

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT	x		falling Material
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST			
HEAT			
IMPACT	x		Flying Material
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT	x		Falling material
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for 20 ton press, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Safety glasses
HEAD HAZARD	JOB	PPE
x		Hard Hat
FOOT HAZARD	JOB	PPE
x		Appropriate Boots
HAND HAZARD	JOB	PPE
x		Gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

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- .. Face shields;
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To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

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**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

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- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
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- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
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- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying debris
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot equipment
CHEMICAL EXPOSURE		X	
CUTS/ABRASION		X	
PUNCTURE	X		Injection injury from compressed air
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Air Compressor**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Blowing material	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Injection from compressed air	Blowing material	Leather gloves
Hot equipment	Blowing material	Leather gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

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(3/18)

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- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST	✓		<i>Airborne dust</i>
HEAT			
IMPACT	✓		<i>Flying debris.</i>
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for *Air Impact*, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
<i>Airborne dust</i>	<i>Air Impact</i>	<i>Safety Glasses</i>
<i>Flying debris</i>	<i>Air Impact</i>	<i>Safety Glasses</i>
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Metal
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK	X		Electric Arc
IMPACT		X	
OTHER	X		Pressurized Gas

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT	X		Hot Metal
IMPACT		X	
LIGHT/RADIATION	X		UV Light Exposure
OTHER	X		Pressurized Gas

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal
CHEMICAL EXPOSURE		X	
CUTS/ABRASION		X	
PUNCTURE		X	
OTHER	X		Pressurized gas

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet floors, mud, and snow.
OTHER:	X		Hot Metal Splatter

### (OTHER)HAZARDS

Tasks that can cause Respiratory, Noise and Electrical Shock hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Gases expelled from the bonding of metal
EXCESSIVE NOISE	X		Working environment
ELECTRICAL SHOCK	X		Contact with powered equipment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Arc Welder - Electric**, the following PPE is required:

EYE HAZARD	JOB	PPE
Heat Exposure from Bonding	ARC Welding	Goggles/Safety Glasses
UV light Exposure	ARC Welding	Welding Hood
HEAD HAZARD	JOB	PPE
Metal Splatter	ARC Welding	Welding Hood
FOOT HAZARD	JOB	PPE
Falling Pieces of Metal	ARC Welding	Boots
Hot Metal Splatter	ARC Welding	Boots
HAND HAZARD	JOB	PPE
Metal Splatter	ARC Welding	Welding Gloves
Hot Metal	ARC Welding	Welding Gloves
OTHER	JOB	PPE
Excessive Noise	ARC Welding	Hearing protection
Gases let off from metal bonding	ARC Welding	Dust & Fume Duct Removal System
Contact with powered equipment	ARC Welding	Non-conductive soles



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

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- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
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To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

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**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

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- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

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## **EMPLOYEE TRAINING**

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- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
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- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Metal
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER	X		Pressurized Gas

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Exposure to fuel
DUST		X	
HEAT	X		Hot Metal
IMPACT		X	
LIGHT/RADIATION	X		UV Light Exposure
OTHER	X		Pressurized Gas

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal
CHEMICAL EXPOSURE	X		Exposure to fuel
CUTS/ABRASION		X	
PUNCTURE		X	
OTHER	X		Pressurized gas

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet floors, mud, and snow.
OTHER:	X		Hot Metal Splatter

### (OTHER)HAZARDS

Tasks that can cause Respiratory, Noise and Electrical Shock hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Gases expelled from the bonding of metal
EXCESSIVE NOISE	X		Working environment
ELECTRICAL SHOCK		X	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Arc Welder – Gas Powered**, the following PPE is required:

EYE HAZARD	JOB	PPE
Heat Exposure from Bonding	ARC Welding	Goggles/Safety Glasses
UV light Exposure	ARC Welding	Welding Hood
Chemical exposure	Fueling equipment	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Metal Splatter	ARC Welding	Welding Hood
FOOT HAZARD	JOB	PPE
Falling Pieces of Metal	ARC Welding	Boots
Hot Metal Splatter	ARC Welding	Boots
HAND HAZARD	JOB	PPE
Metal Splatter	ARC Welding	Welding Gloves
Hot Metal	ARC Welding	Welding Gloves
Chemical exposure	Fueling equipment	Nitrile or latex gloves
OTHER	JOB	PPE
Excessive Noise	ARC Welding	Hearing protection
Gases let off from metal bonding	ARC Welding	Dust & Fume Duct Removal System



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Sun
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Back-hoe
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Dirt that you are digging
HEAT	X		Sun
IMPACT		X	
LIGHT/RADIATION	X		Sun
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		From line you are replacing
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		From line or back-hoe
IMPACT		X	
PUNCTURE		X	
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Back-hoe, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
Dirt	While using the back-hoe	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Burn from sun	Out in the sun	Hat
Bumping your head	While back-hoe in use	Hard hats
FOOT HAZARD	JOB	PPE
Smashes	While back-hoe in use	Foot protectors
Slips	From the mud	Proper feet places
HAND HAZARD	JOB	PPE
Burns	From hot water lines	Gloves
Pinch points	From the job at task	Gloves and proper hand placements
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: *Dell W Goh* Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying material
HEAT		X	
IMPACT	X		Flying objects
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Contact with sharp blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Hearing / Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Hearing	X		Persistent loud noise
Respiratory	X		Dusty environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Band Saw**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Sawing material	Goggles/Safety glasses
Flying objects	Sawing material	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Contact with sharp blade	Sawing material	Leather gloves
OTHER	JOB	PPE
Persistent loud noise	Sawing material	Hearing protection
Dusty environment	Sawing material	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Battery acid
DUST			
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	x		Battery acid
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for battery charger, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
x		Appropriate gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

TRAINING RECORDS ON FILE

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE

\_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying debris/Particulates
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Friction Burns
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sandpaper in contact with skin
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS AND FALLS	X		Working Conditions, Wet floors, Mud and snow

### (OTHER)HAZARDS

Tasks that can cause Hearing/Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
HEARING	X		Sustained Loud Noises
RESPIRATORY	X		Dust and Particulates

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Belt Sander**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris/Particulates	Sanding Material	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Burns	Sanding Material	Leather Gloves
Cuts and Abrasions	Sanding Material	Leather Gloves
OTHER	JOB	PPE
Sustained Loud Noises	Sanding Material	Hearing Protection
Dusty Environment	Sanding Material	Dust Mask or Respirator



