



## CITY OF PROVIDENCE

### PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

#### **PURPOSE**

The purpose of this program is to protect our employees by ensuring that, whenever it is necessary due to hazards from processes or the work environment, Personal Protective Equipment (PPE) is provided, used, and maintained in a sanitary and reliable condition.

This program covers the responsibilities of directors, managers, supervisors and workers, assessment of hazards, selection and use of personal protective equipment (PPE), and training.

#### **APPLICABILITY**

This policy applies to all employees who work for the City of Providence. Due to the unique nature of its operations, employees of the Providence Water Supply Board (PWSB) will continue to follow procedures for Personal Protective Equipment outlined within their agency.

#### **RESPONSIBILITIES**

Department Directors and Deputy Directors, in conjunction with the Risk Management Specialist for Employee Safety, are responsible for:

- assessing the hazards and exposures within their operations that may require the use of PPE,
- determining the type of equipment to be provided, and
- purchasing the equipment.

Input from managers, supervisors, and employees will be obtained and considered in selecting appropriate equipment.

Managers/supervisors will be responsible for training employees in the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where it is required.

Employees are responsible for following all provisions of this program and related procedures. They are expected to wear PPE when and where it is required.

#### **HAZARD ASSESSMENT**

Each department will perform an assessment of their workplace to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE). This assessment will consist of a survey of the workplace to identify sources of hazards to workers. Consideration will be given to hazards such as impact, penetration, laceration, compression (dropping heavy objects on foot, roll-over, etc.), chemical exposures, harmful dust, heat, light (optical) radiation, electrical hazards, noise, etc. Additional consideration will be made to the workplace layout and placement of co-workers to determine how other activities may affect each employee.

Where such hazards are present, or likely to be present, each department will:

- Select, and have each affected employee use, the types of PPE that will protect the employee from the hazards identified in the hazard assessment.
- Communicate equipment selection decisions to each affected employee.
- Select PPE that properly fits each affected employee.
- Train employees in the use and care of PPE as described elsewhere in this program.

The Department will verify that the required workplace hazard assessment has been performed by completing the "Hazard Assessment Survey" form and which is dated and signed by the person doing the assessment (*See Appendix A*).

Whenever the department changes a process in the workplace that might introduce or change an exposure or hazard, the department will perform an assessment to determine if there needs to be additional PPE provided or a change in the current PPE provided. These supplemental hazard assessments will also be documented, signed and dated by the person performing the assessment.

Each department's workplace hazard assessment will be reviewed and updated on an annual basis.

### **SELECTION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal protective equipment (PPE) will be selected on the basis of the hazards to which the workers are exposed or potentially exposed. Selections will be made based on input from managers, supervisors and workers to the Risk Management Specialist for Employee Safety.

Personal protective equipment will meet the prevailing national standards.

### **TRAINING**

Each employee who is required to use PPE will be trained in the following:

- Why PPE is necessary
- When PPE is necessary
- What PPE is necessary and any alternative choices of equipment
- How to properly don, doff, adjust, and wear PPE
- The proper care, maintenance, storage, useful life, and disposal of PPE.

Training will:

- include an opportunity for employees to
  - handle the PPE
  - demonstrate that they understand the training and have the ability to use the PPE properly
- be provided by the manager or supervisor of the affected employees.
- be documented in writing to include the names of each employee trained, the date(s) of the training, and the subject matter covered.

If an employee who has been previously trained demonstrates a lack of knowledge or behavior which leads the supervisor to believe the employee does not have a proper understanding of the PPE involved, that employee will be retrained.

If there are changes in the workplace or processes that change the exposures or type of PPE to be used, all affected employees will be retrained.

### **CARE OF PERSONAL PROTECTIVE EQUIPMENT**

Whenever practical, PPE will be assigned to individual workers for their exclusive use. Employees will be responsible for the PPE equipment assigned to them or used by them.

PPE will be regularly cleaned, inspected and stored according to instructions given during the training sessions or as directed by supervisors or managers.

Defective or damaged PPE shall not be used. Employees are report to their supervisor any defective or damaged equipment so it may be repaired or replaced.

### **VISITORS/VENDORS/CONTRACTORS**

Visitors, (including vendors and contractors), must wear appropriate personal protective equipment when entering areas where it is required for employees. The host department is responsible for maintaining a minimum stock of suitable PPE for loan when experience indicates visitors can be expected. When devices such as safety glasses/goggles, dust masks, etc. which have direct skin contact have been loaned to visitors, they must be either be of a disposable nature (dust masks/earplugs) or cleaned and sanitized (safety glasses/goggles, earmuffs) before being loaned to another person. The host department must ensure that the visitor is familiar with proper use of the PPE.

