
PERSONAL PROTECTIVE EQUIPMENT

OVERVIEW

The Personal Protective Equipment Program serves to provide guidance to management and employees working for the City of Mebane. It is the intent of this document to meet any local, state or federal mandates including those required pursuant to the regulations outlined under Occupational Health and Safety Administration's (OSHA) 29 Code of Federal Regulation 1910 and 1926. The City of Mebane City Manager or their designee shall investigate any accident involving City of Mebane personnel that occurs within the jurisdictional limits for the City of Mebane.

PURPOSE

The Personal Protective Equipment program is created to provide guidance and expectation for employees and visitors of the City of Mebane. The programs shall be reviewed at least annually, and, based on the ever changing work and natural growth of the City of Mebane so shall these documents be modified to reflect such growth and change. The City Manager, or designee, shall have responsibility for managing changes to the safety program.

RESPONSIBILITY

It is the responsibility of every employee to not only read, but also *understand* the information on these pages. Each employee of the City of Mebane should consider it a personal responsibility to engage in daily activity that is safe and consistent with these programs.

City of Mebane management has the expectation of each employee to understand their right to ask questions and seek more information if a program or task is not clear or well understood. If an employee has questions regarding the safety and health programs they should contact their supervisor for clarification.

The programs contained herein shall serve as a minimum guideline for entities coming on to City of Mebane property for the purposes of conducting business. Prior to conducting any project the entity shall establish compliance with the guidance set forth in this document.

Safety of employees, vendors, contractors and the public, city equipment and property will be considered the priority on any task and in no case shall it be compromised.

PERSONAL PROTECTION EQUIPMENT PROGRAM

This written program documents steps the City of Mebane has taken to minimize injury resulting from various occupational hazards present at our facilities sites by protecting workers through the use of PPE when the hazards cannot be eliminated.

Any employee encountering hazardous conditions must be protected against the potential hazards. The purpose of protective clothing and equipment (PPE) is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace. (See separate documents for respiratory protection and hearing conservation programs.)

Establishing an overall written PPE program detailing how employees use PPE makes it easier to ensure

that they use PPE properly in the workplace and document our PPE efforts in the event of an OSHA inspection. The City of Mebane's PPE program covers:

- Purpose
- Hazard assessment
- PPE selection
- Employee training
- Cleaning and maintenance of PPE
- PPE specific information

HAZARD ASSESSMENT

In order to assess the need for PPE the following steps are taken:

1. The Safety Committee Chair, or designee, examines the following records to identify and rank jobs according to exposure hazards:
 - Injury/illness records
 - First aid logs
2. The Safety Committee Chair, or designee, conducts a walk through survey of workplace areas where hazards exist or may exist to identify sources of hazards to employees.
Should consider these basic hazard categories:
 - Impact
 - Heat
 - Penetration
 - Harmful dust
 - Compression (roll over)
 - Light (optical) radiation
 - Chemical

During the walk through survey the Safety Committee Chair observes and records the following hazards along with PPE currently in use (type and purpose):

- Sources of motion (i.e., machinery or processes where any movement of tools, machine elements or particles could exist or movement of personnel that could result in collision with stationary objects): See attached PPE Hazard Assessment for each department.
- Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc., are See attached PPE Hazard Assessment for each department.
- Types of chemical exposures are: See attached PPE Hazard Assessment for each department.
- Sources of harmful dust are See attached PPE Hazard Assessment for each department.
- Sources of light radiation (i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.) are: See attached PPE Hazard Assessment for each department.
- Sources of falling objects or potential for dropping objects: See attached PPE Hazard Assessment for each department.
- Sources of sharp objects which might pierce the feet or cut the hands: See attached PPE Hazard Assessment for each department.
- Sources of rolling or pinching objects which could crush the feet: See attached PPE Hazard Assessment for each department.
- Layout of workplace and location of coworkers: See attached PPE Hazard Assessment for each department.

