

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Safety and Benefits
Chapter:	Use and Care of Personal Protective Equipment Policy
Current Effective Date:	5/1/09
Revision History:	5/1/09, 9/1/05
Original Effective Date:	5/1/09

Purpose

To establish requirements for the use, maintenance and care of personal protective equipment (other than respirators) and to provide training to employees wherever it is necessary by reason of hazards or processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact

(Note: Respirators are covered under the Department of Health and Human Services (DHHS) "Respiratory Program Requirements Policy.")

Policy

Division/facility/school directors shall ensure all department employees receive training on the care, use and disposal of personal protective equipment as required by OSHA 1910/1926 Industry and Construction Standards.

Definitions

See DHHS Safety and Benefits Policy: Establishment of the Safety and Health Program, Definitions Section.

1. **Personal Protective Equipment** - equipment designed to be worn on or about an employee's person to protect against specific hazards.
2. **Damage** - change to equipment through event, wear-and-tear, and/or age which reduces its ability to provide the level of protection required under the governing ANSI standard.
3. **Defective** - flaws in the construction of personal protective equipment which reduce its ability to provide the level of protection required by the governing ANSI standard.

Roles and Responsibilities

1. DHHS Safety Manager

The DHHS Safety Program Manager shall develop general operating procedures for the implementation of this policy.

2. Division/Facility/School Director

The division/facility/school shall develop a written policy that, at a minimum, incorporates this policy by reference and defines specific operating procedures to address its own unique needs. Such procedures shall comply, at a minimum, with the general procedures.

3. Division/Facility/School Safety and Health Director

Division/facility/school Safety and Health Directors shall develop a means by which to maintain awareness and oversight and be prepared to make on the spot corrections, determine the PPE program's effectiveness, provide consultative services and support and provide management with feedback regarding this program and its requirements.

4. Supervisors/Manager

Each supervisor/manager of employees required to wear personal protective equipment shall provide for the periodic inspection of the equipment to ensure sanitation, proper maintenance and adequacy to provide the required level of protection and shall ensure that supervised employees wear personal protective equipment where required.

5. Employee

Employees authorized to wear personal protective equipment shall:

- A. Use the type(s) of personal protective equipment provided as instructed in the hazard assessment and through training and uses only the personal protective equipment provided or approved by the division/facility/school.
- B. Wear the proper personal protective equipment when entering a location or exposing themselves to a hazard which requires it.
- C. Maintain the personal protective equipment assigned to them in accordance to the manufacturer's recommendations and the procedures of the division/facility/school.

- D. Immediately turn damaged or defective equipment over to their supervisor/manager without use.

Implementation

1. Employees shall don and wear personal protective equipment when its use is required by:
 - A. The Job Safety Analysis/PPE Hazard Assessment of the job activities.
 - B. Regulation, department policy, division/facility/school procedures or section work rules.
 - C. The owner, operator or employer of the location where the employee is working.
2. Each supervisor/manager shall ensure that the use of personal protective equipment does not in itself create, present or increase a hazard.
3. The division/facility/school shall provide the required personal protective equipment to employees under the department's established budget process, at the cost limitations established by the North Carolina Office of Budget and Management.
 - A. All personal protective equipment, shall at a minimum comply, with the requirements of 29 CFR 1910 Subpart I, specifically:
 1. Eye and Face Protection [29 CFR 1910.133]
 - a. Eye and face protection shall be used by each affected employee when exposed to eye and face hazards from flying particles, molten metal, liquid chemicals, acids and caustic liquids, chemical gases and vapors, or potentially injurious light radiation.
 - b. Side protection shall be afforded when there is a hazard from flying objects. Detachable side protectors meeting the pertinent requirements of this section are acceptable.
 - c. Employees who wear eye glasses shall wear eye protection that incorporates the prescription in its design, or wear eye protection that can be worn over the prescription lenses that does not interfere with the position of the prescription lenses or protective eyewear.

