



PERSONAL PROTECTION EQUIPMENT PROGRAM

Purpose, Objective, Scope

- **Purpose**
 - The primary purpose of this program is to protect the worker from injury by providing Personal Protective Equipment (PPE), training and enforcement.
 - Supplementary personal protective protection with related training on use will be provided to the employee when engineering controls, work practices or administrative controls are not feasible.
 - The company's intent is to provide proper PPE based on the PPE certification outlining required use in each department
- **Objective**
 - This program is intended to support compliance with the Occupational Safety and Health Administration Personal Protection Standard as found in 29 CFR 1910.132 (Glove, Skin Protection); 1910.133 (Eye and Face Protection); 1910.135 (Head Protection); 1910.136 (Foot Protection).
 - The company's objective is to evaluate all departments to determine the types of PPE needed to protect the worker.
 - Provide employee education and training to identify hazard regarding PPE.
- **Scope**
 - This program applies to all company employees who work in areas that contain potential hazards outlined in the certification requiring PPE.
 - This program covers the use of personal protective equipment (PPE) where engineering controls, work practices, or administrative controls are not feasible or practical to protect employees from injury.
 - All departments are included in this program for determination of required PPE. PPE equipment includes safety glasses, hard hats, protective gloves, fire resistant and thermal reflective clothing and safety shoes.
 - Respirator, Hearing Conservation and Ionization Radiation monitoring programs are not included in this program; these programs are individual stand-alone programs addressed separately.

OSHA Definitions

- *Eye and face protection:* A device used to protect eyes or face from flying particles, liquid chemicals, acids, caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Eye and face protection equipment is to meet ANSI Z87.1-1989.
- *Foot protection:* A device used to protect feet from falling and rolling objects, or objects piercing the sole. Shoes are to meet ANSI Z41-1991.
- *Hand protection:* A device used to protect hands from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperature extremes.
- *Head protection (Helmet):* A device used to protect the head from falling objects and electrical conductors which could contact the head. Helmet is to meet ANSI Z89.1 1986.

Responsibilities

- **Safety Manager**

- Approves the PPE Program.
- Requires annual employee PPE training.
- Ensures budgetary allotments to support the PPE Program.
- Keeps abreast of PPE regulatory changes.
- Delegates to the Manager the administrative portion and implementation of the program.
- Point of contact for safety questions and policy on Personal Protective Equipment Program.
- Reviews changes significantly affecting the PPE Program.

- **Business Coordinator**

- Coordinates required annual PPE training.
- Develops, writes and updates the PPE program and PPE certification when needed.
- Custodian of PPE the written program and training rosters.

- **Manager**

- Overall, implements the PPE Program.
- Assigns the day-to-day PPE Program implementation responsibilities to the Employee.
- Requires and enforces use of ANSI approved PPE where required throughout the facility.
- Upon need, establishes specific responsibilities and performance levels for the Employee.
- Investigates and reviews serious accidents involving PPE use with the Safety Manager.
- Requires all employees attend annual safety training.
- Understands the purpose and process of the PPE Program.
- Authorizes additional PPE per job task i.e. prescription glasses, safety shoes, etc.
- Randomly performs informal inspections for PPE compliance.

- **Employee**

- Understands the purpose and process of the PPE Program.
- Supports company in program implementation
- Reviews and ensures that employee owned PPE used at the facility is adequate, properly maintained and sanitized for use.
- Make periodic contact with other employees to reinforce proper PPE use.
- Provides feedback to the Manager for PPE changes when needed.
- Attends PPE safety training sessions.
- Report identified PPE risk factors and hazards that can cause personal injury, property, product and equipment damage.
- Wears personal protection as directed and trained.
- Properly maintains their personal protection equipment.
- Returns defective PPE to the Manager.

Program Activities

- A written certified assessment will be completed by the Safety Manager identifying hazards that require the use of eye/face, head, hand/body and foot protection.
- The company will provide written certification that each affected employee has been trained by a competent person.
- Hazards will be assessed within the facility and appropriate protection will be provided for all affected employees.
- Employees are required to wear personal protection against hazards identified in the company assessment certification.
- Personal protection will be replaced when damaged or worn out.
- All safety glasses will be equipped with side shields and ANSI approved.
- PPE owned by the employee and used at company facilities will be used in accordance with manufacturer instructions/recommendations and those required by the company.
- Training will occur at least annually unless non-compliance or employee behavior warrants an earlier date of re-training. Also, retraining shall be required when new types of equipment are purchased and/or introduced before being used.

Employee Owned Equipment

- Any PPE that is owned by the employee and not supplied by Company must meet the criteria for protection requirements set forth above. Company will ensure the employees properly use, maintain, and clean the equipment the employee brings to the facility.

Enforcement

- Employees will be required to wear the identified PPE for their job task. These PPE requirements will be incorporated into job operating procedures.
- The Manager is responsible to ensure PPE is properly used for designated job tasks.
- Enforcement of these requirements will be consistent with other site safety rules and will follow the established disciplinary policy set forth by the HR policies.

Program Assessment

- The PPE program will be evaluated on an annual basis.
- Program updates will be made consistent with the assessment findings, employee feedback, injuries and illnesses and regulatory requirements.