CITY OF NEW LONDON

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM

April 1, 2003
PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM

GENERAL

In order to comply with the WI Dept. of Commerce (COMM 32) and Federal OSHA Standard (29 CFR 1910.132) the following written program has been established for the City of New London. The purpose of this program is to ensure the safety of all employees whenever they may be exposed to a hazard that could cause bodily injury through hazardous processes, environments, chemical hazards, radiological hazards, or mechanical irritants through absorption, inhalation, or physical contact. This program is meant to establish procedures for the selection, training, storage, cleaning, and use of Personal Protective Equipment (PPE). This program shall cover:

* Eye and Face Protection  * Hearing Protection
* Head Protection    * Traffic Exposure Protection
* Foot Protection    * Other Protective Clothing
* Hand Protection

Employees are responsible for properly using and maintaining the above equipment according to established procedures and manufacturer’s specifications. The use of PPE will be mandated whenever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. Accordingly, its use will be mandatory as a condition of employment. However, these devices alone should not be relied upon to provide protection against hazards, but should be used in conjunction with engineering and administrative controls.

This policy applies to all City of New London employees. This policy is available at City Hall and at each workplace where PPE is required.

Responsibilities

The Human Resource Coordinator has the overall responsibility for the program and is responsible for:

- Assuring that this program complies with all applicable local, state, and federal regulations.
- Maintaining a master file of all hazard assessments completed by each department, which specify which hazards are present, or likely to be present, which necessitate the use of PPE.
- Maintaining a master training record file.
- Evaluating this program when discrepancies arise.
Department Heads and Supervisors are responsible for:

- Conducting a hazard assessment to determine which hazards are present, or likely to be present, which necessitate the use of PPE.
- Coordinating necessary training for each employee required to use PPE, and forwarding training records to the Human Resource Coordinator.
- Informing the Human Resource Coordinator of changes in Personal Protective Equipment Technology, job requirements and processes, as they occur.
- Selecting appropriate PPE that will protect against the hazards identified.
- Communicating PPE selection decisions to affected employees.
- Providing employees with PPE that meets or exceed the criteria established by OSHA (see specific standards in each of the equipment categories).
- Ensuring that employees are wearing at a minimum, PPE which is required while in their department(s).
- Conduct on-going training as job requirements change or new PPE introduced into the workplace.
- Instructing new employees on the use of PPE necessary for job tasks.

All employees are responsible for:

- Attending applicable PPE training classes.
- Wearing required PPE where/when applicable.
- Cleaning PPE as needed.
- Asking questions when unsure of any aspect of PPE requirements.
- Knowing the location of and using the PPE Assessment Program information available to the employees for each job task.

**Assessment:**

General requirements of the OSHA Standard (29 CFR 1910.132) specify that employers must make an assessment of the workplace to determine what hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE).

Assessments will be reviewed and updated on an annual basis, or as jobs require new or different PPE. The supervisor shall provide copies of the PPE assessment to the Human Resource Coordinator when reviewed or changed.

Additionally, if the employee determines that he/she is performing a job which needs PPE, but it is not listed by his supervisor on the assessment, he/she shall wear the PPE necessary to prevent injury and inform his/her supervisor of the need to add the job to the assessment list.

**Employee Owned PPE:**

Employees who use their own personal protective equipment on the job must have it approved by the Supervisor or Department Head. All employee-owned PPE must be in compliance with all of the applicable regulations and provide suitable protection against the hazard(s) posed.
**Employee Training**

Each department shall provide training to all employees who are required by this policy to use PPE. The employee(s) must demonstrate an understanding of the required PPE and the ability to use it safely before being allowed to perform the work requiring the use of PPE. Each such employee shall be trained to know at least the following information:

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

Departments shall verify that each affected employee has received and understood the required training through a written certification that contains the name of the newly trained employee; date(s) of training, and the subject of certification.

**Recordkeeping:**

The Personal Protective Equipment Program will be on file at City Hall and at each workplace where PPE is required.

Certifications of the workplace hazard assessments shall be kept at City Hall for a period of five years from the date they were performed.

