2-K
PUBLIC WORKS DEPARTMENT
PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY
Original Date: May 2015
Revised: February 2021

I. PURPOSE

The Personal Protective Equipment (PPE) Policy is designed to comply with the Occupational Safety and Health Administration (OSHA) Personal Protective Equipment Standard, 29 CFR 1910.132-.138. (**See Attachment E).** The purpose of this policy is to provide procedures for Public Works employees who are exposed to risks that can be eliminated or reduced through proper use of Personal Protective Equipment.

II. GENERAL REQUIREMENTS

PPE devices alone should not be relied upon to provide protection against hazards, but should be used in conjunction with training, Job Safety Analyses (JSAs), equipment guards, engineering controls, and sound risk management practices. The Village will purchase and provide all necessary PPE. This includes, but is not limited to the following: head protection, eye protection, ear protection, hand protection, foot protection, respirator protection, etc. All PPE shall meet the necessary safety specifications required by OSHA.

III. ASSESSMENT AND SELECTION

It is the intent of the Village of Bloomingdale to consider general guidelines for assessing the eye and face, head, hand, foot, hearing, respiratory and stored energy hazard situations that exist in our operations and to properly select the protective devices for the particular hazard through the use of the PPE Workplace Hazard Assessments (**See Attachment B**) and Job Safety Analysis (JSA) **(See Attachment A**).

A. ASSESSMENT GUIDELINES

The OSHA Standard on PPE requires that each department is assessed to determine the workplace hazards and the PPE needs.

The Public Works Department will utilize the PPE Workplace Hazard Assessments **(Attachment B)** and Job Safety Analysis (JSA) **(Attachment A)** to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. If such hazards are present, or likely to be present, the employer shall:

- Select the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;
- Communicate selection decisions to each affected employee, and ensure they know how to use PPE correctly; and
- Select PPE that properly fits each affected employee.

B. SURVEY

To achieve the assessment of the required PPE, a hazard survey is completed to identify sources of hazards to workers and co-workers. Assessments are performed by preparing and researching a Job Safety Analysis (JSA) for each piece of equipment or procedure that will identify potential hazards and/or risks to the employee (see Village's Job Safety Analysis Policy).

JSA(s) and Workplace Hazard Assessments should be reviewed by employees prior to the use of any new piece of equipment, post-accident and refresher training will be conducted periodically

or based upon need. Operation manuals provided with each piece of equipment will be the most reliable source of safety and procedure information. Consideration should be given to the basic hazard categories:

- Impact
- Penetration
- Compression (roll-over)
- Chemical Expose/Fumes
- Heat
- Harmful dust
- Light (optical) radiation
- Falling objects

B. HAZARD SOURCES

During the survey of the department, a review of recognized hazard sources should be periodically completed. Examples of these hazard sources that may be present are as follows:

- **Motion:** machinery or processes where any movement of tools, machine elements, particles, or other related equipment could exist. This may include forklifts or other similar devices.
- **Temperature:** high temperatures that could result in burns, eye injury or ignition of protective equipment. This may include steam, hot water, or surface temperatures.
- **Chemicals:** exposure or potential exposure to chemicals outlined in the Hazard Communication Program.
- **Airborne Particles:** Nuisance dust, powders, mists, gases, fumes or other similar materials.
- **Light:** light radiation from welding, brazing, cutting, furnaces, high intensity lights, etc.
- **Falling Objects:** Sources of falling objects or potential for dropping objects, such as those from overhead hoists, manhole entries, excavations or work platforms.
- **Sharp Objects:** materials that may pierce the feet or cut the hands.
- **Rolling or Pinch Points:** rolling or pinching objects, which could crush the hands or feet, such as a tailgate.
- **Workstations:** facility layout, location of work stations and/or any new equipment added to the working/shop space.
- **Electrical:** Any electrical hazards.
- **Other stored energy sources:** air, water, hydraulic etc.(see the Village's Lockout Tagout Policy)

C. DEPARTMENT HAZARDS ANALYSIS

It is the intent of this program that a Job Safety Analysis (JSA)/Personal Protective Equipment (PPE) Hazard Assessment will be completed by job task within the Public Works Department to evaluate the degree of hazards present in the workplace. Once this has been completed each of the basic hazards would be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously would be considered in this evaluation. The JSA will provide detailed guidelines of proper operation/procedure, potential hazards and how to avoid those potential hazards.