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying debris/Particulates
HEAT		X	
IMPACT	X		Flying metal fragments
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sharp metal edges and flying debris
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS AND FALLS	X		Working Conditions, Wet floors, Mud and snow

### (OTHER)HAZARDS

Tasks that can cause Hearing/Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
HEARING	X		Sustained Loud Noises
RESPIRATORY	X		Metal Dust and Particulates

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Bench Grinder**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris/Particulates	Grinding Material	Goggles/Safety Glasses
Flying metal fragments	Grinding Material	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Cuts and Abrasions	Grinding Material	Leather Gloves
OTHER	JOB	PPE
Sustained Loud Noises	Grinding Material	Hearing Protection
Dusty Environment	Grinding Material	Dust Mask or Respirator
Slippery Environment	Grinding Material	Work Boots or non-slip shoes



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

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## Requirements of the Standard

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- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
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Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

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**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_ When PPE is necessary
- \_\_\_ What PPE is necessary
- \_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_ Limitations and useful life of the PPE
- \_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER	X		Hair caught in equipment

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Fueling equipment
DUST	X		Dusty environment
HEAT		X	
IMPACT	X		Flying debris and clippings
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot equipment, Blistering from friction
CHEMICAL EXPOSURE	X		Fueling equipment
CUTS/ABRASION		X	
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Slip and fall hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Slips and falls	X		Slippery or uneven walking surfaces

## GUIDEBLADES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Blower - Gas Powered Backpack**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris and clippings	Blowing	Goggles/Safety glasses
Chemical splash	Fueling equipment	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
Hair caught in equipment	Blowing	Hat
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Blistering from friction	Blowing	Leather gloves
Hot equipment	Manipulating equipment	Leather gloves
Chemical splash	Fueling equipment	Nitrile or Latex gloves
OTHER	JOB	PPE
Slippery or uneven walking surfaces	Blowing	Work boots with non-slip soles
Dusty environment	Blowing	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: *Dell W Goh* Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

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- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

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**for**

## **Oklahoma Department of Corrections**

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- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Steam, Electrical, and Radiant
CHEMICAL SPLASH	X		Distribution of Chemicals
ELECTRICAL SHOCK	X		Wiring, Over Head Lines In Tunnel
IMPACT	X		Falling Objects, Working with Razor Wire
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Chemical Distribution
DUST	X		Compressors, Operating Grinders
HEAT	X		Steam, Electrical, Welder, and Radiant
IMPACT	X		Falling Objects
LIGHT/RADATION	X		Welding
OTHER:	X		Electrical Panels and Transformers

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Steam, Electrical, Working on Boilers, and Radiant
CHEMICAL EXPOSURE	X		Distribution of Chemicals
CUTS/ABRASIONS	X		Sharp Edges
PUNCTURE	X		Sharp Objects
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	x		Distribution of Chemicals
COMPRESSION	x		Falling Objects, Construction/deconstruction sites.
IMPACT	X		Falling Objects
PUNCTURE	x		Sharp Objects
OTHER: SLIPS & FALLS	x		Working Conditions, Wet Floors, Mud, and Snow.

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust
EXCESSIVE NOISE	X		Excessive Noise

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Boilers PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
CHEMICALS	Cleaning Supplies	Goggles/Safety Glasses
Heat	Boiler Maintenance	Welding Hood
Chemical Splash	Use & Distribution of Chemicals	Gloves, Goggles
Dust	Grinding/Welding	Goggles, Dust Mask
HEAD HAZARD	JOB	PPE
CHEMICALS	Working on Boilers/Generators	Hard Hat
Burns	Overhead Electrical Lines/Generators	Protective Covering, Hard Hat
Electrical Shock	Electrical Panels	Gloves, Hard Hat,
Impact	Working on Boilers/Overhead	Hard Hat
Cuts	Working on Boilers/Generators	Gloves, Hard Hats
HAND HAZARD	JOB	PPE
Chemicals	Servicing Equipment	Gloves
Welder	Welding/Repairs	Leather Gloves
Flying Objects	Servicing Equipment	Leather Gloves
Contact with Sharp Edges	Servicing Equipment	Leather Gloves
Hot Machinery/Objects	Servicing Equipment	Leather Gloves

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Chemicals Exposure	Chemical Use	Proper Foot Wear
Falling Objects	Handling & Distribution of Chemicals	Boots
Compression	Working on Equipment and Job Sites	Boots, Gloves,
Impact	Working on Equipment/	Boots
Puncture	Servicing Equipment	Boots
Slip Trips & Falls	Servicing Equipment	Boots
OTHER HAZARDS	JOB	PPE
Bench Grinder	Smoothing Surfaces	Safety Glasses, Ear Plugs, Gloves
Drill Press	Drilling Holes	Safety Glasses, Ear Plugs, Gloves
Electric Welder	Bonding Metal	Welding Hood
Pneumatic Rivet Gun	Installing Rivets	Safety Glasses & Ear Plugs
Electric Impact Wrenches	To Grasp and Turn	Safety Glasses & Ear Plugs
Ladders	Reaching High Places	Safety Glasses, Ear Plugs, Gloves, Hard Hat, and Lanyard
Scaffold	To Support workers during erection work	Safety Glasses, Ear Plugs, Gloves, Hard Hat, and Lanyard

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST	X		
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Bodily injury	x		Improper weight capacity of jack

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for bottle jack, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE
Bodily injury		Ensure weight capacity of jack



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	x		Cleaning Bread Slicer
DUST		x	
HEAT		x	
IMPACT		x	
LIGHT/RADIATION		x	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		x	
CHEMICAL EXPOSURE	x		Cleaning Equipment and area.
CUTS/ABRASION	x		Shard blade used to cut bread.
PUNCTURE		x	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	x		Cleaning Bread Slicer with chemical agents.
COMPRESSION	x		Handling of pans & moving heavy equipment
IMPACT	x		Handling of pans & moving heavy equipment
PUNCTURE		x	
OTHER Hot Water			

### \_\_\_\_\_(OTHER)HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Bread Slicer, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
Chemicals	Cleaning of Equipment	Safety Glasses-Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Chemical Exposure	Cleaning Equipment & Floors	Boots
Compression	Handling of pans & moving heavy equipment	Boots
Impact	Handling of pans & moving heavy equipment	Boots
HAND HAZARD	JOB	PPE
Chemical Exposure	Cleaning Bread Slicer/Removing Pans	Latex Gloves
Cuts & Abrasions	Cleaning Bread Slicer/Removing Pans	Gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# WRITTEN HAZARD ASSESSMENT

for

## Oklahoma Department of Corrections

### HAZARD ASSESSMENT

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### POTENTIAL HAZARD SOURCES