### **PERSONAL PROTECTIVE EQUIPMENT CATEGORIES**

The following categories represent a general summary of hazards encountered in the workplace and the appropriate PPE when the hazard cannot be eliminated.

Hazards unique to a particular department not identified below are subject to the provisions of this policy. In such cases, the Department Director will have the overall responsibility to insure that a department-specific addendum to this policy reflects the identification, evaluation, selection and training process regarding the appropriate Personal Protective Equipment.

#### **Eye and Face Protection Equipment**

Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear.

Employees shall wear eye/face protection when they are exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, biologic hazards, acids or caustic liquids, chemical gases or vapors or potentially injurious light radiation.

#### *Examples of appropriate eye protection:*

- Safety glasses with side shields for moderate impact and particles encountered in grinding and scaling etc.
- Single lens goggles with clear or tinted lenses, perforated, port vented, or non-vented frames offer protection similar to safety glasses but may be worn over prescription eyeglasses.
- Welder goggles have impact resistant lenses and provide protection from sparking, scaling, or splashing metals and harmful rays.
- Chipper/grinder goggles provide eye protection from flying particles.
- Face shields protect eyes and face against flying particles, metal sparks, and chemical/biological splash.
- Welding shields protect worker's eyes and face from infrared or radiant light burns, flying sparks, metal spatter and slag chips encountered during welding, brazing, soldering, resistance welding, bare or shielded electric arc welding, and oxyacetylene welding and cutting operations.

#### **Emergency Eyewash Facilities**

Where the eyes of any employee may be exposed to corrosive materials, emergency eyewash facilities will be located where they are easily accessible in an emergency.

In other areas where there is risk of exposure to splash or foreign bodies, emergency eyewash facilities will be available within 10 seconds walking time from the location of a hazard (use 55 feet as a guideline).

Emergency eyewash equipment must be installed on the same level as the hazard without requiring going up or down stairs or ramps. The path of travel from the hazard to the equipment should be free of obstructions and as straight as possible.

## **Respirators**

Nuisance dust masks can be worn for comfort against non-toxic nuisance dusts during activities such as mowing, gardening, sweeping and dusting. These masks are not respirators and do not offer protection against hazardous dusts, gases or vapors.

Respirators will be used when there is an exposure to harmful dusts, mists, fumes, etc. and as deemed necessary by the Risk Management Specialist in conjunction with the Department, and will not be substituted for engineering or environmental control methods without approval. Use of respirators will be subject to the Respiratory Protection Policy.

## **Hearing Protection**

Where it is not feasible to reduce the noise levels or duration of exposures to those considered as Permissible Noise Exposures, ear protective devices should be provided and used.

Types of Hearing Protective Devices Include:

- a) **Insert Type Earplugs:** A device designed to provide an airtight seal with the ear canal. There are three types of insert earplugs premolded, formable and custom earplugs.
  - **Premolded Earplugs:** Premolded earplugs are pliable devices of fixed proportions which come in various sizes, and will fit most people. While premolded earplugs are reusable, they may deteriorate and should be replaced periodically.
  - **Formable Earplugs:** Formable earplugs come in just one size. Some are made of material that, after being compressed and inserted, expands to form a seal in the ear canal. Each earplug must be held in place while it expands enough to remain firmly seated. A set of earplugs with a cord attached is available.
  - **Custom Molded Earplugs:** A small percentage of the population cannot be fitted with standard premolded or formable earplugs. Custom earplugs can be made to fit the exact size and shape of the individual's ear canal. Individuals needing custom earplugs will be referred to an audiologist.
- b) **Earmuffs:** Earmuffs are devices worn around the ear to reduce the level of noise that reaches the ear. Their effectiveness depends on an airtight seal between the cushion and the head.

*NOTE: Earbuds, earphones, headphones are NOT to be used as hearing protection.*

## **Head Protection**

Employees shall wear head protection when working in areas where there is a possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns,

Bump caps/skull guards will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by falling objects.

## **Hard Hats**

Hard hats will be worn by employees working under the following conditions:

1. Approaching or inspecting any construction site.
2. Engaging in construction, remodeling or demolition
3. Working as a flagger
4. Working near high voltage electrical hazards or other risks of electrical shock are present
5. Working in the immediate area of overhead swinging loads
6. Operating on the city roads and sidewalks performing repairs to sinkholes/potholes, replacing/repairing sidewalks, repaving roads
7. Inspecting or working in and around open holes.

