

## (10) Personal Protective Equipment

### (10.1) PPE Overview

- **Policy Statement:**

At [Your Company Name], we prioritize the safety and well-being of our employees. To that end, we will provide appropriate Personal Protective Equipment (PPE) and ensure its correct usage to safeguard our employees from potential hazards.

- **Scope and Application:**

This policy applies to all employees, contractors, and visitors who may be exposed to hazards that cannot be eliminated or controlled through engineering or administrative controls.

- **Hazard Assessment:**

A thorough hazard assessment of all work areas will be conducted to determine the potential hazards present, and the appropriate PPE required to protect against these hazards.

- **PPE Selection:**

The necessary PPE will be selected based on the hazard assessment and will comply with all applicable standards. We will consider factors such as the nature of the hazard, the part of the body affected, and the type and degree of protection required.

- **PPE Use and Care:**

Employees are required to use PPE whenever it is necessary. All PPE must be kept clean and maintained in a safe, reliable condition. Damaged or defective PPE must be reported immediately and will be replaced promptly.

- **Training:**

All employees required to use PPE will receive training on the correct usage, care, and limitations of the PPE. This training will cover:

- When PPE is necessary.
- What PPE is necessary.
- How to properly put on, take off, adjust, and wear PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life, and disposal of the PPE.

- **Recordkeeping:**

Records of all PPE hazard assessments, selections, and training will be maintained as required by OSHA standards.

## **(10.2) Eye and Face Protection**

- **Policy Statement**

At [Your Company Name], we are committed to protecting the eyes and faces of our employees from potential hazards. Our goal is to prevent workplace eye and face injuries by implementing the use of appropriate Personal Protective Equipment (PPE).

- **Scope and Application**

This policy applies to all employees, contractors, and visitors at [Your Company Name] whose work exposes them to potential eye and face hazards including flying particles, molten metal, liquid chemicals, acids, chemical gases or vapors, harmful light radiation, or a combination of these.

- **Hazard Assessment**

A comprehensive hazard assessment will be performed for all work areas to identify potential eye and face hazards. Based on this assessment, we will determine the appropriate PPE required to protect against these hazards.

- **Selection of Eye and Face Protection**

Eye and face protection equipment will be selected based on the nature and extent of the hazard. Equipment may include safety glasses, goggles, face shields, welding helmets, or full-face respirators. All eye and face protection equipment will comply with ANSI Z87.1 standards.

- **Use and Maintenance of Eye and Face Protection**

Employees are required to use eye and face protection when performing tasks that present potential eye or face hazards. Eye and face protection must be kept clean and stored properly when not in use. Any damaged or defective equipment must be reported and replaced immediately.

- **Training**

All employees required to use eye and face protection will be trained on:

6.1. Recognition of eye and face hazards. 6.2. Selection, fit, use, and care of the eye and face PPE. 6.3. Limitations of eye and face PPE. 6.4. Emergency procedures involving eye injuries.

- **Recordkeeping**

Records of hazard assessments, PPE selections, and training will be maintained according to OSHA regulations.

## **(10.3) Electrical**

- **Policy Statement**

At [Your Company Name], we are committed to ensuring the safety of our employees while working with electrical systems. To prevent injuries resulting from electrical hazards, we will provide suitable Electrical Personal Protective Equipment (PPE) and conduct regular training sessions.

- **Scope and Application**

This policy applies to all employees and contractors who are exposed to electrical hazards while performing their duties.

- **Hazard Assessment**

A thorough hazard assessment will be performed to identify potential electrical hazards, to determine the appropriate PPE needed to protect against these hazards.

- **PPE Selection**

Based on the hazard assessment, suitable PPE will be selected. Electrical PPE may include insulated gloves, flame-resistant (FR) clothing, safety glasses or face shields, and insulated tools. PPE will be in accordance with ASTM standards and rated for the specific electrical voltages employees will be exposed to.

- **Use and Maintenance of Electrical PPE**

Employees must use the PPE as per instructions and ensure it's maintained in good condition. Electrical PPE should be inspected before each use and replaced immediately if found defective.

