.

IDLH - Immediately Dangerous to Life and Health

Indirect Vented Goggle: A protective device intended to fit the face immediately surrounding the eyes in order to shield the eyes from splash and impact.

Infrared Radiation: As related to ANSI X87.1-1989, electromagnetic energy with wavelengths from 780 to 2000 nanometers.

Lens: The transparent part of a protective device through which the wear sees.

Lens, prescription (RX): A lens manufactured to the wearer's individual corrective prescription.

Non-vented Goggles: A protective device intended to fit the face immediately surrounding the eyes in order to shield the eyes from fumes.

Protective Footwear: Footwear containing a protective toe box (impact and compression resistance), metatarsal, tarsal, and/or toe guards that are especially designed and manufactured to meet the performance requirements of the requirements of 29 CFR 1910.136.

Protective Helmet: Headwear conforming to ANSI Z89.1 – 1997, or the lasted revision thereof, also known as "hardhat."

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Side-shields: A device, commonly attached to spectacles that provides side exposure protection to the eye.

Temple: That part of a spectacle commonly attached to the front and generally extended behind the ear of the wearer.

Ultraviolet Radiation: As related to ANSI X87.1-1989, electromagnetic energy with wavelengths from 200 to 380 nanometers.

Vented Goggles: A protective device intended to fit the face immediately surrounding the eyes in order to shield the eyes from impact only.

Welding Helmet: A protective device intended to shield the eyes and face from optical radiation and impact. Welding helmets are secondary protectors and shall be used in conjunction with primary protectors.

F. Basic PPE Types and Use

1. Head Protection

- a) The FMM/ISM will determine if head protection is required.
- b) Hard hats or safety hats protect the head from impact, penetration, and electrical shock. Head protection is necessary if you work where there is a risk of injury from moving, falling, or flying objects. All head protection must be ANSI Z89.1 1991 certified.
- c) Do not deface, alter, or modify your head protection (helmet) in any way. Do not drill holes, cut or modify the head harness, or wear bandanas underneath your hardhat. Adjust the harness inside the hardhat so the helmet rests comfortably on your head. Do not wear the hardhat backwards. Hardhats are specifically designed to provide maximum head protection when worn, as manufactured, and as intended. Any alterations or changes can affect this protection.
- d) Use of head protection is mandatory when working on any active construction or remodeling/renovation project where overhead work is being performed. Hard hats may be required at all times in certain areas of facilities so be aware of your surroundings and signs.

2. Hearing Protection

(Please review AIPP P.3 – Hearing Conservation for hazard assessment protocol)

- a) The FMM/ISM will determine if hearing protection is required.
- b) Hearing protection is to be inspected before each use, for tears and contamination. If deficiencies are noted, the hearing protector should be cleaned, repaired, or replaced before use.

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- c) Hearing protection will be either disposable earplugs or earmuffs. Some earplugs are reusable, do not reuse disposable earplugs. Throw the used ones out.
- d) Areas/Activities identified as where hearing protection may be used are: boiler plant, generator rooms, water treatment plant blower building, operating grounds equipment like mowers, chain saws, and blowers, when equipment is being run inside the carpenter shop and plumbing shop, welding activities and portable equipment use.
- e) Hearing protection may be required in designated areas throughout a facility so be aware of the surroundings and the signs posted.

3. Eye Protection - Protective Eyewear

(Please review AIPP P.4 – Sight Conservation for hazard assessment protocol)

- a) The FMM/ISM will determine if eye protection is required. Eye protection shall be worn when hazards exist that could cause eye or face injury. All eye protection must meet the specifications of ANSI Z87.1.
- b) Eye and face protection should be used in conjunction with equipment guards, engineering controls and safe practices. Use safety glasses with side shields to protect against impact and splashes. Use safety goggles to provide protection against impact, splashes and hazardous atmospheres.
- c) If you wear prescription glasses, wear goggles or other safety protection over the RX glasses unless the glasses are safety rated and documentation is readily available for proof upon request. RX glasses must also have approved side-shields in areas where safety glasses are needed.
- d) Before each use, eye and face protection is to be inspected for damage (e.g., cracks, scratches), cleanliness and proper operation. If deficiencies are noted, the equipment should be cleaned, repaired, or replaced before use.
- e) Areas/Activities identified as where eye protection may be used are: welding, grinding, chipping, buffing, painting, grounds keeping work using powered machines or powered tools and while using housekeeping chemicals, boiler room, using wood, metal or plastic materials powered cutting equipment and in certain situations where there is a likelihood of dirt or other foreign material getting in the eyes.
- f) When welding, a welding helmet with the proper filter plate and leather gloves must be used. No bare skin shall be exposed. Use appropriate welding glasses and helmets to protect the eyes during welding operations. Eyecup welding goggles with filter lenses give protection from ultraviolet light and glare, as well as flying metal and metal fume, and sparks. A welding helmet protects from flash burn due to welding, soldering, or brazing, but does not provide primary eye protection; safety glasses or goggles should be worn with the helmet.

