

**COUNTY OF RIVERSIDE
STANDARD SAFETY OPERATIONS MANUAL**

DOCUMENT NUMBER: 2001
SUBJECT: Personal Protective Equipment

DATE ISSUED: 04/15/93
EFFECTIVE DATE: 04/15/93
LAST REVISED DATE: 07/01/03

PURPOSE: To establish County policy with respect to providing Personal Protective Equipment for employee's safety. OSHA requires employers to protect their employees from workplace hazards through the use of engineering or work practice controls. When these controls are not feasible, or do not provide sufficient protection, the use of personal protective4 equipment (PPE) is required.

likely
Employers are required to assess the workplace to determine if hazards are present, or are to be present, which necessitates the use of PPE. If employees use PPE, employers must establish general procedures, called a PPE Program, to give employees necessary protective equipment and to train them to use it properly.

POLICY: County employees will be provided appropriate personal protective equipment, and they will be required to maintain and use it to ensure personal safety. Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall 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.

OBJECTIVE: Protect employees from potential health and safety hazards associated with the handling and use
of hazardous chemicals, heavy machinery and workplace chemicals assuring compliance with regulatory requirements.

SCOPE: This Personal Protective Equipment standard regulated by Cal/OSHA applies to employees of all
Departments, Agencies and Special Districts governed by the County of Riverside Board of Supervisors. This standard addresses eyes, face, head, feet and hand protection.

DEFINITIONS:

- A. Personal Protective Equipment (PPE) – articles of clothing and other such equipment used to provide protection to the wearer from potential hazards in the workplace.
- B. ANSI – American National Standards Institute.
- C. MSHA – Mine Safety & Health Administration
- D. Cal/OSHA-GISO – California Occupational Safety & Health Administration – General Industry Safety Orders.
- E. NIOSH – National Institute for Occupational Safety & Health
- F. MSDS – Material Safety Data Sheet
- G. CDC – Center for Disease Control

REFERENCES: California Code of Regulations (CCR) Title 8, General Industry Safety Orders Sections: 3381, 3382, 3383, 3384, 3385, 3387, 3380, 3389, 3400.

**PERSONAL PROTECTIVE EQUIPMENT
DOCUMENT NUMBER: 2001**

TABLE OF CONTENTS

- I. INTRODUCTION
- II. PROGRAM
- III. SUPERVISORS RESPONSIBILITIES
 - A. Training
 - B. Recordkeeping
- IV. USER RESPONSIBILITIES
 - A. Cleaning and Maintenance
- V. HOW TO SELECT PERSONAL PROTECTIVE EQUIPMENT
 - A. Hazard Assessment
 - B. Controlling Hazards
 - C. Selection Guidelines
 - D. Fitting the PPE
 - E. Devices with Adjustable Features
- VI. TYPES OF PROTECTIVE EQUIPMENT (INCLUDES BLOODBORNE PATHOGENS)
 - A. Eye and Face Protection
 - B. Eye & Face Protection (Bloodborne Pathogens)
 - C. Head Protection
 - D. Hearing Protection
 - E. Hand Protection
 - F. Hand Protection (Bloodborne Pathogens)
 - G. Foot Protection
 - H. Body Protection
 - I. Body Protection (Bloodborne Pathogens)
 - J. Life Rings and Personal Floating Devices
 - K. Respiratory Protection
- VII. PERSONAL PROTECTIVE DEVICES/GENERAL REQUIREMENTS
- VIII. HAZARD ASSESSMENT AND EQUIPMENT SELECTION
- IX. MEDICAL SERVICES AND FIRST AID
- X. PPE REQUIRED UNDER OSHA STANDARDS
- XI. DETERMINATION AND NEED
- XII. RESPONSIBILITY AND ENFORCEMENT

**PERSONAL PROTECTIVE EQUIPMENT
DOCUMENT NUMBER: 2001**

I. INTRODUCTION

The County is required to provide personal protective equipment to employees exposed to hazards in the performance of their job. All protective equipment should meet the General Requirements of the California Occupational Safety and Health Act (Cal/OSHA), Article 10. With the exception of the standard on Respiratory Protection, these Cal/OSHA standards are general and rely principally on conformity with the American National Standards Institute (ANSI) regulations. It is imperative the best available equipment be obtained for the protection of employees. Equipment shall be reasonably comfortable and shall not unduly encumber the employee's movements necessary to perform required work. When purchasing equipment, specifications must meet ANSI, MSHA, Cal/OSHA-GISO and NIOSH standards.

