



The School District of Philadelphia

**The School District of Philadelphia
Procedures for**

**Personal Protective
Equipment (PPE)
Program**



The School District of Philadelphia

Table of Contents

- I. Policy**
 - II. Program**
 - III. Training**
 - A. Initial**
 - B. Refresher**
 - IV. Contractors**
 - V. References**
 - VI. Attachments**
 - Attachment A: Personal Protective Equipment Inspection Guidelines**
 - Attachment B: Personal Protective Equipment Request Form**
-



The School District of Philadelphia

I. Policy

The purpose of this program is to protect all district employees from workplace hazards that are present or are likely to be present, which necessitate the use of personal protective equipment (PPE). This program addresses the proper use, required training, maintenance, sanitation and disposal of required PPE.

II. Program

PROGRAM RESPONSIBILITIES

Supervisors

Supervisors have the responsibility to:

- Conduct periodic workplace hazard assessments to identify hazards.
- Train employees to the requirements outlined in this program.
- Maintain a copy of PPE assessments applicable to their department.
- Provide PPE assessments to employees upon request.
- Provide PPE to the employees upon initial assignment and when broken or defective and enforce the use of required PPE.

Employee Responsibility

Employees have the responsibility to:

- Comply with all SDP safety rules and regulations concerning PPE.
- Properly maintain and sanitize their PPE.
- Properly inspect PPE prior to use and to not use and damaged or defective PPE.
- Contact their supervisor if they need to be issued new or additional PPE.

GENERAL PROGRAM MANAGEMENT

This section describes the main elements of the SDP personal protective equipment (PPE) program.

Hazard Assessment

The supervisor will conduct the workplace hazard assessments and assign required PPE to protect against hazards that are present, or will likely be present. If any such hazards were present, or likely to be present, the supervisor will:



The School District of Philadelphia

- Select the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
- Communicate selection decisions to each affected employee.
- Select PPE that properly fits each affected employee.

All completed workplace hazard assessments will be maintained by the department Supervisor or designee and made available for review by employees.

Employee-Owned Equipment

Employees shall not be permitted to provide their own general PPE. However, specialized PPE, such as safety shoes, prescription safety glasses, molded earplugs, etc. may be permitted pending initial evaluation and approval by the Supervisor. Employee owned PPE must provide equal or greater protection and quality as the PPE selected by the District.

PPE Distribution and Replacement

The School District of Philadelphia will select and provide the appropriate PPE for its employees. The District will provide required PPE at no charge to employees at the initial assignment to the area and in the event their PPE needs to be replaced due to damage or wear. Damaged and or defective PPE shall not be used. Each employee is responsible for inspecting all PPE prior to its use to ensure that the equipment is in good working condition. PPE shall be available at any locations requiring visitors to wear PPE and inspected prior to and following use.

Eye and Face Protection: Minimum Requirements

Each affected employee shall use appropriate eye or face protection when exposed to eye or face hazards from:

- Flying objects (i.e. debris, dust, particles, etc)
- Splash hazards from liquids (i.e. cleaning solutions, acids, caustic liquids, etc.)
- Light radiation

Safety glasses shall comply with the ANSI Z87.1 standard and have permanent side protectors. Additionally, any prescription lenses subsidized by the department must furnish permanent side shields. Only safety glasses with the "ANSI Z97.1" stamped on it shall be used.

Each employee who wears prescription lenses shall wear protection that incorporates the prescription or protection that can be worn over the prescription lenses, when



The School District of Philadelphia

involved in a potential eye hazard situation. Employees wearing contact lenses shall wear the appropriate safety eyewear when needed for the task.

(Departments should customize based on actual workplace hazard assessments performed.)

Safety glasses or goggles (depending on the task) shall be worn by personnel in the following areas:

- Working with machinery
- Handling hazardous material

Head Protection

The Supervisor shall ensure that each affected employee wears an approved hardhat when working in areas where there is a potential for head injury from falling or overhead objects. Protective helmets shall be in accordance with ANSI Z89.1-1997 Standards

The supervisor shall ensure that each employee exposed to electrical conductors that could contact the head, wears a protective helmet designed to reduce electrical shock hazards.

Head protection shall be worn by personnel in the following Department/ Facilities or areas:

- When approaching or working on a construction site
- When working underneath low clearance areas

Foot Protection

The supervisor shall ensure affected employees wear approved appropriate protective footwear when working in areas where there is a danger of foot injury from falling, rolling objects, objects piercing the sole, slip hazards or where such employee's are exposed to electrical hazards. Foot protection shall be approved by ANSI 41-1991 and may provide other protection such as:

- Metatarsal (Mt/75 - 75 ft. Ibf) protective.
 - Electrical hazard protective.
 - Sole puncture resistant.
 - Slip resistance
-



The School District of Philadelphia

Impact and compression resistance protective footwear shall be worn by personnel in the following divisions/units or areas:

- Facilities Personnel

Electrical hazard (EH) protective footwear shall be worn by personnel in the following departments/areas:

- Facilities Personnel

Hand Protection

The supervisor shall ensure that each affected employee wears the appropriate hand protection when exposed to hazards such as:

- Skin absorption of harmful substances,
- Severe cuts or lacerations,
- Severe abrasions,
- Punctures,
- Chemical burns,
- Thermal burns and harmful temperature extremes.

