PERSONAL PROTECTIVE EQUIPMENT PROGRAM

General Industry Standard 29 CFR 1910.132

Prepared for:

CHESTER SCHOOL DISTRICT

Reviewed by (print name): _____

Signature: _____ Date: _____

TABLE OF CONTENTS

PURPOSE 3
SCOPE 3
DEFINITIONS 3
RESPONSIBITIES 4
JOB HAZARD ANALYSIS 5
PROCEDURES ..... **Error! Bookmark not defined.**
TRAINING 17
PROGRAM EVALUATION 17

PERSONAL PROTECTIVE EQUIPMENT PROGRAM
Chester School District

PURPOSE

The **Chester School District** intends to provide a hazard free environment for all of its employees. The purpose of this program is to protect employees against potential hazards which may be present at the workplace by establishing protocols for the proper selection, use, and care of Personal Protective Equipment (PPE) by workers during **Chester School District** of operations.

SCOPE

The **Chester School District** has adopted the policies and procedures identified in this program. Approved PPE shall be utilized by all **Chester School District** employees engaged in operations during which the employee may be exposed to: hazardous processes, chemical hazards, environmental concerns, or mechanical irritants which are likely to cause injury or impairment to any part of the body through absorption, inhalation, or physical contact. These policies and procedures also apply to all management, supervisory, clerical and visitors overseeing such operations.

DEFINITIONS

Personal Protective Equipment (PPE) includes all clothing and accessories such as respirators, aprons, shoes, gloves, eye protection, etc., designed to create a barrier against workplace hazards. PPE does not eliminate the workplace hazard. If the equipment fails, exposure will occur. To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean and serviceable condition. Additionally, proper PPE needs to be selected for the work at hand, and employees and management personnel must understand the equipment's purpose and its limitations.

Clo Value is the measure of the capacity of chemical protective clothing to dissipate heat loss through means other than evaporation.

Type 1 Safety hard hat - Helmets that provide protection from blows to the top of the head only.

Type 2 Safety hard hat - Helmets that provide protection from blows to both the top and sides of the head.

Class G Safety hard hat - Equivalent to old Class A helmet. This provides general protection and electrical protection to 2,200 volts.

Class E Safety hard hat - Equivalent to old Class B helmet. This provides extended electrical protection to 20,000 volts.

Class C Safety hard hat - Equivalent to old Class C helmet. This provides no electrical protection.

Permeation is the process by which a chemical dissolves in, and/or moves through a protective clothing material on a molecular level.

Degradation is the loss of or change in the fabric's chemical resistance or physical properties due to exposure to chemicals, use, and/or ambient conditions.

Breakthrough Time - The length of time from initial exposure until the hazardous chemical is detectable on the inside of the chemical protective clothing.

Penetration is the movement of chemicals through zippers, stitched seams, or imperfections in protective clothing.

RESPONSIBITIES

PROGRAM DIRECTOR

The Program Director or his/her designee oversees the operation of the PPE program and approves any revisions to this program and provides/arranges for worker training in implementation of these procedures.

DEPARTMENT SUPERVISORS

Department Supervisors are responsible for implementing this program with guidance from the Program Director and the Safety Coordinator. The Department Supervisor is also responsible for ensuring that personnel are using the proper PPE for their specific operation, and will supply PPE to personnel as necessary. Department Supervisors will conduct periodic inspections to ensure that PPE is being selected and used in accordance with this program.

Chester School District EMPLOYEES

Chester School District employees shall receive training prior to performing work involving the use of PPE. Personnel are expected to maintain and use their PPE in accordance with the training received and product literature.

CONTRACTORS

Any contractor conducting work at any **Chester School District** facility shall, at a minimum, be required to follow the procedures identified in this program when necessary. The host Supervisor or designated authorized personnel should review and approve all subcontractor PPE prior to any work commencing.

