

PERSONAL PROTECTIVE EQUIPMENT SAFETY PROGRAM

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1.0 PURPOSE

The purpose of the Personal Protective Equipment Safety Program is to protect employees of the Bainbridge Island Metropolitan Park & Recreation District, in accordance with WA State requirements as outlined in WAC 296-800-160, 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 District employees and that such use will lessen the likelihood of occupational injury and/or illness. This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through industrial hygiene monitoring.

2.0 RESPONSIBILITIES

2.1 Management

Park Services Director or designee is responsible for the development, implementation, and administration of the District's PPE procedure. This involves:

- a. Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
- b. Selecting and purchasing PPE.
- c. Reviewing, updating, and conducting PPE hazard assessments whenever
 - a job changes
 - new equipment is used
 - there has been an accident
 - a supervisor or employee requests it
 - or at least every year
- d. Maintaining records on hazard assessments.
- e. Maintaining records on PPE assignments and training.

- f. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
- g. Periodically re-evaluating the suitability of previously selected PPE.
- h. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training and policies.

2.2 Supervisors and Leads

Supervisors and Leads have the primary responsibility for implementing and enforcing PPE use and procedures in their work area. This involves:

- a. Providing appropriate PPE and making it available to employees.
- b. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
- c. Ensuring that PPE training certification and evaluation forms are signed and given to Park Services Superintendent or his/her designee.
- d. Ensuring that employees properly use and maintain their PPE, and follow BIMPRD's PPE policies and rules.
- e. Notifying Park Services Superintendent or his/her designee when new hazards are introduced or when processes are added or changed.
- f. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

2.3 Employees

The PPE user is responsible for following the requirements of the PPE procedures. This involves:

- 1. Properly wearing PPE as required.
- 2. Attending required training sessions.
- 3. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
- 4. Following BIMPRD's PPE policies and rules.
- 5. Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE procedures and rules will be disciplined according to the District's disciplinary policy.

3.0 HAZARD ASSESSMENT FOR PERSONAL PROTECTIVE EQUIPMENT

The Park Services Director or his/her designee will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the "Hazard Assessment Certification Form" (Exhibit 1) which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. Complete forms will be kept in the Park Services Director's file cabinet at Battle Point Park.

Park Services Director or his/her designee will conduct, review, and update the hazard assessment for PPE whenever:

- A job changes.
- New equipment or process is installed.
- There has been an accident.
- A supervisor or employee requests it for a specific job task.
- Or at least every year.

Any new PPE requirements that are developed will be added into BIMPRD written accident prevention program.

4.0 SELECTION OF PERSONAL PROTECTIVE EQUIPMENT

Once the hazards of a workplace have been identified, Park Services Director or his/her designee will determine if the hazards can first be eliminated or reduced by methods other than through personal protective equipment (i.e., methods that do not rely on employee behavior, such as engineering controls).

If such methods are not adequate or feasible, then the Park Services Director or his/her designee 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 District employees from the hazards. 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.

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 (National Institute for Occupational Safety and Health) or ANSI (American National Standards Institute) standards will be procured or accepted for use.

Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989.
- Head Protection ANSI Z89.1-1986.
- Foot Protection ANSI Z41.1-1991.
- Hand Protection (There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Affected employees whose jobs require the use of personal protective equipment will be informed of the PPE selection and will be provided PPE by the District at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

5.0 TRAINING

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.

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained. Training of each employee will be documented using the "Personal Protective Equipment Training Documentation Form" (Exhibit 2) and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using.

Retraining: The need for retraining will be indicated when:

- An employees work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly).
- New equipment is installed.
- Changes in the work place make previous training out-of-date.
- Changes in the types of PPE to be used make previous training out-of-date.

6.0 CLEANING AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

It is important that personal protective equipment 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 manufacturer's 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. Personal protective equipment will be distributed for individual use whenever possible.

If employees provide their own personal protective equipment, it must be adequate for the work place hazards, and be maintained in a clean and reliable condition.

Defective or damaged personal protective equipment will not be used and will be immediately discarded and replaced.

**Bainbridge Island Metropolitan Park & Recreation District
7666 NE High School Road NE
Bainbridge Island, WA 98110**

**Hazard Assessment Certification Form
Park Services Division**

On _____ (date), a work place walk-through survey was conducted by the Park Services Division to identify sources of work hazards and potential work hazards in employee work spaces and work place operating procedures. Any identified hazards/potential hazards are included on the attached spreadsheet(s).

Work areas assessed were:

Battle Point Park Maintenance Shop: 12299 Arrow Point Drive NE

_____ Small and large equipment
_____ Wood shop and mechanic/metal shop

Fay Bainbridge Park Maintenance Shop: 15446 Sunrise Drive

_____ Small and large equipment
_____ Wood shop and mechanic/metal shop

Other work areas: _____
Location: _____

This assessment was done in accordance with the Personal Protective Equipment Safety Program in the Park District's Accident Prevention Program.

By signing this document, I certify that the above work areas were assessed for hazards and potential hazards to the work place on the above date.

Name: _____

Signature: _____

Title: _____

Date: _____

Bainbridge Island Metropolitan Park & Recreation District

PERSONAL PROTECTIVE EQUIPMENT (PPE)
TRAINING CERTIFICATION FORM

Employee's Name: _____

Job Title/Work area: _____

Supervisor: _____

Trainer's Name (person completing this form): _____

Date of Training: _____

Types of PPE employee has been trained to use:

The following information and training on the personal protective equipment (PPE) listed above were covered in the training session:

- _____ The limitations of personal protective equipment: PPE alone cannot protect the employee from on-the-job hazards.
- _____ What work place hazards the employee faces, the types of personal protective equipment that the employee must use to be protected from these hazards, and how the PPE will protect the employee while doing his/her tasks.
- _____ When the employee must wear or use the personal protective equipment.
- _____ How to use the personal protective equipment properly on-the-job, including putting it on, taking it off, and wearing and adjusting it (if applicable) for a comfortable and effective fit.
- _____ How to properly care for and maintain the personal protective equipment: look for signs of wear, clean and disinfect, and dispose of PPE.

Note to employee: *This form will be made a part of your personal file. Please read and understand its contents before signing.*

(Employee) I understand the training I have received, and I can use PPE properly.

Employee's signature

Date

(Trainer must check off)

- _____ Employee has shown an understanding of the training.
- _____ Employee has shown the ability to use the PPE properly.

Trainer's signature
7/16/14

Date