

Protocol #02

Personal Protective Equipment (PPE)

DGS Accident and Illness Prevention Program (AIPP)



I. Policy Statement

Employees of the Department of General Services (DGS) shall be protected from hazards in the workplace that can result in injury to the head, hands, feet, eyes, face, respiratory system, and other parts of the body. This protocol describes the personal protective equipment (PPE) program to protect employees from such hazards. It includes:

- Identifying workplace hazards employees may encounter.
- Assessing identified hazards according to the hierarchy of controls and eliminating or minimizing hazards where possible..
- Assigning PPE such as hard hats, respirators, gloves, protective clothing, eye, and face protection as needed.
- Training employees on applicable hazards and requirements of PPE, along with the proper storage, care, and use of their PPE.
- Monitoring tasks requiring PPE to ensure the proper equipment is selected and used.
- Reviewing the PPE program to ensure the employee protection keeps pace with any new or changed hazards.

Note: Refer to the [Hearing Conservation Program \(Protocol 03\)](#) for the use of hearing protection.

II. Responsibilities

A. Safety Coordinator

- Maintain this written program.
- Assist in the hazard assessment and suggest appropriate PPE.
- Provide the Division Chiefs and/or Supervisors, as appropriate with the knowledge and information to conduct required training as outlined in this program.
- Request assistance from the safety consultant to conduct job hazard analyses as necessary.

B. Bureau Directors

- Ensure workplace hazard assessments are conducted and proper PPE is selected by division chiefs, building managers, or supervisors.
- Ensures that the Fire, Safety, and Environmental division is conducting hazard assessments and assisting division chiefs/building managers/supervisors.
- Ensures adequate PPE is available to DGS employees.

C. Division Chiefs/Building Managers/Supervisors

- Train employees in the requirements outlined in this program.



- Maintain a copy of the Job Hazard Assessment for PPE Assignment form applicable to their organization or area of responsibility.
- Review or provide the Job Hazard Assessment for PPE Assignment form, whenever available, to employees, including new employees assigned to the organization.
- Provide PPE to the employees upon initial assignment and when the PPE is broken or defective.
- Enforce the use of required PPE.
- Support and ensure all elements of this program are implemented completely for the protection of all employees.

D. Employees

- Comply with all DGS safety rules and regulations concerning PPE.
- Properly use and maintain PPE.
- Obtain new or additional PPE from the supervisor as necessary.

III. Job Hazard Assessment for Assignment of PPE

The division chiefs, building managers, supervisors, and the safety coordinator conduct the workplace hazard assessments and assign required PPE to protect against hazards that are present or will likely be present. The safety consultant may be requested to assist with the hazard assessments.

A. Head Protection

Each employee shall wear an approved hardhat when working in areas where there is a potential for head injury from falling or overhead objects. The specific type of protective hardhat shall comply with ANSI Z89.1-1997 Standards. The Type I hardhat intended to help protect against impact resulting from a blow that may be received from above the head shall be used; however, a Type II hardhat shall be used if the presence of any side, front or back impact hazard is indicated during a hazard assessment.

B. Hand Protection

Employees shall wear appropriate hand protection when 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. The type of hand protection used will be dependent on the hazard(s) present as identified in the job hazard assessment.



The supervisors, building managers, division chiefs, and safety coordinator shall select hand protection based on the following:

- Task(s) to be performed.
- Dexterity required.
- Conditions present.
- Duration and frequency of use.
- Degree of exposure to the hazard.
- Physical stress that will be applied.
- The hazards and potential hazards identified.

In addition to the above, the factors below shall be considered when selecting chemical resistant gloves:

- The toxic properties of the chemical, in particular the ability of the chemical to cause local effects on the skin and/or to pass through the skin and cause systemic effects.
- The chemical component with the shortest breakthrough time since it is possible for solvents to carry active ingredients through polymeric materials. The employees' ability to remove the glove without skin contamination.

Manufacturer recommendations and safety data sheets shall be followed when selecting gloves for protection against chemical hazards.

C. Respiratory Protection

Respirators may be required to protect employees from harm caused by inhalation. Respirators are selected based upon the following criteria:

- The chemical characteristics of the exposure agent, such as, whether the chemical is an organic hydrocarbon, acid, toxic dust, or nuisance dust, for example.
- The toxicity of chemical or material to which the employee is exposed.
- The duration of the exposure.

The physical state of the exposure agent (gas, vapor, dust, mist, or fume). In addition, the respiratory protection program shall include:

- Medical evaluation of employees who are required to use respiratory protection.
- Employee training which shall include fit testing, use, and limitations of the respirators. Training and fit testing shall be completed annually. Training shall be completed by the equipment venter, safety consultant, or a competent person within the agency. A competent person is an individual who is capable of identifying existing and foreseeable hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them.
- Requirements that non-disposable respirators shall be cleaned after each use and stored in a clean and sanitary location.
- Issuing respirators for individual use.

- Requirements for replacing respirators or cartridges on a programmed basis.
- Requirements that the employee clean and sanitize respirators that will be reused.

[DGS Protocol #28, Respiratory Protection](#) should be referenced for additional information.

D. Eye and Face Protection

If employees may be exposed to eye hazards such as flying particles, sparks, dusty environments, splashing liquids, etc., the employees must be provided with effective eye protection. This may include safety glasses, face shields, chemical splash goggles, welding goggles, etc. Employees shall be provided with the required eye protection and trained in the proper use. The employee is responsible for ensuring the equipment is used where required and is maintained in serviceable condition and in compliance with ANSI standards.

