

APPENDIX B

Hazard Assessment and Personal Protective Equipment

Introduction

The purpose of the Personal Protective Equipment Program is to protect the employees of this site from exposure to work place hazards and the risk of injury by the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm and body (torso) protection.

This site's Personal Protective Equipment Program includes:

- Responsibilities of the safety program manager, supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and maintenance of PPE

1. Responsibilities

Safety Program Manager:

The Safety Program Manager is responsible for the development, implementation and administration of the PPE program and requirements. This involves:

- Conducting workplace hazard assessments to determine the presence of hazards that necessitate the use of PPE.
- Selecting and purchasing PPE.
- Reviewing, updating, and conducting PPE hazard assessments whenever:
 - A job changes
 - New equipment is used
 - There has been an accident
 - A supervisor or employee requests it, or
 - At least every year
- Maintaining records on hazard assessments, PPE assignments and training.
- Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
- Periodically re-evaluating the suitability of previously selected PPE.
- Reviewing, updating and evaluating the overall effectiveness of PPE use, training, and policies.

Employees:

- The PPE user is responsible for following the requirements of the PPE program. This involves:
 - Properly wearing PPE as required and caring for, cleaning, maintaining and inspecting the PPE.
 - Attending required training sessions.
 - Informing the supervisor of the need to repair or replace PPE.

2. Hazard Assessment for PPE Selection

The Safety Program Manager, in conjunction with Supervisors, will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. The Hazard Assessment Certification Form is included with this appendix.

The Safety Program Manager will conduct, review, and update the hazard assessment for PPE whenever:

- A job changes
- New equipment or process is installed
- There has been an accident
- Whenever a supervisor or employee requests it, or
- At least every year

Selection of PPE

Once the hazards of a workplace have been identified, the Safety Program Manager will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls.

If such methods are not adequate or feasible, the Safety Program Manager will determine the suitability of the PPE presently available, and as necessary, will select new or additional equipment that ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards that have been incorporated into the PPE regulations as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hand Protection (There are no ANSI standards for gloves; however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by Parish at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

3. Employee Training

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When is it necessary to wear PPE
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented and kept on file. The document certifies that the employee has received and understands the required training on the specific PPE he/she will be using. The PPE Training Quiz will be used to evaluate employees' understanding and will be kept in the employee training records. The training quiz is recommended, not required.

Retraining:

The need for retraining will be indicated when:

- An employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- New equipment is installed
- Changes in the work place make previous training out-of-date
- Changes in the types of PPE to be used make previous training out-of-date

4. Cleaning and Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean and maintain their personal PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

***NOTE:** Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk. It is also important to ensure that contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.*

APPENDIX B-1

Personal Protective Equipment (PPE)

Hazard Assessment for PPE

Use with WAC 296-800-160 Personal Protective Equipment (PPE)

This tool can help you do a hazard assessment to see if your employees need to use personal protective equipment (PPE) by identifying activities that may create hazards for your employees. The activities are grouped according to what part of the body might need PPE. You can make copies, modify and customize it to fit the specific needs of the particular work place.

This tool can also serve as written certification that you have done a hazard assessment as required by WAC 296-800-16010. Document your hazard assessment for PPE. Make sure that the blank fields at the beginning of the checklist (indicated by *) are filled out (see below, Instruction #4).

INSTRUCTIONS:

1. Do a walk through survey of each work area and job/task. Read through the list of work activities in the first column, putting a check next to the activities performed in that work area or job.
2. Review the list of hazards in the second column, putting a check next to the hazards to which employees may be exposed while performing the work activities or while present in the work area. (e.g., work activity: chopping wood; work-related exposure: flying particles).
3. Decide how you are going to control the hazards. Try considering engineering, work place and/or administrative controls to eliminate or reduce the hazards before resorting to using PPE. If the hazard cannot be eliminated without using PPE, indicate which type(s) of PPE will be required to protect your employee from the hazard.
4. Make sure that you complete the following fields on the form (indicated by *) to certify that a hazard assessment was done:

*Name of the work place, e.g., maintenance area, kitchen, office, classroom, etc.