8. Operating lifting or earth moving equipment or working in the vicinity of heavy equipment where overhead loads could be encountered. Specific equipment includes front loader, back hoe, fork lift, or overhead crane truck
9. Working at heights, either on a ladder, lift truck or elevated platform
10. Working in an area where there may be contact with fixed objects such as exposed beams, pipes, etc.
11. Working in areas with hazards from falling objects
12. Certain forestry operations
13. Operating in damaged areas caused by explosions flooding, fires, or any other situation where there is a question of the structural integrity of the surroundings.
14. When deemed necessary by the supervisor or lead person

#### *Safe handling practices for hard hats*

1. Inspect regularly for defects.
2. Keep clean so defects are more easily noticeable.
3. Do not use paint, solvents, chemicals or adhesives on the shell as they can cause the shell to deteriorate.
4. When not in use, do not store the hard hat in direct sunlight. Exposure to extreme heat and sun can weaken the shell.

#### *Head Protection Equipment*

Protective helmets must comply with ANSI standards or other equipment demonstrated to be equally effective.

- Type I (Intended to reduce force of impact from blow to top of the head)
- Type II (Intended to reduce force of impact from blow to top or sides of the head)
- Class C (Conductive- not intended to provide protection against contact with electrical hazards)
- Class G (General- reduce the danger of head contact with low voltage conductors. Proof -tested at 2,200 volts)
- Class E (Electrical- reduce the danger of head contact with higher voltage conductors. Proof -tested at 20,000 volts).

#### **Hand(s)**

Employees shall wear appropriate hand protection when their hands are exposed to hazards such as those from chemical absorption, severe cuts or lacerations, severe abrasions, chemical burns, thermal burns and harmful temperature extremes.

Selection of hand protection will be based on the tasks performed, the conditions present, duration of use and other potential hazards that may exist. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not work in all situations.

**NOTE:** When employees are exposed to chemical hazards, the appropriate SDS will be used as the primary means to determine correct hand protection. Read instructions and warnings on chemical container labels and SDS before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

#### *Hand Protection Equipment*

- Disposable nitrile gloves made help guard against mild irritants, greases, custodial cleaning products, blood and body fluids and unsanitary conditions.
- Fabric gloves made of cotton or blends improve grip and help insulate against mild cold and heat.
- Leather gloves guard against injuries from sparks or scraping against rough surfaces. They are also used with an insulated liner to guard against electrical hazards.
- Metal mesh gloves protect from cuts and scratches when working with cutting tools or sharp instruments.

- Chemical resistant gloves made of rubber, neoprene, polyvinyl alcohol or vinyl, protect hands from corrosives, oils, and solvents.
- Cut-resistant gloves protect hands working with sharp tools and sharp edges such as glass, metal, ceramics and other materials.
- Puncture-resistant gloves prevent puncture injuries from sharp objects such as thorns, vegetation, metal scraps, needles and waste.
- Waterproof gloves serve as a protective barrier from contaminated water.

### **Hand and Arm**

When the risk of injury includes the arm, protective sleeves, often attached to the gloves, may be appropriate

### **Foot/Feet**

Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole of the foot or where the employee's feet are exposed to electrical hazards.

#### *Foot Protection Equipment*

Safety footwear is designed to protect feet against a wide variety of injuries. Impact, compression, and puncture are the most common types of foot injury. Consideration should also be made injuries caused by possible exposure to:

- corrosive or irritating substances.
- extreme hot or cold temperatures
- water or other liquids that may penetrate the footwear causing damage to the foot and the footwear
- rotating or abrasive machinery (e.g., chainsaws or grinders) or
- an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.

### **Foot/Leg**

1. When the risk of injury includes the leg and/or top of the foot, the following equipment should be considered:
  - Leggings protect lower legs and feet from heat hazards, like molten metal or welding sparks. Safety snaps allow leggings to be removed quickly.
  - Metatarsal Guards are strapped to outside of shoes to protect instep area from impact and Compression and are made of aluminum, steel, fiber or plastic.
  - Toe Guards fit over the toes of regular shoes to protect only the toes from impact and compression. Made of steel, aluminum, or plastic.
  - Combination Foot and Shin Guards may be used in combination with toe guards when greater protection is needed.
2. Employees with the possibility of exposure to contaminated water should wear rubber boots or waders. Rubber boots or waders should be removed before leaving the worksite and before entering a vehicle or building.

### **Body Protection**

Workplace hazards that could injure an employee's body include the following:

- Intense heat
- Splashes of hot metals and other hot liquids
- Impacts from tools, machinery, and materials
- Cuts
- Hazardous chemicals
- Contact with potentially infectious materials, like blood
- Radiation

### *Body Protection Equipment*

- Vests
- Jackets
- Aprons
- Coveralls
- Surgical gowns
- Full body suits

### *Materials for Protective Clothing*

- Paper-like Fiber. Disposable suits made of this material provide protection against dust and splashes.
- Treated Wool and Cotton. Adapts well to changing workplace temperatures. Comfortable and fire resistant. Protects against dust, abrasions, and rough and irritating surfaces.
  
