

<b>STOUGHTON STREET DEPARTMENT SAFETY COMPLIANCE PROGRAM MANUAL</b>			
<b>Program Name</b>	Personal Protective Equipment	<b>Procedure No.</b>	N/A
<b>Regulatory Reference</b>	OSHA 29 CFR 1910.133, .135, .136, .137 and .138, as adopted by Wisconsin Department of Commerce.		
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<b>Program Coordinator</b>	Rick Gullickson, Street Foreman		
<b>Alternate Coordinator</b>	Sean Brusegar, Machine Operator		

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**Adopted by Common Council 01/09/01**

## **I. GENERAL**

This program has been established for the City of Stoughton Street Department to comply with Federal Occupational Safety and Health Administration (OSHA) as adopted by Wisconsin Department of Commerce. The purpose of this program is to ensure the safety of all employees whenever they may be exposed to a hazard that could cause bodily injury through hazardous processes, environments, chemical hazards, radiological hazards, or mechanical irritants through absorption, inhalation, or physical contact. This program is meant to establish procedures for the selection, training, storage, cleaning, and use of Personal Protective Equipment (PPE). This program shall cover:

- Eye and Face Protection
- Foot Protection
- Head Protection
- Hand Protection
- Hearing Protection
- Electrical Protective Systems

Employees are responsible for properly using and maintaining the above equipment according to established procedures and manufacturers specifications (listed above). The use of PPE will be mandated whenever 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. Accordingly, its use will be mandatory as a condition of employment. However, these devices alone should not be relied upon to provide protection against hazards, but should be used in conjunction with guards and engineering controls.

Personal protective equipment is provided by Stoughton Street Department, with the exception of protective-toe footwear and prescription safety glasses. Stoughton Street Department will pay \$100.00 per year toward protective-toe footwear. Stoughton Street Department pays 100% of the cost for prescription safety glasses, with a limit of one pair per year. No employees are to bring to work their own personal protective equipment.

This program applies to all City of Stoughton Street Department employees. This program is available at the addresses listed below:

- Stoughton Street Department Office, 515 S. Fourth Street, Stoughton, WI 53589, (608) 873-6303

## **II. RESPONSIBILITIES**

The Program Coordinator has overall responsibility for the program. The Program Coordinator is responsible for:

- Assuring this program complies with all applicable local, state, and federal regulations.
- Maintaining a master file of all hazard assessments completed by each Division which specifies which hazards are present, or likely to be present, which necessitate the use of PPE.
- Maintaining a master training record file.
- Evaluating this program at least annually or when discrepancies arise.

Division supervisors are responsible for:

- Participating in a hazard assessment to determine which hazards are present, or likely to be present, which necessitate the use of PPE.
- Coordinating necessary training for each employee required to use PPE, and forwarding training records to the central office.
- Informing the PPE Program Coordinator of changes in Personal Protective Equipment Technology, job requirements and processes, as they occur.
- Selecting appropriate PPE that will protect against the hazards identified.
- Communicating PPE selection decisions to affected employees.
- Providing employees with PPE that meets or exceeds the criteria established by OSHA (see specific standards in each of the equipment categories).
- Ensuring that employees are wearing at a minimum, PPE that is required while in their department(s).
- Conduct on going training as job requirements change or new PPE is introduced into the work place.
- Instructing new employees on the use of PPE necessary for job tasks.

All employees are responsible for:

- Attending applicable PPE training classes.
- Wearing required PPE where/when applicable.
- Cleaning PPE as needed.
- Asking questions when unsure of any aspect of PPE requirements.
- Knowing where and using the PPE Assessment Program information available to the employees for each job task.

## **III. ASSESSMENT**

Requirements of the OSHA/DCOMM Standards specify that employers must make an assessment of the workplace to determine what hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE).

A certified hazard assessment of Stoughton Street Department has been conducted and is provided as Attachment A. The purpose of this assessment is to determine the type of workplace exposures that exist within the Organization's operations and subsequently identify the appropriate types of personal protective equipment if any. The categories of hazards assessed are:

- Impact Hazards
- Penetration Hazards
- Compression Hazards
- Chemical Hazards
- Heat Hazards
- Harmful Dust Hazards
- Optical Radiation Hazards

The assessment includes an indication of the level of risk within each category. This assessment is updated whenever operations change, equipment is added or deleted or whenever different hazards may be introduced.

Assessments will be reviewed and updated on an annual basis, or as jobs require new or different PPE. Copies of the revised PPE assessment will be provided by Rick Gullickson, the PPE Program Coordinator.

Additionally, if an employee determines that he/she is performing a job which needs PPE, but it is not listed on the assessment, he/she shall wear the PPE necessary to prevent injury and inform his/her supervisor of the need to add the job to the assessment list.