E. Protective Clothing

High voltage electricians are provided arc flash clothing. Disposable suits, such as Tyvek suits, are provided to employees based on the safety data sheet of chemicals they work with. Employees who work close to highways, streets/roads or construction sites containing heavy machinery must wear high visibility vests. High visibility clothing must meet ANSI class II garment visibility requirements. High visibility vests must be worn over the employees clothing to be effective. Employees who work **in the roadway or within three feet of the roadway** must wear high visibility garments. Employees shall be provided high visibility garments by their supervisor. For more information on the ANSI standard, vests, and garments which fall under the ANSI standard, and proper usage of personal protective equipment, please contact the DGS Fire, Safety & Environmental Section.

IV. Training

The division chiefs, building managers, and/or supervisors shall provide training to employees in the proper use of PPE. Training can also be obtained from the equipment vender or the safety consultant. Training shall generally include:

- The type of PPE that is used for each job.
- Proper methods for donning the PPE.
- Methods to clean and sanitize PPE.
- Limitations of the PPE.
- Responsibility to replace PPE when it becomes damaged or it reaches the end of service life.
- Proper storage of PPE.

Each employee shall physically demonstrate an understanding of the training, information, and ability to use the PPE properly before being allowed to perform any task requiring PPE. Written training records for each employee detailing the extent of training received and the date it was received will be documented in employee training files.

V. Replacement of PPE

PPE shall be replaced when it becomes damaged or is no longer serviceable. For example, the following guidelines can be used for replacement of PPE:

- Chemical resistant gloves shall be replaced when they show signs of deterioration or wear, or when they have been penetrated by the chemicals.
- Disposable gloves shall be disposed of after a single use.
- Hard hats shall be replaced if the shell or support system becomes damaged or they become outdated.
- Disposable respirators shall be disposed of after use.
- Reusable respirators shall be replaced when the face piece shows signs of wear or damage, or if the straps or inhalation/exhalation valves become damaged.
- Organic vapor or acid mist respirator cartridges shall be replaced when they have reached the end of the service life based on the exposure intensity and duration. The cartridges shall also be replaced if the end-of-life indicator shows the cartridge to be expired or if breakthrough is detected.

VI. Periodic Assessment of the Program

The safety coordinator shall periodically review the PPE program to ensure it continues to provide the desired level of protection. In particular, the program should be reviewed to assess whether there are any new hazards that are not controlled, whether employee training is effective, and whether employees are using PPE as required. The Job Hazard Assessment for PPE Assignment form shall be updated as necessary. Supervisors shall ensure updated information is communicated to employees.

Groundskeeping and Building Maintenance

Operation	Employees Exposed	Hazards	PPE Required
Lawn mowing and weed trimming	Groundskeeping staff	Flying stones and dust	Safety glasses or goggles, gloves
Applying liquid fertilizer	Groundskeeping staff	Chemical vapors and mists, chemical exposure to the skin	Refer to the safety data sheet for chemical specific PPE; however, generally, face shields or safety glasses/goggles, chemical resistant gloves such as neoprene or nitrile, coveralls or protective suits.
Cutting trees and brushes	Groundskeeping staff	Flying and falling objects and tree branches	Face shields, safety glasses/goggles, hard hats, gloves, chaps.
Pesticide application	Groundskeeping staff	Chemical vapors and mists, chemical exposures to the skin, eyes and respiratory tract.	Refer to the safety data sheet for chemical specific PPE; however, generally safety goggles, chemical resistant gloves, such as neoprene or nitrile, protective suits, and applicable respiratory protection for organic vapors.
Cleaning with chemical cleaners	Housekeeping and building maintenance, building operations	Acids or caustic liquid exposure to the skin and eyes	Refer to the safety data sheet for chemical specific PPE; however, generally, face shields or safety glasses, chemical resistant gloves such as neoprene or nitrile
Maintenance on building equipment and repairs	Building maintenance	Flying particles and dusty environments	Safety glasses or goggles

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For hearing protection, refer to the Hearing Conservation Program.

Shop Workers and Trades Workers

Operation	Employees Exposed	Hazards	PPE Required
Operating power tools such as drills, saws, grinders, table saws	Carpenters, shop workers	Flying particles	Safety glasses or goggles, gloves, face shield (if recommended by manufacturer)
Painting with solvent based paints	Painters	Paint mist, organic vapors, and liquid solvent exposure to the skin.	Refer to the safety data sheet for chemical specific PPE; however, generally safety glasses, dust masks, chemical resistant gloves

* For hearing protection, refer to the Hearing Conservation Program.

Environmental Response Team

Operation	Employees Exposed	Hazards	PPE Required
Asbestos abatement	Abatement workers	Asbestos	Safety glasses, full body protective clothing, gloves, respirator with HEPA filters
Confined space entry	Entry personnel	Defined for each space, refer to the confined space entry program	Defined for each space, refer to the confined space entry program
Surface preparation of lead-based paint	Lead workers	Flying particles, lead dust	Safety glasses or goggles, disposable Tyvek suits, gloves, respirator with HEPA filters

* For hearing protection, refer to the Hearing Conservation Program.

Commodities and Surplus Warehouse Workers

Operation	Employees Exposed	Hazards	PPE Required
Placing or retrieving products from overhead storage	Warehouse workers	Head injuries from falling objects	Hard hats
Working in warehouse	Warehouse workers	Flying particles and dusty environments	Safety glasses or goggles

* For hearing protection, refer to the Hearing Conservation Program.

Vehicle Maintenance Workers

Operation	Employees Exposed	Hazards	PPE Required
Vehicle maintenance	Mechanics	Flying particles and dust while working under cars, operating brake lathe, grinders, and other shop equipment	Safety glasses or goggles
Operating degreaser	Mechanics	Solvent exposures to the skin and eyes	Refer to safety data sheet for chemical specific PPE; however, generally safety glasses/goggles or face shield, chemical resistant gloves such as neoprene or nitrile

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