

Dutchess Community College

Personal Protective Equipment (PPE) Program

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Introduction:

In compliance with 29CFR1910.132, the purpose of this Personal Protective Equipment Program is to protect the employees of Dutchess Community College from exposure to work place 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 ensure the safety and health of employees and that such use will lessen the likelihood of occupational injury and/or illness. This program addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, and body (torso) protection. Separate programs for respiratory protection and hearing conservation have been established as participation in these programs involves medical testing and industrial hygiene monitoring.

The Dutchess Community College Personal Protective Equipment Program includes:

- Responsibilities of the Safety Coordinator
- Responsibilities of Department Heads/Supervisors and Employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

Responsibilities:

Safety Coordinator

The Safety Coordinator is responsible for working with Departments in the updating of, implementation, and administration of Dutchess Community College's PPE program. This involves:

1. Working with Departments when necessary to conduct workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Working with Departments when necessary to review, update, and conduct PPE hazard assessments whenever:
 - A job changes
 - New equipment is used
 - There has been an accident
 - A supervisor or employee requests it
3. Maintaining records on hazard assessments.
4. Recommending selections of appropriate PPE.
5. Working with Departments to Provide training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
6. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and this program.

Department Heads/Supervisors

Department Heads/Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Conduct workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
2. Ensuring appropriate PPE is available to employees.
3. Ensuring that employees are trained on the proper use, care and cleaning of PPE.
4. Ensuring that PPE training documentation form is completed and on file with a copy forwarded to the Safety Coordinator and the Department of Human Resources to be used to document the employees training records.
5. Ensuring that employees use appropriate PPE when performing work task in which PPE is required.

Employees

The PPE user is responsible for following the requirements of the PPE program. This involves:

1. Properly wearing PPE as required.
2. Attending required training sessions.
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.

4. Following Dutchess Community College PPE program and rules.
5. Informing the supervisor of the need to repair or replace PPE.

Procedures:

Hazard Assessment for PPE

Designated Department personnel, in conjunction with the Safety Coordinator when necessary, will conduct a survey of positions/job tasks to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form – Appendix A - which identifies the position/tasks surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. Copies of these assessments will be kept in each Department and on file with the Safety Coordinator.

Designated Department personnel, in conjunction with the Safety Coordinator when necessary will conduct, review, and update the hazard assessments for PPE whenever:

- a job changes
- new equipment or process is installed
- there has been an accident
- whenever a department head/supervisor or employee requests it

Selection of PPE

Once the hazards of a workplace have been identified, Department Heads/Supervisors in conjunction with the Safety Coordinator if necessary will determine if the hazards can first be eliminated or reduced by methods

other than PPE, i.e., methods that do not rely on employee behavior such as engineering controls, work practice controls and administrative controls. If such methods are not adequate or feasible, then Department Heads/Supervisors in conjunction with the Safety Coordinator when necessary will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect 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 the highest level of each of the hazards will be recommended. All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH (National Institute for Occupational Safety and Health) or ANSI (American National Standards Institute) standards will be procured or accepted for use.

Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986 & ANSI Z89.1-1997
- Foot Protection ANSI Z41.1-1991
- 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.)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What types of PPE are necessary
- How to properly put on, take off, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

A generic training program is available see Appendix C for details. The training program can be used as a basis to assist Departments with training. After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained. Training of each employee will be documented using the Personal Protective Equipment Training Documentation Form –Appendix B - and kept on file in the department with a copy forwarded to the Safety Coordinator and the Human Resources Department to be used to document the employees training records. The document certifies that the employee has received

and understood the required training on the specific PPE he/she will be using. Equivalent forms that document training records may be accepted.

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

Cleaning and Maintenance of PPE

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. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees unless it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, it must be adequate for the work place hazards, and maintained in a clean and reliable condition. Defective or

damaged PPE will not be used and will be immediately discarded and replaced.