JOB HAZARD ANALYSIS

The most important factor concerning the selection of PPE is identifying the hazards present and the proper characterization of the hazards. Hazards include chemical, physical, and biological as well as radiological hazards. Once the type of hazard has been identified then consideration should be given to the hazard encountered.

For chemical hazards it is important to identify the chemicals being used. Protective garments are made of a variety of materials for protection against exposure to specific chemicals. It is important to remember that there is no universal protective material. All materials will decompose, be permeated, or otherwise fail to protect under given circumstances so the manufacturer's guides should be reviewed prior to selecting PPE.

For most **Chester School District** operations, chemicals usually occur in mixed combinations and the protective clothing materials are not in continuous contact with the chemicals for prolonged periods of time. Therefore, the PPE selected may be adequate for the specific operation, and not be the "best" protective material. Selection of the most suitable PPE is usually based upon the most hazardous chemicals, potential for exposure hazards, and concentrations expected to be encountered. Sometimes layering affords the best protection.

The concentration of chemicals to which a worker may be exposed needs to be considered when selecting PPE. Airborne levels of chemicals should be compared to Occupational Safety and Health Administration (OSHA) permissible exposure limits (PEL) and ACGIH threshold limit values (TLV). It is important to remember these standards are not established for skin directly exposed to liquid. So whereas the airborne level for a particular chemical may be low and may not cause a respiratory hazard, the liquid coming into direct contact with the skin may cause an overexposure.

The physical state of a chemical affects the potential of the chemical to permeate the protective clothing as well. A chemical vapor has a limited or dispersed concentration and is less likely to permeate protective gloves or coveralls. On the other hand direct contact with liquids increases the rate of permeation and degradation of the protective material.

Similarly, hazard assessments must also be conducted for physical hazards such as for falling objects, excessive noise, extreme temperature conditions, moving equipment parts, etc. Physical hazards also must be controlled either through the use of engineering controls or PPE, or both as the case may be.

Job Hazard Analysis shall be conducted for each operation in **Chester School District** All job hazard analysis shall be documented and signed and dated by the Program Director.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM
Chester School District

SELCTION OF PERSONAL PROTECTIVE EQUIPMENT

The following procedures will provide guidelines in the selection, use, and maintenance of PPE. PPE is used to protect employees from health hazards when engineering or administrative controls are not feasible, or are ineffective in reducing exposures to acceptable levels.

The type of personal protective equipment selected shall be based upon potential hazards for a specific operation. Selection of appropriate PPE shall be approved by the Program Director or the Assistant Program Director. It will be the responsibility of Department Supervisors with guidance from the **Chester School District** Safety Committee, as well as input from employees required to wear PPE, to select appropriate and adequate personal protective equipment for specific operations.

Department Supervisors shall consult the Safety Data Sheets (SDS) in order to determine the hazards associated with specific chemical(s) being handled/used and the recommended type of PPE.

In selecting the proper PPE, the following criteria shall be evaluated:

- Hazards and potential hazards of the job.
- Route of exposure.
- Immediately Dangerous to Life and Health (IDLH) atmosphere (e.g., oxygen deficient atmosphere, concentration of chemical that can cause acute exposure effects, etc.).
- The hazards associated with task being performed or products being used (e.g., toxic, flammable, corrosive, etc.).
- Exposure pathways (inhalation, ingestion, dermal contact).
- Expected exposure concentration(s).
- The physical hazards associated with the operation(s).
- Duration of work.
- Worker training and fitting.
- Equipment decontamination.

HUMAN FACTORS IN THE SELECTION OF PPE

Wearing PPE can place a worker at considerable risk. Workers may experience loss of dexterity, peripheral vision, or heat stress, all of which can burden the worker. Therefore, considerable thought must be given to the selection of PPE and operation processes. Wherever necessary, adequate rest breaks shall be arranged to provide relief for the worker.