Training documents shall be kept at City Hall for three years. Individual employee acknowledgements of training to be kept in the department for three years, or as required by agencies other than the Department of Commerce.
PERSONAL PROTECTIVE EQUIPMENT PROGRAM POLICY (PPE)
EYE AND FACE PROTECTION

The purpose of this plan is to establish a program and procedures for eye and face protection for City of New London employees. This program complies with the Occupational Safety and Health Administration (OSHA) standard for eye and face protection as found in 29 CFR 1910.133.

Responsibilities:

The program administrator is the Human Resource Coordinator and is responsible for:
- Issuing and administering this program.
- Ensuring that this program satisfies the requirements of all local, state and federal regulations and standards.

Department Heads and Supervisors are responsible for:
- Conducting a hazard assessment to determine which processes require eye or face protection.
- Ensuring the protection device(s) selected protect against the hazard(s) encountered.

All Employees are responsible for:
- Wearing the appropriate eye and face protection when and where applicable.

General Requirements:

- Each affected employee shall use appropriate eye or face protection (such as safety glasses, face shields, or goggles) when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- Each affected employee shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (clip-on side shields) meeting pertinent requirements set by the American National Standards Institute (ANSI) are acceptable.
- Each affected employee who wears prescription lenses while engaged in operations shall incorporate the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.
- All eye and face personal protective equipment shall be distinctly marked to facilitate identification of the manufacturer.
- Protective eyewear and face protection shall be periodically cleaned according to the manufacturers instructions. If none are available, clean with mild soap and a warm solution by soaking the device in the soap solution for 10 minutes. Rinse thoroughly and allow to dry.
- Faceshields are not to be considered eye protection and shall be worn only in conjunction with safety glasses or goggles.
- Contact lenses offer no protection against eye hazards and are not to be considered personal protective equipment. Employees with contact lenses shall wear proper eye or face protection as described above.
- Contact lenses should not be worn in areas where exposure to chemicals, vapors, splashes, radiant or intense heat, or molten metals or in an atmosphere which contains a large concentration of particulate matter.

**Eye Protection Selection Criteria:**

The following information obtained from the National Safety Council should help in determining what equipment should be selected for a particular job task.

*Protector Type:*

A. Spectacles, semi flat-fold side shield  
B. Goggles, flexible fitting, regular ventilation  
C. Goggles, flexible fitting, hooded ventilation  
D. Goggles, cushioned fit, rigid body  
E. Welding goggles, eyecup type, filter lenses  
F. Chipping goggles, eyecup type, clear lenses  
G. Face shield, plastic or mesh window  
H. Welding helmet, stationary window or lift front window

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<th>Hazards</th>
<th>Protectors</th>
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<td>Sparks</td>
<td>A, B, C, D, F</td>
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<td></td>
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<td>High heat exposure</td>
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<td>B, G</td>
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PERSONAL PROTECTIVE EQUIPMENT PROGRAM POLICY (PPE)
HEAD PROTECTION

The purpose of this plan is to establish a program and procedures for head protection for City of New London employees. This program complies with the Occupational Safety and Health Administration’s (OSHA) Head Protection Standard as found in 29 CFR 1910.135.

Responsibilities:

The program administrator is the Human Resource Coordinator and is responsible for:
- Issuing and administering the program and for ensuring that the program satisfies the requirements of all local, state, and federal regulations and standards.

Department Heads and Supervisors are responsible for:
- Selecting appropriate head protection to be used. Selection shall be based upon the hazard present.
- Assuring training is conducted pertaining to personal protective equipment.
- Identifying areas in the workplace where head protection is needed.
- Ensuring head protection is being worn in required areas.
- Allowing employees time to attend applicable training sessions.

All employees are responsible for:
- Wearing appropriate head protection in required areas.
- Reporting defective head protection equipment to his/her supervisor.
- Attending required training sessions and demonstrating knowledge of use of device(s).

Protective Helmets:

There are two types of hard hats:
- Type 1 - helmets intended to reduce the force of impact resulting from a blow only to the top of the head.
- Type 2 - helmets intended to reduce the force of impact resulting from a blow which may be received off center or to the top of the head.

