

# ***NOTICE!***

The following procedure is currently under revision.

If you need to refer to this procedure and have questions regarding applicability, please contact the Safety Office at 425.388.3549.

## **PERSONAL PROTECTIVE EQUIPMENT**

### **I. PURPOSE**

- A. Personal protective equipment, including equipment for eyes, face, head, extremities, protective clothing, respiratory devices, protective shields, and barriers, shall be provided, used, and maintained in a sanitary and reliable condition, wherever hazards exist in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.
- B. Personal Protective Equipment shall not be brought from home or other employers.

### **II. HAZARD ASSESSMENT**

- A. Supervisors shall assess their workplaces for hazards and to determine what Personal Protective Equipment (PPE) is needed to protect employees from those hazards.
- B. The hazard assessment shall be in writing and shall list the hazard identified and required PPE.
- C. The Safety Office may assist in the hazard assessment.

### **III. TRAINING**

- A. Each employee required to use PPE shall receive the following training;
  - 1. When PPE is Necessary.
  - 2. What PPE is needed for each hazard
  - 3. How to properly don, doff, adjust, and wear required PPE.
  - 4. The limitations of PPE.
  - 5. Care and maintenance
- B. Employees shall demonstrate an understanding of the training and an ability to properly select and use PPE.
- C. Employees shall be retrained whenever new types of PPE are introduced into the workplace, changes in the workplace render previous training obsolete, or deficiencies are noted in employee behavior.

- D. Training shall be documented with written certification that includes the employee name, type of training, date(s) of training, and identification of trainer.

#### IV. EYE AND FACE PROTECTION

- A. Protective eye and face equipment shall be required when there is a reasonable possibility of personal injury that can be prevented by such equipment. Employees must use eye protection where machines or operations present the hazards of flying objects, glare, splashing liquids, injurious radiation, or a combination of these hazards. Common eye hazard occupations and processes exist wherever material or liquids can fall or be propelled toward personnel.
- B. Supervisors, with assistance from the County Safety Office, shall determine jobs and work areas that require eye and face protection and the type used, and post a safety instruction placard reading "Eye Protection Required" on or near each machine for which eye protection is required.
- C. Employees who are blind in one eye (less than 20/200 corrected visual acuity) are considered to be engaged in eye hazardous work regardless of their trade or occupation. All such employees are required to wear approved protective eyewear during working hours. Personnel engaged in normal office work, however, are exempt from this requirement.
- D. All eye and face protection shall meet the requirements the American National Standard for Occupational and Educational Eye and Face Protection, Z87.1-1989.
- E. Maintenance
  - 1. Employees must keep the lenses of eye protectors clean. Continuous vision through dirty lenses can cause eye fatigue and can contribute to accidents. Daily cleaning of protectors is recommended.
  - 2. Pitted or scratched lenses reduce vision and seriously reduce protection. Employees must replace such lenses as soon as possible.
  - 3. Slack, worn-out, sweat-soaked, knotted, or twisted headbands do not hold the eye protector in the proper position and must be

replaced. Visual inspection can determine when the elasticity is reduced to a point beyond proper function.

4. To prolong the life of eye protectors, workers should place these protectors in suitable cases, boxes, or containers between periods of use.

F. Responsibilities

1. Supervisors are responsible for:
  - a. Determining jobs and work areas that require eye protection.
  - b. Selecting, procuring, and issuing eye protection equipment to personnel and enforcing its proper use.
  - c. Ensuring that employees properly clean and disinfect shared eye protection equipment after each use; that personnel that have been issued exclusive use eye protection equipment are instructed concerning its care and maintenance; and that cleaning and disinfectant materials are available to the employee.
  - d. Placing placards on all machines, equipment, or areas for which eye protection is required, controlling entry of visitors to eye hazard areas, and providing protection equipment for visiting personnel authorized entry into the eye hazard areas.
  - e. Ensuring that personnel are instructed concerning the hazard and purpose of the protective equipment issued.
2. The County Safety Office will provide assistance to supervisors in the identification of eye protection requirements and the selection of eye protection equipment.
3. Division Managers must fully support the eye protection program and ensure compliance within their areas of responsibility.

**V. HEAD PROTECTION**

- A. Helmets for the protection of employees against impact and penetration of falling and flying objects shall meet the specifications contained in the American National Standards Institute, Z89.1-1997, Safety Requirements for Industrial Head Protection.
- B. Hard hats shall be worn by employees who work around or under scaffolds or other overhead structures, or who are otherwise exposed to the hazards of falling materials and propelled objects, including work in or near traffic right-of-ways, or where required by the supervisor.

**VI. FOOT PROTECTION**

- A. Employees must use the following guidelines for foot protection:
  - 1. Wear safety footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where such employee's feet are exposed to electrical hazards.
  - 2. Safety footwear must be ANSI (American National Standards Institute) approved.
  - 3. Wear footwear made of leather or other equally firm material, in an occupation which there is a danger of injury from cutting, falling or slipping, or similar hazards. Do not wear lightweight shoes (sneaker type) or shoes with open-toes or cutaway heels in an industrial area.

**VII. HAND PROTECTION**

- A. Use hand protection (gloves) 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 material to be used for the gloves depends largely upon what is being handled duration of use and identified hazards.

- B. Do not use gloves while working on moving machinery, such as drills, saws, grinders, or rotating/moving equipment that might catch the glove, pulling it and your hand into the machinery.
- C. Electricians must use the proper gloves based on the voltage being worked upon. Follow the manufacturer's recommendation for care, maintenance, and testing of these gloves.
- D. Before using a pair of rubber gloves (liquid resistant gloves), personally inspect each glove for defects and air test the gloves as follows:
  - 1. Grasp the cuff at opposite side and twirl the glove to roll up the cuff and produce air pressure within the glove. Then look for leaks and thin places in the glove.
  - 2. If you find any defects in rubber gloves, turn them in immediately to the appropriate supervisor. Do not use the defective gloves.
- E. Use chemical resistant gloves with all hazardous chemicals and materials.

**NOTE:** Ensure the glove used is rated for the chemical being protected against.

## **VIII. PERSONAL FLOTATION DEVICES**

- A. Employees working on, over, or along water, where the danger of drowning exists, shall be provided with and shall wear approved personal flotation devices.
  - 1. Employees are not considered exposed to the danger of drowning when;
    - a. The water depth is known to be less than chest deep on the exposed individual;
    - b. When working behind standard height and strength guard rails;
    - c. When working inside operating cabs or stations which eliminate the possibility of accidentally falling into the water.

2. Prior and after each use, personal flotation devices shall be inspected for defects which would reduce their designated effectiveness. Defective personal flotation devices shall not be used.

**IX. WEARING OF PROTECTIVE CLOTHING AND EQUIPMENT**

- A. Personnel will not be permitted to perform hazardous duties or work in hazardous areas without the required protective clothing or equipment. Personnel failing to wear the required protective equipment/clothing, and supervisors, who fail to enforce such wearing, will be subject to appropriate actions.
- B. Ensure the protective clothing used is rated for the hazard being protected against.

**X. HEARING PROTECTION**

- A. Hearing protection shall be used when exposed to loud noise. Additional requirements for hearing protection are located in Safety and Health Procedure #12.