

Personal Protective Equipment
29 CFR 1910.132
WRITTEN PROGRAM INCLUDING TRAINING
GUIDELINES

I. Protective Equipment

When it is impractical or impossible to place a guard over the source of the hazard, then it becomes necessary to place the guard on the worker. This is done by wearing approved personal protective equipment (PPE) such as hard hats, safety belts, safety goggles, face shields, gloves, aprons, toe guards, respirators, etc. Department Heads should insure that all their employees are properly protected. Local dress codes may be established within a particular department, 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.

II. PPE HAZARD ASSESSMENT PROCEDURES

Each facility shall be assessed of hazards in the workplace that may require the use of personal protective equipment. PPE policy includes the departmental assessments and equipment selection of PPE. Where hazards are identified which require use of personal equipment, management shall:

- a. Select appropriate types of personal protective equipment to protect the employees from the hazards identified in the hazard assessment
- b. Communicate selection decisions to each affected employee
- c. Select personal protective equipment that properly fits each affected employee
- d. Require each affected employee to wear the personal protective equipment selected

III. PPE TRAINING

Each employee who is required to use personal protective equipment must be trained to know at least the following:

- a. What personal protective equipment is necessary
- b. When the personal protective equipment is necessary
- c. How to properly don, doff, adjust and wear the personal protective

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Equipment

- d. The limitations of the personal protective equipment
 - e. The proper care, maintenance, useful life and disposal of the personal protective equipment
 - f. Each employee must demonstrate an understanding of the items specified above and the ability to use the equipment properly, before being allowed to perform work requiring the use of personal protective equipment
- B.** Retraining is necessary whenever the required PPE changes, or when the employee demonstrates lack of knowledge concerning use of the equipment

IV. PPE DEPARTMENTAL ASSESSMENTS

A. EMERGENCY SERVICES (EMS, Emergency Mgmt. and Fire)

When Personal Protective Equipment (PPE) is needed :

PPE is required while working with or around bodily fluids and/or where there is a chance of contact with bodily fluids.

PPE is required in or near the “*hot zone*” of a motor vehicle accident or a hazardous incident.

PPE is required during or near the area of confined space incidents.

Any incident with hazards to the quality of the air around or near the incident.

PPE is required while working with or around a patient with an airborne condition such as tuberculosis (TB).

PPE is required when performing housekeeping of a unit after patient contact or the decontamination of the unit.

PPE is required when performing fire suppression duties.

PPE is required when performing fire investigation duties.

What type of Personal Protective Equipment (PPE) is needed

Gloves are required for all patients that contacts are made with.

Face shields (mask/glasses) are required for all contact with patients that have a potential for bodily fluids to get in face, eyes, etc.

N95 masks are required to be used when in contact or near contact with a patient that could have airborne pathogens such as tuberculosis (TB).

Gowns are required for patient contacts that have the potential for bodily fluids to get on uniforms or other parts of exposed skin.

Turn out gear is required to be worn while working on or near the “*hot zone*.” This is to include motor vehicle collisions and or any hazardous incident. This is to include jacket, pants, helmets with proper shield, boots, and gloves. Reflective vests are required where subject to traffic.

Turn out gear is required during or near the area of a confined space, exposure to heat, falling objects and hazardous atmospheres. This is to include jackets, pants, helmets with proper shield, boots, gloves, hood and self contained breathing apparatus.

Self Contained Breathing Apparatus is required during or near the area of a confined space incident or where air quality is poor.

Gloves are the minimum requirement while the employee is doing housekeeping to the unit after patient contact or during the decontamination of the unit.

Proper procedure for putting PPE on, taking PPE off, and wearing of gear

See “Donning of your PPE” (video)

The limitations of the PPE

If the PPE is put on and used according to the video, the employee should have no limitations. The improper donning or wearing of the PPE can cause dangerous problems, especially if contact is made with bodily fluids.

The proper care, maintenance, and disposal of the PPE

All disposable PPE must be taken off and disposed of properly. If contaminated, place in biohazard bag. Then employee is to wash hands with antibacterial soap as soon as possible.