HEAT STRESS

Wearing PPE can place a worker at significant risk of developing heat stress. This can result in health effects ranging from transient heat fatigue to more serious conditions. Heat stress is caused by several interacting factors: environmental conditions, clothing, workload, and the individual characteristics of the worker. Individuals vary in their susceptibility to heat stress. Factors that may predispose a certain person to heat stress include:

- Lack of physical fitness
- Lack of acclimatization
- Age
- Dehydration
- Obesity
- Alcohol and drug use
- Infection
- Sunburn
- Chronic disease.

Reduced work tolerance and the increased risk of excessive heat stress are directly influenced by the amount and type of PPE worn. PPE adds weight and bulk, severely reduces the body's access to normal heat exchange mechanisms, and increases energy expenditure. Therefore, when selecting PPE, each item's benefit should be carefully evaluated in relation to its potential for increasing the risk of heat stress. Once PPE is selected, the safe duration of work/rest schedule should be determined based on the following:

- Anticipated work rate
- Ambient temperature and other environmental factors
- Type of protective clothing and other equipment utilized
- Individual worker characteristics and fitness
- Whether or not the worker has acclimatized to the hot conditions.

SELECTION OF HEAD PROTECTION

Use of a safety hard hat is a basic requirement in certain operations within the **Chester School District**
For this purpose, all safety hard hats will meet American National Standard Institute (ANSI) Z89.1 Standards. The shell of the hat must be made of a material hard enough to resist the blow and penetration from falling objects. A five-point suspension lining composed of headband and crown straps must be used to absorb the impact of the blow, and prevent contact between the shell and wearer's skull. Safety hard hats can also be used to protect against electric shock. In addition, the brim of the safety hard hat provides

a level of protection for the eyes and forehead. Storage of materials or accessories under the hard hat is prohibited.

All employees will be given awareness training to achieve a proper fit including donning/doffing and adjusting the safety hard hat, as well as training in maintaining the safety hard hat, replacement of headband suspension, and identifying damage or wear which may reduce the structural integrity of the shell and/or require the replacement of the safety hard hat.

INSPECTION AND MAINTENANCE

Each employee required to wear a safety hard hat in the **Chester School District** shall be assigned an approved safety hard hat. It will be the responsibility of the individual to maintain his/her safety hard hat, and to notify the Supervisor when the safety hard hat or the suspension and headband need to be replaced.

All components of the safety hard hat (shell, suspension, headbands, sweatbands, and any other accessories), will be visually checked daily for signs of dents, cracks, penetration, or any other damage that might reduce the degree of safety originally afforded. Safety hard hats subjected to significant impact will be replaced. The worker shall immediately notify the supervisor if damage is found and a replacement safety hard hat will be issued.

The safety hard hat shall be stored in the bag or locker assigned to each worker, in a location away from extreme temperatures, sunlight, and the possibility of accidental damage. As some paints and thinners can damage the shell and reduce protection by physically weakening it or negating electrical resistance, safety hard hats should be washed in hot water using a good detergent. The shell will be scrubbed and rinsed in clear hot water. After rinsing, the shell will be carefully inspected for signs of damage.

Visitors will be issued a temporary safety hard hat during any visit to a **Chester School District** location where the risk of head injury exists.

Safety hard hats are prohibited from being worn backwards by any **Chester School District** employees unless specifically allowed by the hat manufacturer.

The eye and forehead protection afforded by the design of the safety hard hat is negated when the safety hard hat is worn backwards and, unless specifically allowed by the manufacturer, does not offer the same impact resistance when reversed.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM
Chester School District

SELECTION OF EYE AND FACE PROTECTION

OSHA requires the use of eye and face protective equipment where there is a reasonable probability of preventing an injury when such equipment is used. The **Chester School District** will provide the type of protection suitable for work to be performed, and employees shall be required to use such protectors for **Chester School District** operations. Use of eye protection (safety glasses) is required in the town and outdoor grounds by all supervisory, management, visitor and worker personnel, and contractors. Safety glasses must meet the latest ANSI Z87.1 Standards.