D. SELECTION GUIDELINES

General procedure for the Public Works Department in selecting proper/necessary protective equipment is to:

- Become familiar with the potential hazards and the types of PPE that is available. Understand its purpose and its limitations; i.e., different types of gloves (rubber vs. leather), safety glasses (standard vs. side eye protection), respirators (cartridge vs. SCBA) and hearing protection equipment (air plugs vs. ear muffs) and;
- Compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, with the capabilities of the available protective equipment;
- Select the PPE which ensures a level of protection greater than the minimum required to protect employees from the hazards; and
- Fit the user with the protective device and give instructions on care and use of the PPE. It is very important that employees be made aware of all warning labels for and limitations of their PPE.

E. FITTING THE DEVICE

PPE that fits poorly will not provide the necessary protection; the Village will provide PPE offered in a variety of sizes to ensure that the right size is selected. PPE that fits the wearer comfortably is more likely to be used on a consistent basis as opposed to poorly fitting PPE that is uncomfortable. It is the employee's responsibility to occasionally evaluate the condition of their PPE to ensure it offers the optimal level of protection. Frayed, worn, ripped or cut PPE items will not properly protect the employee from dangerous hazards. Each PPE item will require more or less frequent inspection; care and inspection instructions should be reviewed by the employee to ensure the PPE is in proper working condition.

F. DEVICES WITH ADJUSTABLE FEATURES

Training on the adjustment of PPE will be provided to ensure that employees are aware of the need to maintain the protective device in the proper position. All employees are instructed to follow the manufacturer's guidelines carefully. Respirator masks with cartridges are a great example of making sure PPE properly fits. Without a tight seal on the face, the mask will not offer needed respiratory protection for the employee. Mask straps should be tight enough to create a seal but not too tight that it could cause discomfort or injury.

G. REASSESSMENT OF HAZARDS

As needed, the Public Works Department will reassess the workplace hazards by identifying and evaluating new equipment and processes, reviewing accident records, and reevaluating the suitability of previously selected PPE. When a new piece of equipment is purchased, a JSA and Hazard Assessment will be performed and all employees trained and signed off before that piece of equipment is used. If there has been a recent accident or incident the JSA/procedure will be reviewed as a refresher.

H. TYPES OF PPE

1. Eye and Face Protection *(Must comply with ANSI/ISEA Z87.1/2010, but OSHA/IDOL will still accept those complying with ANSI/ISEA Z87.1-2003.)*

The Public Works Department recognizes that most job tasks within our operations require the use of various types of eye and face protection. In addition to the manufacturers guidelines the following overview is being provided.

a. **IMPACT** - Chipping, grinding machining, sawing, drilling, powered fastening, and sanding may produce flying fragments, objects large chips, sand, dirt, etc. Safety glasses with side-protection, goggles, face shields will be considered as reasonable methods of eye protection. For severe exposure face shields will be utilized.

b. **HEAT** – Welding, cutting, and other maintenance operations may produce hot sparks. Face shields, goggles, and spectacles with side protection will be offered. Splash from molten metals (welding) or use of steam may also produce hazardous tasks. Face shields worn over goggles should be considered.

c. **CHEMICALS** - Acid and chemicals handling, degreasing, etc. may create splash exposures requiring additional protection. For severe exposure, goggles, and face shield should be considered. Chemical airborne particles can cause respiratory irritation or damage if inhaled. When using a chemical, the SDS (safety data sheet) for that chemical should be referenced to ensure the employee is using the proper level of PPE. More information can be found in the Village of Bloomingdale's Respiratory Protection and Hazard Communication Policies.

d. **DUST** - Nuisance dust or dust from wood-working, sanding, chopping etc. will require eye protection such as goggles or safety glasses with side shields. A disposable dust mask can provide protection from non-silica dust particulates that can make their way into the respiratory system. Silica dust will require the use respirator when it's a possibility the silica dust can become airborne during cutting, hammering, grinding or after job task has been completed.

e. **LIGHT and/or RADIATION** - Welding: Electric arc produces optical radiation requiring welding helmets or welding shields. Typical shades: 10-14.
Welding: Gas produces optical radiation requiring welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4.
Cutting, torch brazing, and torch soldering produces optical radiation requiring spectacles or welding face shield. Typical shades 1.5-3. Glare may result in poor vision requiring spectacles with shaded or special-purpose lenses, as suitable.

