



ENVIRONMENTAL, HEALTH, AND SAFETY

PERSONAL PROTECTIVE EQUIPMENT PROGRAM



PREPARED FOR

PREPARED BY

ABC WINDOWS

6565 Circle Blvd.
Buena Park, CA 90620



In accordance with
CCR T8 Section 3380

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

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PERSONAL PROTECTIVE EQUIPMENT PROGRAM

PURPOSE

The variety of work operations performed by the municipal employees involves many industrial hazards. The tasks performed range from custodial services to heavy construction activities.

In all tasks, however, there are counterparts in private industry where much research has been done to develop measures to protect employees from accidental injury.

When it is impractical or impossible to engineer a hazard out then it becomes necessary to place the guard on the worker. This is done by wearing approved personal protective apparel such as hard hats, safety goggles, traffic vests, face shields, gloves, aprons, toe guards, respirators, etc.

SCOPE

Supervisors shall insure that all their employees are properly protected. Dress codes may be established within a particular department, division or work area, and each employee is expected to know and follow these codes where applicable.

Every possible effort will be made by management to select protective clothing and equipment that is acceptable for comfort, appearance and utility and still afford the desired protection.

Safety, in this instance, is knowledge of the hazards, knowledge of the protection available, and a frame of mind that makes use of available protection a safe work habit.

REQUIREMENTS

In order that safety devices or safeguards, which may include personal protective equipment, be acceptable as to proper type, design, strength and quality they shall be at least equivalent to those complying with the standards approved by The American National Standards Institute, Bureau of Standards, or other recognized authorities, except that where no authoritative standard exists for a safety device or safeguard, the use of such safeguard or safety device shall be subject to inspection and acceptance or rejection by the Risk Manager.

- Protective equipment shall be distinctly marked so as to facilitate identification of the manufacturer.
 - Exception: Employer manufactured shields, barriers, etc.

RESPONSIBILITIES

Risk Manager

- Serves as the designated Personal Protection Equipment Program Coordinator and is responsible for compliance with these provisions.
- Ensures a hazard assessment has been conducted.

Department Directors

- Establishes firm, internal requirements for all personnel to fully adhere to the policies established herein;
- Frequently checks on compliance with this policy;
- Holds Managers fully accountable for any deviation from this policy and procedure. "Fully accountable" is defined as being able to: explain why the deviation occurred; proffer recommendation(s) to prevent similar recurrences; and ensure the implementation of the prevention techniques;
- Holds Managers fully accountable for preventable lockout, blockout, and tagout injuries to either employees, contractors, or the public that occurs within their area. Accountability shall include an explanation of how the exposure occurred, why the exposure occurred, and what steps have been taken since the exposure to prevent recurrence;
- Requires contractors that provide services in or around energy sources to the City adhere to the policies established herein; and
- Contacts Risk Management for any assistance needed to implement or maintain this program.

Managers and Supervisors

- Shall assure that the employee is instructed and uses protective equipment in accordance with the manufacturer's instructions and as outlined in the PPE Program.
- Shall assure that all personal protective equipment, whether employer-provided or employee-provided, complies with the applicable Title 8 standards for the equipment.
- Shall assure this equipment is maintained in a safe, sanitary condition.
- Ensure Personal Protective Equipment (PPE) shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are designed.
- Shall ensure PPE is reasonably comfortable and shall not unduly encumber the employee's movements necessary to perform his work.
- Select, and have each affected employee use the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;
- Communicate selection decisions to each affected employee

- Select PPE that properly fits each affected employee.
- Defective or damaged personal protective equipment shall not be used.

City Employees

- Shall assure that they receive instruction on the required personal protective equipment (PPE).
- Shall use required PPE as required by OSHA, Bureau of Standards, or as instructed by their employer.
- Use in accordance with the manufacturer's instructions.
- Shall assure that all personal protective equipment, whether employer-provided or employee-provided, complies with the applicable Title 8 standards for the equipment.
- Shall assure this equipment is maintained in a safe, sanitary condition.
- Ensure Personal Protective Equipment (PPE) shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are designed.
- Shall not use defective or damaged personal protective equipment.

HAZARD ASSESSMENT

The employer shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and identifies the document as a certification of hazard assessment.

TRAINING

The employer shall provide training to each employee who is required by this section to use PPE.

Each such employee shall be trained to know at least the following:

- When PPE is necessary;
- What PPE is necessary;
- How to properly don, doff, adjust, and wear PPE;
- The limitations of the PPE,
- The proper care, maintenance, useful life and disposal of the PPE.
- Each affected employee shall demonstrate an understanding of the training specified in this section, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.
- When the employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required the employer shall retrain each such employee.

Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete; or
- Changes in the types of PPE to be used render previous training obsolete; or
- Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.
- The employer shall verify that each affected employee has received and understood the required training through a written certification that contains the name of each employee trained, the date(s) of training, and that identifies the subject of the certification.

GENERAL CLOTHING

- For safety and comfort, make sure your uniform fits well.
- The wearing of loose, flowing, or ragged clothing on or near moving machinery or equipment is prohibited.
- Short sleeve shirts or tee shirts should be worn for operating machinery. Rolled-up sleeves are dangerous because they have flapping ends and because the added thickness of the cloth can pull your arm into a machine before the cloth tears.
- Long sleeves, buttoned at the wrist, should be worn for all work other than machine operation.
- Pant legs should be cut to ankle length and cuffs sewn up. Rolled up cuffs collect dirt and are likely to come down and cause you to fall.
- Steel-toe safety shoes or other appropriate foot protection must be worn when there is exposure to foot injuries from falling objects.
- Shoes with run down heels or torn soles are hard on the feet and can cause falls. Keep your shoes in good repair.
- The safe worker does not wear rings, medals, identification bracelets, or other jewelry. Jewelry increases the danger of electric shock and can cause fingers to be badly injured.
- Work clothes should be washed frequently as a safeguard against skin infections and irritation.
- Oil soaked clothes are a serious fire hazard. Keep your clothes free from oil.

HEAD PROTECTION

The many construction and maintenance activities performed by municipal employees involve working above or below ground levels, movement of material overhead, or working near construction machinery. In such operations, the hazards of being struck by falling objects, machinery, or loads being moved by machinery, constantly exists.