

Written Personal Protective Equipment (PPE) Plan

Section 1: Objective

The objective of this Personal Protective Equipment Plan is to protect the employees of from exposure to work place hazards and the risk of injury through 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 plan has been developed to establish guidelines for safely using PPE in accordance with OSHA regulations found in CFR 29 -1910. Unless otherwise instructed by your supervisor, this is the Personal Protective Equipment (PPE) Plan you must follow.

Section 2: Assignment of Responsibility

The Plan Administrator

- The Plan Administrator will monitor all activities related to this program.
- The Plan Administrator is responsible to select which PPE the company utilizes regardless of if they are purchased by the company or the employee.
- The Plan Administrator is responsible to periodically inspect to ensure this plan is being followed.
- The Plan Administrator is responsible to review this program annually and make changes as needed.
- The Plan Administrator is responsible to ensure all employee training applicable to this program is completed.

Supervisors

- Supervisors are responsible to implement this program in their departments.
- Must ensure only approved PPE is used whether purchased by the company or by the employee.
- Periodically inspect PPE to ensure they are in safe and functional condition.
- Supervisors are responsible to monitor employee activities as related to this plan and correct actions that are unsafe or in violation of this plan.

Employees

- Use PPE at all times when instructed by product labels and/or your supervisors. This is a minimum standard. Employees may also use PPE whenever they feel it is necessary even if not required by product labels and/or your supervisor.
- Employees are responsible to maintain their PPE and keep it in proper working order.
- To only use company approved PPE regardless of if they are purchased by the company or by the employee.
- Employees are responsible for attending training and following the instructions given.
- Immediately inform you supervisor if you need new or replacement PPE.

Section 3 – Required Training

All Plan Administrators, Supervisors, and Employees must complete an approved training program on Hand and Power Tool Safety. The training program must include a test at the end to ensure participants gained the required knowledge to be able to select and safely use PPE.

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 PPE is necessary to be worn
- 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
- Respirators, require an online medical evaluation, specific training, and an in-person fit test before a respirator can be issued to an employee.

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained. A written PPE Training Quiz will be used to evaluate employees' understanding and will be kept in the employee training records.

Section 4 – Cleaning and Maintenance

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 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 which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

Section 4 – Hazard Assessment

The PPE Safety Plan Administrator, in conjunction with Supervisors, will identify sources of work hazards. They will reevaluate whenever:

- a job changes
- new equipment or process is installed
- there has been an accident
- whenever a supervisor or employee requests it
- or periodically as needed.

Section 5 – Selection of PPE

Once the hazards of a workplace have been identified, the PPE Plan Administrator 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 (refer to Appendix B – Controlling Hazards).

If such methods are not adequate or feasible, then PPE Plan Administrator will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards (refer to Appendix C – Selection of PPE). 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.

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