PPE Hazard Assessment Certification Form – Appendix A

Department: _____ Job Title or Task: _____ Date of assessment: _____

Assessment conducted by: _____

EYES	FACE	HEAD
<p>Work activities, such as:</p> <input type="checkbox"/> Abrasive blasting <input type="checkbox"/> Chopping <input type="checkbox"/> Cutting <input type="checkbox"/> Drilling <input type="checkbox"/> Welding <input type="checkbox"/> Soldering <input type="checkbox"/> Torch blazing <input type="checkbox"/> Working outdoors <input type="checkbox"/> Punch press operations <input type="checkbox"/> Healthcare/nursing <input type="checkbox"/> Other: _____	<p>Work-related exposure to:</p> <input type="checkbox"/> Airborne dust <input type="checkbox"/> Dirt <input type="checkbox"/> UV <input type="checkbox"/> Flying particles <input type="checkbox"/> Blood splashes <input type="checkbox"/> Hazardous liquid chemicals/splashes <input type="checkbox"/> Molten metal splashes <input type="checkbox"/> Glare/high intensity lights (artificial) <input type="checkbox"/> Intense light (natural) <input type="checkbox"/> Hot sparks <input type="checkbox"/> Other: _____	<p>Work-related exposure to:</p> <input type="checkbox"/> Beams <input type="checkbox"/> Pipes <input type="checkbox"/> Exposed electrical wiring or components <input type="checkbox"/> Fixed object <input type="checkbox"/> Falling objects <input type="checkbox"/> Machine parts <input type="checkbox"/> Other: _____
<p>Work activities, such as:</p> <input type="checkbox"/> Sanding <input type="checkbox"/> Sawing <input type="checkbox"/> Grinding <input type="checkbox"/> Hammering <input type="checkbox"/> Chipping	<p>Work activities, such as:</p> <input type="checkbox"/> Welding <input type="checkbox"/> Parts wash operations <input type="checkbox"/> Healthcare/nursing	<p>Work activities, such as:</p> <input type="checkbox"/> Building maintenance <input type="checkbox"/> Confined space operations <input type="checkbox"/> Construction <input type="checkbox"/> Electrical wiring <input type="checkbox"/> Walking/working under catwalks/bridges <input type="checkbox"/> Walking/working on catwalks <input type="checkbox"/> Walking with/around conveyor belts <input type="checkbox"/> Walking/working under crane loads <input type="checkbox"/> Utility work/tree work <input type="checkbox"/> Tree work <input type="checkbox"/> Other: _____
<p>Can hazard be eliminated without the use of PPE?</p> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, use: <input type="checkbox"/> Safety glasses <input type="checkbox"/> Safety goggles <input type="checkbox"/> Dust-tight goggles <input type="checkbox"/> Impact goggles <input type="checkbox"/> Welding helmet w/shield <input type="checkbox"/> Welding shield <input type="checkbox"/> Chemical goggles <input type="checkbox"/> Shading/Filter (# _____) <input type="checkbox"/> Other: _____	<p>Can hazard be eliminated without the use of PPE?</p> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, use: <input type="checkbox"/> Face shield <input type="checkbox"/> Shading/Filter (# _____) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other: _____	<p>Can hazard be eliminated without the use of PPE?</p> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, use: <input type="checkbox"/> Protective Helmet <input type="checkbox"/> Type A (low voltage) <input type="checkbox"/> Type B (high voltage) <input type="checkbox"/> Type C <input type="checkbox"/> Bump cap (not ANSI-approved) <input type="checkbox"/> Other: _____