*Name or address of the work place where you are doing the hazard assessment

*Name of person certifying that a workplace hazard assessment was done

*Date the hazard assessment was done

PPE HAZARD ASSESSMENT CERTIFICATION FORM

*NAME OF WORK PLACE: _____

*ASSESSMENT CONDUCTED BY: _____

*WORK PLACE ADDRESS: _____

*DATE OF ASSESSMENT: _____

JOB TITLE: _____

JOB/TASK(S): _____

***REQUIRED FOR CERTIFYING THE HAZARD ASSESSMENT. -- USE A SEPARATE SHEET FOR EACH JOB/TASK OR WORK AREA.**

<i>EYES</i>		
<u>WORK ACTIVITIES, SUCH AS:</u> <input type="checkbox"/> ABRASIVE BLASTING <input type="checkbox"/> SANDING <input type="checkbox"/> CHOPPING <input type="checkbox"/> SAWING <input type="checkbox"/> CUTTING <input type="checkbox"/> GRINDING <input type="checkbox"/> DRILLING <input type="checkbox"/> HAMMERING <input type="checkbox"/> WELDING <input type="checkbox"/> OTHER: _____	<u>WORK-RELATED EXPOSURE TO:</u> <input type="checkbox"/> AIRBORNE DUST <input type="checkbox"/> FLYING PARTICLES <input type="checkbox"/> BLOOD SPLASHES <input type="checkbox"/> HAZARDOUS LIQUID CHEMICALS <input type="checkbox"/> INTENSE LIGHT <input type="checkbox"/> OTHER: _____	<u>CAN HAZARD BE ELIMINATED WITHOUT THE USE OF PPE?</u> YES <input type="checkbox"/> NO <input type="checkbox"/> <u>IF NO, USE:</u> <input type="checkbox"/> SAFETY GLASSES <input type="checkbox"/> SIDE SHIELDS <input type="checkbox"/> SAFETY GOGGLES <input type="checkbox"/> DUST-TIGHT <input type="checkbox"/> SHADING/FILTER (#_____) GOGGLES <input type="checkbox"/> WELDING SHIELD <input type="checkbox"/> OTHER: _____
<i>FACE</i>		
<u>WORK ACTIVITIES, SUCH AS:</u> <input type="checkbox"/> CLEANING <input type="checkbox"/> COOKING <input type="checkbox"/> WELDING <input type="checkbox"/> SIPHONING <input type="checkbox"/> MIXING <input type="checkbox"/> PAINTING <input type="checkbox"/> OTHER _____	<u>WORK-RELATED EXPOSURE TO:</u> <input type="checkbox"/> HAZARDOUS LIQUID CHEMICALS <input type="checkbox"/> EXTREME HEAT/COLD <input type="checkbox"/> POTENTIAL IRRITANTS _____ <input type="checkbox"/> OTHER: _____	<u>CAN HAZARD BE ELIMINATED WITHOUT THE USE OF PPE?</u> YES <input type="checkbox"/> NO <input type="checkbox"/> <u>IF NO, USE:</u> <input type="checkbox"/> FACE SHIELD <input type="checkbox"/> SHADING/FILTER (#_____) <input type="checkbox"/> WELDING SHIELD <input type="checkbox"/> OTHER: _____
<i>HEAD</i>		

<p>WORK ACTIVITIES, SUCH AS:</p> <input type="checkbox"/> BUILDING MAINTENANCE <input type="checkbox"/> CONFINED SPACE OPERATIONS <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> ELECTRICAL WIRING <input type="checkbox"/> WALKING/WORKING UNDER CATWALKS <input type="checkbox"/> UTILITY WORK <input type="checkbox"/> OTHER: _____	<p>WORK-RELATED EXPOSURE TO:</p> <input type="checkbox"/> BEAMS <input type="checkbox"/> PIPES <input type="checkbox"/> EXPOSED ELECTRICAL WIRING OR COMPONENTS <input type="checkbox"/> FALLING OBJECTS <input type="checkbox"/> MACHINE PARTS <input type="checkbox"/> OTHER: _____	<p>CAN HAZARD BE ELIMINATED WITHOUT THE USE OF PPE? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>IF NO, USE:</p> <input type="checkbox"/> Protective Helmet <input type="checkbox"/> Type A (low voltage) <input type="checkbox"/> TYPE B (HIGH VOLTAGE) <input type="checkbox"/> TYPE C <input type="checkbox"/> BUMP CAP (NOT ANSI-APPROVED) <input type="checkbox"/> HAIR NET OR SOFT CAP <input type="checkbox"/> OTHER: _____
---	---	--

