

## **PERSONAL PROTECTIVE EQUIPMENT PROGRAM**

### **I. Purpose**

The purpose of this program is to protect our employees by ensuring that Personal Protective Equipment (PPE) is provided, used, and maintained in a sanitary and reliable condition whenever it is necessary due to hazards from processes or in the work environment. To the extent that it is possible and feasible, Carter County Schools will remove or eliminate hazards or exposures through engineering means to eliminate the need for PPE.

This program covers eye and face protection, head protection, foot protection, hand protection, and hearing hazards.

This program covers the responsibilities of supervisors, directors, and employees, assessment of hazards, selection and use of personal protective equipment (PPE), and training.

### **II. Responsibilities**

The directors of each department will be responsible for assessing the hazards and exposures that may require the use of PPE, determining the type of equipment to be provided, and purchasing the equipment. Input from supervisors and employees will be obtained and considered in selecting appropriate equipment.

Supervisors/Managers will be responsible for training employees in the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where it is required. Employees are responsible for following all provisions of this program and related procedures. They are expected to wear PPE when and where it is required.

### **III. Hazard Assessment**

Carter County Schools will perform an assessment of the workplace to determine if hazards are present, or likely to be present, which necessitates the use of personal protective equipment (PPE). This assessment will consist of a survey of the workplace to identify sources of hazards to employees. Consideration will be given to hazards such as impact, penetration, laceration, compression (dropping heavy objects on foot, roll-over, etc.), chemical exposures, harmful dust, heat, light (optical) radiation, electrical hazards, noise, etc. Where such hazards are present, or likely to be present, we will:

- Select, and have each affected employee use, the types of PPE that will protect the employee from the hazards identified in the hazard assessment

- Communicate equipment selection decisions to each affected employees
- Select PPE that properly fits each affected employee
- Train employees in the use and care of PPE as described elsewhere in this program

Carter County Schools will verify that the required workplace hazard assessment has been performed by completing a written certification that is dated and signed by the person doing the assessment. Whenever there is a change in process or in the workplace that might introduce or change an exposure or hazard, the company will perform an assessment to determine if there needs to be additional PPE provided or if there is a need for a change in the PPE provided. These supplemental hazard assessments will also be documented, signed and dated by the person performing the assessment. The Director of Maintenance will review and update the workplace hazard assessment on an annual basis.

#### **IV. Selection of Personal Protective Equipment (PPE)**

Personal protective equipment (PPE) will be selected on the basis of the hazards to which the worker's are exposed or potentially exposed. All selections will be made with input from directors, supervisors and employees.

Personal Protective Equipment will meet the following standards:

##### **Eye & Face Protection**

ANSI Z87.1-1989

*American National Standard Practice for Occupational and Educational Eye and Face Protection*

OSHA 1910.133

*The employee shall ensure that each affected employee uses appropriate eye and face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation.*

##### **Head Protection**

ANSI Z89.1-1986

*American National Standard for Personal Protection –Protective Headwear for Industrial Workers*

OSHA 1910.135

*Head protection is required when employees are working in an area where there is a potential for injury to the head from falling objects.*

##### **Foot Protection**

ANSI Z41-1991

*American National Standard for Personal Protection-Protective Footwear*

OSHA 1910.136

*The employer shall ensure that each affected employee uses protective footwear when working in areas where there is a danger.*

**Hand Protection**

ANSI Z41-1991

*No national standard is available – selection will be based on task performed, conditions present, duration of use, and the hazards and potential hazards identified.*

OSHA 1910.138

*Employers shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.*

**Hearing Protection**

OSHA 1910.95 / 803 KAR 2:306

*Employers shall make hearing protectors available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees.*

**V. Training**

Each Employee who is required to use PPE will be trained in the following:

- Why PPE is necessary
  - When PPE is necessary
  - What PPE is necessary and any alternative choices of equipment
  - How to properly don, doff, adjust, and wear PPE
- The proper care, maintenance, storage, useful life, and disposal of PPE

The training will include an opportunity for employees to handle the PPE and demonstrate that they understand the training and have the ability to use the PPE properly. The supervisors/managers will provide training to all affected employees. The training will be documented in writing with the documentation including the names of each employee trained, the date(s) of training, and the subject matter covered.

If an employee who has been trained demonstrates a lack of knowledge or behavior that leads the supervisor/manager to believe the employee does not have a proper understanding of the PPE involved, that employee must be retrained. If there are changes in the workplace or processes that change the exposures or type of PPE to be used, all affected employees will be retrained.

**VI. Care of Personal Protective Equipment**

Whenever practical, PPE will be assigned to an employee for their exclusive use. Employees will be responsible for the PPE equipment assigned to them or used by them.

PPE will be regularly cleaned, inspected and stored according to instructions given during the training sessions or as directed by the supervisors/managers. Defective or damaged PPE shall not be used. Employees are to report any defective or damaged equipment to their supervisor/manager for repair or replacement.