

XYZ Company PERSONAL PROTECTIVE EQUIPMENT PROGRAM

POLICY

It is the policy of XYZ Company that all employees will abide by the procedures outlined in this program. These procedures are designed to meet or exceed applicable OSHA standards for safe work practices.

Engineering controls and administrative controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. When such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards. Personal protective equipment (PPE) will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses.

PURPOSE

The objective of the Personal Protective Equipment (PPE) Program is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. XYZ Company provides all employees with required PPE to suit the task and known hazards.

This program addresses ear, eye, face, head, foot, hand and respiratory protection. A separate program exists for hearing protection since the need for participation in this program is established through industrial hygienic monitoring (refer to XYZ Company Hearing Conservation Program). In the future, if respiratory protection is required, due to introducing a new process or process change into the work place and pursuant to a risk assessment being completed, a Respiratory Protection Plan shall be prepared and promulgated pursuant to OSHA 29 CFR 1010.134.

SCOPE

This program covers all employees who could be reasonably anticipated as a result of performing their job duties to face contact with hazards requiring the use of personal protective equipment.

RESPONSIBILITY

Safety Director:

- a. Ensure that the Personal Protective Equipment Program procedures are in compliance with OSHA requirements.
- b. Oversee workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
- c. Oversee the conduct of periodic workplace reassessments.
- d. Maintain records on hazard assessments.
- e. Provide training and technical assistance to employees on the proper use, care, and cleaning of approved PPE.
- f. Provide guidance to supervisors for the selection and purchase of approved PPE.
- g. Periodically reevaluating the suitability of previously selected PPE.
- h. Reviewing, updating, and evaluating the overall effectiveness of the PPE Program.

Department Managers:

- a. Ensure that each supervisor adheres to procedures.

Supervisors: Supervisors have the primary responsibility for implementation of the PPE Program in their work area. This involves:

- a. Providing appropriate PPE and making it available to employees.
- b. Ensuring employees are trained on the proper use, care, and cleaning of PPE.
- c. Supervising employees to ensure that the PPE Program elements are followed and that employees properly use and care for PPE.
- d. Seeking assistance from the Safety Director to evaluate hazards.
- e. Notifying the Safety Director whenever hazards are introduced or when processes are added or changed which may involve the use of PPE.
- f. Ensuring defective or damaged equipment is immediately replaced.

Employees: Employees are responsible for following the requirements of the PPE Program. This involves:

- a. Wearing PPE as required.
- b. Attending required training sessions.
- c. Caring for, cleaning, and maintaining PPE as required.
- d. Informing the supervisor of the need to repair or replace PPE.

PROGRAM COMPONENTS

Hazard Assessment and Equipment Selection

OSHA requires employers to conduct inspections of all work places to determine the need for personal protective equipment (PPE) and to help in selecting the proper PPE for each task performed. For each work site, a written hazard assessment must be completed which lists the findings of the inspection and specific protective equipment needed. This duty shall be the responsibility of the Safety Director.

The Safety Director, in conjunction with supervisors, will conduct a walk-through survey of each work area to identify sources of hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, and light radiation. Each survey will be documented using the Hazard Assessment Certification Form (Appendix B), which identifies the workplace surveyed, the person or persons conducting the survey, findings of potential hazards, and date of the survey.

Once the hazards of a workplace have been identified, the Safety Director will determine the suitability of PPE presently available and as necessary select new or additional equipment, which ensures a level of protection greater than the minimum required to protect the 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 provided or recommended for purchase. Through employee training, the selection decisions will be communicated to each affected employee.

Protective Devices

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the OSHA PPE regulations, as follows:

- a. Eye and Face Protection – ANSI Z87.1-1989
- b. Hearing Protection – Appropriate noise-reducing rating (NRR)
- c. Head Protection – ANSI Z89.1-1986
- d. Foot Protection – ANSI Z41.1-1991
- e. 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.

Careful consideration will be given to comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

The general procedure for selection of protective equipment is to:

- a. Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do: i.e., splash protection, impact protection, etc.;
- b. Compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment;
- c. Select the protective equipment, which ensures a level of protection greater than the minimum required to protect employees from the hazards.
- d. Fit the user with the protective device and give instructions on care and use of the PPE. It is very important the end users be made aware of all warning labels for and limitations of their PPE.

Ear Protection (refer to XYZ Company Hearing Conservation Program)

Eye and Face Protection

Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area. Approved eye and face protection shall be worn when there is a reasonable possibility of personal injury.

- a. Each employee shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- b. Each employee shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors are acceptable.
- c. Each employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses. XYZ Company offers financial assistance for the purchasing of prescription safety glasses.

