

	Revision Number: 1	Title:	<b>Personal Protective Equipment</b>
			Prepared by: Burns Industrial Equipment
<b>Burns Industrial Equipment</b>	Effective Date: 6/1/00		ISO #:
<b>LOCATION:</b>	Revision Date: 10/8/2012		Page: 1 of 6

## Personal Protective Equipment

**1.0 REFERENCE STANDARD:** Occupational Safety and Health Administration Personal Protective Equipment Subpart 1, including:

- 29 CFR 1910.132 - General Requirements**
- 29 CFR 1910.133 - Eye and Face Protection**
- 29 CFR 1910.134 - Respiratory Protection**
- 29 CFR 1910.135 - Head Protection**
- 29 CFR 1910.136 - Foot Protection**
- 29 CFR 1910.137 - Electrical Protective Equipment**
- 29 CFR 1910.138 - Hand Protection**

**2.0 PURPOSE:**

2.1. This procedure establishes minimum personal protective equipment requirements to be followed when performing tasks in which hazards are present or are likely to be present.

**3.0 SCOPE:**

3.1. This procedure applies to all of our company employees, all contractors and vendors performing work on company property, and all other individuals who are visiting or have business with our company.

**4.0 RESPONSIBILITIES:**

- 4.1. **Management** is responsible for identifying hazards or potential hazards and establishing protective measures. Management is also responsible for appropriate employee training and hazard communication.
- 4.2. **Management and supervisors** are responsible for enforcement of this program.
- 4.3. **Employees** shall comply with all procedures outlined in this policy.
- 4.4. **Contractors and vendors** shall comply with all procedures outlined in this policy.

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Prepared By: \_\_\_\_\_ Date: 11/6/00 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

This policy is merely a guideline. It is not meant to be exhaustive nor be construed as legal advice. It does not address all potential compliance issues with Federal, State, local OSHA or any other regulatory agency standards. Consult your licensed Commercial Property and Casualty representative at Yale Industrial Truck-Pittsburgh Inc. or legal counsel to address possible compliance requirements.

- 4.5. **Employee Safety Committee** will participate in Hazard Assessments and equipment selection

## **5.0 DEFINITIONS:**

- 5.1. **Contractor:** A non-company employee being paid to perform work in our facility.
- 5.2. **Vendor:** A non-company employee being paid to perform a service in our facility.

## **6.0 PROCEDURE**

### **6.1 HAZARD ASSESSMENT (29 CFR 1910.132)**

- 6.1.1. Our company has conducted a hazard assessment to determine what hazards are present or are likely to be present which would necessitate the use of personal protective equipment. The hazard assessment consisted of a walk-through survey of all work areas to determine sources of hazards to employees. A sample form can be found in Appendix A. A summary of the results of the assessment can be obtained from the program administrator.
- 6.1.2. It will be the responsibility of the program administrator to reassess the hazard assessment, as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and reviewing the suitability of previously selected personal protective equipment.
- 6.1.3. The program administrator will keep copies of the hazard assessment.
- 6.1.4. If changes in personal protective equipment are required, the program administrator will initiate appropriate action.

### **6.2 PERSONAL PROTECTIVE EQUIPMENT SELECTION (29 CFR 1910.132)**

- 6.2.1. If personal protective equipment is required due to hazards associated with a job responsibility, the program administrator will determine if engineering controls can be used to eliminate a hazard.
- 6.2.2. If engineering controls cannot eliminate a hazard, the program administrator will select appropriate types of personal protective equipment to guard against identified hazards.
- 6.2.3. All personal protective equipment selections will be communicated to employees through employee training programs.
- 6.2.4. Affected employees shall wear all personal protective equipment selected by our company to guard against an identified hazard. Our company will ensure that all selected personal protective equipment properly fits affected employees.
- 6.2.5. Employees are not permitted to use their own personal protective equipment. The company will supply all personal protective equipment so that we are sure that the equipment meets appropriate standards. No employee shall wear their own personal protective equipment.

