



YOUR SAFETY Department  
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# PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment, or PPE, is designed to protect workers from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Besides face shields, safety glasses, hard hats, and safety shoes, protective equipment includes a variety of devices and garments such as goggles, coveralls, gloves, vests, earplugs, and respirators.

## MANAGEMENT RESPONSIBILITIES

Management is responsible for conducting a hazard assessment of their workplaces to determine what hazards are present that require the use of protective equipment. Management is also responsible for providing workers with appropriate protective equipment and requires them to use and maintain it in sanitary and reliable conditions.



## PPE SHOULD BE THE LAST LINE OF DEFENSE

Using personal protective equipment is often essential, but it is generally the last line of defense after engineering controls, work practices, and administrative controls.

- Engineering controls involve physically changing a machine or work environment.
- Administrative controls involve changing how or when workers do their jobs, such as scheduling work and rotating workers to reduce exposures.
- Work practices involve training workers how to perform tasks in ways that reduce their exposure to workplace hazards.

You must assess your workplace to determine if hazards are present that require the use of personal protective equipment. If such hazards are present, you must select protective equipment and require workers to use it, communicate your protective equipment selection decisions to your workers, and select personal protective equipment that properly fits your workers.



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You must also train workers who are required to wear personal protective equipment on how to do the following:

- Use protective equipment properly
- Be aware of when personal protective equipment is necessary
- Know what kind of protective equipment is necessary
- Understand the limitations of personal protective equipment in protecting workers from injury
- Put on, adjust, wear, and take off personal protective equipment
- Maintain protective equipment properly

#### PROTECTION FROM HEAD INJURIES

Hard hats can protect you from head impact, penetration injuries, and electrical injuries such as those caused by falling or flying objects, fixed objects, or contact with electrical conductors.

Workers must be required to cover and protect long hair to prevent it from getting caught in machine parts such as belts and chains.

#### PROTECTION FROM FOOT AND LEG INJURIES

In addition to foot guards and safety shoes, leggings (e.g., leather, aluminized rayon, or other appropriate material) can help prevent injuries by protecting you from

hazards such as falling or rolling objects, sharp objects, wet and slippery surfaces, molten metals, hot surfaces, and electrical hazards.

#### PROTECTION FROM EYE AND FACE INJURIES

Besides safety glasses and goggles, personal protective equipment such as special helmets or shields, prescription glasses with side shields, and face shields can protect you from the hazards of flying fragments, large chips, hot sparks, optical radiation, splashes from molten metals, as well as objects, particles, sand, dirt, mists, dusts, and glare.

#### PROTECTION FROM HEARING LOSS

Wearing earplugs or earmuffs can help prevent damage to hearing. Exposure to high noise levels can cause irreversible hearing loss or impairment as well as physical and psychological stress.

Earplugs made from foam, waxed cotton, or fiberglass wool is self-forming and usually fit well. A professional should fit you individually for molded or preformed earplugs. Clean earplugs regularly, and replace those you cannot clean.

#### PROTECTION FROM HAND INJURIES

If you are exposed to harmful substances through skin absorption, severe cuts or lacerations, severe abrasions, chemical burns, thermal burns, or harmful temperature extremes, you will benefit from hand protection.

#### PROTECTION FROM BODY INJURY



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In some cases workers must shield most or all of their bodies against hazards in the workplace, such as exposure to heat and radiation as well as hot metals, scaling liquids, body fluids, hazardous materials or waste, and other hazards.

In addition to fire-retardent wood and fire retardent cotton, materials used in whole-body personal protective equipment include rubber, leather, synthetics, and plastic.

### **WHEN TO WEAR RESPIRATORY PROTECTION**

When engineering controls are not feasible, you must use appropriate respirators to protect against adverse health effects caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. Respirators generally cover the nose and mouth or the entire face or head and help prevent illness and help prevent injury. A proper fit is essential however for respirators to be effective. Required respirators must be NIOSH-approved and medical evaluation and training must be provided before use.

### THOUGHT OF THE DAY

Don't go to work half-dressed. Wear your Personal Protective Equipment!



## MINUTES OF MEETING

Date: \_\_\_\_\_ Person Conducting Meeting: \_\_\_\_\_

Topic: \_\_\_\_\_

Branch: \_\_\_\_\_ Division: \_\_\_\_\_

Attendees:

NAME	INITIAL	DATE

NAME	INITIAL	DATE

Additional Items Discussed:

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Problem Areas or Concerns:

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Comments:

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FOR ENQUIRIES:

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