Eye and Face Protection may require the following items to be considered:

- Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be provided. Personal protective devices do not provide unlimited protection.
- Operations involving heat may also involve light radiation. As required by OSHA, protection from both hazards must be provided.
- Face shields should only be worn over primary eye protection (spectacles or goggles).
- As required by the standard, filter lenses must meet the requirements for shade designations in 29 CFR 1910.133(a)(5). Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.
- As required by the standard, persons whose vision requires the use of prescription lenses must wear either protective devices fitted with prescription lenses or protective devices designed to be worn over regular prescription eyewear.
- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments may represent an additional hazard to contact lens wearers.
- Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.
- Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Anti-fog spray may be helpful in preventing shield fogging.

- Frequent cleansing may be necessary. A dirty shield can be hazard if not kept clean as it can impede the workers vision.
- Welding helmets or face shields should be used only over primary eye protection (spectacles or goggles).
- Non-side shield spectacles are available for frontal protection only, but are not acceptable eye protection for the sources and operations listed for "impact."
- Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.
- Protection from light radiation is directly related to filter lens density. Select the darkest shade that allows task performance.

2. Head Protection

Head protection measures may not be applicable to every job function. However, the Bloomingdale Public Works Department will determine the need to utilize this form of protection on a case by case basis. Our employees shall be aware of issues dealing with head protection. Therefore, the following information is being provided.

All head protection (helmets/hard hats) is designed to provide protection from impact and penetration hazards caused by falling objects. Head protection is also available which provides protection from electric shock and burn.
When selecting head protection, knowledge of impact type and electrical class is important. Impact type and electrical classes are as follows:

Impact Types

Type I – Helmets intended to reduce the force of impact resulting from a blow only to the top of the head.

Type II – Helmets intended to reduce the force of impact resulting from a blow to the top or sides of the head.

Electrical Classes

Class G (General) – Helmets intended to reduce the danger of contact with low voltage conductors. Test samples shall be proof-tested at 2200 volts (phase to ground). This voltage is not intended as an indication of the voltage at which the helmet protects the wearer.

Class E (Electrical) – Helmets intended to reduce the danger of contact with higher voltage conductors. Test samples are proof-tested at 20,000 volts (phase to ground). This voltage is not intended as an indication of the voltage at which the helmet protects the wearer.

Class C (Conductive) – Helmets that are not intended to provide protection against contact with electrical hazards.

All helmets must be stamped with both a type and an electrical class, accordingly. Selection shall be based on potential hazard exposures, accordingly.

Where falling object hazards are present, helmets must be worn. Some examples include: working below other workers who are using tools and materials which could fall; working around or under cranes or scissor lifts that are carrying parts or materials; working below machinery or processes which might cause material or objects to fall such as an excavation, confined space entry, lift truck etc.

3. Foot Protection

Foot protection is required for all job tasks performed**.** Given that we recognize the exposure to foot injuries from falling or rolling objects the Public Works Department requires the use of safety shoes for employees within all Public Works Divisions. Safety foot wear shall provide both impact and compression protection, and comply with any of the following standards: ASTM F-2414-2005, “Standard Test Methods for Foot Protection” and ASTM F-2412-2005, “Standard Specification for Performance Requirements for Protective Footwear” or ANSI Z41-1999 or 1991.