HANDS/ARMS/FEET

<p>WORK ACTIVITIES, SUCH AS:</p> <input type="checkbox"/> BUILDING MAINTENANCE <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> DEMOLITION <input type="checkbox"/> FOOD PROCESSING <input type="checkbox"/> PLUMBING <input type="checkbox"/> TRENCHING <input type="checkbox"/> USE OF HIGHLY FLAMMABLE MATERIALS <input type="checkbox"/> WELDING <input type="checkbox"/> OTHER: _____	<p>WORK-RELATED EXPOSURE TO:</p> <input type="checkbox"/> EXPLOSIVE ATMOSPHERES <input type="checkbox"/> EXPOSED ELECTRICAL WIRING OR COMPONENTS <input type="checkbox"/> HEAVY EQUIPMENT <input type="checkbox"/> SLIPPERY SURFACES <input type="checkbox"/> TOOLS <input type="checkbox"/> OTHER: _____	<p>CAN HAZARD BE ELIMINATED WITHOUT THE USE OF PPE? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>IF NO, USE:</p> <input type="checkbox"/> Safety shoes or boots <input type="checkbox"/> TOE PROTECTION <input type="checkbox"/> ELECTRICAL PROTECTION <input type="checkbox"/> PUNCTURE RESISTANCE <input type="checkbox"/> ANTI-SLIP SOLES <input type="checkbox"/> LEGGINGS OR CHAPS <input type="checkbox"/> FOOT-LEG GUARDS <input type="checkbox"/> OTHER: _____
---	---	---

BODY/SKIN

<p>WORK ACTIVITIES SUCH AS:</p> <input type="checkbox"/> BAKING OR FRYING <input type="checkbox"/> BATTERY CHARGING <input type="checkbox"/> IRRITATING CHEMICALS <input type="checkbox"/> SAWING <input type="checkbox"/> OTHER: _____	<p>WORK-RELATED EXPOSURE TO:</p> <input type="checkbox"/> CHEMICAL SPLASHES <input type="checkbox"/> EXTREME HEAT/COLD <input type="checkbox"/> SHARP OR ROUGH EDGES <input type="checkbox"/> OTHER: _____	<p>CAN HAZARD BE ELIMINATED WITHOUT THE USE OF PPE? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>IF NO, USE:</p> <input type="checkbox"/> Vest, Jacket <input type="checkbox"/> COVERALLS, BODY SUIT <input type="checkbox"/> RAINGEAR <input type="checkbox"/> APRON <input type="checkbox"/> WELDING LEATHERS <input type="checkbox"/> ABRASION/CUT RESISTANCE <input type="checkbox"/> OTHER: _____
--	--	--