Suitable eye protection will be provided to all workers, supervisory, management and visitors conducting operations where eye protection is required. All personnel working and/or passing through operations where eye protection is required shall use eye protection. Certain operations may require the use of a face shield in addition to eye protection. Face shields will be provided by the **Chester School District** and shall be used by the worker(s) when required by the nature of the operation. Note that face shields are designed to protect the face not the eyes and therefore must be worn in addition to, and not in place of, eye protection.

Personnel whose vision requires the use of corrective lenses, and who are required to wear eye protection, will wear either safety glasses designed to fit over prescription lenses or safety goggles. Workers may obtain prescription safety glasses with side shields, but these will not be provided by the **Chester School District.**

Additionally, eyewashes and emergency showers shall be strategically placed in all hazardous locations, and shall be easily accessible and remain unobstructed at all times.

INSPECTION AND MAINTENANCE

All **Chester School District** employees engaged in operations shall properly store their safety glasses/goggles. Face shields shall be provided to those workers involved in operations that require their use. Each individual will be responsible for the maintenance of his/her protective eye equipment. Requests for replacement of damaged glasses shall be made to the respective Supervisor. Visitors will be issued temporary safety glasses during any visit where eye protection is required.

It is essential to keep the lenses of protective eyewear clean. The employee shall conduct a daily inspection and cleaning of the eye protection with soap and hot water, or with cleaning solution and tissue. Cleaning stations will be provided at selected locations.

Pitted and scratched lenses should be replaced promptly. Anyone experiencing problems with protective eyewear should bring it to the attention of their Supervisor, who will provide replacement eyewear.

A general guideline for the selection of proper eye protection follows:

APPROPRIATE EYE WEAR	
HAZARD	**ACCEPTABLE EYE WEAR**
Spray or application of corrosive or irritant chemicals	• Chemically Resistant Goggles, • Splash Proof Hooded Ventilation • Plastic Face Shield for Severe Exposure (used in conjunction with goggles, only)
Operations producing dust or flying particles	• Safety Glasses, • Plastic Face Shield for Severe Exposure (used in conjunction with safety glasses, only)
Operations involving pressurized fluids	• Chemically Resistant Goggles • Plastic Face Shield for Severe Exposure (used in conjunction with goggles, only)
Other activities that are potentially hazardous to the eye	Consult the Assistant Superintendent of Health & Safety for guidance

SELECTION OF PROTECTIVE CLOTHING

The **Chester School District** will provide protective clothing for employees who may be exposed to skin or body related hazards.

Certain **Chester School District** operations have a potential exposure to hazardous chemicals. The personal protective clothing selected shall provide adequate protection against the hazards of the operation for which the clothing is to be used. Among operations which may require use of protective clothing are working with pesticides, trash sorting, and handling of hazardous chemicals. Protective clothing may be used during operations with potential nuisance dust, and as a general hygiene issue (mechanics preventing contact with grease).

Chemical protective clothing is available in a variety of materials which offer a range of protection against various chemicals. The appropriate clothing material will depend on:

- The chemicals or hazards in the operation
- The physical state of the hazard (solid, liquid, gas)
- Protection properties of the PPE material
- Ability to allow completion of the required task.

Criteria for Selection

Protective clothing for **Chester School District** operations shall be selected in such a manner that materials selected offer the widest range of protection against the chemicals used, and/or are likely to be encountered for the various operations.

Employees are at risk for heat related injuries due to the heat retention proprieties inherent in protective clothing. Protective clothing limits the ability of the employees' body to regulate heat through evaporative cooling. All protective clothing shall be evaluated for heat transfer characteristics prior to selection. Wherever clo value is provided, given other protective properties are equivalent, clothing with the lowest clo value should be selected in hot environments or for high work rates. (The "clo" or thermal insulation value is a measure of the capacity of the chemical protective clothing to dissipate heat loss through means other than evaporation. The larger the clo value, the greater the insulating properties of the garment and, consequently, the lower the heat transfer.)