4. Hand Protection

The Bloomingdale Public Works Department recognizes that most jobs within our operations may require the use of various types of hand protection. While hand protection may be beneficial, extreme caution must be used when working around rotating or spinning equipment due to the potential for the glove to create an entanglement hazard. Therefore, the immediate supervisor should determine if the gloves may be used on a job specific basis. In some cases hazards other than the rotating equipment may be greater than if the employee were to work without the use of a glove. In these instances a determination should be made on whether or not a glove actually reduces the hazard. Review of the JSA for that equipment or procedure will offer a guide as to which kind of PPE is best for the job.

Gloves are often relied upon to prevent cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following dermal exposure. We are unaware of any gloves that provide protection against all potential hand hazards, and commonly available glove materials provide only limited protection against many chemicals. Therefore, it is important to select the most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused. It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated; e.g., chemical hazards, cut hazards, flame hazards, rotating equipment, etc.

Other factors to be considered for glove selection in general include:

- As long as the performance characteristics are acceptable, in certain circumstances, it may be more cost effective to regularly change cheaper gloves than to reuse more expensive types; and,
- The work activities of the employee should be reviewed to determine the degree of dexterity required, the duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied.

With respect to selection of gloves for protection against chemical hazards:

- The toxic properties of the chemical(s) must be determined; 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;
- Generally, any "chemical resistant" glove can be used for dry powders;
- For mixtures and formulated products (unless specific test data are available), a glove should be selected on the basis of the chemical component with the shortest breakthrough time, since it is possible for solvents to carry active ingredients through polymeric materials; and,
- Employees must be able to remove the gloves in such a manner as to prevent skin contamination by using the following method: Peel the first glove away from your body, pulling the glove inside out. Next, hold the glove you just removed in your

gloved hand. Peel off the second glove by putting your fingers inside the glove at the top of your wrist. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second glove. **See Attachment D**.

5. Hearing Protection

Molded earplugs that are self-forming such as foam or waxed cotton should be used. Ear muffs provide a higher level of protection as they form a seal around the entire ear. Refer to the Village of Bloomingdale Hearing Conservation program for specific details pertaining to hearing protection requirements for specific pieces of equipment and procedure. (According to IRMA guidelines)

6. Respirators

A cartridge respirator will be used to prevent occupational diseases caused by breathing air that is contaminated with harmful dusts, fogs, fumes, mists etc. Cartridges will be provided and annual testing of mask fit and cartridges will be performed to ensure proper fit. Respirator Clearance Certificates are required by every employee assigned a mask as part of their PPE. Certifications are obtained by completing an OSHA Respiratory Medical Survey which will be reviewed by the Village doctor to determine if the employee is safe to wear a mask.

7. Electrical Protective Devices

Rubber protective equipment for protecting workers from live electrical current greater than 50 volts conforms to the requirements of the following American Society for Testing and Materials (ASTM) National Consensus Standards:

- Item Standard:
  - Rubber insulating gloves … ASTM D 120-87
  - Rubber matting for use around…ASTM D 178-93 or D 178-88

- Electric Apparatus
  - Rubber insulating blankets… ASTM D 1048-93 or D 1048-88a
  - Rubber insulating covers… ASTM D 1049-93 or D 1049-88
  - Rubber insulating line hose… ASTM D 1050-90
  - Rubber insulating sleeves… ASTM D 1051-87
  -

Employees should check with their immediate supervisor before working near any electrical sources. Also, please refer to the Village of Bloomingdale's Lock-Out/Tag-Out Policy, complying with OSHA regulations 29 CFR 1910.147 and/or 29 CFR 1910.269 – Electric Power Generation/ Transmissions and Distribution (NFPA 70E by reference).

J. CLEANING-MAINTENANCE-REPLACEMENT

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision or bacteria can grow and cause infection in eyes or open cuts.

For the purposes of compliance with 29 CFR 1910.132 (a) and (b), and (f)(1)(v), which is for the proper care, maintenance, useful life and disposal of the PPE. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. It is also important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects employees from exposure to hazards. Manufacturer's guidelines should be followed for specific requirements.

Any defective or damaged PPE will not be used and will be replaced as immediately. PPE that no longer provides the proper level of protection such as a harness will be destroyed and disposed of immediately to ensure that nobody attempts to use it. Employees are not to work on a project until they have the required PPE.