- Duck. Protects employees against cuts and bruises while they handle heavy, sharp, or rough materials.
- Leather. Often used against dry heat and flame.
- Rubber, Rubberized Fabrics, Neoprene, and Plastics. Provides protection against certain acids and other chemicals.

### **Hi Visibility Clothing**

High visibility clothing improves the visibility of employees working in hazardous conditions, on and off the roadway.

*Safety Vests:* Retroreflective vests will be used by all employees where exposure exists from vehicular traffic and whenever directed to do so to insure visibility.

*Hi-visibility T-shirts* which meet appropriate retroreflective criteria may be substituted for vests with the approval of the department.

### **VEHICLE SAFETY EQUIPMENT**

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Motor vehicle accidents are a common cause of injury. While not technically categorized as Personal Protective Equipment, the following procedures assist in reducing the risk of injury. Please refer to the Vehicle Use Policy for additional information.

#### **Seat Belts and Shoulder Harnesses**

Drivers and passengers in City vehicles, as well as employees who drive their personal vehicles for City business, must wear seat belts and shoulder harnesses at all times in compliance with Rhode Island motor vehicle laws.

#### **On Board Equipment**

City owned trucks (non-CDL) and vans will have a first aid kit on board at all times.

CDL vehicles will have on board at all times:

- First aid kit (includes burn cream and eyewash)
- Fire extinguisher
- 3 reflective triangles
- Wheel chocks (if the vehicle does not have air brakes.)

### **RE-ISSUING OF PERSONAL PROTECTIVE EQUIPMENT**

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Employees are required to report to work with the appropriate personal protective equipment (PPE) that is in good working condition.

Employees who do not have the proper PPE must obtain replacement equipment before beginning work.

The following procedure will be used when re-issuing any personal protective equipment to an employee.

- Damaged or broken equipment needing to be replaced will be handed in to a supervisor.
- Lost or stolen equipment will be replaced one time to any employee requesting it.
- Equipment may be reissued (replaced) with reasonable explanation.
- Failure of an employee to produce the proper PPE may result in disciplinary action. It is the responsibility of each employee to maintain and be accountable for said equipment.
- Using the "Issuing of PPE form," the Department supervisor or other assigned person will document the issuing of the equipment and the employee will sign for it. (*See Appendix B.*)
- This procedure will be periodically reviewed and appropriate changes will be made accordingly.

## **COMPLIANCE**

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Compliance with this and every safety policy is the responsibility of each and every employee in the department. Every employee has the duty and the responsibility to be aware of and abide by City safety policies and work practices. Employees who fail to comply with the Personal Protective Equipment policy will be sent home and/or will be subject to disciplinary action up to termination if circumstances warrant.

Department directors, deputy directors and managers must review incidents of non-compliance or work place incidents, continuously reassess work site procedures and make changes as necessary to ensure compliance and improve practices.

## Hazard Assessment Survey Form

Use this form to help identify the need for Personal Protective Equipment (PPE) within each work location. Use the attached instructions to help complete the form.