#### **IV. EMPLOYEE TRAINING**

Street Department provides training to all employees who are required by this program to use PPE. The employee(s) must demonstrate an understanding of the required PPE and the ability to use it safely before being allowed to perform the work requiring the use of PPE. Each such employee shall be trained to know at least the following information:

- When is PPE 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.

The Program Coordinator keeps certifications of the workplace hazard assessments and at the employee workplace for a period of five years from the date they were performed.

The Program Coordinator maintains training documents for three years. Individual employee acknowledgments of training will be kept in the office for three years, or as required by agencies other than the Department of Commerce.

## **V. RECORDKEEPING**

The personal Protective Equipment Program will be an file at the Stoughton Street Department office, 515 S. Fourth Street, Stoughton, Wisconsin and at each workplace where PPE is required.

Divisions will verify that each affected employee has received and understood the required training through a written certification that contains the name of the newly trained employee; date(s) of training, and the subject of certification.

## **VI. SPECIFIC PERSONAL PROTECTIVE EQUIPMENT PROGRAM POLICIES (PPE)**

### **A. EYE AND FACE PROTECTION (29 CFR 1910.133)**

#### **1. Supervisors are responsible for:**

- Participating in a hazard assessment to determine which processes require eye or face protection.
- Ensuring the protection device(s) selected protect against the hazard(s) encountered.
- Ensuring that eye and face protectors comply with ANSI Z87.1-1989.

#### **2. All employees are responsible for:**

- Wearing the appropriate eye and face protection when and where applicable.

#### **3. General Requirements:**

- Each affected employee shall use appropriate eye or face protection (such as safety glasses, face shields, or goggles) when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- Each affected employee shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (clip-on side shields) meeting pertinent requirements set by the American National Standards Institute (ANSI) are acceptable.
- Each affected employee who wears prescription lenses while engaged in operations shall incorporate the prescription in its design, or 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.
- All eye and face personal protective equipment shall be distinctly marked to facilitate identification of the manufacturer.
- Protective eye wear and face protection shall be periodically cleaned according to the manufacturers instructions. If none are available, clean with mild soap and a warm water solution by soaking the device in the soap solution for 10 minutes. Rinse thoroughly and allow to air dry.

- Faceshields are not to be considered eye protection and shall be worn only in conjunction with safety glasses or goggles.
- Contact lenses offer no protection against eye hazards and are not to be considered personal protective equipment Employees with contact lenses shall wear proper eye or face protection as described above.
- Contact lenses should not be worn in areas where exposure to chemicals, vapors, splashes, radiant or intense heat, or molten metals or in an atmosphere, which contains a large concentration, of particulate matter.

#### 4. Eye Protection Selection Criteria:

The following information obtained from the National Safety Council should help in determining what equipment should be selected for particular job tasks.

##### Protector Type:

- Spectacles, semi flat-fold side shields
- Goggles, flexible fitting, regular ventilation
- Goggles, flexible fitting, hooded ventilation
- Goggles, cushioned fit, rigid body
- Welding goggles, eyecup type, filter lenses
- Chipping goggles, eyecup type, clear lenses
- Face shield, plastic or mesh window
- Welding helmet, stationary window or lift front window

FOR CONTACT WITH	OPERATION	HAZARDS	PROTECTORS
	CHIPPING, GRINDING, MACHINING, MASONRY, SANDING	FLYING FRAGMENTS FLYING OBJECTS CHIPS, PARTICLES OF DIRT	A,B,D,D,F
HEAT	WELDING	SPARKS  HIGH HEAT EXPOSURE  SPLASHES	A,B,C,D,F  B,G  B,G
CHEMICAL	ACID & CHEMICAL HANDLING	SPLASHES, IRRATING MISTS, SMOKE, FUMES, OR VAPORS	C,D,G
DUST & MIST	WOODWORKING, SANDING, GENERAL DUSTY CONDITIONS	DUST	C,D,F
IR/UV RADIATION	ELECTRIC ARC WELDING GAS WELDING CUTTING GLARE TORCH SOLDERING	FILTER SHADE 10-14 4-8 3-6 1 1, 5-3	H E,H E,H

## B. HEAD PROTECTION (29 CFR 1910.135)

### 1. Supervisors are responsible for:

- Selecting appropriate head protection to be used. Selection shall be based upon the hazard present.
- Assuring training is conducted pertaining to personal protective equipment-
- Identifying areas in the workplace where head protection is needed.
- Ensuring head protection is being worn in required areas.
- Allowing employees time to attend applicable training sessions.
- All employees are responsible for:
- Wearing appropriate head protection in required areas.
- Reporting defective head protective equipment to his/her supervisor.
- Attending required training sessions and demonstrating knowledge of use of device(s).

