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## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### 1.0 PURPOSE AND INTRODUCTION

The purpose of this program is to establish procedures for the wearing of the proper Personal Protective Equipment (PPE) required by Pitt County Schools for the protection of its employees. PPE for the eyes, face, head, ears, extremities, and respiratory system shall be provided, used, and maintained when and where needed because of a hazard that cannot be eliminated or lessened with engineering controls and/or administrative controls. PPE should only be used as a control method if engineering and administrative controls are not feasible.

### 2.0 SCOPE

This program does not cover Personal Protective Equipment (PPE) in regards to Bloodborne Pathogens and Chemical Hygiene, which are covered in separate programs.

### 3.0 HAND PROTECTION

There is no glove that provides protection against all potential hand hazards. It is important to select the most appropriate glove for a particular application and to determine how long it can be worn.

**3.1 Vinyl gloves** are to be utilized by custodial and nursing staff when in contact with human fluids and/or chemicals.

**3.2** Per Pitt County Schools Bloodborne Pathogens program, **vinyl or nitrile gloves** are provided in bloodborne pathogen cleanup kits located in various locations (including nurse stations and administrative offices) at each school.

**3.3 Vinyl gloves** are provided for pre-k and exceptional children teachers.

**3.4** Gloves are to be used as specified by an SDS when working with specific chemicals. **Vinyl, nitrile, neoprene, or rubber gloves** are examples of gloves that may be needed.

**3.5** Workers should use **brown Jersey gloves** or **cotton grip gloves** when working in most material handling situations.

**3.6** Workers should use **leather gloves** when working in material handling situations that involve rough edges and/or splinters.



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- 3.7 Workers should use **Kevlar® style gloves** when working with glass or sharp edges to prevent cuts and injury.
- 3.8 Welding will require that employees use **welding gloves** to protect their hands and arms from the sparks that welding gives off.
- 3.9 Workers can double hand protection by wearing multiple gloves when necessary (e.g., one pair of brown Jersey gloves under leather gloves for material handling in cold weather).
- 3.10 Inspect and test new gloves for defects prior to wearing.
- 3.11 Wash your hands before and after using gloves.
- 3.12 Gloves should be replaced periodically, depending on frequency of use and permeability to the substance or chemical handled.

## 4.0 EYE PROTECTION

### 4.1 General Requirements

- 4.1.1 **Safety Glasses** – All employees are to wear protective eyewear when conducting work that does or could potentially result in flying debris or projectiles. Examples when safety glasses are required include (list is not all inclusive):
  - Grinding, cutting, milling or drilling
  - Using punches, chisels, or other impact tools
  - Hammering nails, chipping, or chiseling
  - Cutting or breaking glass
  - Using metal cutting lathes, shapers, drill press, and other metal working tools
  - Working under vehicles
  - Using push and riding type lawn mowers
  - Using a weed trimmer
- 4.1.2 Contact lenses offer no protection against eye injury and cannot be substituted for safety glasses and goggles. Safety glasses with side shields or tight-fitting safety goggles must be worn over the contact lenses.
- 4.1.3 **Safety Goggles** – When there is a threat of liquid chemicals, acid, or caustic materials splashing in the eyes or when handling hazardous



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materials, then chemical splash goggles or a full-face shield are to be worn. Regular safety glasses are not designed to protect the eyes against splashes. Goggles protect against impacts, sparks, chemical splashes, dust, and irritating mist.

- 4.1.4 Welding Helmets** – Employees involved in welding or welding related activities are to wear a welding helmet. Be sure to use the darkest lens possible that still allows the operator to see the weld zone.

**Note:** As a rule of thumb, start with a shade that is too dark to see the weld zone. Then go to a lighter shade which gives sufficient view of the weld zone without going below the minimum. In oxyfuel gas welding or cutting where the torch produces a high yellow light, it is desirable to use a filter lens that absorbs the yellow or sodium line in the visible light of the (spectrum) operation.

- 4.1.5 Face Shields** – When there is a high hazard of metal fragments or spark showers exist, face shields should be worn.

## 4.2 Instructions for Selecting and Wearing Eye Protection Equipment

- 4.2.1** Each Principal, Site Administrator, or program director will purchase safety glasses as needed for their respective sites. The Assistant Director of Facility Services can assist with ordering. Safety glasses must be ANSI Z87.1 approved safety glasses.
- 4.2.2** (FACILITY SERVICES) Two pair of tinted safety glasses and two pair of non-tinted safety glasses will be available to Facility Services employees per calendar year at no cost to the employee. Employees are responsible for the care of their safety glasses.
- 4.2.3** Employees are allowed to purchase their own safety glasses, but they must be ANSI Z87.1 approved safety glasses.
- 4.2.4** Facility Services employees needing prescription safety glasses shall be issued one pair per calendar year. Employees are responsible for the care of their glasses.