A basic selection criterion for protective clothing is provided below:

HAZARD	PROTECTIVE CLOTHING
Low light or heavily traffic areas	High visibility vests
Dry or wet, no dermal or respiratory hazard	Work clothes or coveralls, Rain gear
Dry dust, minimal dermal	Cotton or Tyvek™ type coveralls
Dry or moist low dermal	Cotton and coated Tyvek™ coveralls
Wet materials, mists or fumes, high dermal	Cotton coveralls and laminated coated Tyvek™ or appropriate polymer rain suit or coverall
Arc Flash or Blast Exposure	Arc rated equipment appropriate to the Hazard Class

The **Chester School District** shall provide employees with the necessary protective equipment adequate for the operations to be conducted. All employees shall change into their street clothes after washing at the end of the day prior to leaving. Contaminated PPE shall be disposed of in designated containers placed at assigned areas. No person shall be allowed to wear contaminated clothing outside the work area.

SELECTION OF FOOT AND LEG PROTECTION

In order to protect **Chester School District** employees' feet against falling, rolling or sharp objects, workers shall wear safety footwear while on duty. Safety footwear shall meet the requirements of the current ANSI Z41.1 Standards for both compression and impact tests. Workers shall be required to change into their respective safety shoes prior to beginning daily work activities.

Additional foot and leg protection shall be provided by the **Chester School District** as necessary for specific operations. The Department Supervisor shall evaluate each operation and determine the need for additional protection. The selection process for foot and leg protection shall be within the same guidelines provided for the selection of personal protective clothing above. Department Supervisors shall then be responsible for implementation of the use of any such equipment.

A basic guide for choosing foot and leg protection is presented below. However, material data sheets, and other relevant information such as the type of job task, manufacturers' and American Conference of Governmental Industrial Hygienists (ACGIH) guidelines should be consulted for specific operations.

HAZARD	PROTECTIVE FOOTWEAR
Physical hazard	Protective-toed shoes and/or steel shanks
Using a chainsaw when not in a bucket truck	Ballistic leather or Kevlar leg protection and protective-toed boots
Physical and minor chemical hazard	Protective-toed chemical boots or protective-toed boots with chemical protective boot covers or over boots
Physical and severe chemical hazard	Protective-toed boots with chemical protective boot covers or over boots, taped to protective clothing

SELECTION OF HEARING PROTECTION

Exposure to high noise levels can cause hearing loss or impairment. It can cause physical and psychological stress. There is no cure for noise-induced hearing loss, so the prevention of excessive noise exposure is the only way to avoid hearing damage.

Earplugs fit in the ear canal. There are many different styles of earplugs, so the manufacturer's specific directions for earplug insertion should always be followed. Employees should always clean their hands before inserting earplugs to prevent dirt and debris from entering the ear canal.

Earmuffs fit over the whole ear to seal out noise, so the cups on the earmuffs must form a good seal around the ear. Earmuffs with cracked, cut, or missing gaskets reduce the protection afforded. Facial hair, earrings, and eyeglasses also decrease the protection by breaking the seal around them. To ensure the proper degree of protection, earplugs and earmuffs may have to be used together for certain operations. This is especially true in extremely noisy work environments.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM
Chester School District

The **Chester School District** will provide all employees who work in specific areas (where noise levels exceed an average of 85 dBA over an eight hour period. A separate hearing conservation program will be required for affected employees.

SELECTION OF BACK PROTECTION

Improper lifting of moderate to heavy objects can injure the back. Lifting improperly is the largest single cause of back injury. Everyone can prevent back strain by knowing and using proper lifting techniques. It is important to note that back braces are not considered PPE, and may present a false sense of security by causing the worker to believe they can pick up larger or heavier loads.

