

PERSONAL PROTECTIVE EQUIPMENT

1.0 PURPOSE

The purpose of this policy is to establish standards for the use, care and maintenance of Personal Protective Equipment by City of Wilson employees. Supervisors will be required to perform hazard assessments on all employees under their control and provide training on proper personal protective equipment use. This policy will meet the requirements as set forth by 29 CFR 1910.132 through 1910.137.

2.0 ORGANIZATIONS AFFECTED

This policy applies to all City employees and visiting contractors while working at any work site maintained by the City of Wilson.

3.0 GENERAL INFORMATION

- 3.1 The designation and use of protective equipment for all jobs which have an inherent injury potential shall be specified by the supervisor involved.
- 3.2 Detailed specifications for the design, purchase and use of all protective equipment shall be coordinated among authorized division personnel, supervisors, and users.
- 3.3 Employees shall be fully accountable for the use of specialized protective equipment provided by the employer.
- 3.4 Safety shoes and safety glasses shall be worn by the employee when required.
- 3.5 When the use of personal protective equipment has been specified and required by the department for hazardous work, *its use shall be mandatory*. Supervisors shall be held accountable for employees allowed to work out of compliance. Enforcement can be made easier by educating employees on the reasons for using or wearing the articles and the possible injuries that can result when the need is ignored.
- 3.6 All Personal Protective Equipment shall be maintained in a sanitary reliable state wherever its use is necessary by reason of chemicals or hazards.
- 3.7 All Personal Protective Equipment shall be of safe design and construction. Defective and damaged equipment will not be worn and taken out of service immediately.
- 3.8 Equipment listed should be worn when hazards as described exist:

- 3.8.1 **Hard Hats:** Protect the head against falling objects, head bumping situations or electrical conductors, and to improve the visibility of the employee.
 - 3.8.2 **Goggles, Face Shield, Safety Glasses:** Guard against flying debris, welding sparks, and splashing.
 - 3.8.3 **Ear Plugs & Ear Muffs:** Guard against prolonged exposure to noise exceeding sound tolerance levels as defined by law or excessive noise exposure.
 - 3.8.4 **Respirators, Gas masks, and Self-Contained Breathing Apparatus (SCBA):** Protect employees against toxic or abnormal atmosphere conditions and dust.
 - 3.8.5 **Safety Shoes:** Protect feet against possible injury from articles that can be dropped or rolled.
 - 3.8.6 **Reflective Vests, Bright Articles:** To increase workers visibility while working in or around traffic lanes.
 - 3.8.7 **Protective Clothing such as Gloves, Sleeves, Aprons, Leggings, and Full Suits:** Protect against lacerations, abrasions, bumps, heat, or melted metals, etc.
- 3.9 All employees required to wear personal protective equipment listed in this chapter must be trained in the use of the equipment as it relates to the specific potential hazard encountered at the worksite, the limitations of the equipment, and all training must be documented.

4.0 SPECIFIC REQUIREMENTS

4.1 EYE AND FACE PROTECTION (Goggles, Face Shields, Safety Glasses)

- 4.1.1 Employees will wear eye and/or face protection when there is a reasonable chance that flying debris or chemicals may be blown or splashed into the eye.
 - 4.1.1.1 Goggles will be worn where there is a chance debris can fly up and either strike directly at the eye or blow under at an angle.
 - 4.1.1.2 Face shields will be worn for hazards that can inflict a direct hit toward the face and eyes.
 - 4.1.1.3 Face shields will be worn for hazards that require the entire face from being struck (i.e., chemical splash).
 - 4.1.1.4 A combination of both goggle and face shield will be worn for any chemical hazard where the Material Safety Data Sheet (MSDS) requires such protection.

- 4.1.2 Eye & face protection will be kept clean and in good repair.
- 4.1.3 Those employees requiring prescription glasses for vision may either use goggles fitted over the prescription glasses or wear prescription safety glasses (with side shields installed) which meet **ANSI Standard Z87.1-1989**.
- 4.1.4 Prescription contact lenses will not be worn when using any welder. Damage to the eyes could occur should fumes get into the eyes.
- 4.1.5 It is suggested that prescription contact lens not be worn when spraying and applying chemicals. Damage to the eyes could occur should spray particulate get into the eyes and under the lens.
- 4.1.6 Protection is required when using any grinders, saws, lathe, drill presses, using compressed air to blow away debris, and welding goggles for welding.
- 4.1.7 Safety glasses will be worn when using any electrical drill, saw, tool and die cutter, grinder, sander, lathe, etc. or any tool or hand operation that may emit debris into the eyes. Personnel in the immediate area of the work being performed must also abide with this rule.
- 4.1.8 Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors or gases, will be provided with the particular personal protective equipment necessary to protect them from the hazard.

4.2 **RESPIRATORY PROTECTION** (Respirators, Dust Masks, Self-Contained Breathing Apparatus)

- 4.2.1 Canister or cartridge type respirators are not acceptable while working in toxic or oxygen deficient atmospheres (less than 19.5% oxygen present).
- 4.2.2 Canister and/or Cartridge type respirators are only acceptable for use to protect against dust, mists or fumes in oxygen present atmospheres (19.5% - 23.0%).
- 4.2.3 Employees will use an SCBA while working in or near areas where there is a hazardous atmosphere present and that also may be oxygen deficient in nature.
- 4.2.4 For more in-depth information on Respirator's, SCBA's, and Dust Masks refer to "RESPIRATORY PROTECTION PROGRAM" found within this manual.

4.3 **HEAD PROTECTION**

- 4.3.1 Hard Hats are required to be worn at all times by all employees and contractors performing work where objects falling from above could injure City of Wilson employees.
- 4.3.2 Hard Hats will be worn during all grass cutting activities.

