

**Ohio Environmental Protection Agency
Safety Office
Safety Standard Operating Procedure Number: SP 10-13
Date: July 29, 2015**

STATUS: FINAL

Title: Personal Protective Equipment (PPE)

Purpose:

The purpose of this Safety Standard Operating Procedure (SSOP) is to outline the requirements for the selection, purchase, issue, and use of personal protective equipment by Ohio EPA staff.

Scope:

This requirements found in this SSOP apply to all Ohio EPA employees who will be performing any field activities. This includes interns who will be participating in any field activities.

References:

1. OSHA Regulation 29 CFR 1910.132, General Requirements for Personal Protective Equipment
2. OSHA Regulation 29 CFR 1910.133, Eye and Face protection
3. OSHA Regulation 29 CFR 1910.134, Respiratory protection
4. OSHA Regulation 29 CFR 1910.136, Occupational Foot Protection
5. OSHA's Non-mandatory Compliance Guidelines for Hazard Assessment and Personal Protective equipment Selection
6. OCSEA/AFSCME Contract, 2015-2018, Article 11.02
7. Ohio Public Employee Risk Reduction Act, ORC Chapter 4167
8. OEPA Safety and Health Policy, 2008

Responsibilities:

1. **Supervisors of Field Staff:** Supervisors of field staff are required to perform a hazard assessment for each employee under their supervision who will be

performing any type of field activities as part of their assigned duties. Using the information contained in the hazard assessment, supervisors must identify personal protective equipment that will be necessary to control exposure to potential health and safety hazards. Supervisors are then responsible for arranging for the purchase of any needed equipment following the specific Division/Office procedures for purchasing. Supervisors are responsible for providing any necessary training associated with the use, care, and maintenance of all personal protective equipment provided at the time it is issued. The Agency Safety Manager will assist in the training if a supervisor lacks the necessary knowledge or experience on the use, care, and maintenance of any necessary items. The Agency Safety Manager shall be contacted for assistance as needed. All items of personal protective equipment, either on-hand, or issued to employees, must be inventoried in accordance with Agency policies/procedures.

2. **Agency Safety Manager:** Provide training to field supervisors on how to conduct a hazard assessment. Assist supervisors in the selection of specialized items of personal protective equipment.
3. **Field Staff:** Use and maintain all items of personal protective equipment that have been issued. Inform your direct supervisor of tasks and duties that have not had a hazard assessment performed and ensure the potential hazards are thoroughly evaluated prior to commencing these new duties. Use Agency issued personal protective equipment for Agency work only.

Use of Minority Business Enterprise (MBE) Vendors

1. All items of personal protective equipment (PPE) must be purchased through an MBE vendor whenever feasible.
2. The Ohio EPA Equal Employment Opportunity (EEO) Office shall be contacted as necessary for assistance in finding MBE vendors that sell personal protective equipment.

Ownership and Disposition of Issued Personal Protective Equipment

1. All items of personal protective equipment remain the property of the Ohio EPA until the final disposition of the issued items has been determined by the employee's supervisor.
2. When an employee terminates their employment with the Ohio EPA or transfers to a position where personal protective equipment is no longer required, the supervisor will make a determination on the disposition of all items of personal protective equipment that has been issued to the employee.
3. Items such as hard hats, goggles, face shields, and respirators, in most cases must be turned in for re-issue to other employees.

4. In most cases safety footwear will be given to the employee upon termination unless the footwear has been recently purchased and shows little signs of normal wear and tear or use.

Specific Requirements:

1. **Respiratory Protection:** Please refer to Safety Standard Operating Procedure No. SP10-9, Respiratory Protection Program, to determine respirator requirements based on an employee's assigned duties.
2. **Eye and Face Protection:** Based on the eye and face hazards identified in the hazard assessment process, appropriate eye/face protection will be selected. This may include: standard safety glasses, prescription safety glasses, goggles, face shields, or a combination of these items. All eye protection must meet the current ANSI standards for safety eyewear.

The OEPA will provide prescription safety glasses for field staff who need corrective lenses and who routinely work in areas where eye protection is required. The Agency will pay for a standard safety glass frame and basic safety lenses, which may include bi or tri focal corrective lenses as needed. Any additional costs for upgrades to the standard frame and lenses will be paid for by the employee. Divisions/Offices shall establish procedures for the purchase of these items.

3. **Occupational Foot Protection:** Appropriate occupational footwear will be selected based on the potential hazards identified in the hazard assessment. At a minimum, all staff who perform field work, where there is the potential for injury to the foot from falling objects or other injuries to the foot, must be provided a pair of standard leather safety boots (at least ankle height), with a steel or composite toe. If a Division/Office chooses to institute a dollar limit on such purchases, staff must be able to select appropriate footwear within the designated dollar limit that meets the requirements outlined. Any upgrades to a basic leather safety boot will be paid for by the employee at the time of purchase. All affected employees shall be provided with an opportunity to try on any footwear prior to purchase. Footwear will be replaced as needed based on routine wear and tear.

Other types of occupational footwear may be required based on the hazards identified in the hazard assessment. This may include specialized over boots, booties for chemical protection, footwear with special protection for the prevention of punctures through the bottom of the boot, or waders.