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### PPE DETERMINATION

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_ When PPE is necessary
- \_\_\_ What PPE is necessary
- \_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_ Limitations and useful life of the PPE
- \_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Exhaust
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying Objects
OTHER	X		Moving parts

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Chips & Particulates
HEAT		X	
IMPACT	X		Chips & Particulates
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal, Friction from Rotating blade
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Rotating Blade
PUNCTURE		X	
OTHER:	X		Hand in blade

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		Running over foot
IMPACT	X		Falling Pieces
PUNCTURE	X		Flying Chips
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:			

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Fumes
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Tractor PPE is required:

(JOB CLASSIFICATION)		
EYE HAZARD	JOB	PPE
Flying objects	Mowing	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Debris	Mowing	Face Shield/Goggles
HAND HAZARD	JOB	PPE
Cuts from moving blade	Cutting	Leather Gloves
Sharpe Edges from cutting	Cutting	Leather Gloves
Burns from hot metal	From Blade	Leather glove



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION  
SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT			
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER: Splashing water		X	

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Moving blades/Grinder/Slicer
PUNCTURE	X		Moving blades/Grinder/Slicer
OTHER:		X	

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Wet floors
OTHER:			

### (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Buffalo Chopper/Slicer

PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Wet Floors	Slip proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for BURNISHER, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
DEBRIS	SADDLE SHOP	SAFETY GLASSES/GOGGLES
HEAD HAZARD	JOB	PPE
HAIR GETTING CAUGHT IN EQUIPMENT	SADDLE SHOP	HAT
FOOT HAZARD	JOB	PPE
CHEMICALS/OBJECTS ON FOOT/FEET/SLIP & TRIP HAZARDS	SADDLE SHOP	-CLOSED TOED SHOES
HAND HAZARD	JOB	PPE
N/A	N/A	N/A
OTHER	JOB	PPE
CLOTHING BECOMING TANGLED	SADDLE SHOP	PROPER FITTING CLOTHING-NOT TOO LARGE OR TOO SMALL

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST	x		Flying material
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Bodily injury			Exceeded weight capacity
			Under jack when lowering

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for car lift, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying concrete dust
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Working with concrete mixture
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause Bodily Injury hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Bodily injury	X		Moving parts of machine

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for cement mixer, the following PPE is required:

(Job Classification)

<b>EYE HAZARD</b>	<b>JOB</b>	<b>PPE</b>
Concrete Dust	Mixing concrete	Sealable Safety glasses
<b>HEAD HAZARD</b>	<b>JOB</b>	<b>PPE</b>
<b>FOOT HAZARD</b>	<b>JOB</b>	<b>PPE</b>
<b>HAND HAZARD</b>	<b>JOB</b>	<b>PPE</b>
Concrete mixture	Mixing concrete	gloves
<b>OTHER</b>	<b>JOB</b>	<b>PPE</b>
Bodily injury	Mixing concrete	No loose clothing, hair tied back



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_ When PPE is necessary
- \_\_\_ What PPE is necessary
- \_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_ Limitations and useful life of the PPE
- \_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying debris
OTHER	X		Contact with moving blade

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Fueling equipment
DUST	X		Flying debris
HEAT		X	
IMPACT	X		Flying debris
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Friction from rotating chain
CHEMICAL EXPOSURE	X		Fueling equipment
CUTS/ABRASION	X		Rotating chain
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Falling debris
PUNCTURE	X		Flying debris
OTHER: SLIPS and FALLS	X		Working conditions, wet floors, mud and snow

### (OTHER)HAZARDS

Tasks that can cause Hearing/Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
HEARING	X		Sustained Loud Noises
RESPIRATORY	X		Dust and Particles

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Chain Saw**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Chain Saw Use	Goggles/Safety Glasses
Chemical splash	Fueling equipment	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying debris	Chain Saw Use	Hard hat
Contact with moving blade	Chain Saw Use	Hard hat
FOOT/LEG HAZARD	JOB	PPE
Falling debris	Chain Saw Use	Work boots
Contact with rotating chain	Chain Saw Use	Safety boots / Chaps
Working conditions, wet floors, mud and snow	Chain Saw Use	Non-slip soles
HAND HAZARD	JOB	PPE
Friction from rotating chain	Chain Saw Use	Leather Gloves
Contact with rotating chain	Chain Saw Use	Leather Gloves
Chemical splash	Fueling equipment	Nitrile or latex gloves
OTHER	JOB	PPE
Sustained Loud Noises	Router/Spiral Saw Use	Hearing Protection
Dusty Environment	Router/Spiral Saw Use	Dust Mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: Inside Maintenance-HVAC/R

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK	X		Using Water Around Electricity
IMPACT		X	
OTHER			

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Debris and Particulates in air
HEAT	X		Excessive Heat
IMPACT		X	
LIGHT/RADATION		X	
OTHER: Contaminants	X		Dirty Water from Cleaning Tubes

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

## HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Rotating Brushes
PUNCTURE		X	
OTHER:			

## FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: <b>SLIPS &amp; FALLS</b>	X		Working Conditions, Wet Floors, Mud, and Snow.

## Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Chiller Tube Scrubber PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Water From Tubes	Cleaning Chiller Tubes	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Using Cleaner Brushes	Cleaning Chiller Tubes	Leather Gloves



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:		DESCRIPTION OF HAZARDS:
	YES	NO
BURN		
CHEMICAL SPLASH		
ELECTRICAL SHOCK		
IMPACT		
OTHER		

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:		DESCRIPTION OF HAZARDS:
	YES	NO
CHEMICALS	✓	<i>Chemical Splash</i>
DUST		
HEAT		
IMPACT		
LIGHT/RADIATION		
OTHER		

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

\_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Chlorine Pump, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
<i>Chemical Splashing</i>	<i>Chlorine Pump</i>	<i>Eye Protection</i>
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying material
HEAT		X	
IMPACT	X		Flying objects
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Contact with sharp blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Hearing / Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Hearing	X		Persistent loud noise
Respiratory	X		Dusty environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Chop Saw**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Sawing material	Goggles/Safety glasses
Flying objects	Sawing material	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Contact with sharp blade	Sawing material	Leather gloves
OTHER	JOB	PPE
Persistent loud noise	Sawing material	Hearing protection
Dusty environment	Sawing material	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying material
HEAT		X	
IMPACT	X		Flying objects
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Contact with sharp blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Hearing / Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Hearing	X		Persistent loud noise
Respiratory	X		Dusty environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Circular Saw**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Sawing material	Goggles/Safety glasses
Flying objects	Sawing material	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Contact with sharp blade	Sawing material	Leather gloves
OTHER	JOB	PPE
Persistent loud noise	Sawing material	Hearing protection
Dusty environment	Sawing material	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