- d. Each employee shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation.
- e. Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment as warranted.
- f. Eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer.

Selection chart guidelines for eye and face protection

The following chart provides general guidance for the proper selection of eye and face protection to protect against hazards associated with the listed hazard “source” operations.

Source	Hazard	Protection
IMPACT –Chipping, grinding machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding	Flying fragments, objects, large chips, particles, dirt, etc.	Spectacles with side protection, or goggles. For severe exposure, use face shield.
HEAT – Soldering, welding, Furnace operation	Hot sparks, hot materials	Spectacles with side protection, or goggles. For severe exposure, use face shield.
CHEMICALS – Chemical handling	Mists, fogs, splashes	Spectacles with side protection, or goggles. For splash protection goggles or face shield.
DUST – Woodworking, buffing, general dusty conditions.	Nuisance dust	Goggles, for severe exposure, use face shield.
LIGHT and/or RADIATION – Welding – electric arc	Optical radiation	Welding helmets or welding shields. Typical shades: 10-14

Emergency Eyewash Facilities

Emergency eyewash facilities shall be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities at XYZ Company are located in the first aid station where they are easily accessible in an emergency.

Head Protection

Hats and caps have been designed and manufactured to provide workers protection from impact, heat, electrical and fire hazards. Where and when head-hazard areas are identified, head protection will be furnished to and used by all employees in head-hazard areas. Selection of head protection in such instances shall provide protection appropriate to the potential risks encountered in accordance with recognized standards established by the American National Standards Institute (ANSI).

Foot Protection

For protection against falling or rolling objects, sharp objects, molten metal, hot surfaces and wet, slippery surfaces, workers should use appropriate foot guards, safety shoes or boots. When and where foot-hazard areas are identified, each affected employee shall wear protective footwear when working in such areas. Safety shoes or boots when and where required should be sturdy and have an impact-resistance toe.

Hand Protection

Hand protection is required when employees' hands are exposed to hazards such as those from skin absorption or harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

Skin contact is a potential source of exposure to toxic materials; it is important that the proper steps be taken to prevent such contact. Gloves should be selected on the basis of the material being handled, the particular hazard involved, and their suitability for the operation being conducted.

Most accidents involving hands and arms can be classified under four main hazard categories: chemicals, abrasions, cutting, and heat. XYZ Company shall make available gloves that can protect workers from any of these individual hazards or combination of hazards where there is a potential for such hazards to exist.

Selection guidelines for hand protection

Selection of hand PPE shall be based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified. Gloves are often relied upon to prevent cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effect following dermal exposure. There is no glove that provides protection against all potential hand hazards, and commonly available glove materials provide only limited protection against many chemicals. Therefore, it is important to select the most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused. It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated; e.g., chemical hazards, cut hazards, flame hazards, etc. Before purchasing gloves, request documentation from the manufacture that the gloves meet the appropriate test standard(s) for the hazard(s) anticipated. Other factors to be considered for glove selection in general include:

- a. As long as the performance characteristics are acceptable, in certain circumstances, it may be more cost effective to regularly change cheaper gloves than to reuse more expensive types.
- b. The work activities of the employee should be studied to determine the degree of dexterity required.
- c. The duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied.

Selection of gloves for chemical hazards

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDS before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and glove characteristics (i.e., thickness and permeation rate and time) are known. Selection should consider:

- a. The toxic properties of the chemical(s); in particular, the ability of the chemical to cause local effects on the skin and/or to pass through the skin and cause systemic effects.
- b. Generally, any “chemical resistant” glove can be used for dry powders.

- c. For mixtures and formulated products, (unless specific test data are available) a glove should be selected on the basis of the chemical component with the shortest breakthrough time, since it is possible for solvents to carry active ingredients through polymeric materials.
- d. Employees must be able to remove the gloves in such a manner as to prevent skin contamination.

The following is a guide to the most common types of protective work gloves and the types of hazards they can guard against:

- a. **Disposable Gloves.** Disposable gloves, usually made of lightweight plastic, can help guard against mild irritants.
- b. **Fabric Gloves.** Made of cotton fabric blends are generally used to improve grip when handling objects. They also help insulate hands from mild heat or cold.
- c. **Leather Gloves.** These gloves are used to guard against injuries from sparks or scraping against rough surfaces. They are also used in combination with an insulated liner when working with electricity.
- d. **Metal Mesh Gloves.** These gloves are used to protect hands from accidental cuts and scratches. They are used most commonly by persons working with cutting tools or other sharp instruments.
- e. **Aluminized Gloves.** Gloves made of aluminized fabric are designed to insulate hands from intense heat. Persons working with molten materials, hot ovens, etc., most commonly use these gloves.
- f. **Chemical Resistance Gloves.** These gloves may be made of rubber, neoprene, polyvinyl alcohol or vinyl, etc. The gloves protect hands from corrosives, oils, and solvents. When selecting chemical resistance gloves, be sure to consult the manufacturers' recommendations, especially if the gloved hand will be immersed in the chemical.