K. TRAINING AND CERTIFICATION TRAINING

Each Bloomingdale Public Works employee will be trained on the PPE that is needed for their protection while performing assigned tasks.

Each employee will be trained on the following:

- **When** PPE is necessary to protect the employee
- **What** PPE is necessary to protect the employee
- **How** to properly don(put on), doff(take off),adjust, and wear PPE
- The limitations of the PPE
- The proper care and maintenance of the PPE
- The useful life and disposal of the PPE

Retraining of the employee should be provided when:

- Changes in the workplace render previous training obsolete
- Changes in the types of PPE to be used render previous training obsolete
- Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.
- Post -accident or incident that resulted in personal injury PPE training

A 'Safety Meeting Sign-In Sheet' will be completed after all PPE training has been completed. **See Attachment C.**

L. JOB SPECIFIC PPE HAZARD ASSESSMENTS

Attached to this policy are examples of potential task/activities conducted by Public Works employees in various departments. Should an employee be assigned a duty/task they are unfamiliar with, they will inform their immediate supervisor so that training is completed, sign-off and proper PPE requirements are met. (**See Attachment A)-**John Deere Gator Utility Cart Job Safety Analysis. (**See Attachment B)-** Personal Protective Equipment Workplace Hazard Assessments.

ATTACHMENT A

Village of Bloomingdale Job Safety Analysis

Description: John Deere Gator Utility Cart	Original Date of Analysis: 7/23/14
Division: Water Reclamation Facility/Streets	Exec. Safety Comm. Review Date:
Analysis Performed by: Anthony Coronato	Reviewed Date: 2/4/2021 By: Lauren Moore

Required Personal Protective Equipment: Steel Toe Boots, Safety Vest, Leather/Canvas Gloves, Safety Glasses, Seatbelt
Recommended Personal Protective Equipment:

Sequence of Basic Steps		**Potential Accidents or Hazards**	**Recommended Safe Job Procedures**
1.	Before operating the JD Gator: read the owner's manual, receive training on the machine and review Job Safety Analysis (JSA).	If employee is unaware of how to use properly it could lead to an accident, equipment or property damage.	Attend in-house training and review JSA.
2.	Pre-Trip Inspection: •Check the engine oil and hydraulic oil. •Check the fuel level. •Check for loose parts, damaged components, and broken or missing parts. • Check tires, lights, windows. • Check for any leaks (hydraulic, motor oil, anti-freeze)	Low fuel or fluids can cause stress on the engine and gator cart could break down. Damage to cart or personal injury. Low tire pressure will affect how the cart handles. Burnt-out lights reduce visibility.	Replenish low oil/fluids. Consult your supervisor or equipment maintenance if you are unsure about adding fluids. Refuel the gator cart outdoors with the engine off. Do a complete walk-around inspection.
3.	Carefully enter gator cart and fasten seatbelt.	Personal injury - slipping/falling or other injury while entering or exiting the equipment.	Use caution entering gator cart. Use 3 points-of-contact when entering or exiting. Watch your head!
4.	Insert key in ignition and turn to start. If engine is cold, pull cold start switch then turn ignition.	Cold start can cause damage to equipment.	Make sure engine is in neutral before starting. Do not operate starter for more than 30 seconds, allow engine to warm up before starting work.
5.	While applying the foot pedal brake, release the parking brake lever downward. Parking brake lever is located between the seats.	Damage to parking brake. Equipment could roll causing injury or damage.	Be sure parking brake is fully released before acceleration. When parking the vehicle for any length of time always apply parking brake.
6.	Put gear in gear (drive or reverse). Use foot pedals to accelerate/ stop. Back-up alarm indicator will activate when in the reverse gear.	You could hit or back into something or someone.	Operates like most automobiles. Accelerator on right, brake on left. Check surroundings before moving.
7.	Use proper gear and speed for work being performed.	Damage to vehicle. Personal injury.	Turning or driving too fast can't cause the vehicle to flip or hit something.
8.	How to: safely load equipment and/or material(s) into gator cart bed.	Damage to vehicle. Personal injury. Waste of material. Damage equipment being transported.	Wear leather or canvas gloves when operating the tailgate. Do not overfill gator cart bed or let anything spill over the sides. Drive with caution when gator cart bed is loaded. Reduce speed when turning and avoid making abrupt starts and stops. Sudden quick maneuvers could lead to losing whatever is loaded. When possible tie down the load.
9.	How to: safely open tailgate and remove/dump equipment or material(s) from bed.	Equipment damage, personal injury and/or property damage.	Wear leather or canvas gloves when opening or closing the tailgate.