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**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for CLOTHES DRYER \_\_\_\_\_, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
DEBRIS/CHEMICALS IN EYES	INSTITUTIONAL LAUNDRY	SAFETY GLASSES
HEAD HAZARD	JOB	PPE
HAIR GETTING IN CHEMICALS	INSTITUTIONAL LAUNDRY	HAT
FOOT HAZARD	JOB	PPE
CHEMICALS/OBJECTS ON FOOT/FEET/SLIP & TRIP HAZARDS	INSTITUTIONAL LAUNDRY	PROPER SHOES
HAND HAZARD	JOB	PPE
CHEMICAL BURNS	INSTITUTIONAL LAUNDRY	YELLOW ANSELL LATEX GLOVES
OTHER	JOB	PPE
CLOTHING BECOMING TANGLED	INSTITUTIONAL LAUNDRY	PROPER FITTING CLOTHING-NOT TOO LARGE OR TOO SMALL

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for CLOTHES WASHER \_\_\_\_\_, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
DEBRIS/CHEMICALS IN EYES	INSTITUTIONAL LAUNDRY	SAFETY GLASSES
HEAD HAZARD	JOB	PPE
HAIR GETTING IN CHEMICALS	INSTITUTIONAL LAUNDRY	HAT
FOOT HAZARD	JOB	PPE
CHEMICALS/OBJECTS ON FOOT/FEET/SLIP & TRIP HAZARDS	INSTITUTIONAL LAUNDRY	PROPER SHOES
HAND HAZARD	JOB	PPE
CHEMICAL BURNS	INSTITUTIONAL LAUNDRY	YELLOW ANSELL LATEX GLOVES
OTHER	JOB	PPE
CLOTHING BECOMING TANGLED	INSTITUTIONAL LAUNDRY	PROPER FITTING CLOTHING-NOT TOO LARGE OR TOO SMALL

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# WRITTEN HAZARD ASSESSMENT

for

## Oklahoma Department of Corrections

### HAZARD ASSESSMENT

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### POTENTIAL HAZARD SOURCES

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### PPE DETERMINATION

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
			Hot Kettle, Steam – Leaning over kettles
BURN	X		
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK	X		
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT	X		Steam escaping from pots
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	x		Touching of hot kettle
CHEMICAL EXPOSURE		x	
CUTS/ABRASION		x	
PUNCTURE		x	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		x	
COMPRESSION		x	
IMPACT		x	
PUNCTURE		x	
OTHER Hot Water	x		Hot water from kettle

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Coffee blender (coffee machine), the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
Steam	Preparing coffee machine	
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Hot Water	Make coffee machine	Boots
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST	x		Flying material
HEAT			
IMPACT	x		Flying objects
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION	x		Cutting blades
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

# GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Compound Miter Saw, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE
Hand Hazard		Blade Guards in place
Flying dust		Dust Bag/Shop Vac
		Dust Mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
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- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

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Retraining of employees is required whenever:

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- Changes in the type of PPE render previous training obsolete
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Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot bit breaking
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying debris, flying broken bits
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Debris and concrete particulates in air
HEAT		X	
IMPACT	X		Broken bits, debris and particulates in air
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Bits, Hot Equipment
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sharp Edges on Bits, Flying Debris/Broken Bits
PUNCTURE	X		Flying Debris/Broken Bits
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		Falling Objects
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### (OTHER)HAZARDS

Tasks that can cause Respiratory & Noise hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
RESPIRATORY ISSUES	X		Silica dust & particulates
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **CONCRETE DRILL**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying Debris	Drilling Holes	Goggles/Safety Glasses
Broken Bits	Drilling Holes	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Debris	Drilling Holes	Hard Hat
Working in Crawl Space	Drilling Holes	Hard Hat
FOOT HAZARD	JOB	PPE
Sharp Pieces of Debris	Drilling Holes	Boots
Falling Objects	Drilling Holes	Boots
HAND HAZARD	JOB	PPE
Hot Tool/Equipment	Drilling Holes	Gloves
Broken Bits	Drilling Holes	Gloves
Sharp Pieces of Debris	Drilling Holes	Gloves
OTHER	JOB	PPE
Excessive Noise	Drilling Holes	Hearing Protection
Silica dust & particulates in the Air	Drilling Holes	Dust Mask/Respirator – rated for silica and concrete dust



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

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**for**

## **Oklahoma Department of Corrections**

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**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST	✓		Concrete Dust
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Concrete Machine, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
<i>Concrete dust Particles</i>	<i>Concrete Machine</i>	<i>Safety Glasses</i>
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER:		X	

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Could cause skin burns or blisters if an oven mitt is not used
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS		X	
OTHER:		X	

### (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

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## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Conventional Oven PPE is required:

(JOB CLASSIFICATION)		
EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Burns or blisters from the conventional oven	Cook/Bake food	Oven Mitts

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Wet floor	Slip proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: *Dell W Goh* Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Bit Breaking
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying Broken Bits
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Debris and Particulates in air
HEAT		X	
IMPACT	X		Broken Bits, Debris and Particulates in air
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Bits, Hot Equipment
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sharp Edges on Bits, Flying Debris/Broken Bits
PUNCTURE	X		Flying Debris/Broken Bits
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		Falling Objects
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### (OTHER)HAZARDS

Tasks that can cause Respiratory & Noise hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
RESPIRATORY ISSUES	X		Dust & Particulates
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **CORDED ELECTRIC DRILL**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying Debris	Drilling Holes	Goggles/Safety Glasses
Broken Bits	Drilling Holes	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Debris	Drilling Holes	Hard Hat
Working in Crawl Space	Drilling Holes	Hard Hat
FOOT HAZARD	JOB	PPE
Sharp Pieces of Debris	Drilling Holes	Boots
Falling Objects	Drilling Holes	Boots
HAND HAZARD	JOB	PPE
Hot Tool/Equipment	Drilling Holes	Gloves
Broken Bits	Drilling Holes	Gloves
Sharp Pieces of Debris	Drilling Holes	Gloves
OTHER	JOB	PPE
Excessive Noise	Drilling Holes	Hearing Protection
Dust & Particulates in the Air	Drilling Holes	Dust Mask/Respirator



