

**DRAFT
SAMPLE WRITTEN**

**PERSONAL PROTECTIVE
EQUIPMENT**

**HAZARD ASSESSMENT,
EQUIPMENT SELECTION
AND
TRAINING DOCUMENTATION**

For Compliance With

1910.132

Wyoming General Rules and Regulations

Wyoming Department of Workforce Services
OSHA Division
Consultation Program

ACKNOWLEDGEMENTS

This material was compiled by the staff of the Wyoming OSHA Consultation Program.

NOTE: This sample plan is provided only as a guide to assist in complying with Wyoming OSHA's General Rules and Regulations. It is not intended to supersede the requirements detailed in the standards. Employers should review the standard for particular requirements, which are applicable to their specific situation. Employers will need to add information relevant to their particular facility in order to develop an effective program. Employers should note that certain programs are expected to be reviewed on an annual basis and updated when necessary.

This material and Safety and Health Consultation Services are provided free of charge to owners, proprietors, and managers of small businesses, by the Wyoming Department of Workforce Services, OSHA Division, a program funded largely by the Occupational Safety and Health Administration (OSHA), an agency of the U.S. Department of Labor.

The information contained in this document is not considered a substitute for any provision of the standard.

UPDATED: February 2014

Personal Protective Equipment (PPE)

Note: The use of Personal Protective Equipment alone should not be relied upon to provide complete protection against hazards. Employers must evaluate the feasibility of engineering and administrative controls before utilizing PPE.

Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

1. Select, provide and require the use of appropriate PPE for each affected employee.
2. Communicate PPE selection decisions to each affected employee.
3. Select and provide PPE that properly fits each affected employee.
4. Conduct and document employee training.

Since the rulemaking, there has been confusion about whether the employer or the employee is responsible for paying for personal protective equipment under 1910.132. This section states that appropriate PPE must be provided when necessary because of workplace hazards. It does not expressly address the question of who pays for the required PPE. OSHA enforcement policy (See STD 1-6.6; 06/16/1995) makes it clear that failure of an employer to pay for personal protective equipment that is required by the company for the worker to do his or her job safely and in compliance with OSHA standards is a violation. Exceptions occur for PPE that is personal in nature and often used away from the worksite including non-specialty safety glasses, cold weather outerwear and safety shoes (that are not subject to contamination by carcinogens or other toxic or hazardous substances).

HAZARD ASSESSMENT

To assess the need for PPE, a survey of the workplace must be conducted. The purpose of the survey is to identify activities, tasks or equipment that create hazards that can be minimized by use of appropriate personal protective equipment. Read the following requirements and utilize the blank "Certification of Personal Protective Equipment Hazard Assessment" to document your efforts. **This completed form can be easily used during new employee orientation to educate and document employee review.**

EYE AND FACE PROTECTION: *Employees must use appropriate eye or face protection 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.* Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices shall comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

RESPIRATORY PROTECTION: *Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers.* All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1969 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

HEAD PROTECTION: *Employees must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Employees that are working near exposed electrical conductors, which could contact the head, shall wear protective helmets that are designed to reduce electrical shock hazards.* Protective helmets shall comply with ANSI Z89.1-1986 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance work areas.

FOOT PROTECTION: *Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards.* Protective footwear must comply with ANSI Z41-1991, or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

HAND PROTECTION: *Employers must 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.* Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include painters, welders, electricians, parts cleaning and food preparation.

(Company Name and Work Area Evaluated)

CERTIFICATION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

HAZARD ASSESSMENT

Job Task Or Process	Estimated Time	Hazard Source	Nature of the Hazard	Body Part at Risk	PPE Selected	Optional or Required

Conducted by: _____ **Signature:** _____ **Date Assessed:** _____

I have reviewed and understand the company Personal Protective Hazard Assessment for my work area and agree to abide by company policies regarding personal protective equipment.

(Signature)

(Date)

Shelstrobe Machine Shop (Example)