II. PROGRAM

The use of personal protective equipment shall be required as a safe work practice whenever hazards cannot be eliminated at the source by means of guarding, engineering or process revision and/or where hazard control is impractical or economically not feasible.

Exposures or contact with harmful materials (acids, caustics, organic chemical, etc.), glare, injurious radiation, impact hazards (flying objects), noise or airborne contaminants above permissible exposure or ceiling concentration specified by governmental authorities are among the exposures that shall warrant protective equipment requirements.

III. SUPERVISORS RESPONSIBILITIES

Personal Protective Equipment (PPE) for routine tasks shall be selected by the Supervisor. The PPE must be provided at no cost to the employee. The Supervisor is responsible to assure that employees are provided appropriate PPE and that it is worn. Supervisors are encouraged to contact the County of Riverside Safety Office with PPE selection questions.

A. Training

The Supervisor must train the employee on the use of PPE for routine tasks before its use. Training should include:

1. When PPE is necessary
2. What PPE is necessary?
- 3.. How to properly don, doff, adjust and wear PPE.
4. The limitations of the PPE
5. The proper care, maintenance, useful life and disposal of the PPE.

The Supervisor must verify that the employee understands the training and can properly use the PPE. The Supervisor must retrain employees when there are changes in the types of PPE utilized or if the employee does not properly use the PPE. Training should be given to all new and newly transferred employees before equipment is used. The Supervisor shall not allow the use of defective or damaged equipment.

B. Recordkeeping

1. Written records shall be kept of the names of persons trained, the type of training provided, the

**PERSONAL PROTECTIVE EQUIPMENT
DOCUMENT NUMBER: 2001**

dates when training occurred and the person(s) that provided the training.
B. Recordkeeping - continued

2. Supervisors shall maintain their employee's training records for at least 3 years.

IV. USER RESPONSIBILITIES

A. Cleaning and Maintenance

1. PPE users must follow proper cleaning and maintenance procedures. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.
2. PPE shall be inspected, cleaned and maintained at regular intervals by the user.
3. PPE shall not be shared between employees unless it has been properly cleaned and sanitized in accordance with the manufacturer's specifications.
4. PPE will be distributed for individual use whenever possible.
5. It is also important that any contaminated PPE either be cleaned before re-use or if it cannot be cleaned, it must be disposed of.

V. HOW TO SELECT PERSONAL PROTECTIVE EQUIPMENT

A. Hazard Assessment

Hazard assessment procedures shall be used to assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. Questions concerning hazard assessments should be directed to the Supervisor or the County Safety Office.

B. Controlling Hazards

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and good hygiene practices.

C. Selection Guidelines

In order to select protective equipment that is appropriate for the task, one must become familiar with the potential work hazards and the type of protective equipment that is available. All PPE shall be of safe design and construction for the work to be performed and must meet relevant ANSI Standards as applicable.

D. Fitting the PPE

Careful considerations must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fit the wearer comfortably. Protection devices are generally available in a variety of sizes. Care must be taken to ensure that the right size is selected.

**PERSONAL PROTECTIVE EQUIPMENT
DOCUMENT NUMBER: 2001**

V. HOW TO SELECT PERSONAL PROTECTIVE EQUIPMENT - continued

E. Devices with Adjustable Features

Adjustments should be made on an individual basis for a comfortable fit that will maintain the device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that they will not fall off during work operations. In some cases, a chinstrap may be necessary to keep the helmet on an employee's head. (Chinstraps should break at a reasonably low force, however, so as to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully.