### **6.3 DEFECTIVE OR DAMAGED EQUIPMENT (29 CFR 1910.132)**

- 6.3.1 At no time will employees wear personal protective equipment that is defective or damaged.
- 6.3.2 Defective or damaged equipment will be taken out of service. Employees will notify their immediate supervisor of all defective or damaged personal protective equipment and will not perform tasks requiring the use of personal protective equipment until such equipment has been replaced/repaired.
- 6.3.3 For replacement equipment employees can contact the program administrator or thier immediate supervisor.
- 6.3.4 Any personal protective equipment that is required to perform your job safely will be provided at the companies expense.
- 6.3.5 Provided PPEis to be used and maintained in a sanitary and reliable condition. Required by reasons of hazards of processes or environment to protect body parts from inhalation, absorption or physical contact.

#### **6.4 TRAINING REQUIREMENTS (29 CFR 1910.132)**

- 6.4.1 Our company will provide training to each employee who is required to use personal protective equipment. No employee will use or wear personal protective equipment or perform job functions requiring the use of personal protective equipment until properly trained.
- 6.4.2 Training on personal protective equipment will consist of the following:
  - 6.4.2.1 When personal protective equipment is required for a job responsibility or task.
  - 6.4.2.2 The personal protective equipment that is required for a job responsibility or task.
  - 6.4.2.3 How to properly don (put on), doff (remove), adjust, and wear required personal protective equipment.
  - 6.4.2.4 Limitations of selected personal protective equipment.
  - 6.4.2.5 Proper care, maintenance, and useful life of selected personal protective equipment.
- 6.4.3 All employees shall demonstrate an understanding of the training outlined in this section. This will be accomplished through a hands-on demonstration of acquired skills.
- 6.4.4 Additional training will be required in the following circumstances:
  - 6.4.4.1 There are changes in job assignments or work practices that render previous training obsolete.
  - 6.4.4.2 There are changes in the types of personal protective equipment used that renders previous training obsolete.
  - 6.4.4.3 Whenever deficiencies are noted in an employee's understanding or skill in the use of selected personal protective equipment.
- 6.4.5 All employees' attendance to training classes will be documented. Documentation will include the name of each employee trained, the date(s) of training, specific

personal protective equipment training received, and verification of the employee's acquired skill level as a result of training.

## **6.5 EYE AND FACE PROTECTION (29 CFR 1910.133)**

- 6.5.1 All employees will wear appropriate eye and/or face protection when using tools (grinders) or lying underneath equipment being repaired.
- 6.5.2 Our company will select, purchase, and provide employees with required safety glasses. Safety glasses purchased before July 5, 1994 will meet ANSI Z87.1-1969 standards. Safety glasses purchased after July 5, 1994 will meet ANSI Z87.1-1989 standards.
- 6.5.3 When safety glasses are provided due to flying object hazards, approved side shields must be used in conjunction with the eye protection.
- 6.5.4 Where prescription safety glasses are worn, our company will contribute toward the cost of frames and lenses.
- 6.5.5 Employees who wear contact lenses are required to wear non-prescription safety glasses over their contact lenses. It should be recognized that contact lenses may present additional hazards to employees in dusty and/or chemical environments. These situations will require the use of additional eye protection over safety glasses, i.e. safety goggles or face shields.

## **6.6 RESPIRATORY PROTECTION (29 CFR 1910.134)**

- 6.6.1. Procedures regarding respiratory protection shall be outlined in a separate **"Respiratory Protection Program"**.

## **6.7 HEAD PROTECTION (29 CFR 1910.135)**

- 6.7.1. All affected employees will use appropriate head protection when exposed to hazards such as falling objects or electrical exposure.
- 6.7.2. Our company will select, purchase, and provide employees with required head protection if the use of head protection is required by this policy. Protective helmets purchased before July 5, 1994 will meet ANSI Z89.1-1969 standards. Protective helmets purchased after July 5, 1994 will meet ANSI Z89.1-1986 standards.
- 6.7.3. Employees who are working near exposed electrical conductors will wear protective helmets designed to reduce electrical shock.