<p>HANDS/ARMS</p> <p><u>Work activities, such as:</u></p> <input type="checkbox"/> Material handling <input type="checkbox"/> Sanding <input type="checkbox"/> Grinding <input type="checkbox"/> Welding <input type="checkbox"/> Working with glass <input type="checkbox"/> Tree work <input type="checkbox"/> Irritating chemicals <input type="checkbox"/> Healthcare/nursing <input type="checkbox"/> Using power tools <input type="checkbox"/> Working outdoors <input type="checkbox"/> Sawing <input type="checkbox"/> Hammering <input type="checkbox"/> Other:	<p><u>Work-related exposure to:</u></p> <input type="checkbox"/> Blood <input type="checkbox"/> Irritating chemicals <input type="checkbox"/> Tools or materials that could scrape, bruise, or cut <input type="checkbox"/> Extreme heat <input type="checkbox"/> Extreme cold <input type="checkbox"/> Animal bites <input type="checkbox"/> Electric shock <input type="checkbox"/> Vibration <input type="checkbox"/> Sharps injury <input type="checkbox"/> Other:	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Gloves <input type="checkbox"/> Chemical resistance <input type="checkbox"/> Liquid/leak resistance <input type="checkbox"/> Temperature resistance <input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Latex or nitrile <input type="checkbox"/> Slip resistance <input type="checkbox"/> Anti-vibration <input type="checkbox"/> Protective sleeves <input type="checkbox"/> Other:
<p>FEET/LEGS</p> <p><u>Work activities, such as:</u></p> <input type="checkbox"/> Building maintenance <input type="checkbox"/> Construction <input type="checkbox"/> Demolition <input type="checkbox"/> Working outdoors <input type="checkbox"/> Plumbing <input type="checkbox"/> Trenching <input type="checkbox"/> Use of highly flammable materials <input type="checkbox"/> Welding <input type="checkbox"/> Grounds maintenance <input type="checkbox"/> Tree work <input type="checkbox"/> Other:	<p><u>Work-related exposure to:</u></p> <input type="checkbox"/> Explosive atmospheres <input type="checkbox"/> Impact from objects <input type="checkbox"/> Exposed electrical wiring or components <input type="checkbox"/> Heavy equipment <input type="checkbox"/> Pinch points <input type="checkbox"/> Tools <input type="checkbox"/> Crushing <input type="checkbox"/> Slippery/wet surface <input type="checkbox"/> Sharps injury <input type="checkbox"/> Blood <input type="checkbox"/> Chemical splash/penetration <input type="checkbox"/> Extreme heat/cold <input type="checkbox"/> Other:	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Safety shoes or boots <input type="checkbox"/> Toe protection <input type="checkbox"/> Metatarsal protection <input type="checkbox"/> Electrical protection <input type="checkbox"/> Heat/cold protection <input type="checkbox"/> Puncture resistance <input type="checkbox"/> Chemical resistance <input type="checkbox"/> Anti-slip soles <input type="checkbox"/> Leggings or chaps <input type="checkbox"/> Foot-Leg guards <input type="checkbox"/> Other:
<p>BODY/SKIN</p> <p><u>Work activities such as:</u></p> <input type="checkbox"/> Battery charging <input type="checkbox"/> Parts wash operations <input type="checkbox"/> Fiberglass installation <input type="checkbox"/> Irritating chemicals <input type="checkbox"/> Sawing <input type="checkbox"/> Other:	<p><u>Work-related exposure to:</u></p> <input type="checkbox"/> Chemical splashes <input type="checkbox"/> Extreme heat/cold <input type="checkbox"/> Sharp or rough edges <input type="checkbox"/> Other:	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Vest, Jacket <input type="checkbox"/> Rainwear <input type="checkbox"/> Apron <input type="checkbox"/> Welding leathers <input type="checkbox"/> Other: <p><input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Coveralls, Body suit</p>

