



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b> Personal Protective Equipment	<b>DOC Policy:</b> 20.6.15
<b>Supersedes:</b> None	
<b>Applicability:</b> All employees, volunteers, and contract service providers	
<b>Directive Cross - Reference:</b> OAR437, Division 2, Subdivision I, Personal Protective Equipment (432-002-0120 through 140 and 1910.132 through .140, Respiratory Protection, (1910.134) is addressed in DOC Policy 20.6.9)	

**I. PURPOSE**

To ensure that Personal Protective Equipment (PPE) for eyes, face, head, extremities, and/or other body areas, is identified, provided, properly used, and maintained in a safe, sanitary, and reliable condition.

**II. DEFINITIONS**

- A. Affected Employee: An employee who is required to wear PPE to safely perform the duties of his/her job function.
- B. American National Standards Institute (ANSI): Nonprofit private organization dedicated to the establishment of standards and assessment systems for the safety of workers.
- C. Hazards: Worksite hazards include but are not limited to, mechanical hazards, chemical hazards, radiological hazards, irritants, electrical hazards, work environment hazards, environmental hazards, and/or any other possible health or safety hazards.
- D. Job Hazard Analysis (JHA): A walk through survey completed and documented by individuals knowledgeable of the work being performed and knowledgeable of PPE selection for all work areas or sites to determine appropriate PPE to mitigate worksite hazards.
- E. Personal Protective Equipment (PPE): Equipment designed to protect employees from the risk of injury by creating a barrier against workplace hazards.

**III. POLICY**

- A. Protective equipment shall be provided wherever it is necessary to protect affected employees from the hazards of the work environment, the job process, or work-site configuration. Note: Whenever it is feasible or more cost effective engineering, administrative controls, or good work practices should be used to mitigate worksite hazards, PPE should be used in conjunction with these controls to ensure the safety and health of employees.

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- B. A written Job Hazard Analysis (JHA) shall be completed for all work areas (Attachment A), including inmate work crew sites, to determine the need for PPE and to help in selecting the proper PPE as related to the work or tasks performed. JHA's that are provided by host agencies and/or businesses may be used if reviewed and are signed off as being complete and adequate for the work being performed.
  
- C. General Policy Requirements
  - 1. PPE Shall be:
    - a. Provided by the Department of Corrections. Note: PPE supplied by a host agency or business (inmate work crews) shall be approved by the assigned safety manager of the workcrew unit.
    - b. Of safe design and construction, and appropriate for the work to be performed.
    - c. Stored in designated areas only.
    - d. Immediately removed from service if defective.
  - 2. Employees, visitors, contractors, or others passing through an identified PPE hazard area shall wear the appropriate PPE.
  - 3. Contractors performing work for the Department of Corrections shall be required to meet or exceed DOC PPE requirements.
  - 4. Electricians and/or electrician's helpers, etc., shall use and maintain the appropriate PPE designed for the type of work being performed.
  - 5. Employees who supervise inmates performing jobs or work tasks are exposed to the same risks of the job and shall wear the appropriate PPE as determined by the JHA.
  - 6. Work Clothes
    - a. Loose sleeves, ties, lapels, cuffs, or other loose fitting clothes shall not be worn if they might come in contact with power driven machines.
    - b. Wristwatches, rings, earrings, or other jewelry shall not be worn if they can come in contact with power driven machines or electrical circuitry.

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7.    Eye and Face Protection
  - a.    Affected employees shall use appropriate eye or face protection when exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
  - b.    Eye and face protection shall conform to ANSI Z87.1-1989 “American National Standard Practices for Occupational and Educational Eye and Face Protection.”
  - c.    Safety eye wear and face protection shall have documentation, e.g., the JHA, and/or labeling to verify appropriateness for protection against the associated hazard(s).
  
8.    Hand Protection
  - a.    Affected employees shall use the appropriate hand protection when 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.    There are no ANSI standards for gloves; therefore, a selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.
  - c.    Persons whose hands are exposed to moving parts in which they could get caught shall not wear gloves.
  
9.    Head Protection
  - a.    Affected employees shall wear protective helmets/hardhats when working in areas where there is the potential for injury to the head from falling objects or low clearance.
  - b.    Head protection shall conform to ANSI Z89.1-1986 “American National Standard for Personal Protection – Protective Headwear for Industrial Workers – Requirements.”
  - c.    Bump hats and/or soft caps may be worn in areas where a hazard analysis has demonstrated they provide adequate protection for associated hazards.
  
10.   Foot Protection

- a. Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or slipping, rolling objects, objects piercing the sole, and/or where employees feet are exposed to electrical hazards.
- b. Foot protection shall conform to ANSI Z41-1991 "American National Standard for Personal Protection – Protective Footwear."