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Bit Breaking
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying Broken Bits
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Debris and Particulates in air
HEAT		X	
IMPACT	X		Broken Bits, Debris and Particulates in air
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Bits, Hot Equipment
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sharp Edges on Bits, Flying Debris/Broken Bits
PUNCTURE	X		Flying Debris/Broken Bits
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		Falling Objects
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### (OTHER)HAZARDS

Tasks that can cause Respiratory & Noise hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
RESPIRATORY ISSUES	X		Dust & Particulates
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **CORDLESS DRILL**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying Debris	Drilling Holes	Goggles/Safety Glasses
Broken Bits	Drilling Holes	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Debris	Drilling Holes	Hard Hat
Working in Crawl Space	Drilling Holes	Hard Hat
FOOT HAZARD	JOB	PPE
Sharp Pieces of Debris	Drilling Holes	Boots
Falling Objects	Drilling Holes	Boots
HAND HAZARD	JOB	PPE
Hot Tool/Equipment	Drilling Holes	Gloves
Broken Bits	Drilling Holes	Gloves
Sharp Pieces of Debris	Drilling Holes	Gloves
OTHER	JOB	PPE
Excessive Noise	Drilling Holes	Hearing Protection
Dust & Particulates in the Air	Drilling Holes	Dust Mask/Respirator



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT	x		Shattered wheels
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST	x		Flying material
HEAT			
IMPACT	x		Flying objects, shattered wheels
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION	x		Flying material
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
dust			Inhaled particles

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Die Grinder, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Full face shield over safety goggles
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
X		Gloves
OTHER	JOB	PPE
Lungs		Dust Mask
Bodily injury		No loose clothing, tie back hair
Bodily Injury		Correct sized accessories for job



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT	X		Steam heat when door is opened
IMPACT		X	
LIGHT/RADIATION		X	
OTHER – SPLASHING WATER	X		Hot water splashing when door is opened

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE	X		Contact with chemicals
CUTS/ABRASION		X	
PUNCTURE		X	
OTHER – SLIPS and FALLS			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT			
PUNCTURE			
OTHER: SLIPS and FALLS	X		Slippery working surfaces

### (OTHER)HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Dish Washer**, the following PPE is required:

EYE HAZARD	JOB	PPE
Steam heat when door is opened	Operating equipment	Safety glasses
Hot water splashing when door is opened	Operating equipment	Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Slips and falls	Cleaning equipment and floors	Non-slip soles
HAND HAZARD	JOB	PPE
Contact with chemicals	Cleaning equipment	Nitrile or latex gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER	X		Moving and spinning shaft

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Chips & Particulates
HEAT		x	
IMPACT	X		Chips & Particulates
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Friction from Rotating shaft
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Rotating shaft
PUNCTURE		X	
OTHER:	x		Rotating shaft, hand being caught in shaft

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Falling Pieces
PUNCTURE	X		Flying Chips
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:			

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Fumes, septic gas
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Drain Auger/Drain Snake PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Flying objects	Clearing clogged drains	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Objects	Clearing clogged drains	Face Shield/Goggles
HAND HAZARD	JOB	PPE
Hands caught in rotating shaft	Clearing clogged drains	Rubber gloves

GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED

FOOT HAZARD	JOB	PPE
Tripping over tools and parts	Clearing clogged drains	Boots, Non-skid soles
OTHER HAZARDS	JOB	PPE
Excessive Noise from Cutting	Unclogging drains	Ear plugs
Sewer gases and bio hazard	Unclogging drains	Rubber gloves, paper mask, rubber boots

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

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(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Metal, Flying Pieces
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying Pieces
OTHER	X		Moving Blade

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Chips & Particulates From Cutting
HEAT		X	
IMPACT	X		Chips & Particulates From Cutting
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal, Friction from Rotating Blade
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Rotating Blade
PUNCTURE	x		Splinters, Flying Chips
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Falling Pieces
PUNCTURE	X		Flying Chips
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:			

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Fumes
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for \_\_\_\_\_ Dremel \_\_\_\_\_ PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Flying objects	Cutting wood	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Objects	Cutting wood	Face Shield/Goggles
HAND HAZARD	JOB	PPE
Cuts from moving blade	Cutting wood	Leather Gloves
Sharpe Edges from cutting wood	Cutting wood	Leather Gloves
Burns from hot metal	From Moving Blade	Leather glove

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Falling Pieces of wood	Cutting wood	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise from Cutting	Cutting wood	Ear plugs

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

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- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
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- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
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**for**

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## **EMPLOYEE TRAINING**

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- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST	x		Flying material
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

## HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

## FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

## \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for drill doctor, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

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(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

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**for**

## **Oklahoma Department of Corrections**

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- Chemical exposures that could result in burns or exposure to skin or eyes
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- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
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### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

TRAINING RECORDS ON FILE

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_\_ When PPE is necessary
- \_\_\_\_\_ What PPE is necessary
- \_\_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
- \_\_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Bit Breaking
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying Broken Bits
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Debris and Particulates in air
HEAT		X	
IMPACT	X		Broken Bits, Debris and Particulates in air
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Bits, Hot Equipment
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sharp Edges on Bits, Flying Debris/Broken Bits
PUNCTURE	X		Flying Debris/Broken Bits
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		Falling Objects
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### (OTHER)HAZARDS

Tasks that can cause Respiratory & Noise hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
RESPIRATORY ISSUES	X		Dust & Particulates
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **DRILL PRESS**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying Debris	Drilling Holes	Goggles/Safety Glasses
Broken Bits	Drilling Holes	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Debris	Drilling Holes	Hard Hat
Working in Crawl Space	Drilling Holes	Hard Hat
FOOT HAZARD	JOB	PPE
Sharp Pieces of Debris	Drilling Holes	Boots
Falling Objects	Drilling Holes	Boots
HAND HAZARD	JOB	PPE
Hot Tool/Equipment	Drilling Holes	Gloves
Broken Bits	Drilling Holes	Gloves
Sharp Pieces of Debris	Drilling Holes	Gloves
OTHER	JOB	PPE
Excessive Noise	Drilling Holes	Hearing Protection
Dust & Particulates in the Air	Drilling Holes	Dust Mask/Respirator