Sequence of Basic Steps		Potential Accidents or Hazards	Recommended Safe Job Procedures
		Material can fly off tailgate or out of cart bed while driving and hit whatever is behind you. Pinched or smashed hands/fingers.	1. Be sure path is clear prior to backing. 2. Back-up vehicle to dump location. 3. Apply the parking brake. 4. Unlock tailgate/remove tie-downs in applicable. 5. Use switch on dashboard to raise the bed 6. Once material is dumped you can lower the bed 7. Clean any material remaining on gate 8. Close and secure tailgate.
10.	Parking and exiting the Gator Cart: 1. Put in neutral gear. 2. Engage the parking brake. 3. Remove the seat belt. 4. Shut off the engine. 5. Turn off lights. 6. Remove keys form ignition. When parking in the garage, the area needs to be well ventilated while the gator cart's engine is running.	Equipment damage, personal injury and/or property damage. Battery could drain of power. Driver should take keys with him/her if the gator cart isn't parked in a secure location. Inhale exhaust fumes that can make you sick and in significant amounts can lead to death.	Vehicle should be securely parked to avoid rolling while unattended. Bring ignition keys to supervisor for safe keeping. Verify that everything is off before you walk away for the day. Leave overheard doors open or engage ventilation system while in the garage for longer periods of time.
11.	**Operating Front- Mounted Winch** REFER TO GATOR WINCH JSA (only gator cart unit #416 has a winch)	Damage to equipment. Pinched fingers or hands Winch cable burns, cuts or punctures to hands or body.	Review Gator Winch Job Safety Analysis. Always use proper Personal Protective Equipment (PPE) when using winch: Winch JSA/Workplace Hazard Assessment will indicate what PPE is required and/or recommended for that procedure.

Village of Bloomingdale
Personal Protective Equipment (PPE)
Workplace Hazard Assessment

Date: 7/23/2014
Division: Water Reclamation Facility
Location: Various
Description: **John Deere Gator Utility Cart**
Assessing Supervisor:
Assessing Team Member: Anthony Coronato
Reviewed Date: 2/4/2021 By: Lauren Moore

Indicate Types of Potential Hazards					
Dust		Falling objects		Other:	
Splinters		Sharp objects		Other:	
Flying particles	X	Rolling or pinching objects	X	Other:	
Noise	X	Electric		Other:	
Light radiation		Chemical exposure		Other:	
Fumes		High temperature		Other:	

Personal Protective Equipment – Indicate Required or Recommended					
PPE	**Req**	**Rec**	**PPE**	**Req**	**Rec**
Hard hat, Class A			Rubber apron		
Hard hat, Class B			Back supports		
Hard hat, Class C			Wrist supports		
Goggles/face shield-welding			Welding helmets, face masks		
Goggles/face shield-welding w/shade #			Self-contained breathing apparatus		
Hip boots			Leather/canvas gloves	X	
Steel toed boots	X		Cartridge respirator		
Rubber boots			Rubber gloves-Neoprene		
Safety vest	X		Leather apron		
Disposable apron/jumpsuit			Rubber insulating gloves		
Foot rests			Rubber gloves-biohazard		
Rain gear			Anti-vibration gloves		
Adverse weather clothing			Keyboard wrist rest		
Ear plugs			Safety glasses-side shields		
Ear muffs			Other: Safety glasses	X	
Dust mask			Other: Seat Belt	X	
Goggles-dust/particle			Other:		
Goggles-chemical			Other:		
Chain saw chaps/gloves			Other:		

ATTACHMENT B

Village of Bloomingdale
Personal Protective Equipment (PPE)
Workplace Hazard Assessment