- 4.3.3 Hard Hats shall be maintained in a serviceable state by the employee. Should a hard hat become damaged, replace it prior to starting work.
- 4.3.4 Hard Hats shall meet the requirements and specifications established in American National Standard Safety Requirements for Industrial Head Protection, **ANSI Standard Z89.1-1986**.

4.4 **FOOT PROTECTION**

- 4.4.1 All employees and contractors are required to wear steel-toed shoes while working in areas where objects may be dropped or rolled onto employees feet. Footwear must meet **ANSI Standard Z47.1-1991**.
- 4.4.2 Purchase and selection of steel-toed shoes is covered in the “SAFETY-TOE FOOTWEAR” policy of this manual.

4.5 **EAR PROTECTION**

- 4.5.1 Ear plugs and/or ear muffs are required to be worn when performing work where noise levels cannot be effectively reduced to 85 decibels over an 8 hour time weighted average.
- 4.5.2 Ear muffs are to be inspected prior to use for proper fit and seal around the ears. If an ear muff is found with seal around ear broken or damaged in any way, do not use the muff and notify your supervisor for replacement.
- 4.5.3 Ear protection is mandatory around the following items:

lawn mowers	weed eaters	chain saws
planers	joiners	band saws
table saws	blowers portable	rotary saws
leaf blowers	edgers	turf cutters
back hoes	tractors	brush chipper
stump machine	firearms	leaf vacuums
sewer jet trucks	rollers	jack-hammers

NOTE: This list is not all inclusive. Employees should be aware that any piece of machinery or tool that produces enough noise so as to require the raising of the voice to speak to another employee, may require hearing protection. When in doubt, use hearing protection.

4.6 **FALL PROTECTION / LIFELINES, SLINGS, AND LANYARDS** (taken from OSHA 29 CFR 1926 Construction Standard)

4.6.1 Employees that are exposed to falls at heights of 6 feet or more from one level to the next, must use personal fall protection employing lifelines, safety belts and lanyards.

4.6.2 The following guidelines apply to fall protective equipment:

4.6.2.1 Lifelines, safety harnesses, and lanyards specifically stated for employee safeguarding, shall be used only for that purpose. **The practice of lifting or lowering mechanical equipment, toting tools, or towing of vehicles with designated lifelines or lanyards, is strictly prohibited.**

4.6.2.2 Any lifeline, safety harnesses, or lanyard subjected to in-service loading (actually has been used in the prevention of a fall), as distinguished from static loading, shall be immediately removed from service and shall not be used again for employee safeguarding.

4.6.2.3 Lifelines will be secured above the point of operation to an anchorage of structural member capable of supporting a minimum dead weight of 5400 pounds.

4.6.2.4 Lifelines used where it may be subjected to cutting or abrasion, will be a minimum of 7/8 inch wire core manila rope. For all other lifeline applications, a minimum of 3/4 inch manila or equivalent will be used.

4.6.2.5 Safety harness lanyards will be a minimum of 1/2 inch nylon, or equivalent, with a maximum length to provide for a fall of no greater than 6 feet. The rope will have a nominal breaking strength of 5400 pounds.

4.6.2.6 All safety harnesses and lanyard hardware will be drop-forged, or pressed steel, cadmium plated in accordance with federal specifications. The surface will be smooth and free of sharp edges. They will be capable of withstanding a tensile loading of 4000 pounds without cracking.

5.0 TRAINING

5.1 Every City of Wilson employee will be provided training on Personal Protective Equipment (PPE). Overall responsibility for the PPE program within each section will be the responsibility of the Section Head. Responsibility for employee training will fall directly on the immediate supervisor.

5.1.1 Each employee shall be trained to know the following:

5.1.1.1 When PPE is necessary

5.1.1.2 What PPE is necessary

- 5.1.1.3 How to properly don, doff, and wear PPE
 - 5.1.1.4 The limitations of PPE
 - 5.1.1.5 The proper care, maintenance, useful life and disposal of the PPE
- 5.2 Each affected employee shall demonstrate and understand the training (as listed above), and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.
- 5.3 Recurring or remedial training will occur when the supervisor or foreman has reason to believe that any affected employee who has already been trained, does not have the understanding and the skill required by this section. If this happens, the immediate supervisor shall retrain the employee(s).
- 5.4 Circumstances where retraining is required include, but are not limited to, situations where:
 - 5.4.1 Changes in the workplace render previous training obsolete;
 - 5.4.2 Changes in the types of PPE to be used render previous training obsolete;
 - 5.4.3 Inadequacies in the affected employee's knowledge of use of assigned PPE indicate that the employee has not retained the understanding or skill.
 - 5.4.4 Completed training will require a written certification (verification) to be kept in the Division head/Superintendent's office.

6.0 HAZARD ASSESSMENT AND EQUIPMENT SELECTION

- 6.1 Supervisors are responsible to evaluate all job tasks of City employees under their control and perform a Workplace Hazard Assessment (WHA) on all jobs performed by employees under their control. The WHA will cover the evaluation of all job tasks and work areas; specifically noting all hazards found, and the Personal Protective Equipment necessary to protect the employee when working in that area and/or work task.
- 6.2 Once the WHA has been performed for each job, supervisors will ensure employees will be given appropriate Personal Protective Equipment, trained in its use, and the WHA worksheet will be maintained in the supervisor's/section head's office.
- 6.3 Workplace Hazard Assessments will be reviewed at least annually and checked for any necessary changes in tasks or job requirements.
- 6.4 To assist the supervisor, a Guideline for Hazard Assessment and Personal Protective Equipment section and a WHA worksheet has been added to the end of this policy.