

Tehama County
Personal Protective Equipment Policy
1/21/21
PERSONNEL OFFICE

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Introduction

The purpose of our Personal Protective Equipment Policy is to protect our employees from exposure to workplace hazards and the risk of injury through the use of personal protective equipment (PPE) as required Cal/OSHA General Industry Safety Orders for Personal Protective Devices (8 CCR 3380).

Scope

This policy addresses general PPE requirements, including head, eye, body, hand, and foot. The requirements for hazard assessment and equipment selection outlined in this policy apply only to operations regulated by Cal/OSHA General Industry Regulations as they apply to the following:

- 8 CCR 3381-Head Protection
- 8 CCR 3382-Eye and Face Protection
- 8 CCR 3383-Body Protection
- 8 CCR 3384-Hand Protection
- 8 CCR 3385-Foot Protection

The hazard assessment, PPE selection, and training requirements do not apply to respiratory protection (8 CCR 5144) or to the high voltage electrical safety orders (Section 2940.6) as there are separate requirements in these regulations. The hazard assessment and PPE selection requirements in this policy do not apply to operations regulated by the Construction Safety Orders as there are specific PPE regulations for construction and maintenance activities.

Specific PPE requirements are also contained in other general industry regulations requiring separate written programs. [These programs include bloodborne pathogens, aerosol transmissible diseases, hearing conservation and any other department specific policy.](#)

PPE is not a substitute for more effective control methods such as engineering, administrative, or work practice controls. It should only be considered when other means of protection against hazards are not adequate or feasible. PPE will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees.

Responsibilities

Safety Person(s)

[Department Head or designee](#) is responsible for overseeing the development, implementation, and administration of PPE policies, including:

- Conducting workplace hazard assessments to determine the presence of hazards that necessitate the use of PPE and documenting them
- Selecting and purchasing PPE
- Reviewing, updating, and conducting PPE hazard assessments whenever a job task or operation changes, new equipment is used, or an accident occurs
- Maintaining records on PPE assignments and employee training
- Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE
- Periodically re-evaluating selected PPE
- Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies

Managers/Supervisors

Managers/supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area:

- Providing appropriate PPE and making it available to employees
- Ensuring PPE properly fits employees
- Ensuring employees are trained on the proper use, care, and cleaning of PPE and understand its limitations
- Ensuring PPE training certification and evaluation forms are signed and retained by [department safety representative](#).
- Ensuring employees properly use and maintain their PPE and follow PPE policies and rules
- Notifying management and the department safety representative when new hazards are introduced or when processes are added or changed
- Ensuring defective or damaged PPE is immediately disposed of and replaced

Employees

The PPE user is responsible for following the requirements of the PPE policies:

- Properly wearing PPE as required
- Attending required training sessions
- Properly caring for, cleaning, maintaining, and inspecting PPE as required
- Following our PPE policies and rules
- Informing their supervisor of the need to repair or replace PPE

Employees who repeatedly disregard or do not follow PPE policies and rules will be subject to compliance procedures per the Injury and Illness Prevention Program (IIPP).

Procedures

Hazard Assessment for PPE: Walk-Through Survey

Managers/supervisors with operational knowledge will conduct an initial walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using a Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, the findings of potential hazards, and the date of the survey. Completed and signed hazard assessments for each task/job will be retained with other training and safety documentation by [department safety representative](#).

[Department Head or designee](#) will conduct, review, and update the hazard assessment for PPE whenever:

- a job changes
- new equipment or process is installed
- there has been an accident
- a supervisor or employee requests it

Any new PPE requirements that are developed will be added into the hazard assessment for the task/job.

Hazard Assessment for PPE: Job Hazard Analysis

[Department Head or designee](#) will determine if a specific task or operation is high hazard and requires more thorough evaluation for PPE requirements than a walk-through survey. In these cases, the hazard assessment will be conducted using the Personal Protective Equipment Hazard Assessment Certification Form. The same requirements for representative operations and documentation described for the walk-through survey above will apply.

Selection of PPE

[Department Head or designee](#) will determine if the hazards can be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls or administrative and work practice controls.

[Department Head or designee](#) will determine the suitability of the PPE presently available and, as necessary, will select new or additional equipment that ensures a level of protection adequate to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each hazard will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet National Institute for Occupational Safety and Health (NIOSH) or American National Standards Institute (ANSI) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards that have been incorporated into the PPE regulations, as follows:

Head Protection

ANSI Z89.1-1997 (8 CCR 3381-Head Protection)

Eye and Face Protection

ANSI Z87.1-1989, Tables EP-1 for Filter Lens Shade Numbers for Protection Against Radiant Energy and Table EP-2 for Laser Safety Glass (8 CCR 3382-Eye and Face Protection)

Body Protection

There are no ANSI standards for body protection in the regulation; however, selection should be appropriate for the hazards. (8 CCR 3383-Body Protection)

Hand Protection

There are no ANSI standards for gloves in the regulation; however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed. (8 CCR 3384-Hand Protection)

Foot Protection

ASTM F2412-05 and ASTM F2413-5 Standards (8 CCR 3385-Foot Protection)

Careful consideration will be given to the comfort and proper fit of PPE in order to ensure employees select the right size and use the equipment. Managers and supervisors will ensure individual employees are properly fitted, and replacement PPE is provided in the sizes required.

Payment for PPE

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE at no charge as required by Cal/OSHA regulations. [Department Head or designee](#) will review the policies regarding payment for PPE with employees and will ensure payment policies are followed.

Training

Any worker required to wear PPE will receive training in the proper use and care of it before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate they understand how to use PPE properly, or they will be retrained.

Managers/supervisors will verify each affected employee has received and understood the required training through a written certification that contains the name of each employee trained, the date(s) of training, and identification of the certification subject.

Retraining

The need for retraining will be indicated when:

- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- new equipment is installed
- changes in the workplace make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for providing manufacturers' instructions to their employees and ensuring users properly maintain their PPE in good condition.

PPE must not be shared among employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, we ensure it is adequate for the workplace hazards, and it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced. Contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

PPE Compliance Policy

Employees shall comply with the PPE Policy for their specific tasks/jobs. Managers/supervisors will train employees prior to initial use of PPE and provide retraining whenever employees are not in compliance with PPE requirements. Managers/supervisors should refer to the IIPP, as well as departmental disciplinary procedures for appropriate safety compliance methods when employees do not adhere to PPE requirements.