

Protocol #02

Personal Protective Equipment (PPE)

DGS Accident and Illness Prevention Program (AIPP)

I. Policy Statement

Employees of the Department of General Services (DGS) shall be protected from hazards in the workplace that can result in injury to the head, hands, feet, eyes, face, respiratory system, and other parts of the body. This program describes the personal protective equipment (PPE) program to protect employees from such hazards. The program includes:

- Assessment of hazards in various operations to determine whether employees are likely to be exposed to potential injury or exposures to chemicals.
- Assigning personal protective equipment such as hard hats, respirators, gloves, protective clothing, eye, and face protection.
- Training employees to ensure they know how to use the PPE and the reasons for the PPE.
- Monitoring the situations requiring the use of PPE to ensure the proper equipment is selected and used.
- Periodic re-assessment of the PPE program to ensure the employee continues to be protected.

Note: Refer to the Hearing Conservation Program for the use of Hearing Protection.

II. Responsibilities

A. Safety Coordinator

- Maintain this written program.
- Assist in the hazard assessment and suggest appropriate PPE.
- Provide the Deputy Secretaries/Bureau Directors/Division Chiefs and/or Supervisors, as appropriate with the knowledge and information to conduct required training as outlined in this program.
- Request assistance from the Safety and Health Consultant to conduct Job Hazard Assessments as necessary.

B. Bureau Directors

- Ensure workplace hazard assessments are conducted and proper PPE is selected by Division Chiefs, Building Managers, or Supervisors.
- Assist the Safety Coordinator with the development of additional workplace hazard assessments, when new hazards are present in the workplace.
- Obtain proper PPE and make available to employees.

C. Division Chiefs/Building Managers/Supervisors

- Train employees in the requirements outlined in this program.
- Maintain a copy of the Job Hazard Assessment and PPE Assignment form applicable to their organization or area of responsibility.

- Provide the Job Hazard Assessment and PPE Assignment form to employees, including new employees assigned to the organization.
- Provide PPE to the employees upon initial assignment and when the PPE is broken or defective.
- Enforce the use of required PPE.
- Support and ensure that all elements of this program are implemented completely for the protection of all employees.

D. Employees

- Comply with all DGS safety rules and regulations concerning PPE.
- Properly maintain and sanitize their PPE.
- Avoid the use of damaged or defective PPE.
- Contact their supervisor if they need to be issued new or additional PPE.

III. Job Hazard Assessment and Assignment of PPE

The Division Chiefs/Building Managers/Supervisors and Safety Coordinator will conduct the workplace job hazard assessments and assign required PPE to protect against hazards that are present, or will likely be present. The Safety Consultant may be requested to assist with the hazard assessments.

A. Head Protection

Each employee shall wear an approved hardhat when working in areas where there is a potential for head injury from falling or overhead objects. The specific type of protective hardhat shall comply with ANSI Z89.1-1997 Standards. The Type I hardhat intended to help protect against impact resulting from a blow that may be received from above the head shall be used; however, a Type II hardhat shall be used if the presence of any side impact hazard is indicated during a hazard assessment.

B. Hand Protection

Employees shall wear appropriate hand protection when 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. The type of hand protection used will be dependent on the hazard(s) present as identified in the workplace job hazard assessment.

The Safety Coordinator and the Division Chiefs/Building Managers/Supervisors shall base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the following:

- Task(s) to be performed
- Dexterity required.
- Conditions present.
- Duration and frequency of use.
- Degree of exposure of the hazard.
- Physical stress that will be applied.
- The hazards and potential hazards identified.

In addition to the above, the factors below shall be considered when selecting chemical resistant gloves:

- The toxic properties of the chemical, 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.
- The chemical component with the shortest breakthrough time, since it is possible for solvents to carry active ingredients through polymeric materials. The employees' ability to remove the glove without skin contamination.

Manufacturer recommendations shall be followed when selecting gloves for protection against chemical hazards.

