



City of Montpelier, Vermont
"The Smallest Capital City in the United States"

PERSONAL PROTECTIVE EQUIPMENT PLAN

Last Updated

Personal Protective Equipment

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Purpose

This program was created to provide procedures and policies to properly protect employees from workplace hazards that could cause injury to a person's body. Personal protective equipment (PPE) is designed to protect employees from bodily injury in the workplace. The program will cause the entity to be in compliance with the requirements of CFR 29 1910.132 through 1910.139 regarding PPE.

Copies of this program will be available to all employees in the workplace. Employees will be trained to be in compliance with the program. The entity will furnish the necessary components for compliance after a hazard assessment of the workplace is completed.

Program Administrator

The program administrator is responsible for the hazard assessment required for the program, the employee training required by the program, the purchase of the PPE required as a result of the hazard assessment, the selection and fitting of PPE and maintenance of the PPE as required, the implementation and use of PPE and the annual review of the program.

Employees should refer their questions or comments about this program to the administrator.

The program administrator is

Eric Ladd, Public Works Department Supervisor

Annual Review

The program shall be evaluated each June to determine the effectiveness of this program.

See evaluation form-page 5

Employer/Employee Responsibilities

Employees shall be trained to know at least the following:

- When PPE is necessary
- What PPE is necessary for each situation encountered
- How to properly put on, take off, adjust and wear PPE
- The limitations of the specific PPE provided by the employer
- The proper care, maintenance, useful life and disposal of PPE

The employee shall demonstrate an understanding of the above before being allowed to perform work requiring the use of PPE. If the employee does not understand the above, retraining by the program administrator or designated training person is required.

The employer must retrain if previous training becomes obsolete or if new PPE is introduced.

The employer shall verify that each affected employee has received and understood the required training through a written test or equivalent that includes the name of each employee trained and the date and subject of the training received.

The employee is responsible for maintenance, care and storage of PPE as required in the manufacturer, supplier or user instructions or as the training requires.

The selection of the proper PPE for use shall be made by the employer after the hazard assessment of the job is made. The choice of type of PPE will be made jointly by the employer and employee so long as the choice is adequate for the purpose.

Required Programs – Based on Employer Assessment of Workplace Hazards

1910.133 – Eye and face protection

Suitable eye protectors (safety glasses, goggles, face shields, wire mesh masks, etc.) must be provided where there is potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, body fluids, potentially injurious light radiation or a combination of these.

1910.134 – Respiratory Protection

Devices such as dust masks, canister respirators, self-contained breathing apparatus or other such apparatus must be provided to employees that are exposed to harmful dust, fogs, fumes, mists, gases, smoke, sprays, or vapors. Persons working in oxygen deficient or oxygen enhanced atmospheres must also be protected. Persons using the devices must be fit-tested to the device, tested to see if they are physically able to use the devices, and trained in the use and care of the devices.

1910.135 – Head Protection

Employees working in a location where there is danger of being struck in the head by falling objects or other dangers from above such as electrical hazards must wear head protection. The head protection must meet the requirements of American National Standards Institute (ANSI) Z89.1-1986.

1910.136 – Foot Protection

Persons must have foot and leg protection if their feet are subject to crushing foot injury. The feet must also be protected from puncture by sharp objects, molten metal, hot surfaces, wet and slippery surfaces. This also requires leg protection for persons using chainsaws and other devices that could cause injury to legs.

1910.137 – Electrical Protective Equipment

Persons involved in power generating or power distribution construction and maintenance must be protected from shock, electrocution and burn hazards.

1910.138 – Hand Protection

Workers hands and arms must be protected from cuts, burns, chemicals, bodily fluids and other recognized hazards. Proper hand wear must be selected for the task. Material safety data sheets specify the type of hand wear needed for handling various chemicals.

1910.95 – Occupational Noise Exposure – Hearing Conservation

Hearing protection must be provided for persons exposed to noise levels exceeding limits set forth in 1910.95. The noise level of the workplace must be measured to determine if hearing protection is required. Employees must be tested for hearing capacity to establish a base line for use when succeeding tests are made. Employees' hearing must be tested annually and compared to the base line test to see if the hearing conservation program is effective. If the tests reveal further hearing loss, the employer must make every effort to further reduce the noise level exposure to the employee. The employer must furnish ear protection that will diminish the noise to acceptable levels. Foam earplugs, ear "muffs", or other suitable method may be used to reduce noise exposure when no other way to reduce the noise level is possible.

OTHER RELATED ISSUES

A U.S. Coast Guard approved life jacket or buoyant work vest is required when there is danger of falling into water at the work site. For emergency rescue operations, boats and ring buoys with at least 90 feet of line are required when working over or on water.

Day workers should use safety orange or safety green vests when working within the road right-of-way when exposed to traffic hazards.

Night workers (police officers, sheriffs department employees, firefighters, road or street department, water or sewer department employees, emergency medical workers or others) who work where there is danger of moving vehicle traffic must have safety vests or clothing with reflective material designed for high nighttime visibility.

Seat belt use is mandatory in the state of Vermont when driving a motor vehicle. Employees must use seat belts when machines or equipment are factory equipped with the devices.