VI. TYPES OF PROTECTIVE EQUIPMENT

A. Eye & Face Protection: CCR, Title 8, Section 3382

1. Each affected employee shall use appropriate eye or face protection when exposed to eye or face hazards for flying particles, molten metal, liquid, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
2. Each affected employee shall use eye protection that provides side protection whenever the hazard of flying objects is angular as well as frontal. All Eye and Face PPPE must be selected in compliance with the **CCR Title 8, GISO Section 3382** and the **ANSI Z 87.1-989 Standard**. Detachable side protectors are NOT acceptable and must not be utilized.
3. Employees who wear prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be work over the prescription.

NOTE: Wearing of contact lenses is prohibited in working environments having harmful exposure to materials or light flashes, except when special precautionary procedures, which are medically approved, have been established for the protection of the exposed employee.

4. Eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer. Each affected employee shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation.
5. Laser Protection – Employees whose occupation or assignment requires exposure to laser beams shall be furnished suitable laser safety goggles which will protect for the specific wavelength of the laser and be of optical density (O.D.) adequate for the energy involved. All protective goggles shall bear a label identifying the following data: The laser wavelengths for which use is intended, the optical density of those wavelengths and the visible light transmission.

NOTE: Authority cited: Section 142.3, Labor Code. Reference: Section 142.3, Labor Code.

VI. TYPES OF PROTECTIVE EQUIPMENT - continued

**PERSONAL PROTECTIVE EQUIPMENT
DOCUMENT NUMBER: 2001**

B. Eye & Face Protection – Bloodborne Pathogens

1. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin-length face shields, shall be worn whenever splashes, sprays, spatter or droplets of blood or other potentially infectious materials pose a hazard through the skin, eyes, nose or mouth.
2. **The key** is that blood or other infectious materials must not reach an employee's skin, eyes, mouth, or other mucous membranes under normal conditions for the duration of exposure.

C. Head Protection: CCR Title 8, Section 3381

1. The employer shall ensure that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects.
2. The employer shall ensure a protective helmet, designed to reduce electrical shock hazard, is worn by each such affected employee when near exposed electrical conductors which could contact the head.
3. Designed to shield against impact from falling, moving, flying and knock-against objects, electrical contact, or rain, chips, sparks and other objects which may cause injury or discomfort. Protective helmets shall meet the provisions of ANSI-Z89.1. For exposure to high voltage electric shock (above 600 volts) and burns, helmets shall comply with ANSI-Z89.2, Safety Requirements for Industrial Protective Helmets for Electrical Workers, Class B.
4. Where there is a risk of injury from hair entanglements in moving parts of machinery, combustibles or toxic contaminants, employees shall confine their hair to eliminate the hazard.

D. Hearing Protection/Occupational Noise Exposure

1. Hearing protection (eye plugs, muffs, etc.) shall be worn in areas where noise exposure equals or exceeds

**PERSONAL PROTECTIVE EQUIPMENT
DOCUMENT NUMBER: 2001**

V.INSPECTION, MAINTENANCE AND TRAINING

A. Inspection and Maintenance:A program of inspection and maintenance shall be established to ensure that personal protective equipment is kept in a serviceable and sanitary condition. A check list should be implemented for inspection of all personal protective equipment and clothing; it should include wear, cleanliness, condition and limitations of use or repair. This checklist must be developed and implemented by the using Agency/Department.

B. Training:A training program shall also be instituted to familiarize employees with the purpose, use, fit and limitations of selected personal protective equipment. Hazardous materials protective equipment information can be found in MSDS documentation. Training should be given to all new and newly transferred employees before equipment is used. All training is to be documented and maintained for not less than three years.

VI.DETERMINATION AND NEED

A program should be developed whereby a systematic review of job related hazards and areas of operation indicate the need for personal protective equipment. The principle criteria in determining appropriate equipment shall be based on the nature of the hazard and degree of protection required. Characteristics and limitations of available equipment, the work environment and the ease with which the equipment can be used should also be considered. Cost, although important, should not be a primary factor.

VII.RESPONSIBILITY AND ENFORCEMENT

Commitment and involvement are essential elements of an effective Personal Protective Equipment Policy, and it is imperative that management and supervision take an active role in the implementation and enforcement of an established program. It is not only management's responsibility, but the responsibility of every employee to have a full understanding of the seriousness of what the PPE policy implies.