### 2. Protective Helmets:

There are two types of hard hats:

- Type I helmets protect from blows only to the top of the head.
- Type II helmets protect from blows to the top and sides of the head.

Both of these types of hard hats are classified into three groups:

- Class G (formerly Class A): is designed to protect against impact from falling objects and from electrical shock during contact with exposed low-voltage conductors (up to 2,200 volts).
- Class E (formerly Class B): is designed to protect against impact from falling objects and from electrical shock during contact with exposed high-voltage conductors (up to 20,000 volts).
- Class C (formerly Class C): is designed to protect against impact from falling objects but not to protect against electrical hazards.

In addition, bump caps are another form of protection but are designed only to protect the head from the impact of bumping into stationary objects. They do not protect against falling objects or electrical hazards.

### 3. General Requirements:

The general OSHA requirements for head protection will be observed in the City of Stoughton Street Department head protection program. These are as follows:

- Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.

- Each affected employee shall wear protective helmets designed to reduce electrical hazards. Protective headgear purchased after July 5, 1994, shall comply with ANSI Z89.1-1986 standards, or be equally effective.
- Headbands within the helmet must be adjusted to fit properly to provide clearance between the headband and shelf. This space allows some of the force of a blow to be absorbed by the helmet.
- Helmets should not be stored or carried in the rear window of an automobile because the heat from the sunlight can weaken the helmet. Helmets should be inspected before each use for dents, cracks, or damage that would lessen the protective value of the headgear. If damage is suspected, do not use. Ask for a replacement.

### C. FOOT PROTECTION (29 CFR 1910.136)

#### 1. Division supervisors are responsible for:

- Participating in a hazard assessment to determine where foot protection is required.
- Ensuring that the foot protection selected protects against the hazard(s) faced. Coordinating the purchase of protective footwear.
- Ensuring protective footwear is being worn in areas where required.

#### 2. All employees are responsible for:

- Wearing the appropriate foot protection when required.

#### 3. General Requirements:

- Always replace safety shoes if the steel toe is exposed.
- Feet should also be protected from extreme hot or cold temperatures. Prevent frostbite or burns by wearing waterproof and insulated footwear.
- Protective footwear shall comply with ANSI Z41-1991.
- The American National Standards Institute (ANSI) has established performance requirements and testing for protective footwear. These requirements are based upon the footwear's ability to protect against compression and impact hazards.

Compression ratings indicate the amount of pressure a safety shoe can withstand.

The ratings are as follow:

Class 30: up to 1,000# of pressure

Class 50: up to 1,750# of pressure

Class 75: up to 2,500# of pressure

Impact ratings indicate the ability of the shoe to withstand impact. The ratings are as follows:

Class 30: up to 30 foot pounds

Class 50: up to 50 foot pounds

## D. HAND PROTECTION (29 CFR 1910.138)

### 1. Division supervisors are responsible for:

- Participating in a hazard assessment throughout their facility to determine where and to what extent hand protection is required.
- Conducting PPE training.
- Selecting hand protection, which is suited for the hazard(s), faced.
- Ensuring hand protection is readily available.
- Ensuring hand protection is being worn where required.

### 2. All employees are responsible for

- Wearing appropriate hand protection when and where required.

### 3. General Requirements:

- Employers select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.
- Selection of hand protection is based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, the degree of dexterity required, duration of use, and the hazards and potential hazards identified.
- The manufacturer of the gloves should provide documentation of the performance characteristics of the equipment before a glove is selected and purchased.
- *Rubber gloves for protection during electrical work must meet ANSI J.6-1967 standards.* The types of gloves used in City operations include, but are not limited to: cotton, latex, rubber, leather, etc.

## E. OTHER PROTECTIVE CLOTHING

Employees are required to wear protective clothing when exposed to: toxic or hazardous materials; fire; temperature extremes; bodily injury from falls; or vehicle traffic. Each Divisional evaluation lists when this clothing should be worn.

Examples of jobs requiring other clothing protection are:

\* Chemical application: spray suits

☞ \* Chain saw operations: leather chaps; refer to *Municipal Electric Utilities of Wisconsin Safety Manual* and *OSHA 1910.266* for more information.

\* Confined space entry: full-body harnesses

☞ \* Elevated work: fall protection; refer to *Municipal Electric Utilities of Wisconsin Safety Manual* and OSHA 1926.104 and 1910.269 for more information.

\* Jobs in traffic areas: reflective vests

## **VII. PROGRAM AUDIT**

This Personal Protective Program is audited regularly to determine the continued effectiveness of the program. The Program Coordinator and Divisional Supervisors frequently inspect all areas where protective equipment is used to ensure compliance with the protective equipment program. The program is formally audited annually by the Program Coordinator or his/her designee and revisions made as necessary.