



## ADMINISTRATIVE PRACTICES MANUAL

### SAFETY MANUAL – PERSONAL PROTECTIVE EQUIPMENT:

#### 1.0 Scope and Application

This policy has been established to ensure that employees are provided with and wear the appropriate personal protective equipment so that the potential for injury or illness is minimized to the maximum extent practicable. Hearing and respiratory protection are addressed under other County safety policies.

This policy complies with Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Safety and Professional Services and 29 CFR 1910.132 through 1910.138 as promulgated by the U.S. Occupational Safety and Health Administration.

#### 2.0 Responsibilities

**Risk Management:** Support and management of this policy.

**Department Heads:** Implementation of policy and completion of department specific hazard assessments.

**Supervisors:** Ensure employees wear prescribed PPE. Provide new and replacement PPE to employees as required. Assist with specific hazard assessments.

**Employees:** Wear prescribed PPE and report defective equipment.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

#### 3.0 Departmental Policies and Requirements

This policy represents the minimum requirements associated with personal protective equipment. Departments will establish individual hazard assessments that identify the specific PPE to be used by employees within their department and job assignment. Copies of the hazard assessment shall be maintained by the departments. The Dane County Risk Manager and/or Safety Coordinator can assist with the development of departmental specific policies.

#### 4.0 Definitions

**PPE:** Personal Protective Equipment means hard hats, gloves, glasses, body protection, etc. Any protective device that an employee can wear that is designed to prevent injury or illness.

#### 5.0 Training

Each employee required to wear PPE will be trained at the time of their initial assignment in the following:

- 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.



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Each trained employee shall demonstrate an understanding of the training provided, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. The Supervisor shall ensure that these training requirements are met. Retraining will be provided when:

- The Supervisor has reason to believe that any employee who has already been trained does not have the understanding and skill provided by the training; or
- Changes in the workplace render previous training obsolete; or
- Changes in the types of PPE to be used render previous training obsolete; or
- Inadequacies are observed in an affected employee's knowledge or use of assigned PPE which indicate that the employee has not retained the requisite understanding or skill.

### 6.0 Documentation Requirements

Each department is responsible for conducting its own hazard assessment of the workplace. Training documentation must be maintained by the department with the name of each employee trained, the date(s) of training, and the task training is provided for.

### 7.0 General Requirements

a) It is the County's intent to provide employees with personal protective equipment essential to safely perform routine operations. Supervisors shall keep abreast of the latest PPE available to ensure that the PPE provided to employees is not outdated and provides adequate protection to the employee. Such equipment includes, but is not limited to:

- Eye Protection
- Gloves
- Protective Headgear
- Goggles or face shields
- Visibility Vests
- Protective Clothing
- Special application tools

Employees are responsible for using and maintaining such equipment properly according to established procedures and manufacturer's specifications. When the need for personal protective equipment has been identified, its use will be mandatory as a condition of employment. These rules also apply to all Supervisors in the affected departments. Other protective equipment and safety devices are provided in order to protect employees from unnecessary exposures. Such equipment includes barricades, cones, warning signs, warning lights, and other specialty items. Failure to use safety devices or personal protective equipment may result in disciplinary action. In the event of an injury or illness that results from a failure to use prescribed safety devices or personal protective equipment, Worker's Compensation benefits can be reduced in accordance with Wisconsin Statutes.

b) Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, protective shields and barriers, will be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.



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- c) Defective or damaged PPE will not be used under any circumstance. Employees are to report defective or damaged PPE to their Supervisor immediately.
- d) All PPE will be designed and constructed according to national consensus standards such as the American National Standards Institute (ANSI) and others.
- e) Employees are not to perform any task whenever they are unsure of the PPE requirements for the task to be performed. In such cases, employees are to consult with their Supervisor on the PPE requirements before performing any work.

### 8.0 Hazard Assessment

Hazard assessments will identify the potential hazards unique to the tasks or job classification evaluated. A hazard assessment shall be conducted for each departmental job classification except for office and administrative type activities that involve no exposures to hazardous materials or hazardous work conditions that could cause injury or illness to the employee performing such activities. The Department Head is responsible for ensuring that hazard assessments are completed.

The hazard assessment will serve as the basis for individual departmental PPE requirements. Department Heads may use the information gathered from the hazard assessment to develop specific work practices concerning the use of PPE or may use the hazard assessment itself as a work practice provided that employees are informed of (and trained in) the conditions under which such PPE is to be worn.

### 9.0 Eye and Face Protection

The hazard assessment will ensure that appropriate eye or face protection is identified when employees are exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, biological hazards and pathogens, chemical gases or vapors, or potentially injurious light radiation. Side protection will be indicated and required when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slide-on side shields) may be acceptable. Employees who wear prescription lenses while engaged in operations that involve eye hazards must wear eye protection that incorporates the prescription in its design, or wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Employees required to wear filter lenses for welding, cutting or brazing work will be provided equipment with a shade number appropriate for the work being performed for protection from injurious light radiation.

### 10.0 Head Protection

The hazard assessment will ensure that appropriate head protection (e.g. hard hat) is provided when working in areas where there is a potential for injury to the head from falling objects or other overhead obstructions. Bump caps may be appropriate for certain applications when walking into objects pose a potential head hazard. Appropriate headgear must be designed to reduce electrical shock hazard when the employee is working on or near exposed electrical conductors which could contact the head.



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### 11.0 Foot Protection

The hazard assessment will ensure that appropriate protective footwear is provided when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, biological hazards and pathogens, and where such employee's feet are exposed to electrical hazards.

### 12.0 Hand Protection

The hazard assessment will ensure that appropriate hand protection is provided when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; biological hazards and pathogens, severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes. Supervisors are required to base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

### 13.0 Body Protection

The hazard assessment will ensure that appropriate body protection is provided when employees' bodies are exposed to hazards such as those from the contact and skin absorption of hazardous or harmful chemical substances, including biological hazards and pathogens.

### 14.0 Use of Pesticides

The hazard assessment will indicate if potential exposures to pesticides are present. PPE used for the application of pesticides will conform to the requirements specified on the label of the pesticide used. See the County Pesticide Policy for more information.

### 15.0 Electrical Hazards

The hazard assessment will indicate if potential exposures to electrical hazards are present. Employees who are required to work on or near live electrical installations will require special PPE to protect them from arc flash hazards and electrocution. This special PPE will be identified in the hazard assessment. See the County Electrical Safety Policy for more information.

### 16.0 Biological Hazards

The hazard assessment will indicate if potential exposures to biological hazards and/or pathogens are present. Employees who are exposed to such hazards will require special PPE that will be identified on the hazard assessment and in specific departmental work rules and the exposure control plan required under the County's Bloodborne Pathogens Policy.

### 17.0 Personal Protective Equipment Costs

Department heads will reimburse or pay for personal protective equipment as required by the Wisconsin Department of Safety and Professional Services and County policies when applicable.

**End Policy**