



WASHINGTON MILITARY DEPARTMENT PROCEDURE

Safety Procedure Number 01-090-05

PERSONAL PROTECTIVE EQUIPMENT

1. PERSONAL PROTECTIVE EQUIPMENT:

a. The department is committed to protect employees from hazardous working conditions through the appropriate utilization of Personal Protective Equipment (PPE). This commitment is demonstrated through a concerted effort to minimize these hazards.

b. PPE is defined as - Devices for eyes, face, head, and extremities, protective clothing, respiratory devices and protective shields and barriers used wherever 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.

2. HAZARD ASSESSMENT:

a. An assessment of the workplace shall be conducted by all department employees/supervisors who are required to wear personal Protective Equipment (PPE) to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment. The primary goals of the assessment are to:

- (1) Verify the accuracy and adequacy of existing PPE requirements; and
- (2) Evaluate work areas for additional requirements.

b. Assessments summarize the guidelines published in WAC 296-800-160 and are not all inclusive. Evaluators are expected to use judgment and consult with the WMD Safety Officer / Consultant when questions or need for clarity in conducting the assessment arise.

(1) Conducting the Hazard Assessment:

(a) Walk through the area. Observe sources of:

- 1) Motion (i.e., machinery);
- 2) High temperature;
- 3) Types of chemical exposures;
- 4) Harmful dust;
- 5) Radiation (i.e., welding, cutting, furnaces, high intensity lights, etc.); Falling or dropping objects;
- 6) Sharp objects; and
- 7) Rolling, cutting, tearing, or pinching objects that may impact an employee's feet, head, eyes, face, limbs, torso, and hands.

Also, observe workplace layout, employee location, and electrical hazards that may be hazardous to workers.

(b) Estimate the potential for injury. Review basic hazards and determine the level of risk and the seriousness of potential injuries or illnesses from each of the hazards found in the work area.

- (c) Analyze the data gathered in the above review and determine if the PPE should be issued to protect any of the six body areas: eyes, face, head, extremities, torso, or respiratory system.
 - (d) Flag (highlight) section if the evaluator is unsure about a risk analysis or appropriate PPE in an area to indicate further analysis is required. The WMD Safety Officer / Consultant may be contacted to coordinate potential resources to complete the analysis.
 - (e) Record the above on Hazard Assessment Certification & PPE Selection Worksheet (MIL FORM 906). Each worksheet shall be signed and dated; this certifies that the hazard analysis has been conducted.
 - (f) Completed Hazard Assessment Certification and PPE Selection Worksheets shall be reviewed for accuracy and retained by the respective Department manager.
- (2) Whenever changes in operations occur, reassessment of hazards must be considered and suitability of previously selected PPE reviewed.

3. EQUIPMENT SELECTION AND FITTING:

- a. Select appropriate PPE to protect the affected employee from identified hazards. The type(s) of PPE provided shall protect the affected employee from the hazard(s) identified in the assessment.
- b. Selection of appropriate PPE shall take into consideration the following factors:
 - (1) Identification of the hazards or suspected hazards;
 - (2) Their routes of potential hazard to employees (inhalation, skin absorption, ingestion, and eye or skin contact, etc.); and
 - (3) Performance of PPE materials including the connective seams in providing a barrier to the specific hazards.
 - (4) Other factors to be considered in the selection process are matching the PPE to the employee's work requirements and task-specific conditions. These may include:
 - (a) Durability of PPE materials, such as tear strength and connective seam strength, considered in relation to the employee's tasks;
 - (b) Effects of heat stress of PPE in relation to task duration; and
 - (c) The necessity of layers of PPE to provide sufficient protection or to protect inner garments, suits, or equipment
- c. The amount of protection provided by PPE depends upon the nature and severity of the hazard. In instances where protective equipment materials are required, the breakthrough time of the protective material shall exceed the work duration.
- d. Supervisors shall communicate all PPE selection decision to affected employees.
- e. PPE users should be properly fitted with the protective device and given instructions on care and use of the PPE. Instruction should include information provided about warning labels for equipment and the limitations of the PPE. Consider comfort and fit; right sizes must be selected.
- f. All PPE shall be of safe design and construction for the work to be performed. PPE shall be durable and shall not unduly interfere with the movements of the wearer.
- g. Currently assigned equipment shall be evaluated for effectiveness and fit.

4. TRAINING:

- a. Supervisors shall ensure that every employee who uses PPE is provided training.
- b. Training shall at a minimum include the following: When PPE is necessary;
 - (1) What PPE is necessary;
 - (2) How to properly put on, remove, adjust, and wear the PPE;
 - (3) The limitations of the PPE; and
 - (4) The proper care, maintenance, use, useful life, and disposal of the PPE.
- c. Each PPE wearer shall demonstrate to the trainer an ability to properly use PPE before being allowed to perform work requiring the use of PPE.
- d. When the supervisor believes that a previously trained employee does not have the knowledge and/or skill required to properly use PPE, the employee shall be re-trained. Circumstances in which re-training is necessary include, but are not limited to, the following:
 - (1) Changes in the workplace render previous training obsolete;
 - (2) Changes in the types of PPE to be used render the previous training obsolete; or
 - (3) The employee's demonstrated use of assigned PPE indicates that the employee has not retained the required knowledge or skill.
- e. All employees training on PPE shall be recorded on an Employee PPE Training Record and Certification (MIL FORM 907). The PPE training shall be recorded in HRDIS with course code 0107PP3E. Training records for employees shall be maintained in a central location within the facility, or site.

5. PPE MAINTENANCE AND USE:

- a. Employees shall properly wear their assigned PPE whenever they are engaged in work activities that require PPE use.
- b. All PPE shall be maintained in serviceable condition. Soiled reusable equipment (i.e., goggles, face shields, respirators, etc.) shall be cleaned, visually inspected to ensure serviceability, air-dried, and properly stored after each days use. Soiled protective clothing (i.e., gloves, aprons, etc.) shall be cleaned and visually inspected to ensure serviceability and stored appropriately after each day's use.
- c. Defective, damaged, or contaminated PPE shall not be used. The wearer is responsible to immediately report any defective or damaged PPE to their supervisor. Defective, damaged, or contaminated PPE shall be taken out of service and either decontaminated, discarded according to proper procedures, or repaired before placed back into service.
- d. Supervisors shall ensure that all PPE shall be inspected or replaced annually. Personal Protective Equipment Inspection Record (MIL FORM 908) shall be used to record inspections on all PPE excepting respiratory protection equipment. All inspection records shall be maintained in a location for easy access and recording.

- e. Employee-owned PPE shall be prohibited from use. Supervisors shall ensure employee-owned PPE is not used.

This procedure will be reviewed and updated on a regular as needed basis.



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Date