All issued PPE needs to be kept clean, properly stored and carried on the unit employee is working on. If any piece of issued PPE is contaminated, first bag the contaminated article, contact the supervisor, and fill out an incident report. The supervisor must then make arrangements to properly get PPE cleaned or replaced as soon as possible. The supervisor is also to follow the chain of command and notify the next in line. If there are any questions on how to properly clean the article, follow the chain of command.

B. HEALTH DEPARTMENT

When Personal Protective Equipment (PPE) is needed

PPE is required while working with or around bodily fluids and/or where there is a chance of contact with bodily fluids.

PPE is required while working with or around a patient with an airborne condition such as tuberculosis (TB).

PPE is required when performing housekeeping of a unit after patient contact or the decontamination of the unit.

What type of Personal Protective Equipment (PPE) is needed

Gloves are required for all contact with patients.

Face shields (mask/glasses) are required for all contact with patients that have a potential for bodily fluids to get in face, eyes, etc.

N95 masks are required to be used when in contact or near contact with a patient that could have airborne pathogens such as tuberculosis (TB).

Gowns are required for patient contacts that have potential for bodily fluids to get on uniforms or other parts of exposed skin.

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Gloves are the minimum requirement while the employee is performing housekeeping to the unit after patient contact or during the decontamination of the unit.

Proper procedure for putting PPE on, taking PPE off, and wearing of gear

See “Donning of your PPE” (video)

The limitations of the PPE

If the PPE is put on and used according to the video, the employee should have no limitations. The improper donning or wearing of the PPE can cause dangerous problems if contact is made with bodily fluids.

The proper care, maintenance, and disposal of the PPE

All disposable PPE must be taken off and disposed of properly. If contaminated, place in biohazard bag. Then employee is to wash hands with antibacterial soap as soon as possible.

A. ANIMAL CONTROL

When Personal Protective Equipment (PPE) is needed

Personal Protective Equipment is required during exposure to potentially harmful fluids or hazardous chemicals

PPE is required when euthanizing animals.

PPE is required when handling animals.

What type of Personal Protective Equipment (PPE) is needed

When making contact, near, or cleaning of spills or chemicals, employees are required to wear gloves, mask, and eye protection.

Leather or heavy material gloves and/or catch stick is required when handling animals.

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Face shield, eye protection, gloves and disposable coveralls are required when euthanizing animals.

Proper procedure for putting PPE on, taking PPE off, and wearing of gear

See “Donning of your PPE” (video)

The limitations of the PPE

If the PPE is put on and used according to the video, the employee should have no limitations. The improper donning or wearing of the PPE can cause dangerous problems if contact is made with fluids.

The proper care, maintenance, and disposal of the PPE

All disposable PPE must be taken off and disposed of properly. If contaminated, place in biohazard bag. Then employee is to wash hands with antibacterial soap as soon as possible.

All issued PPE needs to be kept clean and properly stored. If any piece of issued PPE is contaminated, first bag the contaminated article, contact the supervisor, and fill out an incident report. The supervisor must then make arrangements to properly get PPE cleaned or replaced as soon as possible. The supervisor is also to follow the chain of command and notify the next in line. If there are any questions on how to properly clean the article, follow the chain of command.

D. SHERIFF and JAIL

When Personal Protective Equipment (PPE) is needed

PPE is required while working with or around bodily fluids and/or where there is a chance of contact with bodily fluids.

PPE is required when qualifying with firearms

What type of Personal Protective Equipment (PPE) is needed

Gloves, mask, and eye protection are to be worn if contact is made or the chance of contact is made involving bodily fluids

Eye and ear protection are required when qualifying with firearms

Gloves are required for all contacts made with person(s) with open wounds or exposure to bodily fluids

Face shields (mask/glasses) are required for all contacts with patients that have a potential for bodily fluids to get in face, eyes, etc

When making contact, near, or cleaning of spills, gloves, mask, and eye protection are required

Proper procedure for putting PPE on, taking PPE off, and wearing of gear

See “Donning of your PPE” (video)

The limitations of the PPE

If the PPE is put on and used according to the video, the employee should have no limitations. The improper donning or wearing of the PPE can cause dangerous problems, especially if contact is made with bodily fluids.