Date: 10/24/2007
Division: Street Maintenance
Location: Various
Description: **Paver Box**
Assessing Supervisor: Ed Lewen
Assessing Team Member: Ed Cieslak, Mark Michaels
Reviewed Date: 2/4/2021 By: Lauren Moore

Indicate Types of Potential Hazards					
Dust		Falling objects		Other: Burns	X
Splinters		Sharp objects		Other:	
Flying particles		Rolling or pinching objects	X	Other:	
Noise	X	Electric	X	Other:	
Light radiation		Chemical exposure	X	Other:	
Fumes	X	High temperature	X	Other:	

Personal Protective Equipment – Indicate Required or Recommended					
PPE	**Req**	**Rec**	**PPE**	**Req**	**Rec**
Hard hat, Class A			Rubber apron		
Hard hat, Class B			Back supports		
Hard hat, Class C		X	Wrist supports		
Goggles/face shield-welding			Welding helmets, face masks		
Goggles/face shield-welding w/shade #			Self-contained breathing apparatus		
Hip boots			Leather/canvas gloves		X
Steel toed boots	X		Cartridge respirator		
Rubber boots			Rubber gloves-Neoprene		
Safety vest	X		Leather apron		
Disposable apron/jumpsuit			Rubber insulating gloves		
Foot rests			Rubber gloves-biohazard		
Rain gear			Anti-vibration gloves		
Adverse weather clothing			Keyboard wrist rest		
Ear plugs		X	Safety glasses-side shields	X	
Ear muffs		X	Other:		
Dust mask			Other:		
Goggles-dust/particle			Other:		
Goggles-chemical			Other:		
Chain saw chaps/gloves			Other:		

Village of Bloomingdale
Personal Protective Equipment (PPE)
Workplace Hazard Assessment

Reviewed Date: 10/25/2012
Division: Forestry & Street Maintenance
Location: Work Site
Description: **Altec Lift Truck**
Assessing Supervisor: Ed Lewen
Assessing Team Member: Jim Horvath/Paul Dublin
Reviewed Date: 2/4/2021 By: Lauren Moore

Indicate Types of Potential Hazards					
Dust		Falling objects	X	Other: Falling	X
Splinters		Sharp objects		Other:	
Flying particles		Rolling or pinching objects	X	Other:	
Noise		Electric	X	Other:	
Light radiation		Chemical exposure	X	Other:	
Fumes		High temperature		Other:	

Personal Protective Equipment – Indicate Required or Recommended					
PPE	**Req**	**Rec**	**PPE**	**Req**	**Rec**
Hard hat, Class A	X		Rubber apron		
Hard hat, Class B			Back supports		
Hard hat, Class C			Wrist supports		
Goggles/face shield-welding			Welding helmets, face masks		
Goggles/face shield-welding w/shade #			Self-contained breathing apparatus		
Hip boots			Leather/canvas gloves		X
Steel toed boots	X		Cartridge respirator		
Rubber boots			Rubber gloves-Neoprene		
Safety vest		X	Leather apron		
Disposable apron/jumpsuit			Rubber insulating gloves		
Foot rests			Rubber gloves-biohazard		
Rain gear			Anti-vibration gloves		
Adverse weather clothing			Keyboard wrist rest		
Ear plugs		X	Safety glasses or safety glasses w/side shields (as deemed appropriate)	X	
Ear muffs			Other: full body harness	X	
Dust mask			Other:		
Goggles-dust/particle			Other:		
Goggles-chemical			Other:		
Chain saw chaps/gloves			Other:		

ATTACHMENT C

TRAINING SIGN-IN SHEET **DIVISION** _____

Original - Director of Village Services

ATTACHMENT C

Copies - Division Supervisor _____
- PW Operations Coordinator _____

SAFETY MEETING - PUBLIC WORKS

Date: _____

Topic: _____

Speaker: _____

Please circle any that apply:

VHS Tape Handouts Discussion Slides Demo CD Rom JSA

Other: _____

In Attendance:	Please Sign Here:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

HOW TO REMOVE GLOVES

To protect yourself, use the following 7 steps

1

Grasp the outside of one glove at the wrist. Do not touch your bare skin.