- Electrical hazards will be identified in the PPE hazard assessments.
- 3. Following the walk through survey, the Safety Committee Chair, or designee, organizes the data and information for use in the assessment of hazards to analyze the hazards and enable proper selection of protective equipment.
- 4. An estimate of the potential for injuries is now made. Each of the basic hazards is reviewed and a determination made as to the frequency, type, level of risk, and seriousness of potential injury from each of the hazards found. The existence of any situations where multiple exposures occur or could occur are considered.
- 5. The Safety Committee Chair, or designee, documents the hazard assessment via 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 that the document is a certification of hazard assessment.

PPE SELECTION

Once any hazards have been identified and evaluated through hazard assessment, the general procedure for selecting protective equipment is to:

1. Become familiar with the potential hazards and the type of protective equipment (PPE) that are available, and what they can do.
2. Compare types of equipment to the hazards associated with the environment.
3. Select the PPE, which ensures a level of protection greater than the minimum required to protect employees from the hazards.
4. Fit the user with proper, comfortable, well fitting protection and instruct employees on care and use of the PPE. It is very important that the users are aware of all warning labels for and limitations of their PPE.

It is the responsibility of the Safety Committee Chair, or designee, to reassess the workplace hazard situation as necessary, to identify and evaluate new equipment and processes, to review accident records, and reevaluate the suitability of previously selected PPE. This reassessment will take place as needed, but at least annually.

Elements, which should be considered in the reassessment, include:

- Adequacy of PPE program
- Accidents and illness experience
- Levels of exposure (this implies appropriate exposure monitoring)
- Adequacy of equipment selection
- Number of person hours that workers wear various protective ensembles
- Adequacy of training/fitting of PPE
- Program costs
- The adequacy of program records
- Recommendation for program improvement and modification
- Coordination with overall safety and health program

PPE TRAINING

The Safety Committee Chair, or designee, and/or supervisor provide training for each employee who is required to use personal protective equipment.

- When PPE is necessary
- What PPE is necessary
- How to wear assigned PPE
- Limitations of PPE
- The proper care, maintenance, useful life, and disposal of assigned PPE

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment.

Employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

If the Safety Committee Chair, or designee, has reason to believe an employee does not have the understanding or skills required, then the employee must retrain. Since an employee's supervisor is in the best position to observe any problems with PPE used by individual employees, coordination will be sought to capture this person's input when making this determination.

Circumstances where retraining may be required include changes in the workplace or changes in the types of PPE to be used which would render previous training obsolete, as well as, any inadequacies in an affected employee's knowledge or use of the assigned PPE, which would indicate that the employee has not retained the necessary understanding or skills.

MAINTENANCE AND CLEANING

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.

PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection. Supervisors are responsible for ensuring compliance with cleaning responsibilities by employees.

If a piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of his or her supervisor. It is against work rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

PPE SPECIFIC INFORMATION

Eye and Face Protection

It is the policy of the City of Mebane that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved goggles/face shields to help prevent eye and face injuries, including those resulting from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation, for example.

Employees from temporary work agencies and contractors are required to wear goggles/face shields if assigned to work in the designated work areas.

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees required to wear goggles/face shields must routinely inspect and properly care for their goggles/face shields.

Foot Protection

It is the policy of the City of Mebane that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear safety shoes to help prevent foot injuries, ankle injuries, slips, and falls. The following require foot protection, unless in an office setting:

- Fire Department (turn out gear boots)
- Parks and Recreation
- Police Department
- Public Works
- Waste Water Treatment Plant

Employees from temporary work agencies and contractors are required to wear safety shoes if assigned to work in the designated work areas. It is the responsibility of the agency and/or contractor to ensure the employee reports to his/her temporary assignment at this company wearing approved safety shoes.

Members of the Fire Department are required to wear safety footwear when responding to fire emergency situations meeting the appropriate NFPA standard. All supervisors and managers are responsible for ensuring their associates are in compliance with this policy.

Supervisors are responsible for informing new employees who are assigned to the designated work areas of the safety shoe policy and the procedures for obtaining them. The new employee is responsible for reporting to his/her first day of work wearing approved safety shoes.