4. Arm and Hand Protection - Gloves

- a) The FMM/ISM will determine if arm and/or hand protection is required. Arms and hands are vulnerable to cuts, burns, bruises, electrical shock, chemical spills, and amputation. Gloves provide protection for the hands and arms from cuts, chemicals, bodily fluids, temperature extremes, and abrasion. Proper glove selection is vital to their ability to protect.
- b) It is imperative to remember that both the thickness and the type of material the glove is manufactured from affect the ability to serve as a barrier against a chemical or physical hazard. Specifications regarding compatibility of glove materials with chemicals are available from glove manufacturers, Material Safety Data Sheets, and the Safety Manager.
- c) Do not use gloves when working around machinery that could catch the glove and pull you into the machine.
- d) Inspect your gloves before each use for damage and contamination. Look for holes or other openings. If deficiencies are noted, the gloves should be cleaned, repaired, or replaced before use.
- e) Always wash your hands after using gloves. Gloves are excellent barriers to prevent contaminants from reaching the skin. Washing ones hands after using gloves is a good precaution to make sure any residue that may have deposited on or transferred to the skin is removed.
- f) When wearing gloves, do not touch commonly handled objects such as telephones, door handles, keyboards, etc. Contaminants may be on the outside of the gloves and transferred to other handlers of the object.
- g) The Material Safety Data Sheet for the substance or glove selection charts should be consulted to determine appropriate glove type/material.
- h) Heat resistant gloves shall be used for handling hot objects or there is a danger of burning on contact.
- i) Abrasion resistant gloves (such as leather) should be worn for handling broken glass or for other potentially abrasive situations. Gloves must be worn while pulling ashes and in other situations where there is a likelihood of injury to the hands and/or fingers.

5. Body Protection - Protective Clothing

- a) The FMM/ISM will determine if protective clothing is required. Most PPE used for body protection is designed to protect the employee from contact with physical or chemical hazards. Employees shall wear suitable work apparel whenever there is potential for chemical exposure or other hazards in the work area.

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- b) A variety of protective clothing; including coveralls, gowns and disposables, are available for specific work conditions. Coveralls and disposable body suits protect employees and everyday clothing from contamination. Gowns are worn as an appropriate barrier precaution to prevent skin and mucous membrane exposure when contact with blood or other body fluids when anticipated. Clothing must be cleaned regularly. If a spill occurs on the clothing, it must be decontaminated before reuse.
- c) Disposable clothing should be considered when working with dirty materials, toxic or hazardous materials. The Supervisor is responsible for determining the need for disposable clothing.
- d) When welding overhead or vertically, or when position or conditions may cause burns from molten metal, a leather cape or sleeves or other equally protective covering must be worn to protect the welder from molten metal and slag.
- e) Body protection PPE can cause thermal stress, especially if used in hot environments. Supervisors should closely monitor employees using body protection in confined spaces, or other hot working environments. These employees should be given plenty of rest and fluids to avoid heat stress.
- f) Rubber apron and gloves must be worn while working with caustic soda or other caustic or acid solutions that may cause a chemical burn.
- g) Be careful when wearing body protection around operating or moving equipment

6. Foot Protection - Safety Shoes

- a) The FMM/ISM will determine if foot protection is required. They must meet the specifications provided in 29 CFR 1910.136 (OSHA – Occupational Foot Protection)
- b) To protect feet and legs from falling objects, moving machinery, sharp objects, hot materials, chemicals or slippery surfaces, employees should wear closed-toes shoes, boots, foot guards, leggings or safety shoes, as appropriate. No sandals or open-toed shoes are to be worn by employees entering consumer/resident areas, maintenance work areas and dietary areas.
- c) Protective footwear must be worn if there is potential for injury from heavy objects (e.g., handling drums, cylinders, large pipe) or when carrying or handling heavy objects, packages, parts or tools where the danger exists of objects falling on the feet.