4. **Head Protection:** All staff who perform field work where there is a potential for head injury due to falling objects must be provided a hard hat that meets the current ANSI standard. The manufacturer's recommendations for replacement

shall be followed. If the manufacturer has not listed an expiration and/or replacement date, hard hats must be replaced at 10 year intervals, or whenever the hard hat is no longer useable.

5. **Hearing Protection:** Appropriate hearing protection shall be provided to all employees who may work in areas where exposure to excessive noise levels may occur. Ear protection may include ear plugs and/or ear muffs depending on the situation. Each Division/Office who has staff that may be exposed to hazardous noise shall have a supply of disposable ear plugs available.
6. **Hand Protection:** Hand protection (gloves) is required when there is a potential for exposure to hazards such as skin absorption of harmful substances, cuts or lacerations, puncture, chemical burns, thermal burns, or harmful temperature extremes. The hazard assessment must be reviewed to identify these potential hazards and appropriate hand protection selected accordingly. Manufacturer's glove compatibility charts, found on the internet, shall be referenced in selecting proper hand protection. Supervisors must ensure that proper hand protection is available for field staff.
7. **Skin and Body Protection (Protective Clothing):** Skin and body protection must be selected based on the anticipated hazards outlined in the hazard assessment. No one suit material will provide universal protection. Selection must be based on manufacturer's recommendations based on compatibility, permeation, and degradation rates. This information can be found on specific manufacturers' websites.
8. **Rain Gear and Other Foul Weather Clothing:** Hazard assessments shall identify staff required to work outdoors during periods of extreme or inclement weather, where cold or hot weather exposure can result in health problems. All other non-safety related raingear and clothing will be provided at the discretion of each respective Division/Office.
9. **Life Preservers/Jackets/Vests:** All watercraft used by the Ohio EPA must be equipped with appropriate safety equipment (life preservers, jackets, or vests). These items must be available in sufficient quantities for everyone on the watercraft. The supervisor/crew leader must visibly inspect these items prior to the watercraft being put in the water.
10. **Safety/Reflective Vests:** Safety/Reflective vests must be issued to all employees who will be performing field activities in areas where high visibility is needed. This includes: construction sites; landfills; on or near roads, berms, shoulders; or any other areas where there is the potential for an accident to occur due to not being seen.
11. **Waders:** Waders will be issued to employees who will be performing duties that require wading in the water. All waders used by employees performing

electrofishing must be the “non-breathable” type to prevent being shocked. Waders should be properly maintained by the employee, repairs (patching) made as needed, and replaced when no longer serviceable. All waders must be turned-in when no longer needed or upon employment termination. Waders in serviceable condition can be re-issued to other employees.

12. **Fire Retardant Clothing (FRC):** Employees who are assigned work at sites/facilities that require the wear of fire retardant clothing due to the potential for an arc flash or flash fire must have access to FRC that meets the NFPA requirements. Please refer to SSOP SP 13-3, Fire Retardant Clothing, for more information on issue and wear of FRC.

Procedures:

1. Supervisors must conduct a hazard assessment for each employee who performs any type of field work as part of their assigned duties.
2. For each potential hazard that cannot be eliminated by engineering or administrative controls, specific items of personal protective equipment may be required.
3. The hazard assessment must identify all uses of personal protective equipment chosen to control specific hazards.
4. Once specific items of personal protective equipment are identified, arrangements must be made to purchase the appropriate items for affected staff.
5. On-the-job training on the selection, use, care, maintenance, and storage of all items issued must be provided at the time of issue by the direct supervisor. Periodic refresher training shall also be provided. The Agency Safety Manager may be contacted for assistance on any specialized training that may be necessary.
6. Procedures must be established for the replacement of personal protective equipment as needed due to normal wear and tear, or equipment malfunction.
7. Supervisors must document all items of personal protective equipment issued to their staff.

Personal Protective Equipment for Ohio EPA Interns

1. All Ohio EPA interns who will be performing field work are required to have the same personal protective equipment as permanent staff performing similar activities.
2. Supervisors of interns must evaluate the duties assigned to interns and ensure that appropriate personal protective equipment is available for their use.

3. Interns must not be assigned any field activities that require the use of any type of respiratory protection. The Agency Safety Manager must be consulted if there are questions on whether respiratory protection would be required to perform certain field activities.
4. Interns are required to have appropriate safety footwear if they will be working in areas that require safety boots. Programs must consider this when hiring and assigning work activities. There are several options available to meet this requirement:
 - a. Programs that hire interns who will require safety footwear can include the requirement for the selected applicant(s) to provide their own safety footwear in the position posting. The selected applicants will then understand that they are required to provide their own safety footwear before accepting the position.
 - b. Interns who perform field activities where safety footwear is required on an infrequent basis can utilize steel/composite toe over boots which are worn over normal shoes.
 - c. Programs must figure in the cost of safety footwear if it will be provided to interns on an individual basis. The Agency does not encourage the sharing of safety footwear, other than over boots. All safety footwear paid for by the Ohio EPA and issued to interns must be returned upon completion of their internship. Supervisors shall make a determination if the safety footwear shows little sign of use and can be re-issued.