All prescription safety glasses shall be worn with the proper side shields intact.

Note that the optometrist you choose may charge an examination fee and/or fitting fee to customers. These fees are not covered by Pitt County Schools and are the responsibility of the employee.



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### 4.3 Eye Wash Stations and Safety Showers

Eyewash fountains are required for areas where strong caustic or corrosive materials are stored and used. Safety showers are required where strong caustics, corrosives, or skin-absorbable poisons are utilized.

- 4.3.1 Employees should learn eye wash and shower locations so that in an emergency situation you can find them.
- 4.3.2 Eyewash fountains should be capable of providing a steady low-pressure (30 psi) flow of water for a minimum of 15 minutes.
- 4.3.3 Eyewash fountains and safety showers shall be installed such that there is less than a 10 second walking distance from the location of the hazard.
- 4.3.4 Eyewash fountain outlet heads shall remain covered to prevent airborne contaminants and damage.
- 4.3.5 Eyewash fountain outlet heads should be located 33" – 45" above the floor.
- 4.3.6 Eye wash fountains and safety showers are to be inspected monthly by the person responsible for the work area. An inspection card is to be attached to each eye wash fountain and signed by the employee after an inspection. If an inspection card is needed contact Facility Services.
- 4.3.7 Showers should be located away from electrical apparatus, power outlets, or panels.
- 4.3.8 Showerheads should be located 82" – 96" above the floor.
- 4.3.9 Showers should be capable of delivering a flow-rate of 20 gallons per minute.

### 5.0 FOOT PROTECTION

- 5.1 To protect feet and legs from falling objects, moving machinery, sharp objects, hot materials, chemicals, and slippery surfaces all employees should wear closed-toed shoes.
- 5.2 **Steel Toe Shoes** – Facility Services and Transportation employees are required to wear ANSI Z41 approved steel-toed shoes or boots at all times (Office employees are excluded).



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**5.3** A reimbursement is provided to Facility Services and Transportation employees per budget year (July 1 – June 30). Employees are to submit their receipts to the Facility Services Office Manager.

**5.4** Facility Services and Transportation employees are expected to attain their safety shoes within the first two weeks of their employment.

**5.5 Slip Resistant Shoes** – Child Nutrition employees are required to wear non-skid service-style shoes.

## **6.0 HEARING PROTECTION**

Exposure to high noise levels can cause irreversible hearing loss or impairment.

**6.1** Hearing protection must be used within areas that the audible limit exceeds 85 dB over 8 hours, when exposed to high impact noise levels, and/or if in short term circumstances it is difficult to carry on a conversation with an individual next to you.

**6.2** To be effective, ear protectors must be fitted properly.

- Roll the earplug into a small cylinder
- Reach behind your head with the opposite arm to the ear the plug is being inserted in and pull the ear back
- Push the plug in the ear and hold until it expands into the ear canal

**6.3** Ear protection needs to be replaced periodically. Do not share hearing protection with other employees.

**6.4** Employees exposed to sound levels at or above an eight-hour time weighted average of 85 decibels shall submit to an annual hearing test.

## **7.0 HEAD PROTECTION**

**7.1** ANSI Z89.1 approved hardhats are to be worn by employees during construction activities and when work is being conducted where there is a possible danger of head injury from impact, from falling or flying objects, and/or from electrical shock and burns. In general, hard hats are usually required in construction sites and when working near power lines. Examples when hardhats are required include (list is not all inclusive):

- Working below anyone or below a piece of equipment
- Working in a bucket truck or near electrical wires



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- Trimming trees
- Working on a construction site
- Working in a manhole

**Class G (General).** Class G helmets are intended to reduce the danger of contact exposure to low-voltage conductors. Test samples are proof-tested at 2,200 volts (phase to ground).

**Class E (Electrical).** Class E helmets provide the highest level of protection against electrical hazards, with high voltage shock and burn protection. Test samples are proof-tested at 20,000 volts (phase to ground).

**Class C (Conductive).** Class C helmets are not intended to provide protection against contact with electrical conductors.

**7.2** When wearing a hardhat, make sure it is properly adjusted. Keep it squarely on your head with the inside band adjusted properly.

