



## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### 1. PURPOSE

The purpose of this policy is to establish standards for the use, care and maintenance of Personal Protective Equipment (PPE) by Okaloosa County employees. Supervisors should perform hazard assessments on all employees under their control and provide training on proper personal protective equipment use.

### 2. GENERAL INFORMATION

- 2.1. The supervisor involved shall specify the designation and use of protective equipment for all jobs that have an inherent injury potential.
- 2.2. Detailed specifications for the design, purchase and use of all protective equipment shall be coordinated among authorized department personnel, supervisors, and users.
- 2.3. Employees shall be fully accountable for the use of specialized protective equipment provided by the employer.
- 2.4. Safety shoes/slip on protective toe covers and safety glasses shall be worn by the employee when required.
- 2.5. When the use of personal protective equipment has been specified and required by the department for hazardous work, **its use shall be mandatory**. Supervisors shall be held accountable for employees working out of compliance. Educating employees on the reasons for using or wearing the articles and the possible injuries that can result when the need is ignored can make enforcement easier.
- 2.6. All personal protective equipment shall be maintained in a sanitary reliable state wherever its use is necessary by reason of chemicals or hazards.
- 2.7. All personal protective equipment shall be of safe design and construction. Defective and damaged equipment will not be worn and taken out of service immediately.
- 2.8. Equipment listed should be worn when hazards as described exist:
  - 2.8.1. **Hard Hats:** Protect the head against falling objects, head bumping situations or electrical conductors, and to improve the visibility of the employee.

- 2.8.2. **Goggles, Face Shield, Safety Glasses:** Guard against flying debris, welding sparks, and splashing.
- 2.8.3. **Ear Plugs & Ear Muffs:** Guard against prolonged exposure to noise exceeding sound tolerance levels as defined by law or excessive noise exposure.
- 2.8.4. **Respirators, Gas masks, and Self-Contained Breathing Apparatus (SCBA):** Protect employees against toxic or abnormal atmosphere conditions and dust.
- 2.8.5. **Safety Shoes/steel caps:** Protect feet against possible injury from articles that can be dropped or rolled or from sharp objects from penetrating the sole.
- 2.8.6. **Reflective Vests, Bright Articles:** To increase workers visibility while working in or around traffic lanes.
- 2.8.7. **Protective Clothing such as Gloves, Sleeves, Aprons, Leggings, and Full Suits:** Protect against lacerations, abrasions, bumps, heat, or melted metals, etc.
- 2.9. All employees required to wear personal protective equipment listed in this chapter must be trained in the use of the equipment as it relates to the specific potential hazard encountered at the worksite, the limitations of the equipment, and all training must be documented.

### 3. **SPECIFIC REQUIREMENTS**

- 3.1. **Eye And Face Protection** (Goggles, Face Shields, Safety Glasses)
  - 3.1.1. Employees will wear eye and/or face protection when there is a reasonable chance that flying debris or chemicals may be blown or splashed into the eye.
  - 3.1.2. Goggles will be worn where there is a chance debris can fly up and either strike directly at the eye or blow under at an angle.
  - 3.1.3. Face shields will be worn for hazards that can inflict a direct hit toward the face and eyes.
  - 3.1.4. Face shields will be worn for hazards that require the entire face from being struck (i.e., chemical splash).
  - 3.1.5. A combination of both goggle and face shield will be worn for any chemical hazard where the Material Safety Data Sheet (MSDS) requires such protection.
  - 3.1.6. Eye & face protection will be kept clean and in good repair.

- 3.1.7. Those employees requiring prescription glasses for vision may either use goggles fitted over the prescription glasses or wear prescription safety glasses (with side shields installed) which meet ANSI Standard Z87.1-2003.
- 3.1.8. Eye protection against high impact hazards will meet ANSI Standard Z87.1-2003. To verify, the lens or frame will be stamped with a "+" after Z87.
- 3.1.9. Prescription contact lenses will not be worn when using any welder. Damage to the eyes could occur should fumes get into the eyes.
- 3.1.10. It is suggested that prescription contact lens not be worn when spraying and applying chemicals. Damage to the eyes could occur should spray particulate get into the eyes and under the lens.
- 3.1.11. High impact eye protection is required when using any grinders, saws, lathe, drill presses, using compressed air to blow away debris, and welding goggles for welding.
- 3.1.12. High impact safety glasses will be worn when using any electrical drill, saw, tool and die cutter, grinder, sander, lathe, etc. or any tool or hand operation that may emit debris into the eyes. Personnel in the immediate area of the work being performed must also abide with this rule.
- 3.1.13. Employees using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dusts, fumes, mists, vapors or gases, will be provided with the particular personal protective equipment necessary to protect them from the hazard.

**NOTE**

Employees wishing to use their own personal prescription eyewear must ensure that eyewear meets ANSI Standard Z87.1-2003 for either basic or high impact depending on the hazard being protected against. If not sure, employees are to contact the Risk Management Director prior to using any prescription lens glasses to protect against hazards described in this section.