The proper care, maintenance, and disposal of the PPE

All disposable PPE must be taken off and disposed of properly. If contaminated, place in biohazard bag. Then employee is to wash hands with antibacterial soap as soon as possible.

All issued PPE needs to be kept clean and properly stored. If any piece of issued PPE is contaminated, you first must bag the contaminated article, contact the supervisor, and fill out an incident report. The supervisor must then make arrangements to properly get PPE cleaned or replaced as soon as possible. The supervisor is also to follow the chain of command and notify the next in line. If there are any questions on how to properly clean the article, follow the chain of command.

E. PUBLIC BUILDINGS (Maintenance)

When Personal Protective Equipment (PPE) is needed

Eye Protection is required for exposures to flying particles.

PPE is to be worn when working on or near roadway.

PPE is to be worn when handling chemicals. This includes spraying or preparing the chemicals to be sprayed.

Hearing protection is required for exposures to noise levels of 85 decibels or greater. Hearing protection includes ear plugs or ear muffs.

When working on roofs or other high levels.

When working with plumbing issues.

What type of Personal Protective Equipment (PPE) is needed

Eye protection is to be worn while mowing, weed eating, clearing of brush and the general maintenance of equipment.

Gloves, masks, and eye protection are to be used when handling chemicals. This is to include preparing and actual spraying of the chemical.

Hearing protection is required for exposures to noise levels of 85 decibels or greater. Hearing protection includes ear plugs or ear muffs.

Chainsaw chaps must be worn while using a chainsaw or any other equipment that is used to cut wood, shrubs, etc.

Proper footwear and long pants must be worn when using equipment while using mowers, string trimmers, leaf blowers, and similar equipment.

Fall protection harness, ladder or other approved fall protection device/procedure should be used.

Highly visible clothing or vest must be worn when working near or on roadway.

Eye protection, mask, gloves, coveralls and rubber boots.

Proper procedure for putting PPE on, taking PPE off, and wearing of gear

See “Donning of your PPE” (video)

The limitations of the PPE

If the PPE is put on and used according to the video, the employee should have no limitations.

The proper care, maintenance, and disposal of the PPE

PPE must be clean and properly stored when not in use.

If equipment is disposable, dispose of properly.

All issued PPE needs to be kept clean and properly stored. If any piece of issued PPE is contaminated, first bag the contaminated article, contact the supervisor, and fill out an incident report. The supervisor must then make arrangements to properly get PPE cleaned or replaced as soon as possible. The supervisor is also to follow the chain of command and notify the next in line. If there are any questions on how to properly clean the article, follow the chain of command.

F. LANDFILL/CONVENIENCE SITES

When Personal Protective Equipment (PPE) is needed

PPE needs to be worn when handling or near materials contaminated with bodily fluids.

PPE needs to be worn when handling material that has a chance of cutting, scratching, or penetrating the skin.

Hearing protection is required for exposures to noise levels of 85 decibels or greater. Hearing protection includes ear plugs or ear muffs.

When using welder and/or torch.

What type of Personal Protective Equipment (PPE) is needed

Gloves are to be worn when handling or near material contaminated with bodily fluids or unknown fluids.

Leather or heavy material gloves need to be worn for prevention of laceration and or punctures of the skin.

Protective glasses should be worn when there is a chance of a foreign object to get into eyes.

Hearing protection is required for exposures to noise levels of 85 decibels or greater. Hearing protection includes ear plugs or ear muffs.

Welding mask and glasses are required when operating the welder and/or torch.

Proper procedure for putting PPE on, taking PPE off, and wearing of gear

See “Donning of your PPE” (video)

The limitations of the PPE

If the PPE is put on and used according to the video, the employee should have no limitations.

The proper care, maintenance, and disposal of the PPE

PPE must be clean and properly stored when not in use.

If equipment is disposable, dispose of properly.