Respiratory Protection (respiratory protection is not applicable at this time based on risk assessment)

Cleaning and Maintenance

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. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. Personal protective equipment should not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

EMPLOYEE TRAINING

Any employee required to wear PPE shall receive training in the proper use and care of PPE. Periodic retraining shall be offered under the direction of the Safety Director to both the employees and the supervisors, as needed. The training shall include, but not necessarily be limited to, the following subjects (see Appendix A):

- a. When PPE is necessary to be worn.
- b. What PPE is necessary.
- c. How to properly don, doff, adjust, and wear PPE.
- d. The limitations of the PPE.
- e. The proper care, maintenance, useful life and disposal of the PPE.

After the training, the employees shall demonstrate that they understand the components of the PPE Program and how to use PPE properly, or they shall be retrained.

RECORD KEEPING

Human Resources shall retain written records of the names of persons trained, the type of training provided, and the dates when training occurred (see Appendix C).

The Safety Director shall maintain the Hazard Assessment Certification Form for each work site evaluated for at least 3 years.

President

APPENDIX A

XYZ COMPANY

PERSONAL PROTECTION EQUIPMENT (PPE) TRAINING

OBJECTIVE

The information and training presented in this program is designed to inform you about Personal Protective Equipment (PPE).

OSHA requires employers to:

- a. Assess your workplace to determine if hazards are present.
- b. Select and provide you with the appropriate PPE.
- c. Train you on how to use PPE correctly.

What is PPE? Personal protective equipment or PPE, includes a variety of devices and garments to protect workers from injuries. You can find PPE designed to protect:

- a. Eyes – Goggles, face shields, safety glasses
- b. Face – Face shields
- c. Head – Hard hats
- d. Ears – Earplugs and earmuffs
- e. Hands – Gloves
- f. Feet – Safety shoes
- g. Lungs – Respirators

How are potential hazards identified in my workplace? XYZ Company conducts a formal health risk assessment for each work area. The results of these assessments are documented. Based on these assessments, PPE is provided for employees if:

The work environment presents a hazard or is likely to present a hazard to any part of your body;

OR

Your work processes present a hazard or are likely to present a hazard to any part of your body;

OR

During your work, you might come into contact with hazardous chemicals, radiation, or mechanical irritants;

AND

XYZ Company is unable to eliminate an employee's exposure or potential exposure to the hazard by engineering, work practice, or administrative controls.

How is PPE selected? Each potential hazard is examined very carefully and a determination made concerning the nature of the threat the hazard poses to employees. Then the appropriate PPE is chosen for protection against that hazard. Other considerations include fit, comfort, and the adaptability of the PPE to the specific task you are performing. However, employee safety is always the prevailing factor.

PERSONAL PROTECTIVE EQUIPMENT

Gloves

Gloves can protect your hands from the continuous exposure to all kinds of hazards. There are many different types of gloves available for different job functions. Ask your supervisor about which one (if any) you should be wearing for each job function you perform. Remember to ask if they can be reused and for how long.

Examples of different types of gloves include:

- a. Cotton fabric – Protect against abrasions
- b. Leather – Protect against burns
- c. Rubber, neoprene vinyl, or latex – Protect against contact with hazardous chemicals and pathogens
- d. Metal mesh – protect against cuts
- e. Specially insulated - protect against electrical shock

There is no one type of glove that protects against all potential hazards.

Care and Use

- a. Gloves should fit comfortably and to the extent possible not impede the work you are performing.
- b. Before each use, gloves should be inspected for discoloration, punctures and tears. Rubber and plastic gloves may be checked by inflating with air and submerging them in water to check for air bubbles.
- c. Employees need to remove gloves before leaving the immediate work site to prevent contamination of doorknobs, light switches, telephones, etc.
- d. When gloves are removed, pull the cuff over the hand.

Eye and Face Protection

Shatterproof safety glasses, goggles, and face shields can protect you eyes and face from hazards. Many have side shields that protect eyes from flying objects and filter lenses to keep out harmful light radiation. Face shields are generally worn over safety goggles for protection against high temperatures, hot sparks, or splashes.