## **6.8 FOOT PROTECTION (29 CFR 1910.136)**

- 6.8.1 All technicians will use appropriate foot protection when working in the shop or anywhere on the grounds except when traveling only within the designated aisles.
- 6.8.2 Our company will identify acceptable types of foot protection and will contribute towards the cost of foot protection, for all shop and road technicians. Reimbursement will be after 60 days of employment.

6.8.3 Protective footwear purchased before July 5, 1994 will meet ANSI Z41.1-1967 standards. Protective footwear purchased after July 5, 1994 will meet ANSI Z41-1991 standards.

**6.9 ELECTRICAL PROTECTIVE EQUIPMENT (29 CFR 1910.137)**

6.9.1 All electrical protective devices purchased by our company will meet construction requirements outlined in the Occupational Safety and Health Administration (OSHA) standard *Electrical Protective Equipment* 29 CFR 1910.137(a).

**6.10 HAND PROTECTION (29 CFR 1910.138)**

6.10.1 All hand protection used at our company will be selected by program administrator to ensure the greatest degree of protection is provided for the specific hazard identified. Our company employees will utilize no hand protection unless authorization has been received from the program administrator.

**6.10 HEARING PROTECTION**

6.10.1 Hearing conservation procedures shall be outlined in a separate **“Hearing Conservation Program”**.

**7.0 REVISION HISTORY RECORD:**

<b>Revision Number</b>	<b>Section</b>	<b>Revised By</b>	<b>Description</b>
0	NA	NA	Original document.

# **APPENDIX A – Hazard Assessment Form**

## PERSONAL PROTECTIVE EQUIPMENT – HAZARD ASSESSMENT FORM

Job Classification: \_\_\_\_\_

<b>HEAD HAZARD</b>	Tasks that can cause head hazards include: Working below other workers who are using tools and materials, which could fall, working on energized electrical equipment, working with chemicals and working under machinery or processes which might cause materials to fall.			
<b>CIRCLE ALL HAZARDS THAT ARE OBSERVED:</b>				
Chemical Splash	Burn	Electric Shock	Impact	Heat
Dust				NO HAZARD

Description of hazards: \_\_\_\_\_  
 \_\_\_\_\_

<b>EYE HAZARD</b>	Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding, and woodworking.			
<b>CIRCLE ALL HAZARDS THAT ARE OBSERVED:</b>				
Chemical Splash	Burn	Electric Shock	Impact	Heat
Dust	Light Radiation	Flying Fragments	Furnace	Welding
Brazing	Mists	Fumes		NO HAZARD

Description of hazards: \_\_\_\_\_  
 \_\_\_\_\_

<b>HAND HAZARD</b>	Tasks that can cause hand hazards include: Cutting materials, working with chemicals and hot objects.			
<b>CIRCLE ALL HAZARDS THAT ARE OBSERVED:</b>				
Chemical Splash	Burn	Electric Shock	Impact	Sharp Objects
				NO HAZARD

Description of hazards: \_\_\_\_\_  
 \_\_\_\_\_

<b>FOOT HAZARD</b>	Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.			
<b>CIRCLE ALL HAZARDS THAT ARE OBSERVED:</b>				
Chemical Splash	Burn	Electric Shock	Impact	Sharp Objects
Rolling Objects	Compression			NO HAZARD

Description of hazards: \_\_\_\_\_  
 \_\_\_\_\_



<b>RESPIRATORY HAZARD</b> Tasks that can cause respiratory hazards include: Spraying, dipping, welding, cutting and working with chemicals.				
<b>CIRCLE ALL HAZARDS THAT ARE OBSERVED:</b>				
Chemical Splash	Burn	Welding	Dipping	Cutting
				NO HAZARD

Description of hazards: \_\_\_\_\_  
 \_\_\_\_\_

<b>NOISE HAZARD</b> Tasks that cause employees to be exposed to noise levels exceeding 85 decibels, over an 8 hour shift.				
<b>CIRCLE ALL HAZARDS THAT ARE OBSERVED:</b>				
Noise 85-90 db	Noise 90 db & higher			NO HAZARD

Description of hazards: \_\_\_\_\_  
 \_\_\_\_\_

PPE Required: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completion Date: \_\_\_\_\_

Completed By: \_\_\_\_\_