All issued PPE needs to be kept clean and properly stored. If any piece of issued PPE is contaminated, first bag the contaminated article, contact the supervisor, and fill out an incident report. The supervisor must then make arrangements to properly get PPE cleaned or replaced as soon as possible. The supervisor is also to follow the chain of command and notify the next in line. If there are any questions on how to properly clean the article follow the chain of command.

G. GARAGE

When Personal Protective Equipment (PPE) is needed

PPE is to be worn when there is a chance to get a foreign object in eye.

PPE needs to be worn when handling fluids that may be dangerous if contact is made with the skin or eyes.

PPE needs to be worn while working.

What type of Personal Protective Equipment (PPE) is needed

Gloves and eye protection are to be worn when handling fluids that may be dangerous if contact is made with the skin or eyes.

Eye and/or face protection is required for exposures to flying particles such as produced with grinding or cutting operations.

Approved eye and face protection is required for welding and torch cutting operations.

Proper procedure for putting PPE on, taking PPE off, and wearing of gear

See “Donning of your PPE” (video).

The limitations of the PPE

If the PPE is put on and used according to the video the employee should have no limitations. The improper donning or wearing of the PPE can cause dangerous problems if contact is made with bodily fluids.

The proper care, maintenance, and disposal of the PPE

All disposable PPE must be taken off and disposed of properly. If contaminated place in biohazard bag. Then employee is to wash hands with antibacterial soap as soon as possible.

All issued PPE needs to be kept clean and properly stored. If any piece of issued PPE is contaminated, first bag the contaminated article, contact the

supervisor, and fill out an incident report. The supervisor must then make arrangements to properly get PPE cleaned or replaced as soon as possible. The supervisor is also to follow the chain of command and notify the next in line. If there are any questions on how to properly clean the article follow the chain of command.

H. SOIL & WATER/COOPERATIVE EXTENSION

When Personal Protective Equipment (PPE) is needed

PPE is required during exposure to potentially harmful fluids.

What type of Personal Protective Equipment (PPE) is needed

Gloves are required for repeated contact or prolonged contact with Herbicide. Eye protection should be worn if there is a potential for contact with Herbicide.

Proper procedure for putting PPE on, taking PPE off, and wearing of gear

See “Donning of your PPE” (video).

The limitations of the PPE

If the PPE is put on and used according to the video the employee should have no limitations. The improper donning or wearing of the PPE can cause dangerous problems if contact is made with bodily fluids/chemicals.

The proper care, maintenance, and disposal of the PPE

All disposable PPE must be taken off and disposed of properly. If contaminated place in biohazard bag. Then employee is to wash hands with antibacterial soap as soon as possible.

All issued PPE needs to be kept clean and properly stored. If any piece of issued PPE is contaminated, first bag the contaminated article, contact the supervisor, and fill out an incident report. The supervisor must then make arrangements to properly get PPE cleaned or replaced as soon as possible. The supervisor is also to follow the chain of command and notify the next in line. If there are any questions on how to properly clean the article follow the chain of command.

I. PLANNING / INSPECTIONS

When Personal Protective Equipment (PPE) is needed

During the inspection of buildings while climbing on roofs and other higher areas.

When inspecting where contractors are performing duties at the time of the inspection.

What type of Personal Protective Equipment (PPE) is needed

Binoculars should be used to avoid climbing. Harness, ladder or other approved fall protection device should be used when climbing on roofs.

Eye protection and ear plugs or muffs should be worn when entering work area while work is being performed.

Proper procedure for putting PPE on, taking PPE off, and wearing of gear

See "Donning of your PPE" (video).

The limitations of the PPE

If the PPE is put on and used according to the video the employee should have no limitations. The improper donning or wearing of the PPE can cause dangerous problems if contact is made with bodily fluids/chemicals.

The proper care, maintenance, and disposal of the PPE

All disposable PPE must be taken off and disposed of properly. If contaminated place in biohazard bag. Then employee is to wash hands with antibacterial soap as soon as possible.