BODY/WHOLE ¹		
WORK ACTIVITIES SUCH AS: <input type="checkbox"/> BUILDING MAINTENANCE <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> LOGGING <input type="checkbox"/> UTILITY WORK <input type="checkbox"/> OTHER: _____	WORK-RELATED EXPOSURE TO: <input type="checkbox"/> WORKING FROM HEIGHTS OF 10 FEET OR MORE <input type="checkbox"/> WORKING NEAR WATER <input type="checkbox"/> OTHER: _____	CAN HAZARD BE ELIMINATED WITHOUT THE USE OF PPE? YES <input type="checkbox"/> NO <input type="checkbox"/> IF NO, USE: <input type="checkbox"/> Fall Arrest/Restraint: Type: _____ <input type="checkbox"/> PFD: Type: _____ <input type="checkbox"/> OTHER: _____ *(SEE FOOTNOTE 1)
LUNGS/RESPIRATORY ¹		
WORK ACTIVITIES SUCH AS: <input type="checkbox"/> CLEANING <input type="checkbox"/> POURING <input type="checkbox"/> MIXING <input type="checkbox"/> SAWING <input type="checkbox"/> PAINTING <input type="checkbox"/> COMPRESSED AIR OR GAS OPERATIONS <input type="checkbox"/> OTHER: _____	WORK-RELATED EXPOSURE TO: <input type="checkbox"/> IRRITATING DUST OR PARTICULATE <input type="checkbox"/> IRRITATING OR TOXIC GAS/VAPOR <input type="checkbox"/> OTHER: _____	CAN HAZARD BE ELIMINATED WITHOUT THE USE OF PPE? YES <input type="checkbox"/> NO <input type="checkbox"/> *(SEE FOOTNOTE 1)
EARS/HEARING ¹		
WORK ACTIVITIES SUCH AS: <input type="checkbox"/> GENERATOR <input type="checkbox"/> GRINDING <input type="checkbox"/> VENTILATION FANS <input type="checkbox"/> MACHINING <input type="checkbox"/> MOTORS <input type="checkbox"/> ROUTERS <input type="checkbox"/> SANDING <input type="checkbox"/> SAWING <input type="checkbox"/> PNEUMATIC EQUIPMENT <input type="checkbox"/> OTHER: _____	WORK-RELATED EXPOSURE TO: <input type="checkbox"/> LOUD NOISES <input type="checkbox"/> LOUD WORK ENVIRONMENT <input type="checkbox"/> NOISY MACHINES/TOOLS <input type="checkbox"/> PUNCH OR BRAKE PRESSES <input type="checkbox"/> OTHER: _____	CAN HAZARD BE ELIMINATED WITHOUT THE USE OF PPE? YES <input type="checkbox"/> NO <input type="checkbox"/> *(SEE FOOTNOTE 1)

(1) NOTE: See WAC 296-841 & 842 for respiratory protection, WAC 296-817 for hearing protection and WAC 296-155 for fall protection for further assessment.

Guidelines for complying with PPE requirements

Use this checklist to help you comply with the PPE requirements at your work place. You can use the available tools in the far right column to help you accomplish the step. Check off the boxes in the far left column as you complete each step.

Done	STEP	Tools
<input type="checkbox"/>	Do a work place walk-through and look for hazards (including potential hazards) in all employees' work spaces and work place operating procedures.	Checklist: PPE Hazard Assessment
<input type="checkbox"/>	Consider engineering, administrative, and/or work practice methods to control the hazards first. Identify those existing/ potential hazards and tasks that require PPE.	
<input type="checkbox"/>	Select the appropriate PPE to match the hazards and protect employees.	
<input type="checkbox"/>	Communicate PPE selection to each at-risk employee. Provide properly fitting PPE to each employee required to use it.	
<input type="checkbox"/>	Train employees on the use of PPE and document it.	PPE Training Certification Form
<input type="checkbox"/>	Test employees to make sure they understand the elements of the PPE training.	SAMPLE PPE TRAINING QUIZ (OPTIONAL)
<input type="checkbox"/>	<p>Follow up to evaluate effectiveness of PPE use, training, policies, etc. against the hazards at your work place.</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No All employees have been trained.</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No Employees are using their PPE properly and following PPE policies and procedures.</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No Supervisors are enforcing use of required PPE.</p> <p><i>(If you checked any No boxes, go back through the steps and correct the deficiencies.)</i></p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No Have things changed at your work place since the PPE program was instituted? (e.g., fewer injuries/illnesses)</p>	

Personal Protective Equipment Training Quiz

1. (RECOMMENDED)

This sample quiz can be used to ensure that an employee has understood the training and can demonstrate the proper use and care of personal protective equipment. Keep this form in the employee's file along with the PPE Certification Form.

1. What are the limitations of personal protective equipment?
2. List the types of personal protective equipment you must use when doing your work/tasks.
3. What are the hazards in your job for which you must use each type of PPE, and when must you use your personal protective equipment?
4. What are the procedures for the proper use, care and maintenance of your PPE?
5. What should you look for to determine that your PPE is in good working condition?
6. What do you do when your PPE is no longer useable?
7. (Trainer/Supervisor:) Have the employee demonstrate putting on, wearing and adjusting, and taking off each PPE properly. Also, have employee demonstrate how to clean and disinfect each PPE.

