

City of Portland
Personal Protection Policy

Purpose

The purpose of the PPE Program is to protect the employees of the City of Portland from the occupational hazards within the workplace by providing personal protective equipment (PPE). It is our goal to use engineering controls as the primary method for protecting employees. However, when additional protection is necessary, employees will wear PPE. The scope of this program includes PPE for eye, face, head, foot, and leg and hand protection. If respirators are necessary, the City's Respiratory Program will cover their use.

Responsibility

Managers along with Safety Officers are responsible for coordinating the program. Together, they will make certain that hazard assessments are conducted, appropriate PPE is assigned, and affected employees receive training. Managers will also be in charge of maintaining the documentation for this program.

Department managers should advise the Safety Officer of changes in the requirements for PPE (for example, new procedures or processes requiring PPE, or the omission of a job or task).

Hazard Assessments (Exhibit A)

Each task and/or job will be assessed to determine foot, head, eye, face, and hand hazards present and the proper PPE that should be worn. The assessments will include observation of the following sources of hazards:

- **Impact:** Flying chips, objects, dirt, particles, collision, motion hazards.
- **Penetration:** Falling/dropping objects, sharp objects that cut or pierce.
- **Compression:** Rollover or pinching.
- **Chemical:** Splashing, burns, fumes.
- **Temperature Extremes:** Sparks, splashes from molten materials, burns from high/low temperatures
- **Harmful Dust:** Dirt, particles, asbestos, lead
- **Light Radiation:** Welding, cutting, brazing, lasers, furnaces, lights
- **Electric Shock:** energized equipment, tools, machinery
- **Oxygen deficiency:** fumes, gases, vapors, dusts, mists, smoke
- **Noise:** loud noise, impact noise

A Hazard Assessment form will be completed for each job and/or task and will serve as certification that a hazard assessment has been performed. The person conducting the hazard assessment will also survey jobs that are non-routine or periodic. In some cases these assessments may not be completed until the jobs are scheduled. Hazard assessments will be update/evaluated whenever conditions or procedures change.

Supervisors will make certain that the personal protective equipment in use is appropriate for the identified tasks, provides a level of protection that meets or exceeds the minimum required to protect employees from the hazards, and meets all OSHA/ANSI requirements as specified in OSHA's PPE standard, 29 CFR 1910.132

Training and Fit Testing

Managers and safety personnel will make certain that all affected employees receive training on

- What PPE is necessary and why
- How to wear PPE properly

- PPE limitations and capabilities, and
- PPE care and maintenance.

Each employee will demonstrate that he or she understands the training and will sign the PPE Assignment, Training Form. The information on the form will include the name of the employee, the date(s) of training, and the type of PPE the employee is certified to wear.

Training will be repeated under the following conditions:

- Changes in the workplace that make previous training obsolete, new assignment for employee or change in job assignment/equipment.
 - Incorrect use of failure to use equipment
 - Introduction of new PPE

PPE Inspection, Cleaning and Maintenance

Employees will conduct inspection, cleaning, and maintenance of PPE at intervals according to the manufacturer's instructions. They will not use damaged or defective equipment.

Individuals with questions about the PPE Program and Policy should address them to their supervisor or safety officer

Jon P. Jennings

City Manager

City of Portland, Maine Hazard Assessment Form

Instructions

Hazards exist in every workplace in many different forms. According to the Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 1910.132(d)(1) "The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE)." This is commonly referred to as a PPE hazard assessment.

A PPE hazard assessment can be conducted for an area, a job category or for an individual. Affected employees from each work area being assessed should be involved in the process. You should review the job procedures, potential hazards and the PPE currently in use prior to beginning the assessment. Reports of work-related injuries/illnesses, near misses and other reported safety concerns also provide helpful information.

Print this Hazard Assessment Form and use it as a guide when conducting the walk-through survey. Observe the layout of the work area, operations being performed and any hazards present. This form aligns the body part that could potentially be exposed to a hazard and it is addressed by putting a check mark in either the yes or no box.

The person who conducts the hazard assessment survey should identify which area or job classification was reviewed, when the assessment was conducted and finally, signs and dates the form when it's completed.

Before you complete this Hazard Assessment Form, make sure to review the [Guidelines for Selecting Personal Protective Equipment](#) found on the last two pages of this form.

Your PPE program should be periodically reviewed and it should be reviewed anytime there is a change in an existing process or a new process is added to your facility.

Head Hazards

Tasks that can cause head hazards include, but are not limited to, working below other workers who use tools and materials which could fall, working on energized electrical equipment, welding, working with chemicals and working under machinery or processes which might cause materials or objects to fall.

Check the appropriate box for each hazard:

Description of hazards:



Dust/Flying Debris

Yes

No

Chemical Exposure

Yes

No

Electrical Shock

Yes

No

Impact

Yes

No

UV/IR Radiation

Yes

No

Low Clearance

Yes

No

Other: _____

Yes

No

Eye and Face Hazards

Tasks that can cause eye or face hazards include, but are not limited to, working with chemicals, chipping, grinding, furnace operations, sanding, welding, UV radiation and woodworking.