G. Specialized PPE Types and Use

1. Respiratory Protection

(Please review AIPP P.12.k – Respiratory Protection for more on respiratory protection)

- a) The ISM will conduct hazard assessments where necessary to determine if respiratory protection is required. All forms of respiratory protection may be used only with the approval of the Safety Manager. Contact the Safety Manager for inclusion into the respiratory protection program. All employees issued respirators must follow all the requirements set forth in the Respiratory Protection Program.
- b) Specific information concerning respirator capabilities, filter selection, IDLH concentrations, etc., is contained in the facility Respiratory Protection Program maintained by the Safety Department.

2. Electrical Protection

(Please review AIPP P.1.b – Electrical Protection for more on electrical protection)

Specific tasks, which have been identified as potentially exposing personnel to electrical hazards may require specialized personal protection.

3. Fall Protection - Safety Harness/Life Lines/Lanyards

(Please review AIPP P.12.a – Fall Protection for more information.)

Areas/activities identified as where fall protection may be used are: elevated platforms, roof work, bucket trucks articulating booms, or during stationary work on scaffolding or fixed platforms above 6 feet (unless a man rail is provided).

H. PPE Selection

The Safety Manager, in conjunction with the Department Manager or Supervisor, will be responsible for the selection of proper PPE, utilizing guidelines set forth in this policy, and shall make that selection based upon the hazards to which the employees are likely to be exposed.

Selection of PPE will be based on its protective properties related to the specific hazard and/or conditions of the environment in which it will be used. The Facility Maintenance Manager/Safety Manager will be responsible for maintaining an adequate inventory of PPE and providing it to personnel. Should hazards be found, which would preclude the use of the PPE available at the work site, or should employees not be trained, fitted or medically approved to use the protection available at the work site, employees shall not be permitted to enter the work site. Supervisors will be responsible for enforcing the use of PPE.

I. PPE Distribution and Replacement

DPW shall provide the required PPE, at no charge, to employees at the initial assignment to the department. In the event that the PPE needs to be replaced due to damage and/or wear, DPW will provide new PPE at no charge.

Defective or damaged PPE must not be used and shall be returned to the Supervisor. Each employee is responsible for inspecting all PPE prior to its use to ensure a good working condition. Disposable PPE shall be stocked and located near areas where protection is needed.

J. Training

1. Initial

The responsible person(s) shall ensure that employees are trained and informed on PPE selections, usage, care, and limitations prior to the time of initial assignment to DPW facility.

Initial training is required and shall include the following essential elements:

- Review of the applicable sections of this Policy and applicable Programs.
- Information on the hazard(s), which the PPE will protect against
- How to select and safely use PPE
- How to put on, take off, wear, and adjust PPE
- How to care, maintain, clean, and store PPE
- How and when to inspect, replace, and dispose of PPE
- The useful life and limitations of selected PPE
- Any additional hazards associated with wearing PPE.

Written training records detailing the extent of training received, the date, and the trainer must be documented and put into individual employee files.

2. Refresher

All elements outlined in initial training shall be followed during refresher training. The length and detail of the training relies on the trainer and the comprehension level of the trainee.

Refresher training shall be required under the following circumstances:

- When workplace conditions/changes render previous training obsolete
- When changes in PPE types used render previous training obsolete
- When changes in employees responsibilities and or job functions have changed
- When observed behavior of employee has shown they have not retained the knowledge, understanding, and/or skill of PPE essential for performing certain job functions.

K. Inspection and Maintenance

1. It shall be the responsibility of all employees to properly inspect, clean, store and maintain in good working order all PPE issued to them. Whenever problems or defects are discovered in any of the issued PPE, the employee shall inform the Department Manager or Supervisor of the discrepancy and the defective PPE shall be returned to the Supervisor for exchange for PPE in proper working order.
2. The Facility Maintenance Manager or Supervisor shall maintain an adequate stock of PPE and insure that such supplies are available to employees. The Department Manager or Supervisor will conduct inspections of all PPE issued to employees to ascertain that they are being properly stored, maintained, cleaned, correctly used, and conscientiously worn.
3. Modifications in PPE and training may be required through changes in work scope, addition of new chemicals, equipment changes or modification, or revision of regulations or standards.

L. Recordkeeping/Documentation

The DPW Safety Manager shall maintain the following records:

- The most recent copy of the PPE written program
- Workplace hazard assessments and PPE determinations
- Training documentation

M. Program Review

For the purposes of ensuring programs and policies are kept current and effective, the following reviews will be conducted:

1. Annual review of local policy by ISM
2. Periodic program review according to AIPP Manual Element O. Methods for Determining and Evaluating AIPP Program Effectiveness.