



**PERSONAL PROTECTIVE
EQUIPMENT
(PPE)
PROGRAM**

**OSHA 1910.132
DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
332.15**

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Employer Name:	Menasha Utilities	
Program Name:	Personal Protective Equipment (PPE)	
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Preface

This program contains written procedures intended to comply with Wisconsin Department of Safety and Professional Services 332.15 and OSHA regulation 1910.132, Personal Protective Equipment (PPE) program.

Purpose

Menasha Utilities is committed to providing a safe and healthy work environment for employees. The purpose of this Personal Protective Equipment (PPE) Program is to minimize or eliminate hazards where affected employees may face a risk of potential injury. This program establishes, implements, and maintains effective procedures to provide safety equipment to employees to prevent workplace injuries while performing job duties.

Hereafter, Menasha Utilities will be referred to as MU.

Program Administration

The Program Administrator or his/her designee is responsible for the implementation of the PPE program, making the program available to all employees, employee safety training, and ensuring that proper equipment is provided where required by regulation. The Program Administrator and Regional Safety Coordinator will review the program annually for any job duties or risk exposures change and revise as necessary.

Definitions

American National Safety Institute (ANSI) - the primary organization for fostering the development of technology standards in the United States

Bloodborne Pathogen (BBP) - a pathogenic (disease producing) microorganisms that are present in human blood and can cause disease in humans, these pathogens include, but are not limited to: Hepatitis B virus (HBV) and human immunodeficiency virus (HIV)

Department of Safety and Professional services (SPS) – regulatory authority for municipal employers in the state of Wisconsin

Material Safety Data Sheet (MSDS) - a written or printed material for each hazardous chemical in the workplace. Under the GHS system MSDS is referred to Safety Data Sheets (SDS)

Personal Protective Equipment (PPE) - protective clothing, helmets, goggles, or other gear designed to protect the wear's body or clothing from injury by electrical hazards, heat chemicals, and infection, for job-related occupational safety and health purposes

NOTE: General work clothes (i.e., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard is NOT considered to be personal protective equipment. Personal protective equipment may include, but is not limited to, gloves, gowns, laboratory coats, face shields, masks, eye protection

Employee Responsibilities

- Shall be familiar with and follow all safety rules, guidelines, and procedures complying with all applicable State and Federal regulations, and adhere to proper engineering controls in place,
- Shall immediately report to a Supervisor any hazards that they observe,
- Shall request from a Supervisor training or additional training if they do not comprehend the work practices, hazards, or any other related issues to be used during their job duties,
- Inspect, use, and maintain PPE in accordance with established practices, job specific training, and applicable regulations,
- Contact immediate supervisor or his/her designee in the event PPE questions, problems, or availability arise,
- Clean and properly store PPE,
- Use only functioning equipment,
- Dispose of damaged, defective, soiled, or single use PPE in the proper manner, and
- Use single use PPE only once.

Program Administrator Responsibilities

- Provide and maintain proper engineering, administrative controls and PPE to comply with State and Federal regulations,
- Provide a written PPE program along with procedural training for affected employees,
- Ensure that this program is available to all employees for review,
- Comply with all program procedures and regulations and hold employees accountable for safe work practices when using PPE,
- Ensure that all employees comprehend the hazards associated with the failure to utilize PPE,
- Provide all required job and safety training as required by State and Federal regulations,
- Conduct an annual review of this Program and revise as needed,
- Select and supply the proper PPE based on the hazards of the specific job,
- Inspect PPE on a regular basis, ensuring proper care, function, and maintenance according to manufacturer's recommendations,

- Verify affected employees properly use, clean, inspect, and store PPE,
- Provide a clean, convenient, and sanitary work location for storage of PPE, and
- Continually evaluate work area conditions and the degree of employee exposure to workplace hazards for the job.