Check the appropriate box for each hazard:

Description of hazards:



Chemical Exposure

Yes

No

Dust/Flying Debris

Yes

No

High Heat/Cold

Yes

No

Impact

Yes

No

UV/IR Radiation

Yes

No

Other: _____

Yes

No

Respiratory Hazards

Tasks that are associated with respiratory hazards include, but are not limited to, welding, grinding spray painting, working in confined spaces, chemical processing and potential exposure to asbestos, lead, silica or other particulate hazards. Exposures to these and other respiratory hazards can make you sick or can be deadly. These hazards come in the form of gases, vapors, dusts, mists, fumes, smoke, sprays and fog.

Check the appropriate box for each hazard:

Description of hazards:



Mists	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chemical Exposure – Gases or Vapors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dust or Particulate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fumes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Oxygen Deficiency	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Hearing Hazards

Tasks that can cause hearing hazards include, but are not limited to, working with or around loud machinery or tools in mechanical rooms, machining, grinding, sanding, pneumatic equipment, grounds equipment, generators, chillers, motors, saws, jackhammers or similar equipment.

Check the appropriate box for each hazard:

Description of hazards:



Loud Noise	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Impact Noise	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Hand/Arm Hazards

Tasks that can cause hand hazards include, but are not limited to, exposure to cut or abrasion hazards, working with chemicals, working with very hot or cold objects or materials and exposure to sharps.

Check the appropriate box for each hazard:

Description of hazards:



Chemical Exposure

Yes

No

Cuts/Abrasion

Yes

No

Puncture

Yes

No

High Heat/Cold

Yes

No

UV/IR

Yes

No

Electrical Shock

Yes

No

Other: _____

Yes

No

Foot/Leg Hazards

Tasks that can cause foot hazards include, but are not limited to, carrying or handling materials that could be dropped, performing manual material handling, welding, cutting, electrical work and working with chemicals.

Check the appropriate box for each hazard:

Description of hazards:



Chemical Exposure	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Compression	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Impact	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Puncture	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Slippery/Wet Surfaces	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High Heat/Cold	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Molten Metal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Other Required PPE

Do hazards exist that require PPE for the Body? Chemical exposure, abrasive blasting, welding, cutting or brazing, chipping, sanding or grinding, electrical arc hazards and bloodborne pathogens are some examples of hazards that can affect the body. These hazards may require PPE to protect clothing and skin from harm or contamination.

Check the appropriate box for each hazard:

Description of hazards:



Chemical Exposure

Yes

No

High Heat/Cold

Yes

No

Hazardous Particulate ie.
asbestos/lead

Yes

No

Non-Hazardous Particulate

Yes

No

Electrical Arc

Yes

No

Cuts/Abrasions

Yes

No

Other: _____

Yes

No

Company Name: _____

Location: _____

On the following date(s), _____, a comprehensive assessment of workplace hazards requiring the use of Personal Protective Equipment, as required by 29 CFR 1910.132 (d) of the OSHA General Industry Standards, was conducted at this facility to the best of my knowledge based on the current conditions.

Printed Name: _____ Job Title: _____

Signature: _____ Date: _____

Guidelines for Selecting Personal Protective Equipment (PPE)

Work-practice controls should be implemented before utilizing PPE to control worker exposures to hazards in the workplace. This is based on OSHA's hierarchy of controls which includes: engineering controls, administrative controls and work-practice controls. PPE alone should not be relied on to provide protection against hazards. PPE should be used in conjunction with engineering controls and administrative controls. PPE is viewed as the last line of defense.

Factors to consider when selecting PPE:

- Familiarize yourself with the potential hazards in the area and the types of PPE that are available
- Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.)
- Consider the following basic hazard categories:
 - Impact (falling/flying objects)
 - Penetration (sharp objects piercing foot/hand)
 - Compression (roll-over or pinching objects)
 - Chemical exposure (inhalation, ingestion, skin contact, eye contact or injection)
 - Temperature extremes (heat/cold)
 - Dust/flying debris (grinding, chipping, sanding, etc.)
 - Radiation (non-ionizing: UV/IR/light, welding, brazing, cutting, furnaces, etc.)
 - Noise (mechanical rooms, machines, jackhammers, etc.)
 - Electrical (shock, short circuit, arcing, static)
- Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards
- 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 and limitations of their PPE

Based on the hazard assessment for _____ (Job Classification), the following PPE is required:

Head Hazard

Job

PPE

Eye and Face Hazard

Job

PPE

Respiratory Hazard

Job

PPE

Hearing Hazard

Job

PPE

Hand/Arm Hazard

Job

PPE

Foot/Leg Hazard

Job

PPE

Other Hazard

Job

PPE
