

# Personal Protective Equipment – Hazard Analysis

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## 1.0 POLICY

The Town of Carolina Beach is a place of business. Employees are expected to dress appropriately for the job being performed. All employees who are exposed to hazards during the normal course of duty are required to wear protective equipment.

## 2.0 PURPOSE

The Town of Carolina Beach is committed to a work environment that is as safe as possible for its employees and complies with the Occupational Safety and Health Act (OHSA) by requiring approved protective equipment for certain jobs with exposure to hazards.

## 3.0 SCOPE

This policy applies to all employees.

## 4.0 DEFINITIONS

- 4.1 **Job Hazard Analysis** – A Job Hazard Analysis is an analysis performed to determine the hazards associated with a particular job and the Personal Protective Equipment that should be utilized to perform the job safely.
- 4.2 **Personal Protective Equipment** - Personal Protective Equipment (PPE) is defined as devices worn by the worker to protect against hazards in the work environment. Examples of PPE can include gloves, safety shoes, safety eye wear, hard hats, hearing protectors, fall protection and respirators.

## 5.0 ORGANIZATIONAL RULES

- 5.1 A job hazard analysis will be performed on positions according to assessment guidelines.
- 5.2 Categories of hazards to be addressed are:
  - Impact
  - Penetration
  - Compression
  - Heat
  - Harmful dust
  - Light (optical) radiation
  - Drowning
  - Falling

## 6.0 PROCEDURES

- 6.1 Personal protective equipment should not be used alone to protect employees from the hazards identified by the job hazard analysis. Engineering controls should always be the prime means of protection, where feasible. Administrative Controls such as Standard Operating Procedures should also be used. Both engineering controls and administrative controls are preferred, as they can protect all employees

in the area, where personal protective equipment only protects the employee using it.

- 6.2 Once the job hazard analysis has been completed and specific PPE requirements have been determined, selection of each item of PPE should be made in such a manner that the PPE will protect the specific employee. Once size does NOT fit all. It is the employer's responsibility to ensure that the selections are adequate to provide for the needs of all employees.
- 6.3 Each employee will properly maintain his PPE. This includes the appropriate sanitation of the equipment, routine maintenance of the equipment and notifying the supervisor when the PPE needs to be replaced. PPE provided by the Town is to be used only when working at the Town.
- 6.4 All employees shall comply with the requirements of this program. Departments shall provide the required PPE to affected employees. Employees shall use and maintain all required PPE. Failure to do so may result in disciplinary action up to and including termination. Failure of supervisors to enforce PPE usage may result in disciplinary action being issued to the supervisor.
- 6.5 Certain types of PPE, including respirator use and hearing conservation, have specific training requirements and these are addressed in those specific program policies.

## **7.0 APPENDIX, APPENDICES**

None