Both of these types of hard hats are classified into three groups:
- Class G (General): intended to reduce the danger of contact exposure to low voltage conductors. Test samples are proof-tested at 2200 volts (phase to ground). However, this voltage is not intended as an indication of the voltage at which the helmet protects the wearer.
- Class E (Electrical): intended to reduce the danger of exposure to high voltage conductors. Test samples are proof-tested at 20,000 volts (phase to ground).
However, this voltage is not intended as an indication of the voltage at which
the helmet protects the wearer.
- **Class C (Conductive):** not indented to provide protection against contact with
electrical conductors.

**General Requirements:**

The general OSHA requirements for head protection will be observed in the City of New
London head protection program. These are as follow:
- Each affected employee shall wear protective helmets when working in areas
  where there is a potential for injury to the head from falling objects.
- Protective helmets designed to reduce electrical shock hazard shall be worn by
  each affected employee when near exposed electrical conductors which could
  contact the head.
- Only hard hats approved by the American National Standards Institute (ANSI)
  shall be used. Protective headgear purchased after July 5, 1994, shall comply
  with ANSI Z89.1-1997 standards, or be equally effective.
- Headbands within the helmet must be adjusted to fit properly to provide
  clearance between the headband and shell. This space allows some of the force
  of a blow to be absorbed by the helmet.
- Helmets should not be stored or carried in the rear window of an automobile
  because the heat from the sunlight can weaken the helmet. Helmets should be
  inspected before each use for dents, cracks, or damage that would lessen the
  protective value of the headgear. If damage is suspected, do not use. Ask for a
  replacement.
PERSONAL PROTECTIVE EQUIPMENT PROGRAM POLICY (PPE)
FOOT PROTECTION

The purpose of this plan is to establish a program and procedures for foot protection for the City of New London employees. This program complies with the Occupational Safety and Health Administration (OSHA) standard for foot protection as found in 29 CFR 1910.136.

Responsibilities:

The program administrator is the Human Resource Coordinator and is responsible for:
- Issuing and administering this program.
- Ensuring that this program satisfies the requirements of all local, state, and federal regulations and standards.

Department Heads and Supervisors are responsible for:
- Conducting a hazard assessment to determine where foot protection is required.
- Ensuring that the foot protection selected protects against the hazard(s) faced.
- Ensuring protective footwear is being worn in areas where required.

All employees are responsible for:
- Wearing the appropriate foot protection.

Personal Protective Equipment for Foot Hazards:

The American National Standards Institute (ANSI) has established performance requirements and testing for protective footwear. These requirements are based upon the footwear’s ability to protect against compression and impact hazards.

Compression ratings indicate the amount of pressure a safety shoe can withstand. The ratings are as follow:
- C/30: up to 1,000 lbs. of pressure
- C/50: up to 1,750 lbs. of pressure
- C/75: up to 2,500 lbs. of pressure

Impact ratings indicate the ability of the shoe to withstand impact. The ratings are as follows:
- I/30: up to 30 foot pounds
- I/50: up to 50 foot pounds
- I/75: up to 75 foot pounds
General Requirements:

The general OSHA requirements for foot protection will be observed in the City of New London foot protection program. These are as follows:

- The type of Protective footwear required will be based on PPE Hazard Assessments that have been completed by the Department Superintendent.
- The Department Superintendent shall decide based on the PPPE Hazard Assessment Survey whether steel toed boots, leather boots, or leather shoes are required. Exceptions from this determination will be made for legitimate medical reasons with a doctor’s explanation.
- Each affected employee that is required to wear **steel-toed protective footwear must have a boot that is no less than six (6”) inches in height**. Protective footwear provides protection in areas where there is a danger of foot injuries due to: hot, corrosive or poisonous substances; falling or rolling objects; objects piercing the sole; and where an employee’s feet are exposed to electrical hazards.
- Always replace safety shoes if the steel toe is exposed.
- Feet should also be protected from extreme hot or cold temperatures. Prevent frostbite or burns by wearing waterproof and insulated footwear.
- **Protective footwear shall comply with ANSI Z41-1991.**
PERSONAL PROTECTIVE EQUIPMENT PROGRAM POLICY (PPE)
HAND PROTECTION

The purpose of this plan is to establish a program and procedures for hand protection for the City of New London employees. This program complies with the Occupational Safety and Health Administration (OSHA) Hand Protection Standard as found in 29 CFR 1910.138.