Methods of Compliance

Hazard Assessment

PPE shall be selected according to the Hazard Assessment (*see PPE Hazard Assessment form*) of work place hazards. Hazards that may require the use of PPE include, but may not be limited to:

- 1) Environmental conditions, such as temperature extremes, noise, harmful dust, vapors, mists, and gases,
- 2) Employee exposure to irritating, sensitizing, toxic, and corrosive substances,
- 3) Employee exposure to physical hazards, such as falling, flying, rolling or moving objects, puncturing or penetrating objects, and exposed energized electrical conductors,
- 4) Employee exposure to disease causing agents, including bloodborne pathogens.

PPE Selection Criteria

The following factors will be evaluated and considered when selecting suitable PPE:

- 1) Nature and severity of the hazard,
- 2) Portion of the body exposed to the hazard and needing protection,
- 3) Nature of the work to be performed,
- 4) Duration of time that PPE must be worn,
- 5) Comfort, proper fitting and worker acceptance.

References used to select suitable PPE shall include but may not be limited to:

- 1) OSHA safety and health regulations
- 2) SPS 332
- 3) MEUW/APPA Safety Manual (for Electric Linemen)
- 4) Material safety data sheets (MSDS)
- 5) PPE recommendations by tool and equipment manufacturers
- 6) Selection charts and guidelines provided by PPE manufacturers

ANSI Approved PPE

PPE selected and used by employees will meet or exceed the following ANSI standards:

- Eye and Face Protectors Z87.1-1989
- Hard-hats Z89.1-1997, Z89.1 – 2009
- Protective Footwear Z41-1991

Proper Fit

To ensure proper fit, comfort, and employee acceptance, each employee will be provided with suitable PPE when required.

Non-Routine Jobs

PPE required for non-routine jobs will be determined by the Hazard Assessment. Refer to PPE Hazard Assessment form. Employees will be informed of hazards that require the use of PPE during pre-job briefings.

Respirators

Respirators will be selected, inspected, used, sanitized, and stored in accordance with the Respiratory Protective Program.

Hearing Protectors

Hearing protectors will be selected, inspected, used, sanitized, and stored in accordance with the Hearing Conservation Program.

General Maintenance and Care

PPE shall be inspected, sanitized, and stored in accordance with applicable OSHA/SPS regulations and manufacturer's instructions.

Inspection of PPE

Employees shall inspect PPE before each use. Damaged, defective, or soiled PPE shall not be used.

Disposal of PPE

Damaged, defective, soiled, or single use PPE shall be disposed of appropriately.

Cleaning and Sanitation of PPE

PPE shall be cleaned and sanitized as necessary to ensure comfort, effectiveness, and safe use.

Storage of PPE

PPE shall be stored in accordance with safety regulations and manufacturers recommendations, and stored in such a manner so as to prevent physical, chemical, and environmental damage.

Other PPE Considerations

MU has additional company policies regarding the following PPE: Safety Toed Shoes, Prescription Eye Wear, Arc Flash Protection, Rubber Glove Sleeves, FR Clothing and High-Visibility Clothing. All affected employees will receive notice and review of these policies upon orientation and again during department specific PPE training.

Training and Communication

The Program Administrator shall ensure that all affected employees, identified in the PPE Hazard Assessment, are properly trained before performing specific job duties. New or transferred employees shall receive required training prior to using PPE. Additional training is required when new safety hazards or procedural deficiencies are identified, or when requested by an employee.

The Safety Coordinator is responsible for conducting training and maintaining all training records to meet regulatory compliance. Training will be completed through classroom, hands-on, and written testing to demonstrate a basic understanding of all procedures. Training documentation includes the Training Roster with a summary of the topics covered and any additional supporting documentation.

The training program will contain at least the following for each affected employee:

- 1) The location of the PPE program that is available to employees,
- 2) Applicable OSHA and SPS regulations,
- 3) Affected employee responsibilities,
- 4) Identify work place hazards that require the use of PPE according to the Hazard Assessment,
- 5) Instruction regarding the effectiveness and limitations of PPE,
- 6) The inspection, use, maintenance and storage of PPE in accordance with established practices, training, and applicable safety regulations.