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

TRAINING RECORDS ON FILE

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE

\_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Fueling equipment
DUST	X		Dusty environment
HEAT		X	
IMPACT	X		Flying debris and clippings
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot equipment
CHEMICAL EXPOSURE	X		Fueling equipment
CUTS/ABRASION	X		Contact with rotating blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Contact with rotating blade
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Slip and fall hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Slips and falls	X		Slippery or uneven walking surfaces

## GUIDEBLADES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Edger - Gas Powered**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris and clippings	Edging	Goggles/Safety glasses
Chemical splash	Fueling equipment	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Contact with rotating blade	Edging	Work boots
HAND HAZARD	JOB	PPE
Contact with rotating blade	Edging	Leather gloves
Hot equipment	Manipulating equipment	Leather gloves
Chemical splash	Fueling equipment	Nitrile or Latex gloves
OTHER	JOB	PPE
Slippery or uneven walking surfaces	Edging	Non-slip soles
Dusty environment	Edging	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

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## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying debris/Particulates
HEAT		X	
IMPACT	X		Flying metal fragments
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sharp metal edges and flying debris
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS AND FALLS	X		Working Conditions, Wet floors, Mud and snow

### (OTHER)HAZARDS

Tasks that can cause Hearing/Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
HEARING	X		Sustained Loud Noises
RESPIRATORY	X		Metal Dust and Particulates

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Electric Hand-held Grinder, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris/Particulates	Grinding Material	Goggles/Safety Glasses
Flying metal fragments	Grinding Material	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Cuts and Abrasions	Grinding Material	Leather Gloves
OTHER	JOB	PPE
Sustained Loud Noises	Grinding Material	Hearing Protection
Dusty Environment	Grinding Material	Dust Mask or Respirator
Slippery Environment	Grinding Material	Work Boots or non-slip shoes



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for ELECTRIC PALLET JACK, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
DEBRIS	WAREHOUSE	SAFETY GLASSES/GOGGLES
HEAD HAZARD	JOB	PPE
HAIR GETTING CAUGHT IN EQUIPMENT	WAREHOUSE	HAT
FOOT HAZARD	JOB	PPE
CHEMICALS/OBJECTS ON FOOT/FEET/SLIP & TRIP HAZARDS	WAREHOUSE	PROPER SHOES-CLOSED TOED SHOES
HAND HAZARD	JOB	PPE
N/A	N/A	N/A
OTHER	JOB	PPE
CLOTHING BECOMING TANGLED	WAREHOUSE	PROPER FITTING CLOTHING- NOT TOO LARGE OR TOO SMALL

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

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**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

TRAINING RECORDS ON FILE

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_ When PPE is necessary
- \_\_\_ What PPE is necessary
- \_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_ Limitations and useful life of the PPE
- \_\_\_ Proper care, maintenance, replacement, and disposal of PPE

\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST	X		Dust/debris
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Bodily injury	x		Falling vehicles

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for floor jack \_\_\_\_\_, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE
Bodily injury		Jack stands, chocks,
		correct jack stand weight rating
		Under jack when lowering



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Chemicals
DUST	X		Flying material
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

## HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE	x		Spilled chemicals
CUTS/ABRASION			
PUNCTURE			
OTHER			

## FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER	x		Slips/falls on wet floors

## \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Floor Stripper, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
x		Appropriate non-skid footwear
HAND HAZARD	JOB	PPE
x		Gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for FORK TRUCK \_\_\_\_\_, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
N/A	N/A	N/A
HEAD HAZARD	JOB	PPE
HAIR GETTING CAUGHT IN EQUIPMENT	CAREER TECH	HARD HAT
FOOT HAZARD	JOB	PPE
CHEMICALS/OBJECTS ON FOOT/FEET/SLIP & TRIP HAZARDS	CAREER TECH	-CLOSED TOED SHOES
HAND HAZARD	JOB	PPE
N/A	N/A	N/A
OTHER	JOB	PPE
STAY IN CONFINES OF EQUIPMENT	CAREER TECH	SEAT BELT
CLOTHING BECOMING TANGLED	CAREER TECH	PROPER FITTING CLOTHING-NOT TOO LARGE OR TOO SMALL

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: *Dell W Goh* Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Operating garbage disposal
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE	X		Cleaning equipment
CUTS/ABRASION	X		Contact with rotating parts
PUNCTURE		X	
OTHER – SLIPS and FALLS		X	

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS and FALLS	X		Slippery working surfaces

### (OTHER)HAZARDS

Tasks that can cause Hearing/Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Garbage Disposal**, the following PPE is required:

EYE HAZARD	JOB	PPE
Operating garbage disposal	Operating equipment	Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Slips and falls	Cleaning equipment and floors	Non-slip soles
HAND HAZARD	JOB	PPE
Cleaning equipment	Cleaning equipment	Nitrile or latex gloves
Contact with rotating parts	Cleaning equipment	Gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W Goh Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Exhaust
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Chips & Particulates
HEAT		X	
IMPACT	X		Chips & Particulates
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:			

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Fumes
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Gas Powered Tamper PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Flying objects	Tamping soil	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Objects	Tamping	Face Shield/Goggles
HAND HAZARD	JOB	PPE
Flying debris	Tamping	Leather Gloves
Burns	Tamping	Leather gloves



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

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## Requirements of the Standard

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- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

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**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

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### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

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## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:	DESCRIPTION OF HAZARDS:		
	YES	NO	
BURN		X	Connecting power source
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK	X		
IMPACT		X	
OTHER			

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:	DESCRIPTION OF HAZARDS:		
	YES	NO	
CHEMICALS		X	Chips & Particulates
DUST	X		
HEAT	X		Exhausts from motor
IMPACT		X	
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot exhaust
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	Splinters, Flying Chips
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:			

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Fumes
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Generator PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Flying objects	Dust and material from running motor	Goggles/Safety Glasses
Fumes from exhaust		
HEAD HAZARD	JOB	PPE
Flying Objects	General use	Face Shield/Goggles
HAND HAZARD	JOB	PPE
Flying debris	General use	Leather Gloves



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER:		X	

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Could cause skin burns or blisters if an oven mit is not used
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Wet floor
OTHER:		X	

### (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

(1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.

(2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).

(3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.