Responsibilities:

The program administrator is the Human Resource Coordinator and is responsible for:
  • Issuing and administering this program.
  • Ensuring that this program satisfies the requirements of all local, state, and federal regulations and standards.

Department Heads and supervisors are responsible for:
  • Conducting hazard assessments throughout their facility to determine where and to what extent hand protection is required.
  • Conducting PPE training.
  • Selecting hand protection which is suited for hazard(s) faced.
  • Ensuring hand protection is readily available.
  • Ensuring hand protection is being worn where required.

Merchandise Vendor with assistance from the Department Superintendent will be responsible for:
  • Selecting hand protection, which is suited for hazard(s) faced.

Cities and Villages Mutual Insurance Company will be responsible for:
  • Conducting PPE training.

All employees are responsible for:
  • Wearing appropriate hand protection when and where required.

General Requirements:

The general OSHA requirements for hand protection will be observed in the City of New London Hand Protection Program. These are as follows:
  • Employer shall select and require employees to use appropriate hand protection when employee’s hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.
  • Selection of hand protection shall be based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, the degree of dexterity required, duration of use, and the hazards and potential hazards identified.
• The manufacturer of the gloves should provide documentation of the performance characteristics of the equipment before a glove is selected and purchased.

• Rubber gloves for protection during electrical work must meet ANSI/ISEA 105-2000 standards.

• The type of gloves used in City operations include, but are not limited to: cotton, latex, rubber, leather, etc…
PERSONAL PROTECTIVE EQUIPMENT PROGRAM POLICY (PPE)
HEARING PROTECTION

The purpose of this plan is to establish a program and procedures for hearing conservation for the City of New London employees. This program complies with the Occupational Safety and Health Administration (OSHA) noise exposure standard as found 29 CFR 1910.95. This program applies to all employees in operations which produce noise exposures in excess of 85 dB, time-weighted average for eight (8) hours.

Definitions:

“A” Scale: The setting on a sound level meter that most clearly resembles the way the human ear hears.

Audiogram: A test of an individual’s hearing threshold level as a function of frequency.

Baseline Audiogram: The audiogram against which future audiograms are compared.

DBA: Decibel level using the “A” Scale.

Decibel (dB): Unit of measurement of sound level.

Hertz (Hz): Unit of measurement of frequency, numerically equal to cycles of a sound wave per second.

Responsibilities:

The program administrator is the Human Resource Coordinator and is responsible for:

• Issuing and administering this program and for ensuring that the program satisfies the requirements of all applicable local, state, and federal regulations and standards.
• Coordinating sound measurement and noise level readings.
• Maintaining sound level records for two (2) years.
• Reviewing the effectiveness of the Hearing Conservation Program and making recommendations for changes.
• Coordinating required program training.

Department Heads and Supervisors are responsible for:

• Ensuring that sound measurements are taken and noise levels are identified and available to the employees within their work sites.
• Ensuring hearing protection is available to all employees.
• Ensuring hearing protection is being worn in areas where such equipment is required.

All employees are responsible for:

• Wearing hearing protection whenever necessary.
• Participating in annual (or as requested) audiometric testing.
General Requirements:

Whenever sound levels in the work area are excessive, and engineering controls cannot reduce the level, hearing protection shall be worn. The following chart should be used to determine the need for hearing protection:

- **Permissible Noise Exposure**

<table>
<thead>
<tr>
<th>Duration per day, hours</th>
<th>Sound level (dBA)</th>
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<tbody>
<tr>
<td>8</td>
<td>90</td>
</tr>
<tr>
<td>6</td>
<td>92</td>
</tr>
<tr>
<td>4</td>
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<td>2</td>
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<td>1</td>
<td>105</td>
</tr>
<tr>
<td>.5</td>
<td>110</td>
</tr>
<tr>
<td>.25 or less</td>
<td>115</td>
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</table>