Training Records

Appropriate training documentation is completed for each session upon completion. Training documentation will be kept for at least **(3) three years**.

The training documentation shall include:

- The dates of the training session,
- The lesson plan of the training session,
- The name of the instructor,
- The names, job titles, and signatures of all employees attending the training session,

- The completed tests, if applicable, of all employees attending the training session.

In addition, all PPE documentation records, such as job briefing checklists and hazard assessments shall be retained for at least (3) three years.

Program Evaluation and Review

The Program Administrator or their designee, in conjunction with the Safety Coordinator, shall review the Personal Protective Equipment Program annually to determine its effectiveness and provide input for potential revisions.

PPE INSPECTION CHECKLIST

Item To Be Inspected	Satisfactory		IF No Describe Corrective Actions Taken
	Yes	No	
Gloves			
1) Used by employees where hand hazards exist	<input type="checkbox"/>	<input type="checkbox"/>	
2) Gloves worn by employees suitable for hazard	<input type="checkbox"/>	<input type="checkbox"/>	
3) Free of damage or defects, and in clean/sanitary condition	<input type="checkbox"/>	<input type="checkbox"/>	
4) Properly fitted and worn	<input type="checkbox"/>	<input type="checkbox"/>	
5) Stored in clean location when not in use	<input type="checkbox"/>	<input type="checkbox"/>	
6) Proper disposal of damaged or defective gloves	<input type="checkbox"/>	<input type="checkbox"/>	
Protective Clothing			
7) Used by employees where hand hazards exist	<input type="checkbox"/>	<input type="checkbox"/>	
8) Protective clothing worn by employees suitable for hazard	<input type="checkbox"/>	<input type="checkbox"/>	
9) Free of damage or defects, and in clean/sanitary condition	<input type="checkbox"/>	<input type="checkbox"/>	
10) Properly fitted and worn	<input type="checkbox"/>	<input type="checkbox"/>	
11) Stored in clean location when not in use	<input type="checkbox"/>	<input type="checkbox"/>	
12) Proper disposal of single use or damaged protective clothing	<input type="checkbox"/>	<input type="checkbox"/>	
Protective Footwear			
13) Used by employees where foot hazards exist	<input type="checkbox"/>	<input type="checkbox"/>	
14) Protective footwear worn by employees suitable for hazard	<input type="checkbox"/>	<input type="checkbox"/>	
15) Free of damage or defects, and in clean/sanitary condition	<input type="checkbox"/>	<input type="checkbox"/>	
16) Properly fitted and worn	<input type="checkbox"/>	<input type="checkbox"/>	
17) Stored in clean location when not in use	<input type="checkbox"/>	<input type="checkbox"/>	
18) Proper disposal of damaged or defective or single use footwear	<input type="checkbox"/>	<input type="checkbox"/>	
Hard-Hats			
19) Hard-hats worn by employees where head hazards exist	<input type="checkbox"/>	<input type="checkbox"/>	
20) Free of damage or defects, and in clean/sanitary condition	<input type="checkbox"/>	<input type="checkbox"/>	
21) Properly fitted and worn	<input type="checkbox"/>	<input type="checkbox"/>	
22) Stored in clean location when not in use	<input type="checkbox"/>	<input type="checkbox"/>	
23) Suspension system is good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing Protectors			
24) Worn by employees where noise hazards exist	<input type="checkbox"/>	<input type="checkbox"/>	

25) Hearing protectors used by employees suitable for hazard			
26) Free of damage or defects, and in clean/sanitary condition			
27) Properly fitted and worn			
28) Stored in clean location when not in use			
29) Proper disposal of single use or damaged hearing protectors			
Face/Eye Protectors			
30) Worn by employees where eye/face hazards exist			
31) Eye/face protectors used by employees suitable for hazard			
32) Free of damage or defects, and in clean/sanitary condition			
33) Properly fitted and worn			
34) Stored in clean location when not in use			
35) Proper disposal of single use or damaged eye/face protectors			
Respirators			
36) Worn by employees where respiratory hazards exists			
37) Respirators used by employees suitable for hazard			
38) Free of damage or defects, and in clean/sanitary condition			
39) Properly fitted and worn			
40) Stored in clean location when not in use			
41) Proper disposal of single use or damaged respirators			