**Department:** \_\_\_\_\_ **Job or Location:** \_\_\_\_\_

**Date of Assessment:** \_\_\_\_\_ **Conducted by:** \_\_\_\_\_

| POSSIBLE HAZARDS (check all that apply)  | HAZARD(S) IDENTIFIED | BODY PART(S) AFFECTED  | CAN THE HAZARD(S) BE ELIMINATED WITHOUT USING PPE?                   | REQUIRED PPE<br><small>(List the PPE required e.g., splash goggles, face shields, nitrile gloves, hard hat, etc.)</small> |
|--|----------------------|--|--|---|
| <b>Impact from falling or flying objects, sand, dirt, dust, particulates, etc.</b><br>Power tools, compressed air, liquid sprayers, overhead hazards   |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |
| <b>Cuts/Punctures/Lacerations</b><br>Power tools, needles/syringes, glass, wired, sharp objects  |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |
| <b>Pinch/Crush/Roll Over</b><br>Moving machine parts, falling/rolling heavy equipment, material handling equipment- carts, lifts, pallet jacks   |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |
| <b>Chemical contact from pouring, mixing, splash hazards, washing, cleaning, etc.</b><br><input type="checkbox"/> Flammable <input type="checkbox"/> Slightly irritating <input type="checkbox"/> Toxic <input type="checkbox"/> Reactive<br><input type="checkbox"/> Corrosive <input type="checkbox"/> Asphyxiant <input type="checkbox"/> Carcinogenic <input type="checkbox"/> Other _____ |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |
| <b>Biological from Infectious materials, human or animal tissue, blood or body fluids, etc.</b>  |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |
| <b>Thermal (Hot/Cold)</b><br>Torching, hot sparks, welding, steam or refrigeration systems, temperature extremes including working outdoors, etc.)   |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |
| <b>Electrical from on/around energized lines &amp; equipment, exposed electrical conductors, high voltage circuits.</b>  |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |
| <b>Light</b><br>Welding, cutting, torch brazing, soldering, lasers, UV light.  |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |
| <b>Harmful Dust/Mists/Fumes/Vapor</b><br>Grinding, drilling, sanding, welding, brazing, soldering, working with silica dust, allergens.  |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |
| <b>Noise - Impact noise, continuous noise, intermittent noise</b><br>hammer drills, hand drills, belt sanders or equipment producing greater than 85 dB.   |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |
| <b>Other</b><br>Includes slippery walking surfaces, working from heights, vibration, etc.  |                      | <input type="checkbox"/> Eye/face <input type="checkbox"/> Ears <input type="checkbox"/> Head <input type="checkbox"/> Hand<br><input type="checkbox"/> Foot/leg <input type="checkbox"/> Body <input type="checkbox"/> Respiratory System | <input type="checkbox"/> Yes <input type="checkbox"/> No   (Explain) |   |

## Hazard Assessment Survey Form Instructions

**IMPORTANT NOTE:** Personal Protective Equipment (PPE) alone should not be relied upon to provide protection against hazards but should be used in conjunction with engineering controls, administrative controls, and procedural controls.

### **Step 1: Inform the employees about the process you are conducting.**

Employees from each work area that is being assessed should be involved in the process. Discuss the reasons for the survey and the procedures being used for the analysis. Review the job procedures, potential hazards and the PPE currently in use.

### **Step 2: Conduct a walk-through survey.**

The purpose of the survey is to identify sources of hazards to employees. Observe the following: layout of the workplace, location of the employees, work operations, hazards and places where PPE is currently used including the device and reason for use. Check the type of hazard(s) present within each section (organized by body part). Further comments or descriptions can be provided in the adjacent box.

### **Step 3: Select PPE.**

After considering and/or planning for other controls, identify the PPE which provides protection to employees from the hazard(s). Record the appropriate PPE in the required PPE box. For help with proper PPE selection, contact the Risk Management Specialist in Human Resources.

### **Step 4: Make this Document Accessible.**

Once completed, signed and dated, store the form either electronically or as a hard copy in a location easily accessible to employees and managers.

Also provide a copy of the completed form to the Risk Management Specialist in Human Resources, City Hall.

### **Step 5: Reassess/Revise Protocol** whenever there is a change in process or a new process has been implemented.

Update departmental protocols with new or modified PPE requirements, if applicable.

Whenever a re-assessment is conducted, the following items should be identified and evaluated:

1. Any new or modified equipment and processes,
2. Accident records and
3. Suitability of previously selected PPE.

### **Step 6: Annual reviews of procedures should be conducted.**

Whether or not there have been any additions/modifications in operations, the work process, risks of exposure and PPE being used should be re-evaluated.

*Please check appropriate box:*

- New
- Replacement (worn or broken)
- Reissue (lost or stolen)



## SAFETY EQUIPMENT/PERSONAL PROTECTIVE EQUIPMENT

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

**Check items given:**

### PERSONAL PROTECTIVE EQUIPMENT

- \_\_\_\_ Hard Hat
- \_\_\_\_ Safety Glasses
- \_\_\_\_ Safety Goggles
- \_\_\_\_ Safety Vest
- \_\_\_\_ Ear Plugs or \_\_\_\_ Ear Band (for visitors to work site)
- \_\_\_\_ Gloves (describe type): \_\_\_\_\_

### VEHICLE SAFETY EQUIPMENT

\_\_\_\_ First Aid Kit with burn cream and eyewash (**all trucks and vans**): \_\_\_\_\_

- \_\_\_\_ CDL Vehicle Bag with:
  - \_\_\_\_ Fire Extinguisher
  - \_\_\_\_ Wheel chocks (for vehicles without air brakes)
  - \_\_\_\_ 3 Reflective Triangles
  - \_\_\_\_ Safety Goggles
  - \_\_\_\_ Work Gloves

Was old/damaged equipment returned? \_\_\_\_ Yes \_\_\_\_ No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date