Hand Protection

It is the policy of the company that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear gloves to help prevent hand injuries, including cuts, burns, chemical exposure, for example.

Employees from temporary work agencies and contractors are required to wear protective gloves if assigned to work in the designated work areas.

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees required to wear protective gloves must routinely inspect and properly care for their assigned gloves (if the gloves are not disposable).

Head protection

It is the policy of the City of Mebane that as a condition of employment, all regular full time, part

time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved hard hats to help prevent head injuries, including those resulting from falling objects, bumping the head against a fixed object, or electrical shock.

Employees from temporary work agencies and contractors are required to wear hard hats if assigned to work in the designated work areas.

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy.

All employees required to wear hard hats must routinely inspect and properly care for their hard hats.

PROGRAM REVIEW

This document and PPE related policies/programs should be reviewed and updated annually.

Policy Review and Critique Form

Review by:

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EnviroSafe Consulting and Investigation
2012 Anthony Road
Burlington, N.C. 27215

Date:

06 / 01 / 2015

Type of review:

Annual: X Post-Emergency:

Problems leading to review:

Problems noted during review:

Action to be taken:

PPE Hazard Assessment Certification Form

Name of work place: _____

Assessment conducted by: _____

Work place address: _____

Date of assessment: _____

Work area(s): _____

Job/Task(s): _____

(Use a separate sheet for each job/task or work area)

EYES		
<p>Work activities, such as:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> abrasive blasting <input type="checkbox"/> chopping <input type="checkbox"/> cutting <input type="checkbox"/> drilling <input type="checkbox"/> welding <input type="checkbox"/> soldering <input type="checkbox"/> torch brazing <input type="checkbox"/> working outdoors <input type="checkbox"/> computer work <input type="checkbox"/> punch press operations <input type="checkbox"/> other: </div> <div style="width: 50%;"> <input type="checkbox"/> sanding <input type="checkbox"/> sawing <input type="checkbox"/> grinding <input type="checkbox"/> hammering <input type="checkbox"/> chipping </div> </div>	<p>Work-related exposure to:</p> <input type="checkbox"/> airborne dust <input type="checkbox"/> dirt <input type="checkbox"/> UV <input type="checkbox"/> flying particles/objects <input type="checkbox"/> blood splashes <input type="checkbox"/> hazardous liquid chemicals mists <input type="checkbox"/> chemical splashes <input type="checkbox"/> molten metal splashes <input type="checkbox"/> glare/high intensity lights <input type="checkbox"/> laser operations <input type="checkbox"/> intense light <input type="checkbox"/> hot sparks <input type="checkbox"/> other:	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Safety glasses <input type="checkbox"/> Safety goggles <input type="checkbox"/> Dust-tight goggles <input type="checkbox"/> Impact goggles <input type="checkbox"/> Welding helmet/shield <input type="checkbox"/> Chemical goggles <input type="checkbox"/> Chemical splash goggles <input type="checkbox"/> Laser goggles <input type="checkbox"/> Shading/Filter (# _____) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other:
<p>With:</p> <input type="checkbox"/> Side shields <input type="checkbox"/> Face shield <input type="checkbox"/> Shaded <input type="checkbox"/> Prescription		
FACE		
<p>Work activities, such as:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> cleaning <input type="checkbox"/> cooking <input type="checkbox"/> siphoning <input type="checkbox"/> painting <input type="checkbox"/> dip tank operations <input type="checkbox"/> pouring <input type="checkbox"/> other: </div> <div style="width: 50%;"> <input type="checkbox"/> foundry work <input type="checkbox"/> welding <input type="checkbox"/> mixing <input type="checkbox"/> pouring molten metal <input type="checkbox"/> working outdoors </div> </div>	<p>Work-related exposure to:</p> <input type="checkbox"/> hazardous liquid chemicals <input type="checkbox"/> extreme heat <input type="checkbox"/> extreme cold <input type="checkbox"/> potential irritants: <input type="checkbox"/> other:	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Face shield <input type="checkbox"/> Shading/Filter (# _____) <input type="checkbox"/> Welding shield <input type="checkbox"/> Other:
HEAD		
<p>Work activities, such as:</p> <input type="checkbox"/> building maintenance <input type="checkbox"/> confined space operations <input type="checkbox"/> construction <input type="checkbox"/> electrical wiring <input type="checkbox"/> walking/working under catwalks	<p>Work-related exposure to:</p> <input type="checkbox"/> beams <input type="checkbox"/> pipes <input type="checkbox"/> exposed electrical wiring or components <input type="checkbox"/> falling objects	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Protective Helmet <div style="margin-left: 20px;"> <input type="checkbox"/> Type A (low voltage) <input type="checkbox"/> Type B (high voltage) </div>