(4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Griddle (Grill/Flat top) PPE is required:

(JOB CLASSIFICATION)		
EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Burns or blisters from the griddle	Cook food	Oven Mitts,

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Cook food	Heat resistant and water proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	x		Cleaning Grills with chemicals.
DUST		x	
HEAT	x		Working with hot oil/grease on the grills splattering.
IMPACT		x	
LIGHT/RADIATION		x	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	x		Cooking and cleaning the hot grill.
CHEMICAL EXPOSURE	x		Cleaning Equipment and area.
CUTS/ABRASION	x		Cleaning grills with scraper.
PUNCTURE		x	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	x		Cleaning Equipment and area.
COMPRESSION	x		Dropping pans, tools, and other equipment.
IMPACT	x		Grills Flipping over during movement & cleaning of area.
PUNCTURE	x		Dropping pans, tools, and other equipment.
OTHER Slip, Trips, Falls	x		Wet Surfaces in work area.

### \_\_\_\_\_(OTHER)HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Grills, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
Chemicals	Cleaning of work area and Grills	Safety Glasses-Glasses
Heat	Cooking	Safety Glasses-Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Chemical Exposure	Cleaning Equipment & Floors	Boots
Impact	Handling pans	Boots
Compression	Handling pans	
HAND HAZARD	JOB	PPE
Burns	Cooking	Mitts-Gloves
Chemical Exposure	Cleaning Equipment & Floors	Latex Gloves
Cuts/Abrasions	Cleaning Equipment & Floors	Latex Gloves-Gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:	DESCRIPTION OF HAZARDS:		
	YES	NO	
BURN	<input checked="" type="checkbox"/>		Hot Metal, Flying Pieces
CHEMICAL SPLASH		<input checked="" type="checkbox"/>	
ELECTRICAL SHOCK		<input checked="" type="checkbox"/>	
IMPACT	<input checked="" type="checkbox"/>		Flying Pieces
OTHER	<input checked="" type="checkbox"/>		Moving Blade

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:	DESCRIPTION OF HAZARDS:		
	YES	NO	
CHEMICALS		<input checked="" type="checkbox"/>	
DUST	<input checked="" type="checkbox"/>		Chips & Particulates From Cutting
HEAT		<input checked="" type="checkbox"/>	
IMPACT	<input checked="" type="checkbox"/>		Chips & Particulates From Cutting
LIGHT/RADATION		<input checked="" type="checkbox"/>	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal, Friction from Rotating Blade
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Rotating Blade
PUNCTURE	X		Splinters, Flying Chips
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Falling Pieces
PUNCTURE	X		Flying Chips
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:			

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Fumes
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Bench top Grinder PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Flying objects	Cutting wood, Grinding metal	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Objects	Cutting wood, grinding metal	Face Shield/Goggles
HAND HAZARD	JOB	PPE
Cuts from moving blade	Cutting wood, grinding metal	Leather Gloves
Sharpe Edges from cutting wood	Cutting wood, grinding metal	Leather Gloves
Burns from hot metal	From Moving Blade	Leather glove

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Falling Pieces of wood	Cutting wood, grinding metal	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise from Cutting	Cutting wood, grinding metal	Ear plugs

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_ When PPE is necessary
- \_\_\_ What PPE is necessary
- \_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_ Limitations and useful life of the PPE
- \_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Metal, Flying Pieces
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying Pieces
OTHER	X		Moving Blade

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Chips & Particulates From Cutting
HEAT		X	
IMPACT	X		Chips & Particulates From Cutting
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal, Friction from Rotating Blade
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Rotating Blade
PUNCTURE	x		Splinters, Flying Chips
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Falling Pieces
PUNCTURE	X		Flying Chips
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:			

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Fumes
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Grinder - Hand-held PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Flying objects	Cutting wood, Grinding metal	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Objects	Cutting wood, grinding metal	Face Shield/Goggles
HAND HAZARD	JOB	PPE
Cuts from moving blade	Cutting wood, grinding metal	Leather Gloves
Sharpe Edges from cutting wood	Cutting wood, grinding metal	Leather Gloves
Burns from hot metal	From Moving Blade	Leather glove

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Falling Pieces of wood	Cutting wood, grinding metal	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise from Cutting	Cutting wood, grinding metal	Ear plugs

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hair Ignition
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT	X		Burns
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Equipment
CHEMICAL EXPOSURE		X	
CUTS/ABRASION		X	
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### (OTHER)HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Heat Gun, the following PPE is required:

EYE HAZARD	JOB	PPE
Burns	Heat Gun Use	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Hair Ignition	Heat Gun Use	Hat or Hair Net
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Hot Tool/Equipment	Heat Gun Use	Leather Gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: *Dell W Goh* Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Fueling equipment
DUST	X		Dusty environment
HEAT		X	
IMPACT	X		Flying debris and clippings
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot equipment
CHEMICAL EXPOSURE	X		Fueling equipment
CUTS/ABRASION	X		Contact with oscillating blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Contact with oscillating blade
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Slip and fall hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Slips and falls	X		Slippery or uneven walking surfaces

## GUIDEBLADES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Hedger - Gas Powered**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris and clippings	Hedging	Goggles/Safety glasses
Chemical splash	Fueling equipment	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Contact with oscillating blade	Hedging	Work boots
HAND HAZARD	JOB	PPE
Contact with oscillating blade	Hedging	Leather gloves
Hot equipment	Manipulating equipment	Leather gloves
Chemical splash	Fueling equipment	Nitrile or Latex gloves
OTHER	JOB	PPE
Slippery or uneven walking surfaces	Hedging	Non-slip soles
Dusty environment	Hedging	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

TRAINING RECORDS ON FILE

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_\_ When PPE is necessary
- \_\_\_\_\_ What PPE is necessary
- \_\_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
- \_\_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER:		X	

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Could cause skin burns or blisters if an oven mitt is not used
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS		X	
OTHER:		X	

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

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## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

(1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.

(2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).

(3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.