- **Training**

All employees working with or near electrical systems will be trained on:

Recognizing electrical hazards. 6.2. Selecting and using appropriate electrical PPE. 6.3. Inspecting, maintaining, and storing electrical PPE. 6.4. Understanding the limitations of electrical PPE.

- **Recordkeeping**

We will maintain records of all hazard assessments, PPE selections, and trainings, per OSHA regulations.

## **(10.4) Foot Protection**

- **Policy Statement**

At [Your Company Name], we prioritize the safety of our employees. This includes the provision of appropriate foot protection to prevent foot injuries due to falling or rolling objects, crushing, or penetrating materials, hot substances, electrical hazards, or slipping.

- **Scope and Application**

This policy applies to all employees, contractors, and visitors of [Your Company Name] who are exposed to foot hazards in their work area.

- **Hazard Assessment**

We will perform regular hazard assessments to identify areas and tasks that require foot protection. Based on the results, we will decide the necessary PPE to mitigate these risks.

- **Selection of Foot Protection**

Foot protection will be selected based on the hazards identified. This may include safety-toed footwear, metatarsal guards, puncture-resistant soles, dielectric footwear, or slip-resistant footwear. All foot protection will comply with ANSI Z41-1999, ASTM F2412-05 and ASTM F2413-05 standards or equivalent.

- **Use and Maintenance of Foot Protection**

Employees are required to wear assigned foot protection when working in areas where there is a risk of foot injuries. All foot protection must be kept clean, properly maintained, and replaced if it becomes damaged or worn out.

- **Training**

Training will be provided to all employees required to wear foot protection. This training will cover:

6 The nature of foot hazards in the work area. 6.2. Correct use and maintenance of foot protection. 6.3. The limitations of foot protection. 6.4. Proper fitting and the ergonomics of foot protection.

- **Recordkeeping**

Records of hazard assessments, PPE provisions, and training will be kept as required by OSHA regulations.

## **(10.5) Hearing Protection**

- **Policy Statement**

At [Your Company Name], we are dedicated to safeguarding our employees from occupational noise exposure and related hearing loss. We provide appropriate hearing protection devices (HPDs) and conduct regular training to promote safe work practices.

- **Scope and Application**

This policy applies to all employees and contractors who may be exposed to noise levels equal to or exceeding an 8-hour time-weighted average (TWA) of 85 decibels (dB) or if they are part of a hearing conservation program.

- **Noise Assessment**

We will conduct regular noise level assessments using sound level meters and/or dosimeters to identify areas requiring hearing protection.

- **Hearing Protection Selection**

Based on the noise assessment, suitable hearing protection such as earmuffs, earplugs, or canal caps will be provided. These devices will have sufficient Noise Reduction Ratings (NRR) to reduce the noise exposure below the OSHA permissible exposure limit (PEL).

- **Use and Care of Hearing Protection**

Employees must use the HPDs as instructed, keeping them clean and in good condition. HPDs should be inspected before each use, and if they are found to be defective or not providing adequate protection, they should be replaced immediately.

- **Training and Education**

All employees who are required to use HPDs will receive training on:

The effects of noise on hearing. 6.2. The purpose and operation of HPDs. 6.3. The advantages and disadvantages of various types of HPDs. 6.4. The selection, fitting, use, and care of HPDs. 6.5. The purpose of audiometric testing and an explanation of test procedures.

- **Audiometric Testing**

As part of our hearing conservation program, we will conduct annual audiometric testing for all employees exposed to TWA noise levels of 85 dB or higher.

- **Recordkeeping**

We will maintain records of noise assessments, HPD issuance, and training, as well as audiometric testing results, in accordance with OSHA regulations.

(10.5.1)

**HEARING CONSERVATION PROGRAM**

- **Policy Statement**

At [Your Company Name], we commit to protecting our employees from occupational noise-induced hearing loss by ensuring that all areas of the company comply with OSHA's Occupational Noise Exposure standard (29 CFR 1910.95).

- **Exposure Monitoring**

Regular noise exposure monitoring will be conducted in areas where employees may be exposed to noise at or above 85 decibels (dB) averaged over 8 working hours, or an 8-hour time-weighted average (TWA).