**7.3** Hardhats are not to be worn backwards. The brims on hardhats have a purpose, to protect the front of the face if something were to fall.

**7.4** Hardhats should be inspected prior to use for evidence of damage. Hardhats should be replaced in any of the following is found:

- The brim or shell is nicked, cracked, perforated, or deformed
- Loss of surface gloss
- Chalking or fading of surface
- Flaking of surface
- Holes are detected
- Shell is stiff or brittle
- Struck by a falling object
- The hardhat has made an electrical contact

## **8.0 GENERAL BODY PROTECTION**

Examples when body protection is required include (list is not all inclusive):

- Chemical exposure
- Welding
- Using a chain saw

**8.1 Welding aprons** should be used when conducting welding operations.



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**8.2 Chain saw chaps** should be used when conducting chain saw work.

### **8.3 Traffic Vests**

- 8.3.1** Employees working within a public or private roadway or right-of-way must wear a high-visibility reflective class 2 traffic vest or better.
- 8.3.2** Employees within a public or private roadway or right-of-way, directing traffic or stopping traffic for school crossings must wear a high-visibility reflective class 2 traffic vest and use a stop sign paddle. This applies to employees directing traffic in parking lots as well.

**8.4 Knee pads** can be used when conducting repetitive kneeling operations such as cleaning operations.

## **9.0 RESPIRATORY PROTECTION**

When dealing with dusts or debris in work areas, dust masks may be worn as an optional piece of PPE. If you decide to use a dust mask, complete the Request for Voluntary Respirator Usage form located in the appendix.

## **10.0 CLOTHING AND JEWELRY**

- 10.1** All clothing shall be worn so that it does not pose a hazard to the employee. Examples – unbuckled belts, loose/untied shoes are hazards, loose fitting clothing.
- 10.2** Rings, loose or hanging chains, and exposed pierced body parts shall not be worn by Facility Services and Transportation employees.
- 10.3** Facility Services and Transportation Office employees shall be permitted to wear rings so long as it poses no ergonomic or safety related interference with the performance of their duties. Jewelry shall be removed if office employees “enter into the field” and perform work in or around equipment.
- 10.4** Long hair shall be worn in a manner so that the employee’s hair will not catch or become entangled in machinery. Placing long hair in ponytails, wearing it up, or wearing it under a cap is acceptable. When working around machinery, excessively long hair (beyond shoulder length) shall be worn under a cap or inside the shirt collar.



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## 11.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) HAZARD ASSESSMENT

A hazard assessment has been conducted to determine what hazards exist that could cause injury or impairment to employees. PPE will be attained based on the results of the PPE Hazard Assessment.

The results of the hazard assessment can be found in the appendix.

## 12.0 DEFINITIONS

Administrative Control – Measures taken by the administration to lessen the potential or frequency of contact with a harmful substance or other hazard. Examples – housekeeping procedures, worker training, and worker rotation to minimize exposure.

Engineering Control – Measures designed into the work environment to prevent contact with a harmful substance or other hazard. Examples – eliminating or utilizing less toxic materials in processes, barriers or machine guards, and exhaust ventilation.

OSHA – Occupational Safety and Health Administration. A federal agency under the Department of Labor that publishes and enforces safety and health regulations.

PPE – Personal Protective Equipment. Specialized clothing or equipment worn by an employee for protection against a hazard. Examples – safety glasses, ear plugs, and face shields.

## 13.0 REFERENCE DOCUMENTS

North Carolina Occupational Safety and Health Administration. **Occupational Safety and Health Standards for General Industry: 29 CFR 1910.95, Occupational Noise Exposure.** Raleigh, NC: N.C. Department of Labor.

North Carolina Occupational Safety and Health Administration. **Occupational Safety and Health Standards for General Industry: 29 CFR 1910, Subpart I, Personal Protective Equipment.** Raleigh, NC: N.C. Department of Labor.

North Carolina Occupational Safety and Health Administration. **Occupational Safety and Health Standards for the Construction: 29 CFR 1926, Subpart E, Personal Protective and Lifesaving Equipment.** Raleigh, NC: N.C. Department of Labor.

Pitt County Schools, Facility Services Department. **Facility Services Standard Operating Procedures.**





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## **APPENDIX**

1. Request for Voluntary Respirator Usage
2. Personal Protective Equipment (PPE) Hazard Assessments – Blank
3. Personal Protective Equipment (PPE) Hazard Assessments – Completed