



## **Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) is designed to protect the employee from workplace hazards such as hazardous chemicals, infectious diseases, falls, burns, and loss of vision. PPE that is not worn correctly or not worn can result in physical injuries, prolonged health issues or death.

**OSHA uses the key word shall ensure. Shall Ensure defined by OSHA means the following**

Shall: is implied that PPE is a mandatory requirement.

Shall Ensure: is implied that the employer must make employees use and properly wear PPE.

### **Responsibility of the employer**

- What PPE is to be worn for specific occupational hazards
- When PPE is to be worn when performing job duties
- Where PPE is to be worn for hazardous areas of a work site
- Who wears what PPE according to occupational hazards
- How PPE is to be worn correctly

It is the responsibility of the employer to perform hazard assessments, identify and provide appropriate PPE, train employees on PPE, replace PPE when necessary, review the program periodically and update the program as necessary.

### **Responsibility of the employee**

- To wear the assigned PPE
- Wear the PPE correctly
- Maintain and properly store PPE
- Replace PPE when broken or worn out

It is the responsibility of the employee to make sure the designated PPE is worn when working around hazards in an environment that produce 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.

### **PPE examples**

- Latex gloves or heavy duty rubber gloves
- Respirators or breathing apparatus
- Ear plugs or Ear muffs
- Steel toed boots or shoes
- Safety glasses, safety goggles or impact glasses
- Face shield
- Chemical suit
- Rubber boots

## Manufacturing Labeling

Wearing your PPE correctly is the only way you can protect yourself from work site hazards. Wearing your PPE incorrectly is the same as not wearing your PPE and you can be seriously injured. Always check the manufacturing label for instructions for putting on the PPE, wearing the PPE, removing the PPE, and discarding the PPE if broken or in need of maintenance.

## Wearing and Removal of Common PPE

- *Safety Glasses and goggles*: Should have the marking **AOS + (S = special tent, P = Pyramex, V = variable tent)** on the lens to meet ANSI high impact standards. Side shields or wrap around glasses protect the eye from lateral particles. Wear safety glasses when flying particles can enter the eye. Goggles or a face shield should be worn when there is a chemical splash present.
- *Latex or Rubber gloves*: should be worn when handling common house chemicals to protect the skin from irritants that can cause minor burns or rashes. Heavy rubber gloves should be worn when handling solvents or corrosive chemicals that can cause serious burns and death.  
Removal of gloves: Peel one glove half way off to the middle of the hand. Using that hand peel the other glove off entirely. The hand with the glove half way on, use a finger sliding it along the palm of the hand and underneath the glove, peel the glove off entirely.
- *Respirator*: should be worn when flying debris and dust particles can be inhaled. Putting on the Respirator: With one hand cup the respirator in your hand, place the nose tip at your finger tips, the bottom strap needs to be around the neck and below the ears, the top strap needs to be placed at the top back of your head, place your finger tips at the top of the metal nose piece, using two hands mold the metal nose piece to the shape of your nose by pushing inward and moving your finger tips down the front of the mask. Check for air leaks by placing both hands over the respirator and pressing firmly on the respirator and exhaling. If there is an air leak readjust the nose piece.
- *Ear plugs*: should be worn when there is noise level above 85 decibels. Examples of loud environments: Mowing the lawn 90 dB, a car horn 110 dB, rock concert or jet engine 120dB, and a gunshot or firecracker 140dB. Foam ear plugs make the best seal, to put the ear plug in, roll the ear plug into a cylinder, reach around the back of your head and pull your ear up and back. Place the plug in the ear and wait for the plug to form in your ear canal; this will create a tight seal. When removing the ear plug do so slowly because removing the ear plug too quickly can burst the ear drum. Do not save the used plugs, discard them and use a new pair.

## Simple steps to protecting and maintaining your PPE

- Store your PPE away from excessive heat when not in use.
- Store your PPE away from excessive cold when not in use
- Store your PPE in dry area where mold and mildew cannot grow on your PPE
- Store your PPE away from chemicals that can contaminate the PPE causing inhalation, ingestion, and absorption of chemicals.
- Store your PPE away from filth.
- Store your PPE so that it does not deform or take on an abnormal shape.

**Suggestions for protecting PPE when in storage**

- Safety glasses can be stored in a plastic sandwich bag to prevent scratching
- Hard hats can be hung a wall hanger
- Heavy duty rubber gloves should be washed free of contaminates and stored in a dry area ready for the next use.
- Respirators and breathing apparatus can be stored in a metal cabinet hung on the wall. This will keep them from taking abnormal shapes and causing an abnormal fit.

Department Supervisor: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_