- **Administrative and Engineering Controls**

If feasible, measures should be taken to reduce the noise level at the source or in the environment. This can include modifying or replacing equipment, making changes to the physical environment, or adjusting work schedules to minimize exposure to noise.

- **Audiometric Testing**

Audiometric testing will be made available at no cost to all employees who are exposed to an 8-hour TWA of 85 dB or above. This includes a baseline audiogram, followed by annual audiograms, and evaluation of the audiogram by a licensed or certified audiologist, otolaryngologist, or another qualified physician.

- **Hearing Protection**

Hearing Protection Devices (HPDs) will be provided to all employees exposed to an 8-hour TWA of 85 dB or above. Employees will be given the opportunity to select their HPDs from a variety of suitable types. HPDs will be replaced as necessary.

- **Responsibilities**

Clear descriptions of the responsibilities of management, supervisors, and workers within the Hearing Conservation Program can help ensure that all aspects of the program are properly implemented and maintained.

- **Training Program**

A training program will be provided annually for all employees who are exposed to noise at or above an 8-hour TWA of 85 db. This training will include the effects of noise on hearing, the purpose, and advantages of wearing HPDs, the types of HPDs available, and an explanation of the audiometric testing process.

- **Record Keeping**

Records of exposure measurements and audiometric tests will be maintained as outlined by OSHA regulations.

- **Program Evaluation**

We will routinely evaluate the effectiveness of the Hearing Conservation Program and make changes as necessary.

## **(10.6) Hand Protection**

- **Purpose**

At [Your Company Name], we are committed to ensuring the safety of all employees, and we understand the importance of hand protection in preventing injuries. This policy outlines the rules and requirements related to hand protection and applies to all employees.

- **Hazard Assessment**

A thorough hazard assessment of all work areas and tasks will be performed to identify potential hand injuries such as cuts, abrasions, burns, exposure to harmful substances, electrical shock, temperature extremes, and impacts.

- **Hand Protection Equipment**

Based on the hazard assessment, suitable hand protection will be provided for all employees exposed to identified hand hazards. This may include gloves made from leather, fabric, synthetic materials, rubber, or metal, depending on the specific hazards present.

- **Selection of Hand Protection**

Hand protection must be selected in accordance with the nature of the task, the type of hazard involved, and the durability and appropriateness of the glove for the task. Employees with special needs or allergies to certain glove materials should notify their supervisor so that appropriate alternatives can be provided.

- **Training**

All employees required to wear hand protection will be trained in the proper use, care, and maintenance of their gloves. This includes recognizing when gloves need to be replaced and understanding the limitations of their hand protection.

- **Responsibilities**

All employees are responsible for wearing their hand protection when required and ensuring it is maintained in a safe, clean and serviceable condition.

- **Compliance**

Failure to comply with this policy can result in disciplinary actions up to and including termination.



## **(10.7) Head Protection**

- **Purpose**

At [Your Company Name], our top priority is ensuring the safety and well-being of all employees. This policy provides guidance on the use of head protection to prevent potential head injuries.

- **Hazard Assessment**

A comprehensive assessment of workplace tasks and environments will be conducted to identify potential risks that could lead to head injuries. These risks may include falling objects, contact with electrical hazards, and bumps against fixed objects.

- **Head Protection Equipment**

All employees exposed to potential head injuries are required to wear head protection, such as helmets or hard hats, that meet or exceed the standards set by the American National Standards Institute (ANSI).

- **Selection of Head Protection**

The type of head protection provided will depend on the specific hazards identified during the hazard assessment. All head protection must fit properly, provide adequate protection, and not interfere with the performance of work duties.

- **Training**

Employees required to wear head protection will receive training on the proper use, care, and inspection of their helmets or hard hats. This includes understanding when head protection needs to be replaced.

- **Responsibilities**

All employees are responsible for wearing their head protection as required and for maintaining their equipment in a safe and clean condition.

- **Compliance**

Failure to comply with this policy may result in disciplinary actions, up to and including termination of employment.

## **(10.8) Personal Fall Protection**

- **Purpose**

At [Your Company Name], we are committed to the safety of our employees. This policy provides guidelines for the use of personal fall protection equipment to minimize the risk of fall-related injuries.

