

APPENDIX W: TRAINING GUIDE - PERSONAL PROTECTIVE EQUIPMENT (PPE)

Effective dissemination of safety information is an integral part of the Injury and Illness Prevention Program. This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece of equipment, exposure to any hazardous conditions, and/or when new hazards are identified.

In Preparation for this meeting (items needed):

- Training Documentation Form
- Examples of PPE used in your shop

Introduction

Hazards exist in every workplace in many different forms: sharp edges, falling objects, flying sparks, chemicals, noise and many other potentially dangerous situations. Cal/OSHA requires that supervisors protect their employees from workplace hazards that can cause injury. Controlling a hazard at its source is the best way to protect employees. Depending on the hazard or workplace conditions, Cal/OSHA recommends the use of engineering or administrative controls to manage or eliminate hazards. However, when engineering and administrative controls are not feasible or do not provide sufficient protection, supervisors must provide personal protective equipment (PPE) to their employees and ensure its use. PPE is equipment worn to minimize exposure to a variety of hazards.

Discussion Topics:

- What tasks in your workplace cannot be controlled by engineering or workplace controls and require the use of PPE?
- What types of PPE are used in your workplace?

PPE Requirements

To ensure the greatest possible protection for employees in the workplace, cooperative effort between supervisors and employees is needed in establishing and maintaining a safe and healthful work environment. Responsibilities are as follows:

Supervisors:

- Perform a hazard assessment of the workplace to identify and control physical and health hazards
- Identify and provide ANSI approved PPE for employees at no cost to the employee
- Train employees in the use and care of PPE
- Maintain PPE, including replacing worn or damaged PPE
- Periodically review, update, and evaluate the effectiveness of the PPE program

Employees:

- Properly wear PPE
- Attend training sessions on PPE

- Care for, clean and maintain PPE
- Inform a supervisor of the need to repair or replace PPE

Discussion Topics:

- Take the time to evaluate your PPE program and receive feedback from your employees on whether the PPE used is adequate.
- Are all of the PPE requirements met in your workplace?

Training Requirements

Supervisors are required to train each employee who will need to use PPE. Employees must be trained on at least the following:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust and wear the PPE
- The limitations of PPE
- Proper care, maintenance, useful life, and disposal of PPE

Supervisors should make sure that each employee demonstrates an understanding of the PPE training before they are allowed to perform work requiring the use of PPE. This includes the ability to properly wear and use PPE. If a supervisor believes that a previously trained employee is not demonstrating the proper understanding and skill level in the use of PPE, that employee should receive retraining. Additionally, training or retraining is also required when there are changes in the workplace or in the type of required PPE. The supervisor must document employee trainings with a sign-in sheet indicating the employee name, signature, date, and type(s) of PPE discussed.

Discussion Topics:

- Does your workplace have records showing that employees received training on PPE (in the form of the Hazard Assessment Tool for Shops or otherwise) as stated above? If not, take the time to go through and provide training on each item of PPE that you provide in your workplace (per the training requirements above).

Types of PPE

- **Head Protection**

Hard hats provide protection from the impact of falling objects and other struck-by injuries and may help to provide protection against electrical shock. Hard hats must be replaced when damaged and/or every five years. When choosing a hard hat, ensure that the one you choose provides the level of protection needed for your working environment.

- **Eye and Face Protection**

When selecting the most suitable eye and face protection for employees, the following elements should be taken into consideration:

- Ability to protect against specific workplace hazards
- Should fit properly and be reasonably comfortable to wear
- Should provide unrestricted vision and movement

- Should be durable and cleanable
- Should allow unrestricted functioning of any other required PPE

Some common examples of eye and face protection include: safety glasses, goggles, welding shields, laser safety goggles, and face shields.

- **Hand Protection**

Hand injuries are one of the most common types of injuries. It is critical that you protect your hands with gloves. Not all gloves are created the same. The following are common examples of gloves and their uses:

- Leather: better grip
- Cotton: general use
- Stainless steel mesh: cut resistance
- Kevlar: sharp edges
- Welder's: welding
- Rubber or Nitrile: chemical
- Disposable: biohazards
- Neoprene: handling propane
- Specific use: chemical dependent

- **Foot and Leg Protection**

Employees who face possible foot or leg injuries from falling or rolling objects or from crushing or penetrating materials should wear protective footwear. Also, employees whose work involves exposure to hot substances or corrosive or poisonous materials must have protective gear to cover exposed body parts, including legs and feet. If an employee's feet may be exposed to electrical hazards, non-conductive footwear should be worn.

The following are common examples of foot and leg protection: metatarsal guards, toe guards, shin guards, steel-toe boots, and safety shoes.

- **Respiratory Protection**

Certain shop tasks may require the use of a respirator. If you must wear a respirator, you must attain medical clearance, be fit-tested once a year, and remain clean shaven.

Most employees are not required to wear respiratory protection. However, for many tasks, a dust mask is strongly recommended. When using a dust mask, remember that they must be worn properly to do the job. Dispose of them after use or store them properly. Never leave masks hanging on equipment.

- **Hearing Protection**

Many factors are involved in determining the need to provide hearing protection for employees. This can depend on:

- Loudness of the noise as measured in decibels (dB)
- Duration of each employee's exposure to the noise
- Whether or not employees move between work areas with different noise levels
- Whether or not noise is generated from one or multiple sources

Some types of hearing protection include: single use earplugs, molded earplugs, and earmuffs.

Discussion Topics:

- From the items of PPE just discussed, have you identified the need for PPE that is not currently provided? If yes, state what type of PPE is needed and why.

Key Takeaway Points

- Familiarity with different types of PPE
- Knowledge of tasks that require PPE
- Knowledge of PPE training requirements
- Knowledge of personal responsibility for wearing PPE