

CHEYENNE COUNTY
PERSONAL PROTECTIVE EQUIPMENT PLAN

I. Purpose

This Personal Protective Equipment Plan is necessary to provide a safe workplace for our employees, and to comply with Occupational Safety and Health Administration (OSHA) regulations 29 CFR 1910.132. The purpose of this plan is to ensure the safety and health of our employees using personal protective equipment. Department Heads are encouraged to adopt specific policies for their department to ensure regulatory compliance and the safety and protection of their employees.

II. General Program Management

A. Responsibility

The Safety Coordinator will generally assess the workplace to determine if hazards are present, or likely to be present, which will necessitate the use of personal protective equipment. Department Heads are required to work with the Safety Coordinator and to develop departmental policies that specifically identify and address any such hazards.

All employees have the responsibility to comply with County's policies, including departmental policies, on the use of personal protective equipment.

B. Program Review and Update

The personal protective equipment plan will be reviewed or updated whenever there is new equipment or personnel changes that might affect the plan.

III. Methods of Compliance

A. Hazard Assessment and Equipment Selection

When hazards are present, or likely to be present, the Safety Coordinator will work with the Department Head to ensure the following:

- 1) Select and have each affected employee use the types of personal protective equipment that will protect them from the hazards identified in the hazard assessment.
- 2) Communicate selection decisions to each affected employee.
- 3) Select Personal Protective Equipment that properly fits each affected employee.

- 4) Damaged and defective personal protective equipment shall not be used.

In assessing hazards and selecting equipment, the Safety Coordinator, along with the input and cooperation of Department Heads, are encouraged to use Appendix B.

B. Training

The Safety Coordinator will ensure training to each employee who is required to use personal protective equipment. Each employee will be trained to know at least the following:

- 1) When personal protective equipment is necessary;
- 2) What personal protective equipment is necessary;
- 3) How to properly put on, take off, adjust, and wear the personal protective equipment;
- 4) The limitations of the personal protective equipment;
- 5) The proper care, maintenance, useful life and disposal of personal protective equipment.

When the Safety Coordinator has reason to believe that any affected employee, who has already been trained, does not have the understanding and skill required to use the personal protective equipment, the Safety Coordinator will ensure retraining of such employee.

Circumstances where retraining is required include, but are not limited to:

- 1) Changes in the workplace render the previous training obsolete or,
- 2) Changes in the types of personal protective equipment to be used that render previous training obsolete or,
- 3) Inadequacies in an affected employee's knowledge or, usage of the equipment.

Each affected employee will demonstrate an understanding of the training and the ability to use personal protective equipment properly, before being allowed to perform work requiring the use of personal protective equipment.

The Safety Coordinator will verify that each affected employee has received and understood the required training through a written certification (See Appendix A) that contains:

- the name of each employee trained,
- the date(s) of training, and
- that identifies the equipment trained on.

Appendix B
CERTIFICATION

HAZARD ASSESSMENT EVALUATION

Cheyenne County certified that on _____

that _____ completed a hazard evaluation on
Evaluator

SEE ATTACHED HAZARD ASSESSMENT FORMS

Supervisor's Name

Title

HAZARD ASSESSMENT FORM AND Guidelines for Selecting Personal Protective Equipment (PPE)/Work Practices (WP)

INSTRUCTIONS: Photocopy this form (front and back) and keep the original for future hazard assessments. Use the copy as a guide for your walk-through survey. It will help you identify the hazards and preventive measures in each work area.

Area: _____ Job Classification: _____ Date: _____ Assessor: _____
Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- ❶ Familiarize yourself with the potential hazards in the area and then the types of PPE-WP that are available.
- ❷ Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- ❸ Select PPE-WP that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- ❹ Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.
- ❺ Responsibility for PPE-WP use is the employee's, positive reinforcement is the supervisor's.



HEAD HAZARDS: Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.
 Job: _____ Description of Hazards: _____

Check the appropriate box for each hazard:

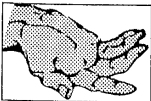
BurnYes <input type="checkbox"/>	No <input type="checkbox"/>	PPE - WP: _____
Chemical SplashYes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Electrical ShockYes <input type="checkbox"/>	No <input type="checkbox"/>	_____
ImpactYes <input type="checkbox"/>	No <input type="checkbox"/>	_____



EYE HAZARDS: Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace/boiler operations, sanding, welding and woodworking.
 Job: _____ Description of Hazards: _____

Check the appropriate box for each hazard:

ChemicalsYes <input type="checkbox"/>	No <input type="checkbox"/>	PPE - WP: _____
DustYes <input type="checkbox"/>	No <input type="checkbox"/>	_____
HeatYes <input type="checkbox"/>	No <input type="checkbox"/>	_____
ImpactYes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Light/Radiation/LaserYes <input type="checkbox"/>	No <input type="checkbox"/>	_____
BiologicalYes <input type="checkbox"/>	No <input type="checkbox"/>	_____



HAND HAZARDS: Tasks that can cause hand hazards include: Cutting material, working with chemicals and working with hot objects.
 Job: _____ Description of Hazards: _____

Check the appropriate box for each hazard:

BurnsYes <input type="checkbox"/>	No <input type="checkbox"/>	PPE - WP: _____
Chemical ExposureYes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Cuts/AbrasionYes <input type="checkbox"/>	No <input type="checkbox"/>	_____
PunctureYes <input type="checkbox"/>	No <input type="checkbox"/>	_____
BiologicalYes <input type="checkbox"/>	No <input type="checkbox"/>	_____



FOOT HAZARDS: Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

Job: _____ Description of Hazards: _____

Check the appropriate box for each hazard:

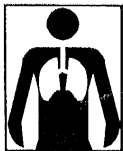
Chemical Exposure Yes No PPE - WP: _____
Compression Yes No _____
Impact Yes No _____
Puncture Yes No _____



HEARING HAZARD: Tasks that can cause hearing hazards include: Mowing, maintenance work, shop activities, printing, folding and boiler rooms.

Job: _____ Description of Hazards: _____

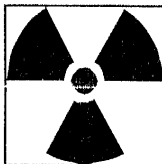
Impact Noise PPE - WP: _____
 Levels above 85db _____
 Levels above 90db _____



INHALATION HAZARD: Tasks that can cause inhalation hazards include: moving, spraying, smoke from surgery (cautery, laser, etc.), chemical fumes, sawdust, glues and biological agents (like TB).

Job: _____ Description of Hazards: _____

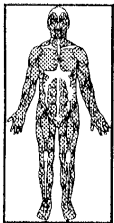
Biological PPE - WP: _____
 Dust _____
 Fumes _____



RADIATION HAZARDS: Tasks that can cause radiation exposure include all ionizing radiation diagnostics and treatments (including fluoroscopy), nonionizing including laser treatments and diagnostics, diathermy and other forms of microwaves.

Job: _____ Description of Hazards: _____

Gamma Ray PPE - WP: _____
 X Ray _____
 Beta Ray _____
 Microwave _____
 Laser visible/invisible _____



MUSCULOSKELETAL HAZARDS: Tasks that can cause musculoskeletal hazards include keyboarding, lifting, turning, twisting, slipping, pushing, pulling and other muscle stressors.

Job: _____ Description of Hazards: _____

Strains PPE - WP: _____
 Sprains _____
 Repetitive Motion _____
 Slip & Fall _____