11. Hearing Protection

- a. Affected employees shall wear hearing protection when it has been determined through appropriate testing that hearing protection is required. Note: If analysis and testing results indicate that a hearing conservation program is required by OR-OHSA OAR 437, Division 2, Subdivision G, Occupational Noise Exposure (1910.95), a hearing conservation program shall be implemented.
- b. Hearing protection shall be worn in posted areas.

12. Fall Protection

- a. Employees shall be protected from fall hazards when working on unguarded surfaces more than 10 feet above a lower level or at any height above dangerous equipment.
- b. Lifelines, body belts/harnesses, and lanyards shall only be used for employee safeguarding.
- c. Employees who are required to use fall arrest/protection systems must be trained on proper techniques.
- d. Fall arrest/protection equipment shall be removed from service if it shows signs of wear, abuse, or has been used in stopping a person from falling.
- e. The point of attachment for lifelines shall be capable of supporting a minimum dead weight of 5,000 pounds.
- f. Personal fall arrest systems shall be rigged so that an employee can neither free fall more than six feet nor contact any lower level.
- g. Personal fall restraint systems shall be rigged so that an employee cannot free fall more than two feet.

- h. All lifelines, harnesses, and lanyards shall meet or exceed current standards for construction.
  - i. Supervisor shall periodically inspect all fall protection equipment.
  - j. Employees shall inspect their harnesses, lifelines, and lanyards before each day of use.
- D. All employees shall:
- 1. Follow the requirements of this policy.
  - 2. Report to work-sites with identified and proper PPE.
  - 3. Wear PPE as required.
  - 4. Inspect and test any PPE at the beginning of each shift and frequently while being worn to ensure its ability to protect from potential hazards.
  - 5. Attend required training sessions.
  - 6. Care for, clean, and maintain PPE as required.
  - 7. Inform the supervisor of the need to repair or replace PPE.
- E. Supervisors shall:
- 1. Complete a JHA for all work areas or sites, seeking assistance of the assigned safety manager if needed. Supervisor will provide copies of all JHA's to the assigned safety manager.
  - 2. Ensure that all employees under their supervision are supplied, properly fitted, and trained in the proper use, maintenance, inspection, and care of PPE that is required to safely perform the duties of their work assignment.
  - 3. Ensure that employees demonstrate skills necessary to don, doff, use, inspect, and maintain assigned PPE.
  - 4. Ensure that contractors performing work for the department meet or exceed the standards as set in this policy.
  - 5. Provide safe and proper storage areas for their employees PPE.

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6. Notify the assigned safety manager when new hazards are introduced or when processes are added or changed necessitating a new or revised JHA.
  7. Ensure that defective or damaged PPE is immediately replaced.
  8. Periodically inspect the usage, effectiveness, and maintenance of PPE furnished to employees.
- F. Safety Managers shall
1. Assist worksite supervisors in the completion of a JHA for all work areas or sites.
  2. Maintain current file of JHA's provided by worksite supervisor.
  3. Annually review, monitor, and audit this standard for compliance and continual safety improvement and notify appropriate supervisors/managers of any compliance concerns.
  4. Provide technical assistance to supervisors on the proper use, care, cleaning and training of approved PPE.
  5. Provide guidance to supervisors for the selection and purchase of approved PPE.
  6. Re-evaluate the suitability of previously selected PPE.
- G. Training
1. Any employee required to wear PPE shall receive training in the following:
    - a. When PPE is needed to be worn.
    - b. What PPE is necessary.
    - c. How to properly don, doff, adjust, and wear PPE.
    - d. The limitations of PPE.
    - e. The proper care, maintenance, inspection procedures, useful life, and disposal of the PPE.
  2. Retraining shall be required whenever any of the following situations occur:

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- a. Changes in the workplace render the previous training obsolete; or
  - b. Changes in the types of PPE to be used render the previous training obsolete; or
  - c. The affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill associated with the assigned PPE.
3. All training provided to employees on the proper use, maintenance, and care of assigned PPE shall be documented. Documentation shall be maintained by the supervisor with copies forwarded to Human Resources Training section.

**IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

# DEPARTMENT OF CORRECTIONS Attachment A JOB HAZARD ANALYSIS

Analysis Conducted by:	Date:
Project Location:	Department:
Project or Task:	Host Agency:
Equipment and Tool list:	

**Job Description:**

### LIST THE SPECIFIC HAZARD NOTED IN THE BOXES BELOW:

	HEAD	EYES/FACE	SKIN	HAND	FOOT	HEARING	OTHER	PPE: (minimum requirement)
FALL/TRIP/SLIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
ENTRAPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
NOISE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
DUST/VAPOR/FUMES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
ABSORPTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
ELECTRICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
CHEMICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
WORKING SURFACE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
EXPOSURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Description								

### CHEMICALS AND PRODUCTS

CHEMICALS/PRODUCTS BEING USED YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES LIST	PPE		MSDS	
	Y	N	Y	N
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_