The employer must furnish all PPE except personal wear items. Steel toe shoes or boots are personal wear items. The employer and employee may share the cost for steel toe or fiberglass toe boots per labor contract. Specialized footwear such as hip boots or other footwear used infrequently should be furnished by the employer.

Safety glasses ground to prescription are also considered to be personal wear items. The employer and the employee may share the cost of prescription safety eyeglasses.

Replacement of personal wear items is usually on a time basis, e.g., yearly, every second year or whenever the item is damaged as a result of work activity. For example, an employee inspecting on an asphalt-paving project has steel toe shoes ruined by the tack oil and hot mix. This would be abnormal wear and the cost should be born by the employer. These situations should be judged on a case by case basis with or without written policy.

Annual Program Evaluation

Program Name: _____

Evaluation Date: _____

Evaluation Team:

Name	Title	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____

List injuries or near misses attributable to failure of program or failure to follow program:

Recommendations for additions to procedures/policies with explanation for each:

Recommendations for deletions of procedures/policies with explanation for each:

Recommendations for modifications to procedures/policies with explanation for each:

Personal Protective Equipment (PPE) Employee training for

City of Montpelier

Instructor's Name: _____ Date: _____

Address: _____

Qualifications:

Course Outline:

List types of PPE being trained for and why.

List of employees receiving training

Employee Name

Signature

<i>Employee Name</i>	<i>Signature</i>

Instructor's Signature

**Employee Learning Exercise
For
Personal Protective Equipment (PPE)**

Employee: _____ Signature: _____

Score:

Date: _____

1. True False PPE is designed to protect a person's body from injury while working on the job.
2. True False Under the PPE standard, your employer must assess the hazards in the workplace before issuing PPE.
3. True False PPE must be fit to the individual wearing the PPE.
4. True False Persons must receive training on how to put on, wear and maintain each PPE item.
5. True False PPE that is damaged must be removed from the workplace.
6. True False MSDSs list the PPE required for handling the material covered by the MSDS.
7. True False Self Contained Breathing Apparatus (SCUBA) devices used by firefighters are exempt from the PPE respiratory protection requirements.
8. True False Persons' feet must be protected from crushing injury by wearing steel toe shoes.
9. True False Hard hats must be worn at all times in the workplace.
10. True False Welders must always wear respiratory protection equipment when welding.
11. True False Hearing protection must be worn at all times in the workplace.
12. True False Wearing chainsaw chaps when participating in brush cutting operations would be optional for the saw operator.
13. True False Eye and face protection would be optional when operating a weed eater type machine.
14. True False Hand protection would be required when driving a lath on a surveying project.
15. True False Wearing latex type gloves are required when cleaning restrooms.
16. True False Eye and face protection would be optional for an EMT to wear when handling a patient bleeding from multiple cuts.
17. True False Firefighters' boots are expected to have puncture proof soles.
18. True False Employee retraining is required when any new type or style of PPE is brought into use in the workplace.
19. True False All hard hats and steel toe shoes must have an ANSI label attached to be approved safety equipment for use in the workplace.
20. True False Fire retardant clothing is recommended by OSHA for wear by welders.

Appendix A

To view and download the Section 1910.132 – 139 Personal Protective Equipment Standards from the OSHA web site, click on the following link:

http://www.osha-slc.gov/OshStd_data/1910_0132.html

Print out a copy of the standard and mandatory appendices to include with your program.

Appendix B

Employee Learning Exercise Answers For Personal Protective Equipment (PPE)

Employee: _____ Signature: _____

Score: Date: _____

1. True False PPEs designed to protect a persons body from injury while working on the job.
2. True False Under the PPE standard, your employer must assess the hazards in the workplace before issuing PPE.
3. True False PPE must be fit to the individual wearing the PPE.
4. True False Persons must receive training on how to put on, wear and maintain each PPE item.
5. True False PPE that is damaged must be removed from the workplace.
6. True False MSDSs list the PPE required for handling the material covered by the MSDS.
7. True False Self Contained Breathing Apparatus (SCUBA) devices used by firefighters are exempt from the PPE respiratory protection requirements.
8. True False Persons feet must be protected from crushing injury by wearing steel toe shoes.
9. True False Hard hats must be worn at all times in the workplace.
10. True False Welders must always wear respiratory protection equipment when welding.
11. True False Hearing protection must be worn at all times in the workplace.
12. True False Wearing chainsaw chaps when participating in brush cutting operations would be optional for the saw operator.
13. True False Eye and face protection would be optional when operating a weed eater type machine.
14. True False Hand protection would be required when driving lath on a surveying project.
15. True False Wearing latex type gloves are required when cleaning restrooms.
16. True False Eye and face protection would be optional for an EMT to wearing when handling a patient bleeding from multiple cuts.
17. True False Firefighters boots are expected to have puncture proof soles.
18. True False Employee retraining is required when any new type or style of PPE is brought into use in the workplace.
19. True False All hard hats and steel toe shoes must have an ANSI label attached to be approved safety equipment for use in the workplace.
20. True False Fire retardant clothing is recommended by VOSHA for wear by welders.