The following guidelines will assist **Chester School District** in employees understanding the proper ways to lift and ways one can prevent the pain and misery of a sprained back:

1. **Size up the load before trying to lift it.** Test the weight by lifting one of the corners. If the load is too heavy, or of an awkward shape, the best thing to do is get help from a fellow employee, or if possible, use a mechanical lifting device. Never lift objects heavier than 50 lbs. unassisted.
2. **Bend the knees.** This is the single most important rule when lifting any object. When lifting an object, crate, or box, the feet should be placed close to the object. Center yourself over the load, then bend the knees and get a good handhold. Lift straight up, smoothly. Allow the legs, **not** the back, to do the work.
3. **Do not twist or turn your body while lifting.** Keep the load close to the body, and keep it steady. Sudden twisting or turning could result in a back injury.
4. **Make sure the load can be carried to its destination.** Also make certain the path is clear of obstacles, and there are no hazards such as spilled grease or oil.
5. **Set the load down properly.** It is just as important setting the load down as in lifting it. Lower the load slowly by bending the knees, letting the legs do the work. Don't let go of the load until it is secure on the floor.
6. **Repetitive motion jobs.** Alternate one foot on a small stool or other object if standing for prolonged periods. Stand straight and keep your head aligned with your back and hips. Shift positions or walk around frequently. Turn your body as a unit.

Back Belts

Back belts are not recognized by OSHA as effective PPE to prevent back injury. OSHA does not endorse, nor forbid the use of back belts or similar devices for back injury prevention. The **Chester School District** policy is not to supply back belts for personal protection.

SELECTION OF HAND/ARM PROTECTION

Hand protection will consist of protective gloves or glove systems which provide protection against hazards including: severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and heat and cold hazards. **Chester School District** will base the selection of hand protection on the hazards present. Adequate protective material, which may include a combination of different types of protection, will be provided to protect against the most hazardous situation for the specific operation.

Chemical resistant gloves must be selected based on the type of chemical exposure. In the presence of multiple chemicals, the safety officer will select the appropriate chemical protection based on the manufacturer's suggested breakthrough time. The **Chester School District** may require that a combination of multiple gloves be used to provide sufficient protection. The **Chester School District** shall supply the appropriate hand protection for specific operations. The Safety Coordinator, in conjunction with the Safety Committee, shall evaluate each operation and determine the need for additional protection. Department Supervisors shall then be responsible for implementation of hand protection.

Use the reference guide presented below for selecting appropriate hand protection. Safety Data Sheets (SDS), and other relevant information, such as the type of operation, manufacturers' guidelines, and American Conference of Governmental Industrial Hygienists (ACGIH) guidelines should be consulted for specific operations.

PERSONAL PROTECTIVE EQUIPMENT PROGRAM
Chester School District

The following is a chart showing general guidelines for proper glove selection based on the hazard.

GENERAL GUIDELINES FOR GLOVE SELECTION		
Hazard	**Degree of Hazard**	**Protective Material**
Abrasion	Severe	Reinforced heavy rubber, staple-reinforced heavy leather
	Less Severe	Rubber, plastic, leather, polyester, nylon, cotton
Sharp edges	Severe	Metal mesh, staple-reinforced heavy leather, Kevlar ™, Aramid™ fiber, Steel mesh
	Less Severe	Leather, terry cloth, Aramid™ fiber
	Mild with delicate work	Lightweight leather, polyester, nylon, cotton
Chemicals and fluids	Risk varies according to the chemical, its concentration, and time of contact among other factors. Refer to the manufacturer or product MSDS.	**Dependant on chemical**. Examples include: Natural rubber, neoprene, nitrile rubber, butyl rubber, PTFE (polytetrafluoroethylene), Teflon™, Viton™, polyvinyl chloride, polyvinyl alcohol, Saranex™, 4H™, Barricade™, Chemrel™, Responder™, Trellchem™
Cold	Cryogenic sources	Leather, insulated plastic or rubber, wool, cotton
Electricity	Shock, Burns & Electrocution	Rubber-insulated gloves tested to appropriate voltage (CSA Standard Z259.4-M1979) with leather outerglove
Heat	High temperatures (over 350 deg C)	Asbestos, Zetex™
	Medium high (up to 350 deg C)	Nomex™, Kevlar™, neoprene-coated asbestos, heat-resistant leather with linings
	Warm (up to 200 deg C)	Nomex™, Kevlar™, heat-resistant leather, terry cloth, Aramid™ fiber

