

# Muskogee Public Schools

## P.P.E. Program

### **PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM**

Employees should be protected from the risk of injury by good engineering controls, administrative controls or good work practices. However, there are times when these are not sufficient and personal protective equipment must be utilized. This program addresses eye, face, head, foot, and hand protection.

### **RESPONSIBILITIES (discuss specific ones for each group)**

**Supervisors** – Identify what PPE is required for specific job functions.

Provide necessary PPE required for each specific job description. Provide necessary training on PPE.

**Employees** – Have knowledge of what PPE is required for job description.

When performing a task with presents potential hazards employees should always wear necessary PPE to prevent potential injury.

**Safety Coordinator** – Monitor program

### **HAZARD ASSESSMENT**

A hazard assessment has been conducted of our facilities and is attached. Based on this assessment specific items of personal protective equipment are deemed necessary during performance of certain activities. A sample certification follows.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of clothing and equipment that meet NIOSH or ANSI standards will be procured or accepted for use.

### **EYE AND FACE PROTECTION**

Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, contractors, or others passing through an identified eye hazard area. To provide protection for these personnel, supervisors will ensure that only persons with appropriate eyewear is allowed in the area.

*Tasks which may require eye or face protection*

- *Drilling, sanding, painting*
- *Mixing of chemicals*

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- *Performing repairs overhead in which debris could drop down*
- *Spraying of potentially hazardous chemical*

### **HEAD PROTECTION**

Head protection will be furnished to, and used by, employees in the following locations and/or under the following circumstances:

*Tasks which may require head protection*

- *When maintenance employees are on construction site with overhead work being done*
- *Trimming of trees*
- *When overhead maintenance is done on site in which a potential of falling hazards exists.*

### **FOOT PROTECTION**

Foot protection will be furnished to, and used by, employees in the following locations and/or under the following circumstances:

*No Job Discription exist at this time in Muskogee Public Schools which require foot protection.*

### **HAND PROTECTION**

Suitable gloves shall be worn when hazards from bloodborne pathogens, chemicals, sharp objects are present. Glove selection shall be based on performance characteristics of the gloves, conditions, durations of use and hazards present.

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*Tasks which may require hand protection*

- *Bloodborne Pathogen – latex, rubber, nitrile*
- *Chemicals – rubber or neoprene*
- *Sharp objects – leather, cut resistant gloves, kevlar*

**LABORATORY PPE** (Only required for instructors in science labs and student working in labs)

*Shall follow national standard for science lab instruction handbook*

**CLEANING AND MAINTENANCE OF PPE** – *Is the responsibility of the employee using the PPE. At no time will PPE be shared between employees to prevent cross contamination*

**EMPLOYEE TRAINING-** *Shall be provided to all staff in which their job requires PPE.*

**RECORDKEEPING** – *Is required of all Directors who supervise employees requiring PPE.*

## **References**

29CFR1910.132	General Requirements
29CFR1910.133	Eye and Face Protection
29CFR1910.135	Head Protection
29CFR1910.136	Foot Protection
29CFR1910.138	Hand Protection
29CFR1910.1450	Laboratories

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## **SAMPLE PERSONAL PROTECTIVE EQUIPMENT CERTIFICATION**

I \_\_\_\_\_ (name) \_\_\_\_\_ hereby certify that a hazard assessment to determine the need for personal protective equipment was performed on  
(dates) \_\_\_\_\_ .

### **CHOOSE ONE OF THE FOLLOWING**

It has been determined that there are no activities which require the use of PPE by employees of this agency.

OR

It has been determined that there are activities which require the use of PPE by employees of this agency. Specific locations, types of work and types of PPE are discussed in the written PPE program.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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### HAZARD ASSESSMENT

The following is a sample format for a workplace hazard assessment.

This assessment survey is being conducted to ensure this workplace will meet requirements of 29 CFR 1910.132 and its related standards 29 CFR 1910.133 thru 1910.140. This does not include respiratory protection as it is discussed in a separate section.

**HEAD HAZARDS** - Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

**CHECK THE APPROPRIATE BOX FOR  
EACH HAZARD:  
DESCRIPTION OF HAZARDS:**

BURN	YES	NO
CHEMICAL SPLASH	YES	NO
ELECTRICAL SHOCK	YES	NO
IMPACT	YES	NO
OTHER	YES	NO

**EYE HAZARDS** - Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

**CHECK THE APPROPRIATE BOX FOR  
EACH HAZARD:  
DESCRIPTION OF HAZARDS:**

CHEMICALS	YES	NO
DUST	YES	NO
HEAT	YES	NO
IMPACT	YES	NO
LIGHT/RADIATION	YES	NO
OTHER	YES	NO

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**HAND HAZARDS** - Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

**CHECK THE APPROPRIATE BOX FOR EACH HAZARD:**  
**DESCRIPTION OF HAZARDS:**

BURNS	YES	NO
CHEMICAL EXPOSURE	YES	NO
CUTS/ABRASION	YES	NO
PUNCTURE	YES	NO
OTHER	YES	NO

**FOOT HAZARDS** - Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling, walking on sharp surfaces and working with chemicals.

**CHECK THE APPROPRIATE BOX FOR EACH HAZARD:**  
**DESCRIPTION OF HAZARDS:**

CHEMICAL EXPOSURE	YES	NO
COMPRESSION	YES	NO
IMPACT	YES	NO
PUNCTURE	YES	NO
OTHER	YES	NO

**OTHER HAZARDS** - Tasks that can cause hazards include:

**CHECK THE APPROPRIATE BOX FOR EACH HAZARD:**

**DESCRIPTION OF HAZARDS:**  
YES NO

### **GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Note: Personal Protective Equipment alone should not be relied on to provide protection against

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hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

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**The following are examples of information to be considered for inclusion in your program. You should list information pertinent to your worksite(s).**

- A. Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- B. Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- C. Select PPE that ensures at least the minimum level of protection required to protect workers from the hazards.
- D. Ensure the worker is properly fitted with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

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**Based on the hazard assessment for (Your agency) , the following PPE (by job classification) is required:**

**HEAD HAZARD JOB PPE**

**EYE HAZARD      JOB PPE**

**HAND HAZARD JOB PPE**

**FOOT HAZARD JOB PPE**

**OTHER              JOB PPE**