

RSU 63

- a. NEPN/NSBA Code:** GBGB
- b. Title:** Personal Protective Equipment (PPE)
- c. Author:** Superintendent/Director of Facilities
- d. Replaces Policy:**
- e. Date Approved:** 04/25/2016 RSU #63
- f. Previously Approved:** 11/27/2006
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Superintendent, Director of Facilities, & Policy Committee
- i. Date Reviewed:** 04/04/2016 Superintendent
03/28/2016 Director of Facilities
04/04/2016 Policy Committee
- j. References:**
 - Legal References:** CFR 1910.95(b)(1), .132, .133, .134, .135, .136, etc.
The Occupational Safety and Health Act (OSHA) of 1970

k. Narrative:

The RSU 63 Board of Directors (the Board) recognizes that district personnel must receive Personal Protective Equipment (PPE) as required under law to ensure the health and safety of employees at work.

This PPE includes such items as:

Safety Glasses/goggles;
Hearing protection plugs, ear muffs, or inserts; and
Gloves (appropriately-sized work, chemical resistant, latex/neoprene)

- I.** PPE items will be obtained from the Director of Facilities.
- II.** Approved safety shoes/boots and prescription safety glasses are strongly encouraged to be used but will not be paid for by the district.
- III.** Appropriate PPE will be issued to all teachers. This includes appropriately-sized latex/neoprene gloves and other such items as the class/student age requires.
- IV.** Supervisors and managers are responsible for ensuring the availability of PPE and its proper use, care, and maintenance. They are also responsible for the enforcement of this policy in a fair and equitable manner that ensures the safety and health of RSU 63 employees.
- V.** Any new employee will be trained on the use of PPE. If any employee has a job change or reassignment, the position/job will be re-evaluated for the need/use of PPE.

- VI.** Employees are responsible for working in accordance with this policy and advising their supervisors if they are lacking the needed PPE. They must also maintain all PPEs in good working condition. In the case the PPE becomes defective, the employee is responsible for reporting it to his/her supervisor. This equipment, if issued by RSU 63, will be the employee's responsibility to ensure it is not misused or damaged.
- VII.** Like all safety and health issues, employees must advise their supervisor/manager of any problem(s) and assist in the resolution of them.
- VIII.** The Occupational Safety and Health Act (OSHA) of 1970 states, "each employee shall comply with all occupational safety and health standards, rules, regulations, and orders pursuant to the act which are applicable to his/her actions and conduct." The law holds the employer (RSU 63) responsible for the employee's actions on the premise that management will not tolerate unsafe acts performed by, or unsafe conditions created by, the employees. Ergo, OSHA expects management to not only develop safety policy and procedures, but to communicate them to all employees and to ensure compliance.

Compliance with safe work practices and safety rules can be achieved through appropriate training, provision of proper safety equipment, holding supervisors and management accountable for safety performance, and other similar safety initiatives as outlined throughout the safety manual. While it is not the preferred approach, there are instances when disciplinary action must be taken to ensure employee compliance with workplace safety standards.

- IX.** Employees found to be in non-compliance with RSU 63's safe work practice policies may be put on probation for up to three (3) months, which can be extended to six (6) months, and may be subject to disciplinary action as follows:

First Offense: Verbal warning, notification put in file. Counseling and/or retraining when appropriate.

Second Offense: Written reprimand and/or one to three days' suspension without pay. Counseling and/or retraining when appropriate.

Third Offense: Termination of employment.

- IX.** RSU 63 reserves the right to review each and any violation of the district's safety policy on its own merits and to bypass any and all steps in the disciplinary process outlined above. In instances where employees desire further review of a disciplinary action, they may follow the process outlined in section "Working at RSU 63" in the RSU 63 Employee Handbook.