	Less warm (up to 100 deg C)	Chrome-tanned leather, terry cloth
General duty	Cuts & Abrasions	Cotton, terry cloth, leather
Product contamination	Electronics	Thin-film plastic, lightweight leather, cotton, polyester, nylon

Metal mesh or leather gloves may be required to protect against abrasions when handling sharp or rough objects. The SDS should be consulted to determine the correct protective glove material for each chemical or product.

SELECTION OF RESPIRATORY PROTECTION

Inhalation is the quickest and most common route of exposure to hazardous materials. The respiratory tract can be affected by:

- Dusts
- Fumes
- Vapors
- Mists and sprays
- Gases
- Smoke, and
- Biological hazards.

Once these materials enter the lungs, they can damage and/or cross the cell membrane into the blood system, and affect other parts of the body. Because of the specialized nature of respiratory protection, this will be covered under a separate document: Respiratory Protection Plan.

SPECIAL SITUATIONS

Chester School District adds tasks that they perform requiring special or additional PPE.

DISPOSAL PERSONAL PROTECTIVE EQUIPMENT

If disposable PPE cannot be used, then the ability to decontaminate the PPE needs to be taken into consideration. Once the material absorbs a chemical, it must be cleaned thoroughly before it can be reused. If the chemical has completely permeated the material, it is unlikely that the protective equipment can be adequately decontaminated.

LIMITATIONS OF PERSONAL PROTECTIVE EQUIPMENT

PPE is a secondary means of control. No one type of PPE protects workers from all the hazards that may be present at the workplace. It is important to use PPE properly or else it will be ineffective. Additionally, if the integrity of the PPE is compromised then the worker is exposed to the full extent of the hazard present in the workplace.

It is always important to understand the limitations of the PPE being used. Prior to using any type of PPE the equipment should be inspected thoroughly.

TRAINING

Chester School District employees requiring the use of PPE shall be trained in the type of PPE needed for the various tasks assigned, the proper use of the PPE, and maintenance of the equipment. This training shall be provided initially at the time of hire and then annually thereafter. It is the responsibility of every **Chester School District** employee to properly wear, maintain, care for, and store their PPE. Additionally, it is important to remember that PPE must be used correctly in order to be effective. Training shall include the following:

- Hazard identification including symptoms of overexposure.
- Use of engineering controls to minimize exposure, an explanation of why engineering controls may not always be adequate to totally eliminate the hazard, and when PPE is required to supplement protection.
- A description of the type of PPE chosen and the protection provided to the employee.
- A thorough demonstration of the selected method of personal protective equipment to include use, troubleshooting and maintenance followed by hands-on training of the employee
- A description of storage and maintenance facilities for maintaining PPE. PPE must be maintained properly in order to provide the proper amount of protection afforded by the equipment. It is important to properly clean and sanitize the PPE. Earplugs, for instance may keep the ears safe from damage against noise, but may cause an infection if inserted by dirty hands. Equally important is how to care for and store the equipment. For example, if respirators are stored near heaters or excessive warm places, the rubber face piece material can become distorted. If equipment is damaged, then one must properly repair the equipment or replace it promptly. When working with chemicals, if suits, boots, gloves are punctured, do not repair them. In this case, replace the equipment and dispose of the damaged equipment properly.

PROGRAM EVALUATION

This program shall be evaluated periodically to ensure its proper implementation. The Supervisors shall be responsible for conducting periodic inspections (at least annually) to document the proper selection, use, and care of PPE. All findings shall be documented along with any corrective actions implemented. Results of the evaluation shall be used to modify/update this program as necessary.