

ADMINISTRATIVE PROCEDURES



Procedure Number: 30-8

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County Administrator

SUBJECT: PERSONAL PROTECTIVE EQUIPMENT

DEPARTMENT RESPONSIBLE: RISK MANAGEMENT

1. **PURPOSE**

This procedure has been established to provide employees with a uniform directive for the identification and use of personal protective equipment (PPE). It will also provide direction for evaluating work areas for the purpose of identifying hazards. It is written for compliance with the Occupational Safety and Health Act part 29 CFR 1910, Subpart I – Personal Protective Equipment.

2. **SCOPE**

This procedure will apply to Pima County employees who are required to use personal protective equipment in performance of their duties. It describes the functions that directors, managers, supervisors, and employees must conduct in compliance with this directive.

3. **RESPONSIBILITIES**

3.1. Risk Management

Risk Management in cooperation with Pima County Departments, will ensure that each workplace is evaluated to determine if hazards are present or are likely to be present.

Risk Management will verify that the required job hazard assessment (JHA) has been performed and documented on the JHA form. (See Attachment A)

JHA forms will be kept on file in Risk Management.

Risk Management will provide supervisory training on compliance with the OSHA Standard to department supervisors and managers.

3.2. Department Directors

Department directors have the ultimate responsibility for the protection of employees under their jurisdiction. Directors shall ensure that their managers, supervisors, and employees conform to all requirements of Pima County's PPE Program.

3.3. Department & Division Managers

Risk Management shall assist individual department and division managers with regard to the following PPE program components:

3.3.1. Selection of appropriate PPE that will protect employees from hazards identified in the job hazard assessment.

3.3.2. Communicate selection decisions to supervisors and employees.

3.3.3. Selected PPE properly fits each affected employee.

3.4. Supervisors

When PPE is required to perform job tasks, supervisors are responsible for:

3.4.1. Enforcement of the PPE program.

3.4.2. Hands-on training with regard to proper use and maintenance of PPE.

3.4.3. Periodic monitoring of employees to ensure appropriate utilization of PPE.

3.4.4. Completion of a JHA for every job function under their jurisdiction.

3.5. Employees

Employees participating in Pima County's PPE Program shall comply with all aspects of the program to include, at a minimum:

- Use appropriate PPE for the job they are performing.
- Take appropriate care fo PPE provided to them, to include keeping the PPE clean and stored properly when not in use.

An employee's failure to comply with the requirements of the PPE program or inconsistency in adhering to its tenets may result in disciplinary action in accordance with Merit System Rules and Personnel Policies.

4. EDUCATION AND TRAINING:

- 4.1. Departments will provide required training to each employee using PPE. Each such employee shall be trained to know at a minimum of:
 - 4.1.1. When PPE is necessary;
 - 4.1.2. What PPE is necessary;
 - 4.1.3. How to properly don, doff, adjust, and wear PPE;
 - 4.1.4. The limitations of PPE;
 - 4.1.5. The proper care, maintenance, useful life, and disposal of the PPE.
- 4.2. Prior to the performance of work requiring the use of PPE, supervisors shall validate that an employee has demonstrated an understanding of the training specified above and the ability to use PPE properly.
- 4.3. When the supervisor has reason to believe an employee does not have the understanding and/or skill required to utilize PPE, the supervisor shall have such employee retrained. Circumstances where retraining is required include, but are not limited to,:
 - 4.3.1. Changes in the workplace that render previous training obsolete;
 - 4.3.2. Changes in the types of PPE that render previous training obsolete;
 - 4.3.3. Inadequacies in an employee's knowledge or use of assigned PPE that indicate the employee has not retained the requisite understanding or skill;
 - 4.3.4. Departments will verify that each employee participating in Pima County's PPE Program has received and understands the required training through written certification. The certification shall contain the name of each employee trained, the date(s) of training, and the subject of the certification. It shall be kept in the Department for two years.

5. Eye and Face Protection:

Employees must use appropriate eye or face protection when exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially damaging light radiation.

- 5.1. Where there is a hazard from flying objects, eye protection with detachable side protectors (e.g. clip-on or slide-on side shields) or

permanent side protectors must meet the requirements of the current ANSI Z87.1 standard.

- 5.2. Employees who wear prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses or prescription safety eyewear meeting the current ANSI Z87.1 standard.
- 5.3. Eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer.
- 5.4. 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.

6. Respiratory Protection:

In situations where engineering or administrative controls are not feasible with regard to controlling hazardous particulates, vapors, dusts, and mists, proper respiratory protection must be used by employees.

7. Head Protection

Employees shall wear protective helmets (hard hats) when working in areas where there is a potential for injury to the head from falling objects. Protective helmets designed to reduce electrical shock hazard shall be worn by an employee when near exposed electrical conductors which could contact the head. Bump caps will be worn when an employee is at risk of hitting his/her head on low contact points while working.

8. Foot Protection

Employees shall wear the proper protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, and where employees' feet are exposed to electrical hazards.

9. Electrical Protective Devices

Employees shall wear appropriate arc rated clothing and other PPE, ie, head, eye, hand, and foot protection, as required by the current NFPA 70e standard for electrical safety in the workplace when working on electrical equipment.

10. Hand Protection

Employees shall wear appropriate hand protection when exposed to skin absorption hazards, potential severe cuts, lacerations, abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes. Selection will be based on an evaluation of performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, hazards, and potential hazards identified.



Job Hazard Assessment

Class Code and Job Title: _____
Job Function: _____
Date of Hazard Assessment: _____
Department Representative/Title (printed): _____
Department Representative/Title (signature): _____
Date Signed: _____
Risk Management Review by LPO (signature): _____
Initial Review Date: _____
Follow-up Review Date: _____

General Duties

Personal Protective Equipment (PPE)

Mandatory

Optional

Eyes

Hazard:
Required Control:
Hazard:
Required Control:
Optional/Additional Protection:

Head

Hazard:
Required Control:
Hazard:
Required Control:
Optional/Additional Protection:

Hand and Arm

Hazard:
Required Control:
Hazard:
Required Control:
Optional/Additional Protection:

Appendix A (cont)

Feet
Hazard: Required Control: Optional/Additional Protection:
Lungs
Hazard: Required Control: Optional/Additional Protection:
Abdominal & Back (Lift/Pull/Carry)
Hazard: Required Control: Optional/Additional Protection:
Noise
Hazard: Required Control: Optional/Additional Protection:
Insects and Animals
Hazard: Required Control: Optional/Additional Protection:
Working Outdoors (Heat Exposure, etc.)
Hazard: Required Control: Optional/Additional Protection:

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