CERTIFICATION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

HAZARD ASSESSMENT

Job Task Or Process	Estimated Time	Hazard Source	Nature of the Hazard	Body Part at Risk	PPE Selected	Optional or Required
Arc Welding	2hr/day	Sears Welder	Welding Arc/Projectiles	Eyes and Face	Welding Hood Shade 6 and Safety Glasses	Required
			Smoke/Fumes	Respiratory	8233 N95 Respirator	Opt.
			Noise Levels	Ears	Ear plugs NRR = 22	Req.
			Heat/Hot Surfaces	Skin	Leather gloves/sleeves	Req
			Welding Arc	Co-workers eyes	Welding Curtain	Req.
Cleaning Parts	3X day	Solvent: Acetone	Chemical Absorption	Eyes/Skin	Butyl Gloves/Glasses	Req.
Cleaning Toilets	1X day	Chemical	Caustic Burns	Eyes	Nitrile Gloves/Goggles	Req.
Using Power Tools	Daily	Various Tools	Flying Particulates	Eyes	Safety Glasses	Req.
Painting Outside	2X month	Spray Can: Latex	Particulates	Respiratory	8204 N95 Respirator	Opt.
Grinding	3hrs/day	Holt Grinder	Projectiles/Broken wheel	Eyes/Face	Face Shield AND Glasses	Req.
Sweeping	1X day	Broom	Ambient Dust	Respiratory	8204 N95 Respirator	Opt.

Conducted by: _____ **Signature:** _____ **Date Assessed:** _____

I have reviewed and understand the company Personal Protective Hazard Assessment for my work area and agree to abide by company policies regarding personal protective equipment.

(Signature)

(Date)

HAZARD ASSESSMENT

Sometimes it can be helpful to look at your workplace itself as well as looking at tasks. It is a way to look at your hazard assessment from the opposite direction and will ensure that you have left nothing out. Take the time to identify sources for the following hazards:

LIST POTENTIAL HAZARD SOURCES CAUSED BY

1. Motion that includes moving machinery, or machine parts or tools, or movement of personnel that could result in collision with stationary objects.
2. High temperatures that could result in burns, eye injury, or ignition of protective equipment
3. Chemical exposures that could result in burns or exposure to skin or eyes
4. Chemical exposures that could result in lung or respiratory hazards
5. Harmful dust that could result in scratches or burns to eyes or lungs
6. Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
7. Falling objects or potential for dropping objects
8. Overhead obstructions which create head bumping hazards
9. Sharp objects which might pierce the feet or cut the hands
10. Rolling or pinching objects which could crush the feet
11. Electrical hazards

Have you included these hazard sources on your PPE Hazard Assessment? Now, consider the layout of workers and coworkers. Do their activities create any hazards for others working or passing through the area? Utilize the space below to sketch out your workspace.

Work Area:



Finally, injury and accident data (OSHA 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.

PPE DETERMINATION

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

1. Evaluate the level of risk and seriousness of potential injury.
2. Identify the type of protective equipment that is available, and what protection it provides.
3. Compare the capabilities of various types of PPE to the hazards employees are exposed to.
4. Select the PPE that provides a level of protection greater than the minimum required to protect employees from the hazards.
5. Select PPE that will fit each employee properly and provides protection from the hazard.

It is strongly recommended that you involve employees in the selection of personal protective equipment.

EMPLOYEE TRAINING

After proper PPE for each task or area has been selected, the employer must train each employee in its proper use. At a minimum, each employee using PPE must know:

1. When PPE is necessary
2. What PPE is necessary and which PPE has been selected for each process the employee operates
3. How to properly put on, take off, adjust and wear PPE
4. The limitations of the PPE
5. How to determine if PPE is no longer effective or is damaged
6. How to get replacement PPE
7. How to properly care for, maintain, store, and dispose of PPE

You can learn this information from the manufacturer's instructions, Internet sites (such as the manufacturer, distributor or related associations), safety associations, books and videos. After employees have been trained, periodic assessment of the hazard assessment should be conducted to ensure that the PPE and training is adequate.

Retraining of employees is required whenever:

1. Changes in the workplace render the previous training obsolete.
2. Changes in the type of PPE render previous training obsolete.
3. **Employer observed inadequacies in an employees' knowledge or use of assigned PPE that indicates an employee has not retained the necessary understanding or skill.**

Employers must verify that each employee who is required to use PPE has received and understood the required training. A sample documentation form is provided, but it does not have to be this complex.

PERSONAL PROTECTIVE EQUIPMENT:

EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: _____

DATE(S) OF TRAINING:

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

Print Name

Signature

SUBJECT(S) OF TRAINING: _____

ITEMS COVERED DURING TRAINING:

- ___ When PPE is necessary
- ___ What PPE is necessary
- ___ How to properly put on, take off, adjust, and wear PPE
- ___ Limitations and useful life of the PPE
- ___ Proper care, maintenance, replacement, and disposal of PPE
- ___ Other, please specify:

METHOD OF TRAINING: _____

AUDIOVISUAL MATERIALS USED DURING TRAINING: _____

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: _____

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: _____ (OPTIONAL)