Care and Use

Keep all eyewear clean and undamaged. Replace eyewear if:

- a. Lenses and face shield are pitted or scratched.
- b. It's uncomfortable or fails to keep out dust and splashes due to fit.
- c. Elastic headbands are stretched, twisted, knotted, or worn out.
- d. Side pieces don't touch the side of the head and curl behind the ears

Foot Protection

You feet can be the victim of a variety of injuries, such as from nails, wire, scrap metal, heavy objects, carts, and chemicals. Protective footwear can provide many safety features including protection against:

- a. Impact
- b. Compression
- c. Punctures
- d. Heat
- e. Wet or slippery surfaces
- f. Electrical injury.

Your supervisor will inform you if foot protection is required in your work area.

Respirators

Respirators can protect your lungs and respiratory system from harmful dusts, fumes, fogs, mists, gases, smokes, sprays, and vapors.

At this time, there are no work areas at XYZ Company that require the use of respirators.

Head Protection

A protective helmet (hard hat) should be worn to protect against head injuries where hazards are present. As with all PPE, if you are required to wear a helmet, make sure your helmet fits properly and remember to inspect it for damage before each use. Your supervisor will inform you if head protection is required in your work area.

Ear Protection

Wearing protection for your ears is an important part of your health and safety. OSHA requires that a company follows a Hearing Conservation Program if you work around noise levels of 85 decibels on an eight-hour, time-weighted average basis. There are several types of hearing protection to choose from:

- a. Earmuffs cover the entire ear and provide the highest protection.
- b. Earplugs seal the ear canal and may come in standard sizes or individually molded varieties.
- c. The type of hearing protection you use depends on the level of noise.

Your supervisor will inform you if ear protection is required in your work area.

REMEMBER!

- a. Always check PPE for damage before you use it.
- b. Clean PPE before putting it away.
- c. Dispose of any single-use or damaged PPE in the proper manner.
- d. Store PPE carefully in its assigned place. Avoid conditions that could damage it, like heat, light, moisture, etc.

In addition to engineering controls or work practices and administrative controls undertaken by XYZ Company, Personal Protective Equipment provides a barrier against potential hazards in the workplace. Collectively, these efforts can never provide a failsafe or absolute immunity from those hazards. Employees should never develop a false sense of security by ignoring safety procedures, etc. Always perform your work assignments in a safe manner and retain a strong sense of safety awareness.

APPENDIX B

HAZARD ASSESSMENT CERTIFICATION FORM

Date:	Location:
Assessment Conducted By:	
Specific Tasks Performed at this location:	

Hazard Assessment and Selection of Personal Protective Equipment

1. Overhead Hazards

Hazards to consider include:

- a. Suspended loads that could fall
- b. Overhead beams or loads that could be hit against
- c. Energized wires or equipment that could be hit against
- d. Employees working at elevated sites who could drop objects on others below
- e. Sharp objects or corners at head level

Hazards Identified:

Head Protection

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2. Eye and Face Hazards

Hazards to consider include:

- a. Chemical splashes
- b. Dust
- c. Smoke and fumes
- d. Welding operations
- e. Lasers/optical radiation
- f. Bioaerosols
- g. Projectiles

Hazards Identified

Eye Protection

3. Hand Hazards

Hazards to consider include:

- a. Chemicals
- b. Sharp edges, splinters, etc.
- c. Temperature extremes
- d. Biological agents
- e. Exposed electrical wires
- f. Sharp tools, machine parts, etc.
- g. Material handling

Hazards Identified:

Hand Protection

4. Foot Hazards

Hazards to consider include:

- a. Heavy materials handled by employees
- b. Sharp edges or points (puncture risk)
- c. Exposed electrical wires
- d. Unusually slippery conditions
- e. Wet conditions

Hazards Identified:

Foot Protection

5. Ear Protection (Industrial hygiene monitoring)

Hazards to consider include:

- a. Noise levels exceeding 85 dBA, on a 8-hour time-weighted average (8-hour TWA)

Hazards Identified:

Ear Protection

6. Respiratory Protection (Industrial hygiene monitoring)

Hazards to consider include:

- a. Exposure levels exceeding OSHA Permissible Exposure Levels (PEL)

Hazards Identified:

Respiratory Protection

7. Other Identified Safety and/or Health Hazards

I certify that the above inspection was performed to the best of my knowledge and ability, based on the hazards present on

_____.

(Signature)

APPENDIX C

XYZ COMPANY

PERSONAL PROTECTIVE EQUIPMENT TRAINING RECORD

NAME: _____

I have studied and understand the contents of this training on Personal Protective Equipment (PPE).

Employee Signature

Date

Facilitator Signature

Date

All training was conducted pursuant to the requirements of OSHA Standard for Personal Protective Equipment 29 CFR 1910.132