BODY/WHOLE		
Work activities such as: <input type="checkbox"/> Building maintenance <input type="checkbox"/> Construction <input type="checkbox"/> Utility work <input type="checkbox"/> Working outdoors <input type="checkbox"/> Other: _____	Work-related exposure to: <input type="checkbox"/> Working from heights of 10 feet or more <input type="checkbox"/> Impact from flying objects <input type="checkbox"/> Impact from moving vehicles <input type="checkbox"/> Sharps injury <input type="checkbox"/> Blood <input type="checkbox"/> Electrical/static discharge <input type="checkbox"/> Hot metal <input type="checkbox"/> Sparks <input type="checkbox"/> Chemicals <input type="checkbox"/> Extreme heat/cold <input type="checkbox"/> Elevated walking/working surface <input type="checkbox"/> Working near water <input type="checkbox"/> Other: _____	Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, use: <input type="checkbox"/> Fall Arrest/Restraint: Type: _____ <input type="checkbox"/> Traffic vest <input type="checkbox"/> Static coats/overalls <input type="checkbox"/> Flame resistant jacket/pants <input type="checkbox"/> Insulated jacket <input type="checkbox"/> PFD: Type: _____ <input type="checkbox"/> Other: _____
LUNGS/RESPIRATORY ¹		
Work activities such as: <input type="checkbox"/> Cleaning <input type="checkbox"/> Mixing <input type="checkbox"/> Painting <input type="checkbox"/> Fiberglass installation <input type="checkbox"/> Ceiling repair <input type="checkbox"/> Pouring <input type="checkbox"/> Sawing <input type="checkbox"/> Floor Installation <input type="checkbox"/> Other: _____	Work-related exposure to: <input type="checkbox"/> Dust or particulate <input type="checkbox"/> Toxic gas/vapor <input type="checkbox"/> Welding fumes <input type="checkbox"/> Pesticides <input type="checkbox"/> Paint spray <input type="checkbox"/> Other: _____	Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, use: <input type="checkbox"/> Dust mask <input type="checkbox"/> Disposable particulate <input type="checkbox"/> Respirator <input type="checkbox"/> Replaceable filter <input type="checkbox"/> particulate w/cartridge <input type="checkbox"/> PAPR (Air recycle) <input type="checkbox"/> PPSA (Air supply) <input type="checkbox"/> _____ With/type <input type="checkbox"/> _____ face shield <input type="checkbox"/> _____ acid/gas crtgd <input type="checkbox"/> _____ organic crtgd <input type="checkbox"/> _____ spray paint crtgd <input type="checkbox"/> _____ 1/2 face <input type="checkbox"/> _____ full face <input type="checkbox"/> _____ hooded
EARS/HEARING ¹		
Work activities such as: <input type="checkbox"/> generator <input type="checkbox"/> ventilation fans <input type="checkbox"/> motors <input type="checkbox"/> sanding <input type="checkbox"/> pneumatic equipment <input type="checkbox"/> punch or brake presses <input type="checkbox"/> use of conveyors <input type="checkbox"/> Other: _____	Work-related exposure to: <input type="checkbox"/> loud noises <input type="checkbox"/> loud work environment <input type="checkbox"/> noisy machines/tools <input type="checkbox"/> punch or brake presses <input type="checkbox"/> other: _____	Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, use: <input type="checkbox"/> ear muffs <input type="checkbox"/> ear plugs <input type="checkbox"/> Welding hood
		3

¹ The hazards associated with respiratory, noise, & fall protection, etc. are not included in this PPE program. They have separate standards and are covered in separate programs. However, you should consider all hazards when you conduct your hazard assessment.

APPENDIX B

Personal Protective Equipment (PPE) Training Documentation Form

Date _____

Instructor _____ Title _____

Contact Information _____ Department _____

Employee Name (Print)	Title	Employee Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

APPENDIX C

Training Program

Required training program elements:

- When PPE is necessary to be worn
- What types of PPE are necessary
- How to properly put on, take off, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

A training program is available from the Safety Coordinator. It is a general presentation which may be used as part of the required training. Please note that the program does NOT contain specific information on how to properly put on, take off, adjust, and wear PPE or information on the proper care, maintenance, useful life, and disposal of the PPE. This information is specific to each Department and should be addressed based on the hazard assessments performed.