Comments and Specific Recommendations

PERSON COMPLETING JOB BRIEFING CHECKLIST:

MENASHA UTILITIES

Personal Protective Equipment Hazard Assessment

Department:	
Department Manager:	
Safety Coordinator: <i>MEUW Regional Safety Coordinator</i>	
Created Date:	Revised Date:

HEAD HAZARDS



Task that can cause head injuries include:

Type of Hazard	Applicable	Description of Hazard / Required PPE
<i>Chemical</i>		
		<i>PPE:</i>
<i>Electric</i>		
		<i>PPE:</i>
<i>Impact/Puncture</i>		
		<i>PPE:</i>
<i>Thermal</i>		
		<i>PPE:</i>

FACE/EYE HAZARDS



Tasks that can cause eye hazards include: Working with hazardous chemicals, using mowing equipment, using snow blowing equipment, using power tools of any kind.

Type of Hazard	Applicable	Description of Hazard / Required PPE
<i>BBP/Biological</i>		
		<i>PPE:</i>
<i>Chemical</i>		
		<i>PPE:</i>
<i>Electric</i>		
		<i>PPE:</i>
<i>Impact/Puncture</i>		
		<i>PPE:</i>
<i>Light/Radiation</i>		
		<i>PPE:</i>

Thermal		
		<i>PPE:</i>

HAND HAZARDS



Tasks that can cause hand injuries include:

Type of Hazard	Applicable	Description of Hazard / Required PPE
BBP/Biological		
		<i>PPE:</i>
Chemical		
		<i>PPE:</i>
Compression/ Crush		
		<i>PPE:</i>
Electric		
		<i>PPE:</i>
Impact/Puncture		
		<i>PPE:</i>
Light/Radiation		
		<i>PPE:</i>
Thermal		
		<i>PPE:</i>
Vibration		
		<i>PPE:</i>
Wet Conditions		
		<i>PPE:</i>

FOOT HAZARDS



Tasks that can cause foot injuries include:

Type of Hazard	Applicable	Description of Hazard / Required PPE
BBP/Biological		
		<i>PPE:</i>
Chemical		

		<i>PPE:</i>
Compression/ Crush		
		<i>PPE:</i>
Electric		
		<i>PPE:</i>
Impact/Puncture		
		<i>PPE:</i>
Light/Radiation		
		<i>PPE:</i>
Thermal		
		<i>PPE:</i>
Vibration		
		<i>PPE:</i>
Wet Conditions		
		<i>PPE:</i>

BODY HAZARDS



Tasks that can cause body injuries include:

Type of Hazard	Applicable	Description of Hazard / Required PPE
BBP/Biological		
		<i>PPE:</i>
Chemical		
		<i>PPE:</i>
Compression/ Crush		
		<i>PPE:</i>
Electric		
		<i>PPE:</i>
Impact/Puncture		
		<i>PPE:</i>
Light/Radiation		
		<i>PPE:</i>
Thermal		
		<i>PPE:</i>
Vibration		
		<i>PPE:</i>

Wet Conditions		
		<i>PPE:</i>

ADDITIONAL HAZARDS

Type of Hazard	Applicable	Description of Hazard / Required PPE
Sounds		
		<i>PPE:</i>
Respiratory		
		<i>PPE:</i>
Traffic/Work Zone		
		<i>PPE:</i>

Assessment Certified By:

_____ **Date** _____

Assessment Approved By:

_____ **Date** _____

TRAINING ATTENDANCE ROSTER

INSTRUCTOR:

COMMUNITY:

DATE:

TRAINING SUBJECT:

TRAINING SUMMARY: See Attached

The employees listed have satisfactorily participated and completed training per regulation company requirements.

	PRINT FULL NAME	DEPARTMENT	JOB TITLE	EMPLOYEE SIGNATURE
1				
2				
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