Personal Protective Equipment (PPE)

The purpose of the Personal Protective Equipment (PPE) Policy is to protect the employees of Ageia Health Services from exposure to workplace hazards and the risk of injury through the use of PPE. The use of PPE is not a substitute for more effective control methods and will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exists.

PPE will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of employees and that such use will lessen the likelihood of occupational injury and/or illness.

This policy addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, and protection from drowning. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through industrial hygiene monitoring.

The Ageia Health Services Personal Protective Equipment Policies include:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Retraining
- Disciplinary action

1. Responsibilities:

Supervisors: have the primary responsibility for implementing and enforcing PPE use and policies in their work area.

- Conduct workplace hazard assessments to determine the presence of hazards, which necessitate the use of PPE.
- Select and purchase PPE.
- Provide appropriate PPE and make it available to employees.
- Review, update, and conduct PPE hazard assessments on an annual basis, and whenever:
  - A job changes
  - New equipment is used
  - There has been an incident.
  - A supervisor or employee requests it
- Maintain records on hazard assessments.
- Maintain records on PPE assignments and training.
- Provide training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
• Periodically re-evaluate the suitability of previously selected PPE.
• Review, update, and evaluate the overall effectiveness of PPE use, training, and policies.
• Ensure that defective or damaged PPE is immediately disposed of and replaced.

**Employees:** the PPE user is responsible for following the requirements of the PPE policies.

• Properly wear PPE as required.
• Attend required training sessions.
• Properly care for, clean, maintain, and inspect PPE as required.
• Inform the supervisor of the need to repair or replace PPE.
• Employees who repeatedly disregard and do not follow PPE policies and rules will fall under the discipline policy.

2. **Hazard Assessment & PPE Selection:**

**Hazard Assessment for PPE:** supervisors will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. Assessments are needed on an annual basis and whenever:

• A job changes
• New equipment or process is installed
• There has been an incident
• A supervisor or employee requests it

Any new PPE requirements that are identified will be added into ____________________________

(Community name) written accident prevention program.

**Selection of PPE:** once the hazards of a workplace have been identified, it is important to determine if the hazards can first be eliminated or reduced by methods other than PPE (i.e., methods that do not rely on employee behavior, such as engineering controls).

If such methods are not adequate or feasible, then determine the suitability of the PPE presently available and, as necessary, select new or additional equipment, which ensures a level of protection greater than the minimum required to protect employees from the hazards. Care must be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:
- Eye and Face Protection (ANSI Z87.1-1989)
- Head Protection (ANSI Z89.1-1986)
- Foot Protection (ANSI Z41.1-1991)
- Hand Protection: there are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by Ageia Health Services at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that it will be used and that it is effective in use.

3. Training:

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn.
- What PPE is necessary.
- How to properly don, doff, adjust, and wear PPE.
- Limitations of the PPE.
- Proper care, maintenance, useful life, and disposal of the PPE.

After training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained. Training of each employee will be documented using the Personal Protective Equipment Training Documentation Form and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using.

4. Retraining:

The need for retraining will be indicated when:

- An employee’s work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly).
- New equipment is installed.
- Changes in the work place make previous training out-of-date.
- Changes in the types of PPE to be used make previous training out-of-date.

5. Safety Disciplinary Policy:

Ageia Health Services believes that an Incident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations unless the seriousness of the violation would dictate going directly to Step 2 or Step 3:
1. A first time violation will be discussed verbally between company supervisor and the employee as soon as possible after the violation.

2. A second time offense will include a written form entered into the employee's personnel folder.

3. A third time violation will result in time off or possible termination, depending on the seriousness of the violation.