- When working at different jobs in one day, the combined time should be considered, rather than each individually.
- Employees who are exposed to noise levels at or above 85 dBA for eight (8) hours will be included in the Hearing Conservation Program.
- There are many types of hearing protection on the market. The hearing protection device chosen should take into account the following: the amount of protection needed; what will be comfortable; and whether or not it interferes with other PPE being used. Plain cotton is not an acceptable protective device.
- When changes in the work process occur, a noise survey will be conducted.
- Examples of jobs requiring hearing protection include, but are not limited to: mowing, grinding, vacuuming or jetter operations, weapon firing, chain saw operations, wood chipping, use of jackhammer, and certain vehicle repair.
PERSONAL PROTECTIVE EQUIPMENT PROGRAM POLICY (PPE)  
TRAFFIC EXPOSURE PROTECTIVE CLOTHING

The purpose of this plan is to establish a program and procedures for traffic exposure protection for the City of New London employees. This program complies with COMM 32.29 of the Wisconsin Administrative Code.

**Responsibilities:**

The program administrator is the Human Resource Coordinator and is responsible for:

- Issuing and administering this program.
- Ensuring that this program satisfies the requirements of all local, state and federal regulations and standards.

Department Heads and Supervisors are responsible for:

- Conducting a hazard assessment to determine which processes require high-visibility safety apparel.
- Ensuring the protection device(s) selected protect against the hazard(s) encountered.
- Ensuring that appropriate high-visibility safety apparel is being worn, should the conditions warrant such protection.

All Employees are responsible for:

- Wearing the appropriate high-visibility safety apparel when and where applicable.

**General Requirements:**

- Employees who work on highways, roads, streets or their easements shall wear traffic safety vests or clothing or equipment that provides equivalent protection. (COMM 32.39 (1))
- Pursuant to s. 349.065, Stats., traffic control devices to warn traffic and protect employees shall be placed and maintained in accordance with the uniform traffic control devices manual. (COMM 32.39(2))

**High Visibility Safety Apparel Selection Criteria:**

ANSI/ISEA 107-1999 “American National Standard for High-Visibility Safety Apparel” addresses garments that can be worn 24 hours a day to provide users with a high level of conspicuity through the use of combined fluorescent and retro reflective materials. The standard defines three types of garments:
• **Class 3 garments:** Provide the highest level of conspicuity to workers with high task loads in a wide range of weather conditions where traffic exceeds 50 mph.

  The standard recommends these garments for all roadway construction personnel and vehicle operators, utility operators, survey crews, emergency responders, railway workers and accident site investigators.

• **Class 2 garments:** Intended for users who need greater visibility in inclement weather conditions and whose activities occur near roadways where traffic speeds exceed 25 mph.

  The standard recommends these garments for railway workers, school-crossing guards, parking and tollgate personnel, airport ground crews and law enforcement personnel directing traffic.

• **Class 1 garments:** Intended for users who have ample separation from vehicular traffic that does not exceed 25 mph and where the background is not complex.

  The standard recommends these garments for parking service attendants, workers in warehouses with equipment traffic, shopping cart retrievers, sidewalk maintenance workers, and delivery vehicle drivers.
PERSONEL PROTECTIVE EQUIPMENT PROGRAM POLICY (PPE)
OTHER PROTECTIVE CLOTHING

Employees are required to wear protective clothing when exposed to: toxic or hazardous materials; fire; temperature extremes; bodily injury from falls; or vehicle traffic.

Each department evaluation lists when this clothing should be worn.

Examples of jobs requiring other clothing protection are:

- Chemical application: spray suits
- Chain saw operations: OSHA approved chain saw chaps
- Confined space entry: safety belts and harnesses
- Police: bullet proof vests; PPE for investigating crime scenes and cleaning up bio-hazardous materials.
- Jobs in traffic areas: reflective vests.
I, ________________________________, an employee of the City of New London acknowledge that I have received a copy of, read and understand the City of New London Personal Protective Equipment (PPE) Program.

________________________________  ________________________
Signature         Date

___________________________________________
Print Name