<input type="checkbox"/> walking/working on catwalks <input type="checkbox"/> walking/working under conveyor belts <input type="checkbox"/> working with/around conveyor belts <input type="checkbox"/> walking/working under crane loads <input type="checkbox"/> utility work <input type="checkbox"/> other:	<input type="checkbox"/> fixed object <input type="checkbox"/> machine parts <input type="checkbox"/> other:	<input type="checkbox"/> Type C <input type="checkbox"/> Bump cap (not ANSI-approved) <input type="checkbox"/> Hair net or soft cap <input type="checkbox"/> Other:
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HANDS/ARMS

<p>Work activities, such as:</p> <input type="checkbox"/> baking <input type="checkbox"/> cooking <input type="checkbox"/> grinding <input type="checkbox"/> welding <input type="checkbox"/> working with glass <input type="checkbox"/> using computers <input type="checkbox"/> using knives <input type="checkbox"/> dental and health care services <input type="checkbox"/> garbage disposal <input type="checkbox"/> computer work <input type="checkbox"/> other:	<p>Work-related exposure to:</p> <input type="checkbox"/> blood <input type="checkbox"/> irritating chemicals <input type="checkbox"/> tools or materials that could scrape, bruise, or cut <input type="checkbox"/> extreme heat <input type="checkbox"/> extreme cold <input type="checkbox"/> animal bites <input type="checkbox"/> electric shock <input type="checkbox"/> vibration <input type="checkbox"/> musculoskeletal disorders <input type="checkbox"/> sharps injury <input type="checkbox"/> other:	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Gloves <input type="checkbox"/> Chemical resistance <input type="checkbox"/> Liquid/leak resistance <input type="checkbox"/> Temperature resistance <input type="checkbox"/> Abrasion/cut resistance <input type="checkbox"/> Slip resistance <input type="checkbox"/> Latex or nitrile <input type="checkbox"/> Anti-vibration <input type="checkbox"/> Protective sleeves <input type="checkbox"/> Ergonomic equipment _____ <input type="checkbox"/> Other:
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FEET/LEGS

<p>Work activities, such as:</p> <input type="checkbox"/> building maintenance <input type="checkbox"/> construction <input type="checkbox"/> demolition <input type="checkbox"/> food processing <input type="checkbox"/> foundry work <input type="checkbox"/> working outdoors <input type="checkbox"/> logging <input type="checkbox"/> plumbing <input type="checkbox"/> trenching <input type="checkbox"/> use of highly flammable materials <input type="checkbox"/> welding <input type="checkbox"/> other:	<p>Work-related exposure to:</p> <input type="checkbox"/> explosive atmospheres <input type="checkbox"/> explosives <input type="checkbox"/> exposed electrical wiring or components <input type="checkbox"/> heavy equipment <input type="checkbox"/> slippery surfaces <input type="checkbox"/> impact from objects <input type="checkbox"/> pinch points <input type="checkbox"/> crushing <input type="checkbox"/> slippery/wet surface <input type="checkbox"/> sharps injury <input type="checkbox"/> blood <input type="checkbox"/> chemical splash <input type="checkbox"/> chemical penetration <input type="checkbox"/> extreme heat/cold <input type="checkbox"/> fall	<p>Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, use:</p> <input type="checkbox"/> Safety shoes or boots <input type="checkbox"/> Toe protection <input type="checkbox"/> Electrical protection <input type="checkbox"/> Puncture resistance <input type="checkbox"/> Anti-slip soles <input type="checkbox"/> Leggings or chaps <input type="checkbox"/> Foot-Leg guards <input type="checkbox"/> Other: <p> <input type="checkbox"/> Metatarsal protection <input type="checkbox"/> Heat/cold protection <input type="checkbox"/> Chemical resistance </p>
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other:

BODY/SKIN

Work activities such as:

- baking or frying
- battery charging
- dip tank operations
- fiberglass installation
- sawing
- other:

Work-related exposure to:

- chemical splashes
- extreme heat
- extreme cold
- sharp or rough edges
- irritating chemicals
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Vest, Jacket
- Coveralls, Body suit
- Raingear
- Apron
- Welding leathers
- Abrasion/cut resistance
- Other:

With:

- Long sleeves

BODY/WHOLE

Work activities such as:

- building maintenance
- construction
- logging
- computer work
- working outdoors
- utility work
- other:

Work-related exposure to:

- working from heights of 10 feet or more
- impact from flying objects
- impact from moving vehicles
- sharps injury
- blood
- electrical/static discharge
- hot metal
- musculoskeletal disorders
- sparks
- chemicals
- extreme heat/cold
- elevated walking/working surface
- working near water
- injury from slip/trip/fall
- other:

Can hazard be eliminated without the use of PPE?

Yes No

If no, use:

- Fall Arrest/Restraint
- Traffic vest
- Static coats/overalls
- Flame resistant jacket/pants
- Insulated jacket
- Cut resistant sleeves/wristlets
- hoists/lifts
- ergonomic equipment: _____
- Other:

With:

- Hood
- Full sleeves

LUNGS/RESPIRATORY**Work activities such as:**

- | | |
|---|----------------------------------|
| <input type="checkbox"/> cleaning | <input type="checkbox"/> pouring |
| <input type="checkbox"/> mixing | <input type="checkbox"/> sawing |
| <input type="checkbox"/> painting | |
| <input type="checkbox"/> fiberglass installation | |
| <input type="checkbox"/> compressed air or gas operations | |
| <input type="checkbox"/> confined space work | |
| <input type="checkbox"/> floor installation | |
| <input type="checkbox"/> ceiling repair | |
| <input type="checkbox"/> working outdoors | |
| <input type="checkbox"/> other: | |

Work-related exposure to:

- dust or particulate
- toxic gas/vapor
- chemical irritants (acids)
- welding fume
- asbestos
- pesticides
- organic vapors
- oxygen deficient environment
- paint spray
- extreme heat/cold
- other:

Can hazard be eliminated without the use of PPE?Yes No **If no, use:**

- Dust mask
- Disposable particulate respirator
- Replaceable filter particulate w/cartridge
- PAPR (Air recycle)
- PPSA (Air supply)

With/Type:

- face shield
- acid/gas crtgd
- organic crtgd
- pesticide crtgd
- spray paint crtgd
- half faced
- full faced
- hooded

EARS/HEARING**Work activities such as:**

- | | |
|---|------------------------------------|
| <input type="checkbox"/> generator | <input type="checkbox"/> grinding |
| <input type="checkbox"/> ventilation fans | <input type="checkbox"/> machining |
| <input type="checkbox"/> motors | <input type="checkbox"/> routers |
| <input type="checkbox"/> sanding | <input type="checkbox"/> sawing |
| <input type="checkbox"/> pneumatic equipment | <input type="checkbox"/> sparks |
| <input type="checkbox"/> punch or brake presses | |
| <input type="checkbox"/> use of conveyors | |
| <input type="checkbox"/> other: | |

Work-related exposure to:

- loud noises
- loud work environment
- noisy machines/tools
- punch or brake presses
- other:

Can hazard be eliminated without the use of PPE?Yes No **If no, use:**

- ear muffs
- ear plugs
- leather welding hood