- **Scope**

This policy applies to all employees who are exposed to fall hazards of 6 feet or more while performing their job duties.

- **Fall Protection Systems**

When working at heights, employees must use fall protection systems approved by [Your Company Name], such as guardrails, safety nets, or personal fall arrest systems.

- **Personal Fall Arrest Systems**

Personal fall arrest systems, when required, must include a full-body harness, a lanyard, lifeline, or deceleration device, and anchor points with the capacity to support at least 5,000 pounds per employee attached.

- **Training**

All employees exposed to fall hazards will receive training in the recognition of fall hazards, the use and limitations of fall protection systems, and procedures for fall rescue.

- **Inspection**

All fall protection equipment must be inspected prior to each use and removed from service if found defective.

- **Responsibilities**

All employees are required to comply with these safety procedures and wear fall protection equipment as necessary. Supervisors are responsible for enforcing these policies and for providing appropriate training.

- **Compliance**

Failure to comply with these policies may result in disciplinary action, up to and including termination.

## (10.8.1)

### Fall Protection Program

- **Purpose**

The purpose of this Fall Protection Program is to establish guidelines to prevent injuries resulting from falls. This applies to all [Your Company Name] employees who are exposed to fall hazards.

- **Program Administration**

The Safety Manager is responsible for the implementation and administration of the Fall Protection Program. Duties include conducting hazard assessments, ensuring compliance with the policy, and coordinating relevant training.

- **Hazard Identification and Assessment**

All work areas will be assessed to identify fall hazards. Any area with a fall risk of 6 feet or more, or near unprotected edges or open sides, will be considered a fall hazard.

- **Fall Protection Systems**

Fall protection measures, including guardrails, safety nets, and personal fall arrest systems, will be used to prevent falls where fall hazards are identified.

- **Personal Fall Arrest Systems**

If a personal fall arrest system is used, it must consist of an anchor point, connectors, a body harness, and a lanyard, lifeline, or deceleration device. Anchor points should be able to support at least 5,000 pounds per attached worker.

- **Training**

All employees exposed to fall hazards will receive training on the recognition and prevention of fall hazards, the use of fall protection systems, and emergency procedures for fall incidents.

- **Inspection**

Fall protection equipment will be inspected before each use. Any defective equipment will be immediately removed from service.

- **Rescue Procedures**

In the event of a fall incident, employees are to follow the outlined rescue procedures. These procedures should be included in the training program.

1. **Emergency Contact Information:** Always keep the most updated local emergency contact numbers, including the fire department, paramedics, and police, clearly posted and communicated to all employees.

2. **Self-Rescue** If possible and safe to do so, the worker who has fallen should attempt self-rescue, such as climbing back up using their fall arrest system.
3. **Assisted Rescue** Other workers, using the appropriate safety equipment, may help to rescue the fallen worker if they are properly trained and if it is safe to do so.
4. **Emergency Services** If self-rescue or assisted rescue is not possible or safe, call emergency services immediately.
5. **Suspension Trauma** Be aware of suspension trauma. If a worker is suspended in a harness after a fall, the restriction of blood flow can lead to unconsciousness or even fatal injuries. Monitor the fallen worker constantly and try to raise their legs to improve blood flow until the rescue team arrives.
6. **Rescue Equipment** Keep appropriate rescue equipment available and in good condition. This can include extension ladders, ropes, or powered platforms.
7. **Training** All workers should be trained in these rescue procedures and regularly practice them.
8. **Post-Incident** After the fallen worker is safely rescued, provide them with immediate medical attention, even if they appear unhurt. Trauma or internal injuries might not be immediately visible. Conduct a thorough incident investigation to understand how the fall occurred and take steps to prevent future falls.

- **Roles and Responsibilities**

Management, supervisors, and workers have distinct roles and responsibilities in the implementation and adherence to the Fall Protection Program. These will be clearly defined and communicated.

- **Program Review**

This program will be reviewed and updated annually or whenever major changes occur in the work environment or operations.

## **(10.9) Respiratory Protection**

- **Purpose**

The goal of this section is to provide clear guidelines on our company's procedures for selecting, using, and maintaining respiratory protective equipment. These guidelines are designed to protect our employees from respiratory hazards.