All issued PPE needs to be kept clean and properly stored. If any piece of issued PPE is contaminated, first bag the contaminated article, contact the supervisor, and fill out an incident report. The supervisor must then make arrangements to properly get PPE cleaned or replaced as soon as possible. The supervisor is also to follow the chain of command and notify the next in line. If there are any questions on how to properly clean the article follow the chain of command.

J. RECREATION DEPARTMENT

When Personal Protective Equipment (PPE) is needed

While mowing and weed eating PPE should be used if noise level is >.85 decibels.

Performing duties near the roadway requires PPE.

While using mowers, string trimmers, blowers, and similar equipment

What type of Personal Protective Equipment (PPE) is needed

Ear plugs or muffs and eye protection should be worn while operating mower and/or weed eater if operating >85 decibels.

When performing duties near roadway, highly visible clothing or vest should be worn.

Proper footwear, long pants, and safety glasses are to be worn when operating mowers, string trimmers, leaf blowers, and similar equipment.

Proper procedure for putting PPE on, taking PPE off, and wearing of gear

See “Donning of your PPE” (video).

The limitations of the PPE

If the PPE is put on and used according to the video the employee should have no limitations. The improper donning or wearing of the PPE can cause dangerous problems if contact is made with bodily fluids/chemicals.

The proper care, maintenance, and disposal of the PPE

All disposable PPE must be taken off and disposed of properly. If contaminated place in biohazard bag. Then employee is to wash hands with antibacterial soap as soon as possible.

All issued PPE needs to be kept clean and properly stored. If any piece of issued PPE is contaminated, first bag the contaminated article, contact the supervisor, and fill out an incident report. The supervisor must then make arrangements to properly get PPE cleaned or replaced as soon as possible. The

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supervisor is also to follow the chain of command and notify the next in line. If there are any questions on how to properly clean the article follow the chain of command.

K. DEPARTMENTS REQUIRING NO PPE

These departments have household chemicals only on-site. All household chemicals are used solely for that purpose. No PPE is required.

- a. Senior Center
- b. Library
- c. Department of Social Services
- d. Tax Office
- e. Register of Deeds
- f. Administration Office
- g. Resource Center
- h. 911 - Communications

Guideline for Evaluating Need for Personal Protective Equipment

PPE Evaluation: Review the PPE needs for each department annually. The purpose of the evaluation is to identify sources of hazards to employees.

Injury/Accident Data: Previous accident, injury, and occupational illness data should also be reviewed to identify any problem areas.

- A. During the evaluation, consideration should be given to the basic hazard categories:
- a. Impact
 - b. Penetration
 - c. Compression (roll-over)
 - d. Chemical
 - e. Heat
 - f. Harmful Dust
 - g. Light (optical) radiation
- B. During the evaluation observe for these potential hazards:
- 1. Sources of motion such as machinery where movement of tools, machine elements or particles could exist
 - 2. Movement of personnel or body parts which could result in collision with objects
 - 3. Sources of contact with temperature extremes or flash burns
 - 4. Types of chemical exposures
 - 5. Sources of harmful dust
 - 6. Sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
 - 7. Sources of falling objects or potential for dropping objects
 - 8. Sources of sharp objects which might pierce the feet or cut the hands
 - 9. Sources of rolling or pinching objects which could crush the feet
 - 10. Layout of workplace and location of co-workers
 - 11. Electrical hazards

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- C. Observe for these types of exposures to the eyes and face:
 - 1. Flying particles, chips or other small objects
 - 2. Molten metal
 - 3. Liquid chemicals, acids or caustics
 - 4. Chemical gases or vapors
 - 5. Light radiation

- D. Observe for these types of exposures to the feet:
 - 1. Potential for falling or dropped objects
 - 2. Rolling objects
 - 3. Sharp objects which might be stepped on
 - 4. Electrical hazards

- E. Observe for these types of hazards to the hands:
 - 1. Potential skin absorption of harmful substances
 - 2. Sharp objects, tools or machines
 - 3. Chemical contact exposures
 - 4. Temperature extreme contact exposures

Organize Data: Following the evaluation, it is necessary to organize the data and information for use in the assessment of hazards and the selection of personal protective equipment