The type of hand protection used (i.e. latex, neoprene, leather, cotton etc) will be dependent on the hazard(s) present as identified in the workplace hazard assessment.

Hand Protection is recommended to be worn by personnel in the following department/facilities/areas:

- Facilities
- Food Service

Body Protection

The supervisor shall ensure that each affected employee wears the appropriate clothing according to the hazard exposure. Proper clothing can be the following:

- Long sleeves
- Pants that cover the ankle.
- Apron (Cotton, Leather etc.)

Respiratory Protection

The supervisor shall ensure affected employees wear approved appropriate respiratory protection when working in areas where there is a potential inhalation danger present.



The School District of Philadelphia

Respiratory protection guidelines and testing methods will be addressed by the Department's Respiratory Protection Program Procedure.

Hearing Protection

The supervisor shall ensure affected employees wear approved appropriate hearing protection when working in areas where there is a potential for high noise levels present. Hearing protection guidelines and testing methods will be addressed by the Department's Hearing Conservation Program Procedure.

III. Training

The School District shall train and inform employees prior to the time of initial assignment to a department.

Initial training is required and shall include the following elements:

- Required PPE that must be used in the assigned division/unit.
- Required PPE for tasks performed in the assigned division/unit.
- The useful life and disposal of PPE.
- The limitations of the PPE.
- How to properly select, put on, remove, adjust and wear PPE.
- The proper care and maintenance of the PPE.

Each employee shall physically demonstrate an understanding of the training, information and an ability to use the PPE properly before being allowed to perform any job/job task.

Refresher training elements shall be the same as those outlined in initial training however shall be required under the following circumstances:

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

IV. Contractors

The School District shall provide contractors with the following information:



The School District of Philadelphia

- Areas that require PPE.
- Hazards that may be encountered requiring the use of PPE.

Contractors shall provide their own employees' with appropriate PPE that meets ANSI Standards and the standards set forth in this program.

V. References

This program shall apply to all affected employees, and contractors in accordance with:

OSHA 29 CFR 1910 – Subpart I – Personal Protective Equipment
American National Standards Institute (ANSI) Z87.1, Z89.1, Z41.1

VI. Attachments

Attachment A: Personal Protective Equipment Inspection Guidelines
Attachment B: Personal Protective Equipment Request Form



The School District of Philadelphia

ATTACHMENT A

Personal Protective Equipment Inspection Guidelines

Any of the following conditions would result in PPE being considered defective and require either repair or replacement.

Safety Glasses and Goggles:

Inspect lenses for:

- Scratches.
- Severe chips or cracks.
- Haziness or impaired vision.

Inspect side-shields for:

- Broken or missing side shield. (Note, if your safety glasses obtain side shields that are clip-on or detachable, replace only the broken or missing side-shield).

Inspect temples for:

- Damage, such as distortion or disfiguring.
- Any other defects that adversely affects the fit.

Inspect band for:

- Elasticity frays or tears.

Face Shield

Inspect the faceshield (window) for:

- Scratches.
- Severe chips or cracks.
- Haziness or impaired vision.

Inspect the suspension for:

- Adjustability.
- Cracks.
- The existence of the brow guard and sweatband.
- Any other defects that adversely affects the fit.

Head Protection

Inspect the shell for:

- Cracks and signs of impact.
-



The School District of Philadelphia

Inspect the suspension (headgear) for:

- Adjustability.
- Cracks in the headband.
- The existence of the brow guard and sweatband.
- Any other defects that adversely affects the fit.

Foot Protection

Inspect safety shoes (impact, puncture resistant, compression, etc.) for:

- Wear.
- Severe tears or cuts.
- Worn eyelets and shoelaces.
- Foreign objects imbedded in the sole.

Electrical Protective Devices

Insulating equipment should be checked for:

- Holes, tears, punctures, or cuts.
- Embedded foreign objects.
- Texture changes such as swelling, softening, hardening or becoming stiff or inelastic.

Hand Protection

Inspect chemical-resistant gloves for:

- Signs of chemical degradation, such as swelling, cracking, shrinking, or discoloration.
- Signs of holes or punctures.
- Conductive material and any other material imbedded in the sole.

Inspect leather and cotton gloves for:

- Holes, tears or cuts.
 - Embedded foreign objects.
-



The School District of Philadelphia

ATTACHMENT B

Personal Protective Equipment Request Form

Employee name:

Department/Facility:

Supervisor:

Date of Request:

Please provide me with the following personal protective equipment:

Eyes and Face Protection

- Safety glasses/ goggles
- Respiratory protection
- Face shield

Head Protection

- Hard hat

Foot Protection

- Chemical resistant boots
- Metatarsal Covers

Hand Protection

- Nitrile/Latex
- Cut resistant (e.g., Kevlar)
- Neoprene
- Leather
- Cotton Gloves
- Thermal

Body Protection

- Fire retardant clothing
- Chemical resistant apron
- Chemical resistant suit (e.g., Tyvek)

Other (please list):