Has employee demonstrated proper use and care of each PPE?

PPE #1: _____ Yes _____ No _____
PPE #2: _____ Yes _____ No _____
PPE #3: _____ Yes _____ No _____
PPE #4: _____ Yes _____ No _____

The employee has answered all the questions adequately and has demonstrated the ability to properly use and care for the PPE needed to do his/her job.

Trainer's/Supervisor's signature

Date

Employee's signature

Date

NIOSH Personal Protective Equipment Checklist

1. Has a hazard assessment been conducted in the workplace to identify possible hazards that would require the use of PPE?
2. Is there a written certification of a hazard assessment which identifies the workplace evaluated, the person certifying that the evaluation has been performed, and the date(s) of the hazard assessment?
3. Based on the hazards identified, has PPE been selected for all appropriate individuals?
4. Have individuals involved been informed of the PPE selection decisions?
5. If PPE is necessary to prevent injury or impairment by exposure to chemical hazards, radiological hazards, or mechanical irritants through absorption, inhalation or physical contact, is it provided?
6. Has the selected PPE been fitted to appropriate individuals?
7. Is PPE maintained in a sanitary and reliable condition?
8. Do appropriate individuals use the PPE selected?
9. Is defective or damaged PPE removed from service immediately? (shall not be used)

Training

10. Has each individual who is required to use PPE been provided with training?
11. Has training on PPE included all of the following elements: when PPE is necessary; what PPE is necessary; how to properly don, doff, adjust, and wear PPE; the limitations of the PPE; and the proper care, maintenance, useful life and disposal of the PPE.
12. Have the trained individuals demonstrated an understanding of the training and the ability to use PPE properly before being allowed to perform work requiring the use of PPE?
13. Are individuals retrained when there is reason to believe that they do not have the understanding or skill to use PPE properly?
14. Is retraining conducted whenever changes in the workplace or changes in types of PPE make previous training obsolete?
15. Is there written certification for each person who has received PPE training that includes the following: a statement indicating the person understood the training; the name of the person trained; the date(s) of the training; and the subject of the certification?

Head, Foot, and Hand Protection

16. Are protective helmets used wherever there is the possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns?
17. Do protective helmets that are used in the workplace that were purchased prior to July 5, 1994 meet the American National Standard Safety Requirements for Industrial Head Protection, ANSI Z89.1-1969?
18. Do protective helmets that are used in the workplace that were purchased after July 5, 1994 meet the American National Standard for Personnel Protection--Protective Headwear for Industrial Workers--Requirements, ANSI Z89.1-1986?
19. Is protective footwear used wherever there is the danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where feet are exposed to electrical hazards?
20. Does protective footwear that is used in the workplace that was purchased prior to July 5, 1994 meet the requirements of the American National Standard for Men's Safety-Toe Footwear, ANSI Z41.1-1967?
21. Does protective footwear that is used in the workplace that was purchased after July 5, 1994 meet the requirements of the American National Standard for Personal Protection--Protective Footwear, ANSI Z41-1991?
22. Are appropriate protective gloves used wherever there is the danger to hands of exposure to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes?

Eye and Face Protection

23. Are individuals issued and required to wear appropriate eye protective devices while participating or observing activities which present a potential eye safety hazard?
Note: Eye potential hazards include: caustic or explosive chemicals or materials, hot liquids or solids, molten materials, welding operations of any type, repairing or servicing of vehicles, heat treatment or tempering of metals, the shaping of solid materials and laser device operation and experimentation.
24. Do all protective eye and face devices purchased after July 5, 1994 comply with Z87.1-1989?
Note: Regular prescription eye glasses do not meet this requirement. Goggles or other protective glasses meeting the American National Standard must be worn over-top prescription eye glasses.

Posting Requirements

25. Are all lab or shop entrances, areas and equipment requiring the use of PPE devices posted with a sign indicating this requirement?