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**Management Plan  
for  
Personal Protective Equipment (PPE)**

Northfield Public Schools

**Management Plan for Personal Protective Equipment (PPE)**

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## 1.0 Introduction

The intent of this program is to help reduce the potential for employee injury and illness through careful selection, training, and proper use of personal protective equipment (PPE) and to comply with OSHA 29 CFR 1910 Subpart I – *Personal Protective Equipment*.

## 2.0 Responsibilities

The program administrator, or designee, is responsible for the following:

- Conducting hazard assessments to determine appropriate PPE
- Ensuring staff members are provided with a reasonable selection of appropriate PPE free of charge
- Training staff members on PPE usage

## 3.0 Hazard Assessments

The National Institute for Occupational Safety and Health (NIOSH) recommends that employers follow the Hierarchy of Controls to control hazards. The preferred order of controls to consider, ranked from most effective to least effective in reducing hazards, is as follows: elimination, substitution, engineering controls, administrative controls, and PPE.

When processes can be eliminated, substances can be substituted or engineering controls can be introduced to reduce workplace hazards, Northfield Public Schools does so, when feasible. For situations where engineering or other control methods are not adequate or available, PPE may be the sole source of employee protection.

The district has contracted with IEA to conduct hazard assessments to identify workplace hazards and to implement controls for those hazards. Hazards may include impact, penetration, compression, chemical, heat, dust, and electrical systems. Sources of hazards may include rotating equipment, battery-charging operations, work with sharps, dust-producing operations, and high-temperature situations.

Based on the results of the hazard assessments, the appropriate PPE is selected. PPE is selected that facilitates a level of protection greater than the minimum required to protect the employee. Professional guidance from a third-party consultant or safety vendor is obtained when there is any doubt regarding selection of proper PPE.

Hazards are re-evaluated periodically to document that adequate PPE is being provided, that it remains in good condition, and that employees are utilizing PPE in the correct manner.

## 4.0 Types of PPE

PPE is selected based on a combination of general requirements, as well as hazard-specific requirements as outlined below. When PPE is being worn due to employees handling chemicals, the chemicals Safety Data Sheet is referenced to ensure the proper and compatible PPE is utilized.

### 4.1 Eye and Face Protection (29 CFR 1910.133)

- Suitable eye and face protectors are used when employees are exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- Side-shields or other side protection are used when there is a hazard from flying objects.
- Tight-fitting goggles are used when there is a chemical splash hazard.
- Prescription safety eyewear, or over-the-glasses safety eyewear, are used when employees wear prescription lenses.
- Welding goggles and/or shields are used during welding operations.
- Eye and face protectors comply with *ANSI Z87.1-1989*.

#### **4.2 Hand Protection (29 CFR 1910.138)**

- Gloves are worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, and harmful temperature extremes are present.
- Glove selection is based on the performance characteristics, conditions, duration of use, personal preference, and all hazards present. Latex allergies are considered.

#### **4.3 Head Protection (29 CFR 1910.135)**

- Protective hats will be worn when hazards from falling or fixed objects or electrical shock are present.

#### **4.4 Foot Protection (29 CFR 1910.136)**

- Safety shoes are worn when falling, rolling, puncturing, or electrical hazards are present.
- Safety shoes comply with *ANSI Z41.1-1967*.

#### **4.5 Hand Protection (29 CFR 1910.138)**

- Guidelines have been established in the district's *Management Plan for Respiratory Protection*.

### **5.0 Cleaning, Maintenance and Storage**

The following practices are followed in reference to the cleaning, maintenance, and storage of PPE.

- PPE designed by the manufacturer to be single use is required to be disposed of after use.
- Sharing of PPE between employees is prohibited unless it is intended to be shared and has been properly cleaned and sanitized between use.
- PPE is maintained in a clean, good working, and protected manner.
- The manufacturer's instructions are referenced to seek professional advice regarding the care, maintenance, and cleaning of your PPE.

### **6.0 Training**

Each employee required to use PPE in our workplace receives training to understand the following:

- Why PPE is necessary
- When PPE is necessary
- What PPE is necessary
- How to properly don, adjust, and wear PPE
- The limitations of PPE
- The proper care, maintenance, useful life, and disposal of PPE

Each affected employee demonstrates an understanding of the training as well as the ability to use the assigned PPE properly before being allowed to perform work requiring the use of PPE. Verification that each affected employee has received and understood required training is recorded on an appropriate training document, containing the name of each employee trained, the date(s) of training, and an outline of information covered.

An employee is subject to re-training or on-the-job coaching when there is reason to believe that they do not appear to fully understand the need, purpose, function, maintenance, or any other aspect of the proper use of PPE. Re-training occurs in any situation where:

- 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.

Training records are maintained in the District Office.

## **7.0 Recordkeeping**

This Management Plan for Personal Protective Equipment is reviewed on an annual basis. Revisions are made as necessary and affected employees are informed of such revisions, if applicable.

## **8.0 References**

American National Standards Institute Safety Standards. "American National Standard for Occupational and Education Personal Eye and Face Protection Devices (Z87.1)." *American National Standard, International safety Equipment Association*. ISEA, 2010.

American National Standards Institute Safety Standards. "Personal Protective Equipment-Protective Footwear (20346)." *American National Standards Institute, International Organization for Standardization*. ISO, 2014.

Occupational Safety and Health Administration. "Personal Protective Equipment (1910.132)." *U.S Department of Safety and Health Administration*. OSHA, 2016.

# **Appendix A**

*Hazard Assessment Records  
(Maintained at the District Office)*

# **Appendix B**

*Training Records*  
*(Maintained at the District Office)*