- 3.2. **Respiratory Protection** (Respirators, Dust Masks, Self-Contained Breathing Apparatus)
  - 3.2.1. Canister or cartridge type respirators are not acceptable while working in toxic or oxygen deficient atmospheres (less than 19.5% oxygen present).
  - 3.2.2. Canister and/or Cartridge type respirators are only acceptable for use to protect against dust, mists or fumes in oxygen present atmospheres (19.5% - 23.5 %).
  - 3.2.3. Employees will use an SCBA while working in or near areas where there is a hazardous atmosphere present and that also may be oxygen deficient in nature.

3.3. **Head Protection**

- 3.3.1. Hard hats are required to be worn at all times by all employees and contractors performing work where objects falling from above or from the side could injure the employee.
- 3.3.2. The employee shall maintain hard hats in a serviceable state. Should a hard hat become damaged, replace it prior to starting work.
- 3.3.3. Hard hats shall meet the requirements and specifications established in American National Standard Safety Requirements for Industrial Head Protection, ANSI Standard Z89.1-1986.

3.4. **Foot Protection**

- 3.4.1. All employees and contractors are required to wear steel-toed shoes/steel caps while working in areas where objects may be dropped or rolled onto employee's feet or where there is a possibility of sharp objects puncturing the bottom of the foot. Footwear must meet ANSI Standard Z41-1991.
- 3.4.2. Purchase and selection of steel-toed shoes/steel caps will be the responsibility of the director. Likewise, directors will determine which job positions within their department are required to wear safety shoes.

3.5. **Ear Protection**

- 3.5.1. Ear plugs and/or earmuffs will be worn when performing work where noise levels cannot be effectively reduced to 85 decibels over an 8-hour time weighted average.
- 3.5.2. Earmuffs are to be inspected prior to use for proper fit and seal around the ears. If an earmuff is found with seal around ear broken or damaged in any way, do not use the muff and notify your supervisor for replacement.
- 3.5.3. Ear protection is mandatory around the following items:

lawn mowers	weed eaters	chain saws
planers	joiners	band saws
table saws	blowers	portable rotary saws
leaf blowers	edgers	turf cutters
back hoes	tractors	brush chipper
stump machine	firearms	leaf vacuums
rollers	jack-hammers	fire apparatus during high idle

**NOTE:** This list is not all-inclusive. Employees should be aware that any piece of machinery or tool that produces enough noise so as to require the raising of the voice to speak to another employee may require hearing protection. When in doubt, use hearing protection.

### 3.6. Fall Protection / Lifelines, Slings, And Lanyards

- 3.6.1. Employees that are exposed to falls at heights of 6 feet or more from one level to the next must use personal fall protection employing lifelines, safety (body) harnesses and lanyards.
- 3.6.2. The following guidelines apply to fall protective equipment:
  - 3.6.2.1. Lifelines, safety harnesses, and lanyards specifically stated for employee safeguarding shall be used only for that purpose. **The practice of lifting or lowering mechanical equipment, toting tools, or towing of vehicles with designated lifelines or lanyards, is strictly prohibited.**
  - 3.6.2.2. Any lifeline, safety harnesses, or lanyard subjected to in-service loading (actually has been used in the prevention of a fall), as distinguished from static loading, shall be immediately removed from service and shall not be used again for employee safeguarding.
  - 3.6.2.3. Lifelines will be secured above the point of operation to an anchorage of structural member capable of supporting a minimum dead weight of 5400 pounds.
  - 3.6.2.4. Lifelines used where it may be subjected to cutting or abrasion, will be a minimum of 7/8-inch wire core manila rope. For all other lifeline applications, a minimum of 3/4-inch manila or equivalent will be used.
  - 3.6.2.5. Safety harness lanyards will be a minimum of 1/2-inch nylon, or equivalent, with a maximum length to provide for a fall of no greater than 6 feet. The rope will have a nominal breaking strength of 5400 pounds.
  - 3.6.2.6. All safety harnesses and lanyard hardware will be drop-forged, or pressed steel, cadmium plated in accordance with federal specifications. The surface will be smooth and free of sharp edges. They will be capable of withstanding a tensile loading of 4000 pounds without cracking.

## 4. TRAINING

- 4.1. Every Okaloosa County employee required to wear PPE will be provided training on Personal Protective Equipment (PPE). Overall responsibility for the PPE program within each department will be the responsibility of the director. Responsibility for employee training will fall directly on the immediate supervisor.
- 4.2. Each employee shall be trained to know the following:
  - When PPE is necessary,
  - What PPE is necessary,
  - How to properly don, doff, and wear PPE,

- The limitations of PPE, and
  - The proper care, maintenance, useful life and disposal of the PPE.
- 4.3. Each affected employee shall demonstrate and understand the training (as listed above), and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.
- 4.4. Recurring or remedial training will occur when the supervisor has reason to believe that any affected employee who has already been trained, does not have the understanding and the skill required by this section. If this happens, the immediate supervisor shall retrain the employee(s).
- 4.5. Circumstances where retraining is required include, but are not limited to, situations where:
- 4.5.1. Changes in the workplace render previous training obsolete;
  - 4.5.2. Changes in the types of PPE to be used render previous training obsolete;
  - 4.5.3. Inadequacies in the affected employee's knowledge of use of assigned PPE indicate that the employee has not retained the understanding or skill.
- 4.6. Completed training will require a written certification (verification) to be kept in a place as provided by the director.