C. Respiratory Protection

Respirators may be required, if deemed necessary, to protect employees from systemic effects or irritation caused by the inhalation of harmful substances or dusts. Respirators are selected based upon the following criteria:

- The chemical characteristics of the exposure agent, such as, whether the chemical is an organic hydrocarbon, acid, toxic dust, or nuisance dust, for example.
- The toxicity of chemical or material to which the employee is exposed.
- The duration of the exposure.
- The physical state of the exposure agent, whether it is a gas, vapor, dust, mist, or fume.
- Whether the respirator is required to protect the employee from a toxic substance, or whether the respirator is used on an optional basis for comfort reasons.

In addition, the respiratory protection program shall include:

- Medical evaluation of employees who are required to use respiratory protection.
- Employee training which shall include fit testing, use, and limitations of the respirators. Training shall be completed annually and fit testing shall be conducted every six months. Training shall be completed by the equipment vender, Safety Consultant, or a 'Competent Person' within the agency. For a definition of a 'Competent Person,' refer to the OSHA standard for respiratory protection 29 CFR 1910.133.
- Requirements that non-disposable respirators shall be cleaned after each use and stored in a clean and sanitary location.
- Issuing respirators for individual use.
- Requirements for replacing respirators or cartridges on a programmed basis.
- Requirements that the employee clean and sanitize respirators that will be reused.

D. Eye and Face Protection

If employees may be exposed to eye hazards such as flying particles, sparks, dusty environments, splashing liquids, etc., the employees must be provided with effective eye protection. This may include safety glasses, face shields, chemical splash goggles, welding goggles, or helmets. Employees shall be provided with the required eye protection and trained in the proper use. The employee is responsible to ensure the equipment is used where required and is maintained in serviceable condition.

E. Roadside Personal Protective Equipment

Employees who may work close to highways, streets/roads or construction sites containing heavy machinery must wear high visibility vests. High visibility clothing must meet ANSI class II garment visibility requirements. High visibility vests must be worn over the employees clothing in order to be effective. Employees who work within **10 feet of any roadway** must wear high visibility garments. Employees shall be provided high visibility garments by the employee's supervisor. For more information on the ANSI standard, vests, and garments which fall under the ANSI standard, and proper usage of personal protective equipment, please contact the DGS Fire, Safety & Environmental Section.

IV. Training

The Division Chiefs/Building Managers/Supervisors shall provide training to employees in the proper use of PPE. Training can also be obtained from the equipment vender or the Safety Consultant.

Training shall generally include:

- The type of PPE that is used for each job.
- Proper methods for donning the PPE.
- Methods to clean and sanitize PPE.
- Limitations of the PPE.
- Responsibility to replace PPE when it becomes damaged or it reaches the end of

service life.

- Proper storage of PPE.
- Qualitative fit testing for negative pressure respirators

Each employee shall physically demonstrate an understanding of the training, information, and an ability to use the PPE properly before being allowed to perform any task requiring PPE. Written training records for each employee detailing the extent of training received and the date it was received will be documented in employee training files.

V. Replacement of PPE

PPE shall be replaced when it becomes damaged or is no longer serviceable. For example, the following guidelines can be used for replacement of PPE:

- Chemical resistant gloves shall be replaced when they show signs of deterioration or wear, or when they have been penetrated by the chemicals.
- Disposable gloves shall be disposed of after a single use.
- Hard hats shall be replaced if the shell or support system becomes damaged or they become outdated.
- Disposable respirators shall be disposed of after use.
- Reusable respirators shall be replaced when the face piece shows signs of wear or damage, or if the straps or inhalation/exhalation valves become damaged.
- Organic vapor or acid mist respirator cartridges shall be replaced when they have reached the end of the service life based on the exposure intensity and duration. The cartridges shall also be replaced if the end-of-life-indicator shows the cartridge to be expired or if breakthrough is detected.

