

## **City of Portland** **Personal Protection Policy**

### **Purpose**

The purpose of the PPE Program is to protect the employees of the City of Portland from the occupational hazards within the workplace by providing personal protective equipment (PPE). It is our goal to use engineering controls as the primary method for protecting employees. However, when additional protection is necessary, employees will wear PPE. The scope of this program includes PPE for eye, face, head, foot, and leg and hand protection. If respirators are necessary, the City's Respiratory Program will cover their use.

### **Responsibility**

Managers along with Safety Officers are responsible for coordinating the program. Together, they will make certain that hazard assessments are conducted, appropriate PPE is assigned, and affected employees receive training. Managers will also be in charge of maintaining the documentation for this program.

Department managers should advise the Safety Officer of changes in the requirements for PPE (for example, new procedures, processes requiring PPE, omission of a job or task).

### **Hazard Assessments (Appendix A)**

Each task and/or job will be assessed to determine foot, head, eye, face, and hand hazards present and the proper PPE that should be worn. The assessments will include observation of the following sources of hazards:

- **Impact:** Flying chips, objects, dirt, particles, collision, motion hazards
- **Penetration:** Falling/dropping objects, sharp objects that cut or pierce
- **Compression:** Rollover or pinching
- **Chemical:** Splashing, burns, fumes
- **Temperature Extremes:** Sparks, splashes from molten materials, burns from high/low temperatures
- **Harmful Dust:** Dirt, particles, asbestos, lead
- **Light Radiation:** Welding, cutting, brazing, lasers, furnaces, lights

A Hazard Assessment form will be completed for each job and/or task and will serve as certification that a hazard assessment has been performed. The person conducting the hazard assessment will also survey jobs that are non-routine or periodic. In some cases these assessments may not be completed until the jobs are scheduled. Hazard assessments will be update/evaluated whenever conditions or procedures change.

Supervisors will make certain that the personal protective equipment in use is appropriate for the identified tasks, provides a level of protection that meets or exceeds the minimum required to protect employees from the hazards, and meets all OSHA/ANSI requirements as specified in OSHA's PPE standard, 29 CFR 1910.132.

### **Training and Fit Testing**

Managers and safety personnel will make certain that all affected employees receive training on

- What PPE is necessary and why
- How to wear PPE properly
- PPE limitations and capabilities, and

- PPE care and maintenance.

Each employee will demonstrate that he or she understands the training and will sign the PPE Assignment, Training Form. The information on the form will include the name of the employee, the date(s) of training, and the type of PPE the employee is certified to wear.

Training will be repeated under the following conditions:

- Changes in the workplace that make previous training obsolete, new assignment for employee or change in job assignment/equipment
- Incorrect use of failure to use equipment
- Introduction of new PPE

### **PPE Inspection, Cleaning and Maintenance**

Employees will conduct inspection, cleaning, and maintenance of PPE at intervals according to the manufacturer's instructions. They will not use damaged or defective equipment.

Individuals with questions about the PPE Program and Policy should address them to their supervisor or safety officer.

### **Policy Violations**

Any employee who violates this policy may be subject to discipline under the City's AR-25 Disciplinary Procedures Policy, up to and including termination of employment. The prohibitions in this policy are intended to complement any conduct or performance restrictions provided in additional City and departmental policies and procedures.

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**Jon P. Jennings**

**Date**

**City Manager**

Origin Date: 2018

Revision Dates: 2.20.20

## Appendix A

### City of Portland, Maine Hazard Assessment Form

#### Instructions

Hazards exist in every workplace in many different forms. According to the Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) 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)." This is commonly referred to as a PPE hazard assessment.

A PPE hazard assessment can be conducted for an area, a job category or for an individual. Affected employees from each work area being assessed should be involved in the process. Job procedures, potential hazards and the PPE currently in use should all be reviewed prior to beginning the assessment. The layout of the work area, operations being performed and any hazards present should be observed and documented. Reports of work-related injuries/illnesses, near misses and other reported safety concerns also provide helpful information.

Using this Hazard Assessment Form as a guide when conducting the walk-through survey. The form aligns the body part that could potentially be exposed to a hazard and it is addressed by putting a check mark in either the yes or no box.

Before completing the hazard assessment, make sure to review the [Guidelines for Selecting Personal Protective Equipment](#) found on the last two pages of the form.

The Department's PPE program should be periodically reviewed and anytime there is a change in an existing process or a new process is added to the facility.

**Department/Area:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Job Classification:** \_\_\_\_\_

**On the following date(s), \_\_\_\_\_, a comprehensive assessment of workplace hazards requiring the use of Personal Protective Equipment, as required by 29 CFR 1910.132 (d) of the OSHA General Industry Standards, was conducted at this facility to the best of my knowledge based on the current conditions.**

**Printed Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

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

## Head Hazards

Tasks that can cause head hazards include, but are not limited to, working below other workers who use tools and materials which could fall, working on energized electrical equipment, welding, working with chemicals and working under machinery or processes which might cause materials or objects to fall.