- **Scope**

This program applies to all employees who are exposed to airborne contaminants that could affect their health, and who are required to wear respirators during normal work operations, and during some non-routine or emergency operations.

- **Responsibilities**

Describes the roles and responsibilities of program administrators, supervisors, and employees.

- **Hazard Assessment**

Details on how the company will identify and evaluate respiratory hazards in the workplace, including a process for selecting appropriate respiratory protection based on the hazards.

- **Respirator Selection**

Overview of the criteria for choosing the right type of respirator, including the nature of the hazard and its concentration, the working conditions and duration of use, and the limitations and capabilities of available respirators.

- **Medical Evaluation**

Explanation of the need for a medical evaluation before an employee is fit-tested or required to use a respirator.

- **Fit Testing**

Requirement for annual fit testing and the conditions that require additional fit testing, such as changes in the user's physical condition or the introduction of new respiratory equipment.

- **Use of Respirators**

Instructions for proper use of respirators, including putting on and removing respirators, checking seals, and cleaning procedures.

- **Cleaning, Maintenance, and Storage**

Procedures for cleaning, disinfecting, maintaining, and storing respirators, as well as the expected lifespan of the equipment and replacement procedures.

- **Training and Education**

Details about required training for employees who need to use respirators. The training should cover why the respirator is necessary, how improper fit, usage, or maintenance can compromise the respirator's protection, and the limitations and capabilities of the respirator.

- **Program Evaluation**

Description of how and when the respiratory protection program will be reviewed for effectiveness, including consultations with employees and regular inspections and reassessments of the work area.

## (10.9.1)

### Respiratory Protection Program

At [Company Name], your health and safety are of paramount importance to us. We've designed our Respiratory Protection Program to align with OSHA's Standard (29 CFR 1910.134), protecting you from potential respiratory hazards in our workplace.

- **Program Administration:**

[Insert Program Administrator's name/title here] is responsible for the implementation and oversight of the Respiratory Protection Program. The Program Administrator is your point of contact for any concerns or questions about the program or respiratory safety.

- **Hazard Identification and Assessment:**

Our team will regularly identify and evaluate respiratory hazard(s) in the workplace. This includes an assessment of airborne contaminants and any potential for oxygen deficiency.

- **Respirator Selection:**

Based on the hazard assessment, we will provide appropriate, approved respirators. The selection process is designed to ensure you have the best protection for your specific role.

- **Medical Evaluations:**

Before you're assigned a respirator, you'll undergo a medical evaluation. This examination ensures you are physically able to wear your assigned device.

- **Fit Testing:**

Regular fit testing ensures that your respirator forms a good seal with your face or neck to provide maximum protection.

- **Use of Respirators:**

You'll receive guidance on when and how to use your respirator, including procedures for putting it on and taking it off, checking the seal, and storing it correctly.

- **Maintenance and Care:**

We'll provide comprehensive instructions and materials for cleaning, disinfecting, storing, inspecting, and maintaining your respirator.

- **Breathing Air Quality and Use:**

If your role requires an atmosphere-supplying respirator, we will ensure the breathing air quality and use aligns with OSHA's standards.

- **Training and Education:**

Training sessions, including an understanding of why the respirator is necessary and how improper fit, usage, or maintenance can compromise its protective effect, will be conducted regularly.

- **Program Evaluation:**

We're committed to ongoing evaluation of this program's effectiveness, making updates as necessary to address changes in the workplace that affect respirator use.

- **Recordkeeping:**

We will maintain records of medical evaluations, fit test results, air quality tests, and respirator inspections in compliance with OSHA's standards.

- **Emergency Situations:**

Detailed procedures are in place for using respirators in emergency situations, including rescue, escape, and firefighting.

- **Voluntary Use:**

If you choose to wear a respirator when not required by our operations, we'll provide you with information as per Appendix D of 29 CFR 1910.134 to ensure safe and effective use.

Please understand that adherence to this program is critical for your safety and the safety of all [Company Name] employees. We encourage you to reach out to [Program Administrator's name/title here] or your supervisor if you have any questions or concerns.