2

Peel the glove away from you, pulling it inside out.

3

Hold the glove you just removed in your gloved hand.

4

Pull off the second glove by putting your fingers inside the glove at the top of your wrist.

5

Turn the second glove inside out, pulling it away from you, leaving the first glove inside the second.

6

Dispose of the gloves safely. DO NOT reuse the gloves.

7

Wash your hands immediately after for 20 seconds.

ROCHESTER REGIONAL HEALTH

ATTACHMENT E

OSHA Standard 1910.132 General PPE Requirements

1910.132(a)
Application. Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of 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.
1910.132(b)
Employee-owned equipment. Where employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.
1910.132(c)
Design. All personal protective equipment shall be of safe design and construction for the work to be performed.
1910.132(d)
Hazard assessment and equipment selection.
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). If such hazards are present, or likely to be present, the employer shall:
1910.132(d)(1)(i)
Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;
1910.132(d)(1)(ii)
Communicate selection decisions to each affected employee; and,
1910.132(d)(1)(iii)
Select PPE that properly fits each affected employee.
Note: Non-mandatory appendix B contains an example of procedures that would comply with the requirement for a hazard assessment.

1910.132(d)(2)
The employer shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment.
1910.132(e)
Defective and damaged equipment. Defective or damaged personal protective equipment shall not be used.
1910.132(f)
Training.
1910.132(f)(1)
The employer shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:
1910.132(f)(1)(i)
When PPE is necessary;

1910.132(f)(1)(ii)
What PPE is necessary;
1910.132(f)(1)(iii)
How to properly don, doff, adjust, and wear PPE;
1910.132(f)(1)(iv)
The limitations of the PPE; and,
1910.132(f)(1)(v)
The proper care, maintenance, useful life and disposal of the PPE.
1910.132(f)(2)
Each affected employee shall demonstrate an understanding of the training specified in paragraph (f)(1) of this section, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.
1910.132(f)(3)
When the employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by paragraph (f)(2) of this section, the employer shall retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:
1910.132(f)(3)(i)
Changes in the workplace render previous training obsolete; or
1910.132(f)(3)(ii)
Changes in the types of PPE to be used render previous training obsolete; or
1910.132(f)(3)(iii)
Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.
1910.132(g)
Paragraphs (d) and (f) of this section apply only to §§ 1910.133, 1910.135, 1910.136, 1910.138, and 1910.140. Paragraphs (d) and (f) of this section do not apply to §§ 1910.134 and 1910.137.
1910.132(h)
Payment for protective equipment.
1910.132(h)(1)
Except as provided by paragraphs (h)(2) through (h)(6) of this section, the protective equipment, including personal protective equipment (PPE), used to comply with this part, shall be provided by the employer at no cost to employees.
1910.132(h)(2)
The employer is not required to pay for non-specialty safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eyewear, provided that the employer permits such items to be worn off the job-site.
1910.132(h)(3)
When the employer provides metatarsal guards and allows the employee, at his or her request, to use shoes or boots with built-in metatarsal protection, the employer is not required to reimburse the employee for the shoes or boots.
1910.132(h)(4)
The employer is not required to pay for:
1910.132(h)(4)(i)
The logging boots required by 29 CFR 1910.266(d)(1)(v);
1910.132(h)(4)(ii)
Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots; or
1910.132(h)(4)(iii)
Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.
1910.132(h)(5)

The employer must pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE.

1910.132(h)(6)

Where an employee provides adequate protective equipment he or she owns pursuant to paragraph (b) of this section, the employer may allow the employee to use it and is not required to reimburse the employee for that equipment. The employer shall not require an employee to provide or pay for his or her own PPE, unless the PPE is excepted by paragraphs (h)(2) through (h)(5) of this section.

1910.132(h)(7)

This paragraph (h) shall become effective on February 13, 2008. Employers must implement the PPE payment requirements no later than May 15, 2008.

Note to §1910.132(h): When the provisions of another OSHA standard specify whether or not the employer must pay for specific equipment, the payment provisions of that standard shall prevail.