

STANDARD PRACTICE INSTRUCTION

DATE: 4 April 2019

SUBJECT: Personal Protective Equipment

REGULATORY STANDARD: OSHA - 29 CFR 1910.132-138
29 CFR 1926.95-106

BASIS: Injuries in the workplace often occur because employees are not adequately protected from hazards. Establishing proper personal protective equipment (PPE) procedures is accomplished by conducting a hazard assessment. Job hazards pose a serious problem for exposed workers and their employer. This standard practice instruction is intended to address comprehensively the issues of; evaluating and identifying potential job hazards, work practices, training, and establishing appropriate procedures and PPE.

GENERAL: Nowland Associates, Inc. will provide PPE to all employees as required by the Occupational Safety and Health Administration (OSHA) and as recommended by the American National Standards Institute (ANSI). No unprotected person shall knowingly be subjected to a hazardous environmental condition.

RESPONSIBILITY: The company Safety Officer is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Safety Officer will develop written, detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions. This company has expressly authorized the Safety Officer to halt any operation of the company where there is danger of serious personal injury.

Contents of the Personal Protective Equipment Program

- 1. Written Program.**
- 2. Hazard Assessment.**
- 3. Equipment.**
- 4. Training.**
- 5. Re-training.**
- 6. Payment for PPE.**

Nowland Associates, Inc. **Personal Protective Equipment Program**

1. Written Program. Nowland Associates, Inc. will review and evaluate this standard practice instruction on an annual basis, or when changes occur to 29 CFR 1910 & 1926, that prompt revision of this document, or when facility operational changes occur that require a revision of this document. Effective implementation of this program requires support from all levels of management within this company. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

2. Hazard Assessment. This employer shall evaluate our employee's activities to determine where injury areas/jobs may be present to meet the criteria for the requirement to wear PPE. This will be accomplished by performing a Hazard Assessment, as required by OSHA 29CFR1910.132.

2.1 Nowland Associates, Inc. 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.

3. Equipment.

3.1 Defective and damaged equipment. Defective or damaged PPE equipment shall not be used.

3.2 All PPE will be evaluated for proper fit and size. Consideration will be given to employees regarding sizing and fitting, as well as comfort.

3.3 Protective equipment, including PPE for eyes, face, head and extremities, protective clothing, respiratory devices and protective shields and barriers, must be provided, used and maintained in a sanitary manner and reliable condition.

3.4 Employee owned PPE is not generally allowed, however in certain circumstances, employee owned PPE may be acceptable for use. Nowland Associates, Inc. will ensure its adequacy, including proper maintenance and sanitation. Employee owned PPE must be approved by Nowland Associates, Inc. prior to use.

4. Training.

4.1 Nowland Associates, Inc. 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:

1. When PPE is necessary;
2. What type of PPE is necessary;
3. How to properly don, doff, adjust, and wear PPE;
4. The limitations of the PPE; and,
5. The proper care, maintenance, useful life and disposal of the PPE.

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

4.3 Training documentation will be provided to include the name of the employee, the date of the training, training content, and certification from the employer or trainer.

5. Re-training. When Nowland Associates, Inc. has reason to believe that any affected employee who has already been trained does not have the understanding and skill required, Nowland Associates, Inc. shall retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

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

6. Payment for protective equipment.

6.1 Except as indicated below, the protective equipment, including PPE, used to comply with this part, shall be provided by Nowland Associates, Inc. at no cost to employees. Nowland Associates, Inc. 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 Nowland Associates, Inc. permits such items to be worn off the job-site. When Nowland Associates, Inc. provides metatarsal guards and allows the employee, at his or her request, to use shoes or boots with built-in metatarsal protection, Nowland Associates, Inc. is not required to reimburse the employee for the shoes or boots. Nowland Associates, Inc. is not required to pay for:

- Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots; or

- 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.

6.2 Nowland Associates, Inc. must pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE.

6.3 Where an employee provides adequate PPE that he or she owns, Nowland Associates, Inc. may allow the employee to use it and is not required to reimburse the employee for that equipment. Nowland Associates, Inc. shall not require an employee to provide or pay for his or her own PPE, unless the PPE is excepted under section 6.1.