

	PERSONAL PROTECTIVE EQUIPMENT (PPE)	Doc No:	5101 - 5007
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1.0 PURPOSE

- 1.1 To provide Okaloosa County employees established standards for the use, care, and maintenance of Personal Protective Equipment (PPE).

2.0 GENERAL REQUIREMENTS

- 2.1 Managers/Supervisors shall ensure all jobs are evaluated for hazards and when hazards are identified, ensure the proper type of PPE is purchased and worn anytime there is a potential for injury.
- 2.2 Each individual employee's is responsible for using, inspecting and maintain PPE provided to them by the employer.
- 2.3 When the use of PPE has been specified and required by the department its use shall be mandatory. Supervisors/Managers are responsible for educating employees on the reasons for using and wearing PPE and the possible injuries that can result when not used. Managers/Supervisors shall be held accountable for employees not wearing PPE when known hazards exist.
- 2.4 Worn, cut or damaged PPE shall be immediately removed from service and replacements ordered.
- 2.5 All County employees are required to wear PPE and must be trained in their use as it relates to the specific potential hazard encountered at the worksite, the limitations of the PPE. All training shall be documented.

3.0 SPECIFIC REQUIRMENTS

- 3.1 Eye and Face Protection.
 - 3.1.1 Employees will wear eye and face protection when there is a reasonable possibility that flying debris or chemicals may be blown or splashed into the eye.
 - 3.1.2 Goggles will be worn where there is a likelihood debris can enter the eye by getting behind the safety glasses.
 - 3.1.3 Face shields will be worn when there is a hazard of objects or debris hitting the face or chemicals splashed on to the face or neck.
 - 3.1.4 A combination of goggles and face shields shall be worn when a hazard warrants it or is required by the Safety Data Sheet (SDS).
 - 3.1.5 Eye and Face protection will be kept clean and in good repair.

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- 3.1.6 Employees requiring prescription glasses for vision may either use goggles fitted over the prescription glasses or wear prescription safety glasses (with side shields installed) that meet or exceed ANSI Standard Z87 .1.
- 3.1.7 Eye protection against high-impact hazards will meet ANSI Standard Z87.1. In order to verify it meets this standard, the lens or frame will be stamped with a "+" after Z87.
- 3.1.8 Prescription contact lenses will not be worn during hot-work such a welding, cutting or brazing. Damage to the eyes could occur from the fumes. Prescription contact lenses should also not be worn when spraying and applying chemicals. Damage to the eyes may occur when sprayed particles get into the eyes and under the lenses.
- 3.1.9 Safety glasses shall be worn under welding masks at all times during the welding or brazing process.
- 3.1.10 Goggles are required when using compressed air.
- 3.1.11 High-impact safety glasses will be worn when using any electric drill, saw, tool and die cutter, grinder, sander, lathe, etc., or any tool or hand operation that debris can get into the eyes. Personnel in the immediate area of this type of work being performed shall also comply with the same this same requirement.

3.2 Respiratory Protection.

- 3.2.1 Respiratory protection such as N95's, half face respirator, full-face respirators, air supplied respirators, SCBA's, etc. shall not be worn unless medically evaluated/cleared, properly trained and prior coordination with the safety office. The *only* exception is a basic dust mask.

3.3 Head Protection.

- 3.3.1 Hard hats are required to be worn by all employees and contractors performing work where there is potential for head injury from impact, falling or flying objects, or electrical shocks or burns.
- 3.3.2 Hard hats shall be inspected prior to use and the frequency determined by the manufacturer. They shall be replaced if damaged, faded or past their shelf life.

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3.3.3 Hard hats shall meet the requirements and specifications established in ANSI Standard Z89.1.

3.3.4 Bump caps may be worn to prevent minor bumps and scrapes but shall **NOT** be used as a substitute for hard hats when hazards require them.

3.4 Feet Protection.

3.4.1 All employees and contractors must wear safety shoes or safety toe covers while working in areas where there is danger of foot injury due to falling or rolling objects, objects piercing the sole, or electrical hazards. Footwear shall meet ASTM F-2413 *Standard Specification for Performance Requirements for Protective Footwear*.

3.4.2 The purchase of safety shoes or toe covers is the responsibility of each individual department. Supervisors in coordination with Directors/Managers will determine which job positions are required to wear safety shoes within their departments.

3.5 Hearing Protection.

3.5.1 Hearing protection shall be worn when performing work where noise levels exceed 85 decibels over an 8-hour time-weighted average or when exposed to lower levels over a long duration. Noise levels about 95 decibels require double hearing protection i.e. earplugs & earmuffs. When in doubt, use hearing protection.

3.5.2 Hearing protection such as earplugs, earmuffs or headsets will be inspected prior to and after use and shall be replaced if worn or damaged.

3.5.3 Supervisors/Managers/Directors are responsible for providing PPE to their employees as well as ensuring they use it.

3.6 Blood Borne Pathogens

3.6.1 Employees shall be provided PPE to protect them from Blood Borne Pathogens caused by microorganisms transmitted through human blood or other potentially infectious sources. For specific/additional information see SOP 5101-5010 *Blood Borne Pathogens*.

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4.0 TRAINING

4.1 Supervisors ensure employees are trained on proper PPE selection and use for the tasks they are performing at the facilities they are working in or around.

5.0 RECORD KEEPING

5.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

6.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
ANSI	American National Standards Institute
ASTM	American Society for Testing & Materials
PPE	Personal Protective Equipment
SCBA	Self-Contained Breathing Apparatus
SDS	Safety Data Sheet
SOP	Safety Operating Procedure

7.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

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