Check the appropriate box for each hazard:

### Description of hazards:



Dust/Flying Debris	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chemical Exposure	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical Shock	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Impact	Yes <input type="checkbox"/>	No <input type="checkbox"/>
UV/IR Radiation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Low Clearance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Eye and Face Hazards

Tasks that can cause eye or face hazards include, but are not limited to, working with chemicals, chipping, grinding, furnace operations, sanding, welding, UV radiation and woodworking.

Check the appropriate box for each hazard:

Description of hazards:



Chemical Exposure	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dust/Flying Debris	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High Heat/Cold	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Impact	Yes <input type="checkbox"/>	No <input type="checkbox"/>
UV/IR Radiation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Respiratory Hazards

Tasks that are associated with respiratory hazards include, but are not limited to, welding, grinding spray painting, working in confined spaces, chemical processing and potential exposure to asbestos, lead, silica or other particulate hazards. Exposures to these and other respiratory hazards can make you sick or can be deadly. These hazards come in the form of gases, vapors, dusts, mists, fumes, smoke, sprays and fog.

Check the appropriate box for each hazard:

### Description of hazards:



Mists	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Chemical Exposure – Gases or Vapors	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dust or Particulate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fumes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Oxygen Deficiency	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Hearing Hazards

Tasks that can cause hearing hazards include, but are not limited to, working with or around loud machinery or tools in mechanical rooms, machining, grinding, sanding, pneumatic equipment, grounds equipment, generators, chillers, motors, saws, jackhammers or similar equipment.

Check the appropriate box for each hazard:

### Description of hazards:



Loud Noise	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Impact Noise	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Hand/Arm Hazards

Tasks that can cause hand hazards include, but are not limited to, exposure to cut or abrasion hazards, working with chemicals, working with very hot or cold objects or materials and exposure to sharps.

*Check the appropriate box for each hazard:*

Description of hazards:

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Chemical Exposure

Yes

No

Cuts/Abrasion

Yes

No

Puncture

Yes

No

High Heat/Cold

Yes

No

UV/IR

Yes

No

Electrical Shock

Yes

No

Other: \_\_\_\_\_

Yes

No

## Foot/Leg Hazards

Tasks that can cause foot hazards include, but are not limited to, carrying or handling materials that could be dropped, performing manual material handling, welding, cutting, electrical work and working with chemicals.

Check the appropriate box for each hazard:

Description of hazards:



Chemical Exposure

Yes

No

Compression

Yes

No

Impact

Yes

No

Puncture

Yes

No

Electrical

Yes

No

Slippery/Wet Surfaces

Yes

No

High Heat/Cold

Yes

No

Molten Metal

Yes

No

Other: \_\_\_\_\_

Yes

No

## Other Required PPE

Do hazards exist that require PPE for the Body? Chemical exposure, abrasive blasting, welding, cutting or brazing, chipping, sanding or grinding, electrical arc hazards and bloodborne pathogens are some examples of hazards that can affect the body. These hazards may require PPE to protect clothing and skin from harm or contamination.

Check the appropriate box for each hazard:

### Description of hazards:



Chemical Exposure	Yes <input type="checkbox"/>	No <input type="checkbox"/>
High Heat/Cold	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hazardous Particulate ie. asbestos/lead	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Non-Hazardous Particulate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical Arc	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cuts/Abrasions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Guidelines for Selecting Personal Protective Equipment (PPE)

Work-practice controls should be implemented before utilizing PPE to control worker exposures to hazards in the workplace. This is based on OSHA's hierarchy of controls which includes: engineering controls, administrative controls and work-practice controls. PPE alone should not be relied on to provide protection against hazards. PPE should be used in conjunction with engineering controls and administrative controls. PPE is viewed as the last line of defense.

Factors to consider when selecting PPE:

- Familiarize yourself with the potential hazards in the area and the types of PPE that are available
- Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.)
- Consider the following basic hazard categories:
  - Impact (falling/flying objects)
  - Penetration (sharp objects piercing foot/hand)
  - Compression (roll-over or pinching objects)
  - Chemical exposure (inhalation, ingestion, skin contact, eye contact or injection)
  - Temperature extremes (heat/cold)
  - Dust/flying debris (grinding, chipping, sanding, etc.)
  - Radiation (non-ionizing: UV/IR/light, welding, brazing, cutting, furnaces, etc.)
  - Noise (mechanical rooms, machines, jackhammers, etc.)
  - Electrical (shock, short circuit, arcing, static)
- Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards
- Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels and limitations of their PPE

Based on the hazard assessment for \_\_\_\_\_ (Job Classification), the following PPE is required:

Head Hazard

Job

PPE

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Eye and Face Hazard

Job

PPE

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Respiratory Hazard

Job

PPE

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Hearing Hazard

Job

PPE

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Hand/Arm Hazard

Job

PPE

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Foot/Leg Hazard

Job

PPE

---

Other Hazard

Job

PPE

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