- d. Eye and face protection shall be distinctly marked so as to identify the manufacturer and compliance with the relevant standard (e.g. ANSI Z87.1-1989).
 - e. Employees shall use filter lenses, as required by Job Safety Analysis/PPE Hazard Assessment, in conformance to the specifications found in the “Filter Lenses for Protection Against Radiant Energy” table found in 29 CFR 1910.133.
2. Respiratory Protection [29 CFR 1910.134] Respirators are covered under the Department of Health and Human Services (DHHS) “Respiratory Program Requirements Policy.”
 3. Head Protection [29 CFR 1910.135]
 - a. Employees shall wear a protective helmet when working in areas where there is a potential for injury to the head from falling objects.
 - b. Employees shall wear a protective helmet designed to reduce electrical shock hazard is exposed to electrical conductors which could contact the head.
 - c. Protective helmets shall comply with ANSI Z89.1-1986, as demonstrated by appropriate manufacturer’s marking and labeling.
 4. Foot Protection [29CFR 1910.136]
 - a. Employees shall use protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, where objects could pierce the sole and/or where an employee’s feet are exposed to electrical hazards.
 - b. Protective footwear shall comply with ANSI Z41-1991, as demonstrated by appropriate manufacturer’s marking and labeling.
 5. Electrical Protective Equipment [29 CFR 1910.137]

6. Hand Protection [29 CFR 1910.138]
 - a. Employees shall use appropriate hand protection, as determined by job hazard analysis, when the employee's 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.
 - b. Selection of hand protection shall be based upon an evaluation of the performance characteristics of the hand protection relative to the task to be performed, conditions present, duration of use, and the hazards and potential hazards identified.
- B. If the division/facility/school elects to allow employees to purchase and/or provide their own personal protective equipment a specific procedure shall be developed in writing and implemented to ensure:
 1. The equipment complies with the requirements of the relevant OSHA standard and specifics set forth above; and
 2. The equipment shall be tested, inspected, and maintained in the same manner as equipment purchased by the division/facility/school.
4. The division/facility/school director shall ensure supervisors/managers provide for training to each employee who is required by this section to use PPE.
 - A. Each such employee shall be trained to know at least the following:
 1. When PPE is necessary;
 2. What PPE is necessary;
 3. How to properly don, remove, adjust, and wear PPE;
 4. The limitations of the PPE; and,
 5. The proper care, maintenance, useful life and disposal of the PPE.
 6. Actions to be taken in the event of an emergency due to the compromise or failure of PPE.

- B. Each affected employee shall demonstrate an understanding of the training received and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

- C. Employees shall receive retraining whenever there is reason to believe that any affected employee who has already been trained does not exhibit the required understanding and skills. Circumstances where retraining is required include, but are not limited to, situations where:
 - 1. Changes in the workplace render previous training obsolete; or
 - 2. Changes in the types of PPE to be used render previous training obsolete; or
 - 3. Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.
 - 4. As required by other, more specific PPE policies (i.e. respiratory protection).

- D. Training covered under this policy shall be documented in writing and contain, at a minimum, the following elements:
 - 1. Name of the employee's Division/Facility/School and work unit.
 - 2. Date of training.
 - 3. Employee's printed/typed name.
 - 4. Trainer's printed/typed name.
 - 5. Training topic.
 - 6. Specific make, model, and size of any equipment the employee was trained on.
 - 7. Pass/Fail results of any testing procedures (as required by standard).

8. Statement that the employee “acknowledges participation in the training and has acquired the knowledge, skills and ability to safely perform the task trained, and has been given the opportunity to ask questions and have those questions satisfactorily answered.”
 9. Employee’s signature.
 10. Trainer’s signature.
 11. Any deadline for follow-up training and make-up procedures.
 12. Any additional information as required by the applicable standard.
 13. A copy of the training lesson plan and/or educational materials used shall be maintained and made readily available to any authorized inspector or agent as required by the applicable standard.
5. No employee shall don or wear personal protective equipment without prior authorization by their supervisor/manager and compliance with the procedures established for this policy.
 6. Damaged or defective personal protective equipment shall not be worn for any purpose.

References

North Carolina General Statutes:

1. Chapter 95: Occupational Safety and Health Act of North Carolina: 95-129(2) and 95-148(1) and (2)
2. Chapter 143, Article 63: Workplace Requirements Program for Safety and Health: 143-582(3) and (4)

North Carolina Administrative Code:

1. 25 NCAC 1N.0105(a) and .0202 through .0206
2. 13 NCAC 7F.0101(2)

North Carolina Occupational Safety and Health Standards for General Industry, 29 CFR 1910 Subpart I

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Workplace Requirements Program Manual for Safety and Health:

1. Section 2: Policy 2.2: Requirements 3.c. and 4.a.
2. Section 5: Policy 5.14

For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).