**P.2. Personal Protective Equipment**

1. Purpose: The purpose of this program element is to address the selection, purchase, training of employees, and enforcement of the use of devices and apparel determined necessary for employees to protect against hazards in the work environment.
2. Introduction: This directive contains requirements for procedures and practices to shield employees’ body parts from workplace hazards through the use of personal protective equipment (PPE). It should be recognized that engineering controls or other approaches are the preferred methods to reduce the hazards, with PPE necessary when other more desirable and effective approaches are not practical.
3. Procedure Elements:
4. Hazard Assessment: Conduct an assessment of the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).
5. Survey the workplace to identify sources of hazards. Consideration should be given to the basic hazard categories.
	* 1. Physical contact (impact, penetration, compression, falling objects).
		2. Electrical.
		3. Chemical and harmful dust.
		4. Heat / cold.
		5. Light radiation (welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc).
		6. Blood, body fluids, and infectious diseases.
		7. Slips, trips, and falls.
6. The assessment should identify the need for and type of PPE to include the following:
7. Protection for the eyes, face, head, arms/hand, and leg/foot.
8. Protective clothing.
9. Respiratory devices.
10. Protective shields and barriers.
11. Protective equipment (ex. fall protection harness and lanyard).
12. Verify that the assessment has been performed through documentation that identifies the locations, the individual(s) that performed the assessment, the date, and the findings.
13. Applicable Standards: Numerous standards and regulations pertain to personal protective equipment. The following list includes several of the possible standards that may apply, but it is not inclusive.
14. Occupational Safety and Health Administration (OSHA) Standards.
15. OSHA 29 CFR 1910 Subpart I – Personal Protective Equipment.
16. OSHA 29 CFR 1926 Subpart E – Personal Protective and Life Saving Equipment.
17. ANSI (American National Standards Institute).
18. ASTM (American Society for Testing and Materials).
19. NIOSH (National Institute for Occupational Safety and Health).
20. National Fire Protection Association (NFPA)
21. National Fire Protection Association (NFPA) 70-E.
22. Material Safety Data Sheet guidelines.
23. Written Procedure: If a PPE program is applicable, develop a written policy / procedure to include, at minimum, the following areas:
24. List the individuals responsible for selecting, purchasing, maintaining the PPE.
25. List the methods or criteria used to determine and select the appropriate types of Personal Protective Equipment (PPE).
26. The selection of PPE should protect against hazards capable of causing injury to any part of the body through absorption, inhalation or physical contact.
27. Communicate selection decisions and ensure PPE properly fits affected employees.
28. Ensure that PPE complies with the appropriate occupational and national consensus standards.
29. List the types of PPE, job titles, work locations, and hazards where PPE is required.
30. Define the methods or enforcement procedures to ensure that required PPE is being used and maintained properly.
31. If applicable, develop appropriate procedures for eye and face protection.
32. Ensure that affected employees use appropriate eye or face protection when exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
33. Ensure employee uses eye protection that provides side protection when there is a hazard from flying objects.
34. Ensure appropriate eye protection is provided for employees who wear prescription lenses.
35. Ensure employees use filter lenses with an appropriate shade number for protection from light radiation.
36. Provide emergency eyewash and showers where needed.
37. If applicable, develop appropriate procedures for respiratory protection.
38. Written respiratory protection program with worksite-specific procedures.
39. Procedures for hazard/exposure assessment.
40. Procedures for proper respirator selection.
41. Procedures for medical evaluation to determine the employee's ability to use a respirator.
42. Fit testing procedures for tight-fitting respirators (annually at a minimum).
43. Initial and annual training of employees required to wear respirators.
44. Procedures for respirator maintenance (cleaning, storage, and inspection).
45. Procedures for the voluntary usage of respirators (if applicable).
46. Procedures for the proper use of respirators and facepiece seal protection during routine and/or emergency situations.
47. Procedures for regularly evaluating the effectiveness of the program.
48. Recordkeeping for the respirator program, medical evaluations, fit testing, and employee training.
49. If applicable, develop appropriate procedures for head protection:
50. Ensure that each affected employee wears a protective helmet when exposed to hazards from falling objects and/or exposed electrical conductors which could contact the head.
	1. If applicable, develop appropriate procedures for foot protection:
51. Ensure that each affected employee uses protective footwear when working in areas where there that hazards from falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.
	1. If applicable, develop appropriate procedures for hand protection:
52. Select and require employees to use appropriate hand protection when exposed to hazards from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.
53. Selection of the appropriate hand protection should be based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards.
	1. If applicable, develop appropriate procedures for electrical protection:
54. Ensure insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber meet the appropriate requirements for design and markings.
55. Insulating equipment inspection procedures prior to use.
56. Ensure electrical protective equipment receives the appropriate periodic electrical tests.
57. Ensure use of ground fault circuit interrupter (GFCI) whenever required.
58. If applicable, develop understanding of safety concerns when using multiple types of PPE.
59. PPE should not interfere with the function other required PPE.
60. Should not restrict vision or movement.
61. Should be comfortable to wear.
62. Specific PPE used for fall protection, confined space entry, atmospheric hazards, and high voltage / energized electrical work should require a competent person to approve and inspect the PPE prior to use.

1. Training: Develop and provide training to employees that are required use PPE. At minimum, the training shall included the following:
2. When PPE is necessary.
3. What PPE is necessary.
4. How to properly don, doff, adjust, and wear PPE.
5. The limitations of the PPE.
6. The proper care, maintenance, useful life and disposal of the PPE.
7. Define the frequency of training offered to employees using the PPE.
	1. New employees or job assignment.
	2. Changes in the workplace, processes, equipment that render previous training obsolete.
	3. Changes in the types of PPE used that render previous training obsolete.
	4. Inadequacies in an affected employee's knowledge or use of assigned PPE indicated through observations or inspections.
8. Maintain documentation of the training for all affected employees to include the name, date, and subject of the training.
9. Checklists and Forms: There may be the need to provide and/or develop checklists and/or forms to assist with PPE hazard assessment, care, use, or inspections.
10. Program Effectiveness Review and Response: The effectiveness of this program in preventing workplace injuries and illnesses should be evaluated at least annually with appropriate actions taken to address any program deficiencies found.