VI. Periodic Assessment of the Program

The Bureau Directors and the Safety Coordinator shall periodically review the PPE program to ensure it continues to provide the desired level of protection. In particular, the program should be reviewed to assess whether there are any new hazards that are not controlled, whether employee training is effective, and whether employees are using PPE as required. The Job Hazard Assessment and PPE Assignment form shall be updated as necessary. The Bureau Directors shall ensure updated information is communicated to employees.

**Department of General Services
Job Hazard Assessment and PPE Assignment***

Grounds Keeping and Building Maintenance

Operation	Employees Exposed	Hazards	PPE Required
Lawn mowing and weed trimming	Grounds keeping staff	Flying stones and dust	Safety glasses
Applying liquid fertilizer	Grounds keeping staff	Chemical vapors and mists, chemical exposure to the skin	Face shields or safety glasses, chemical resistant gloves such as neoprene or nitrile, coveralls or protective suits.
Cutting trees and brush	Grounds keeping staff	Flying and falling objects and tree branches	Face shields, hard hats
Cleaning with chemical cleaners	Housekeeping and building maintenance, building operations	Acids or caustic liquid exposure to the skin and eyes	Face shields or safety glasses, chemical resistant gloves such as neoprene or nitrile
Maintenance on building equipment	Building maintenance	Flying particles and dusty environments	Safety glasses
Pesticide application	Grounds keeping staff	Chemical vapors and mists, chemical exposures to the skin, eyes and respiratory tract.	Safety Goggles, chemical resistant gloves, such as neoprene or nitrile, and protective suits and respiratory protection with organic vapor and HEPA filtration cartridges, if deemed necessary by Capital grounds management.

* For hearing protection, refer to the Hearing Conservation Program.

**Department of General Services
Job Hazard Assessment and PPE Assignment***

Shop Workers and Trades Workers

Operation	Employees Exposed	Hazards	PPE Required
Operating power tools such as drills, saws, grinders, table saws	Carpenters, Shop workers	Flying particles	Safety glasses
Painting with solvent based paints	Painters	Paint mist, organic vapors, and liquid solvent exposure to the skin.	Safety glasses, respirators with organic vapor cartridges and paint mist pre-filters, chemical resistant gloves

* For hearing protection, refer to the Hearing Conservation Program.

**Department of General Services
Job Hazard Assessment and PPE Assignment***

Environmental Response Team

Operation	Employees Exposed	Hazards	PPE Required
Asbestos abatement	Abatement workers	Asbestos	Safety glasses, full body protective clothing, gloves, respirator with HEPA filters
Confined space entry	Entry personnel	Defined for each space, refer to the confined space entry program	Defined for each space, refer to the confined space entry program
Surface preparation of lead based paint	Lead workers	Flying particles, lead dust	Safety glasses, disposable suits, gloves, respirator with HEPA filters

* For hearing protection, refer to the Hearing Conservation Program.

**Department of General Services
Job Hazard Assessment and PPE Assignment***

Commodities and Surplus Warehouse Workers

Operation	Employees Exposed	Hazards	PPE Required
Placing or retrieving products from overhead storage	Warehouse workers	Head injuries from falling objects	Hard hats
Working in Warehouse	Warehouse workers	Flying particles and dusty environments	Safety glasses

* For hearing protection, refer to the Hearing Conservation Program.

**Department of General Services
Job Hazard Assessment and PPE Assignment***

Vehicle Maintenance Workers

Operation	Employees Exposed	Hazards	PPE Required
Vehicle maintenance	Mechanics	Flying particles and dust while working under cars, operating brake lathe, grinders, and other shop equipment	Safety glasses
Operating degreaser	Mechanics	Solvent exposures to the skin and eyes	Safety glasses or face shield, chemical resistant gloves such as neoprene or nitrile

* For hearing protection, refer to the Hearing Conservation Program.

Department or Location: Department of General Services

Operation	Employees Exposed	Hazards	

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