(4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Hot Box PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Burns or blisters	Warmer for cooked food	Oven Mitts

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Wet floor	Slip proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Frost bite
DUST			
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE	x		Frost bite
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for HVAC Recovery Unit, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Sealable Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
x		Gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

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- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

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- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
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- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

TRAINING RECORDS ON FILE

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE

\_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Objects
CHEMICAL SPLASH	X		Gasoline/Oil/Various Car Fluids
ELECTRICAL SHOCK	X		Conduits and wiring
IMPACT	X		Falling objects/Pressure
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Gasoline/Oil/Various Car Fluids
DUST	X		Repairing/Cleaning Equipment
HEAT	X		Pressurized Hot Fluids
IMPACT	X		Repairing Vehicles/Falling Objects
LIGHT/RADATION			
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Handling hot pipes/equipment
CHEMICAL EXPOSURE	X		Maintenance of vehicles
CUTS/ABRASIONS	X		Sharp objects/edges from equipment/parts
PUNCTURE	X		Sharp objects/edges from equipment/parts
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	X		Servicing equipment
COMPRESSION	X		Falling parts/tools/vehicles
IMPACT	X		Falling parts/tools/vehicles
PUNCTURE	X		Dropping sharp objects or tools
OTHER: SLIPS & FALLS	X		Wet Concrete

### Respiratory & Noise (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust from maintenance
EXCESSIVE NOISE	X		Excessive Noise around equipment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Hydraulic Floor Lift PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Chemicals/Cleaners	Vehicle Maintenance/Repair	Goggles/Safety Glasses, Gloves
Impact	Vehicle Maintenance/Repair	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Chemicals	Vehicle Maintenance/Repair	Goggles/Safety Glasses
Heat	Vehicle Maintenance/Repair	Protective Covering, Goggles/Safety Glasses
Cleaners	Vehicle Maintenance/Repair	Gloves, Goggles
Impact	Vehicle Maintenance/Repair	Hard Hat
HAND HAZARD	JOB	PPE
Chemicals	Vehicle Maintenance/Repair	Gloves
Cleaners	Vehicle Maintenance/Repair	Latex Gloves
Impact	Vehicle Maintenance/Repair	Leather Gloves/Hard Hat
Hot Machinery/Objects	Vehicle Maintenance/Repair	Leather Gloves
Cuts	Vehicle Maintenance/Repair	Gloves
Grinding	Vehicle Maintenance/Repair	Leather Gloves



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST			
HEAT			
IMPACT	✓		<i>Flying debris</i>
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICAL EXPOSURE	<input type="checkbox"/>	<input type="checkbox"/>	
CUTS/ABRASION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Sharp metal edges and debris.</i>
PUNCTURE	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	<input type="checkbox"/>	

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	<input type="checkbox"/>	<input type="checkbox"/>	
COMPRESSION	<input type="checkbox"/>	<input type="checkbox"/>	
IMPACT	<input type="checkbox"/>	<input type="checkbox"/>	
PUNCTURE	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	<input type="checkbox"/>	

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Hydraulic Metal Punch the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
Flying debris	Hydraulic Metal Punch	Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Sharp metal edges	Hydraulic Metal Punch	Leather Gloves
OTHER	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

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- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

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- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT			
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER: Splashing water		X	

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:		X	

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Wet floors
OTHER:			

### (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Ice Machine PPE is required:

(JOB CLASSIFICATION)		
EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Wet Floors	Slip proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Discharge of sand and particulates
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	Discharge of sand and particulates
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Handling of Materials
PUNCTURE	X		Weight of Pump
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		Dropping of Pump
IMPACT	X		Falling objects
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### Respiratory & Noise (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Sewage Particulates in the Air
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Submersible Pump PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Discharging of Water & Particulates	Pumping Down Ditches	Safety Glasses/Goggles
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Handling of Materials	Pumping Down Ditches	Gloves
Sharp Edges/Corners	Pumping Down Ditches	Gloves

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Dropping Tools	Pumping Down Ditches/Cutting Pipe	Boots
Falling Objects	Pumping Down Ditches/Cutting Pipe	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise	Pumping Down Ditches/Cutting Pipe	Ear plugs
Particulates in the Air	Pumping Down Ditches/Cutting Pipe	Respirator/Mask

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

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**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying material
HEAT		X	
IMPACT	X		Flying objects
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sharp blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Jig Saw**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Sawing material	Goggles/Safety glasses
Flying objects	Sawing material	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Sharp blade	Sawing material	Leather gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: *Dell W Goh* Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH	X		Sewer Line
ELECTRICAL SHOCK		X	
IMPACT	X		Twisted Cables
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Chemicals & Sewage Exposure
DUST	X		Debris and Particulates in air
HEAT		X	
IMPACT	X		Rotating Cables
LIGHT/RADATION	X		
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Chemical Exposure
CHEMICAL EXPOSURE	X		Cleaning Sewer Lines
CUTS/ABRASIONS	X		Handling Sewer Cables
PUNCTURE	X		Retrieval of foreign objects such as razors and wire
OTHER: Bio-Hazards			Exposure to Feces, Blood, and Urine

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	X		Chemical Drips
COMPRESSION	X		Cable Wind-Ups, twisting people in
IMPACT	X		Falling objects
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Sewage Particulates in the Air
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

(1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.

(2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).

(3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.

(4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for   K-50   PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Twisted Cables	Clearing Sewer Lines	Goggles/Safety Glasses
Chemical Exposure	Clearing Sewer Lines	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Sharp Objects	Clearing Sewer Lines	Gloves
Exposure to Bio-Hazards	Cleaning Sewer Line	Latex Gloves

GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED

FOOT HAZARD	JOB	PPE
Twisted Sewer Cables	Clearing Sewer Lines	Boots
Wet Surfaces	Clearing Sewer Lines	Boots
Sharp Objects Retrieved	Clearing Sewer Lines	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise	Clearing Sewer Lines	Ear plugs
Particulates in the Air	Clearing Sewer Lines	Respirator/Mask

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

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**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH	X		Sewer Line
ELECTRICAL SHOCK		X	
IMPACT	X		Twisted Cables
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Chemicals & Sewage Exposure
DUST	X		Debris and Particulates in air
HEAT		X	
IMPACT	X		Rotating Cables
LIGHT/RADATION	X		
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Chemical Exposure
CHEMICAL EXPOSURE	X		Cleaning Sewer Lines
CUTS/ABRASIONS	X		Handling Sewer Cables
PUNCTURE	X		Retrieval of foreign objects such as razors and wire
OTHER: Bio-Hazards			Exposure to Feces, Blood, and Urine

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	X		Chemical Drips
COMPRESSION	X		Cable Wind-Ups, twisting people in
IMPACT	X		Falling objects
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Sewage Particulates in the Air
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

(1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.

(2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).

(3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.

(4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for     K-1500     PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Twisted Cables	Clearing Sewer Lines	Goggles/Safety Glasses
Chemical Exposure	Clearing Sewer Lines	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Sharp Objects	Clearing Sewer Lines	Gloves
Exposure to Bio-Hazards	Cleaning Sewer Line	Latex Gloves

GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED

FOOT HAZARD	JOB	PPE
Twisted Sewer Cables	Clearing Sewer Lines	Boots
Wet Surfaces	Clearing Sewer Lines	Boots
Sharp Objects Retrieved	Clearing Sewer Lines	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise	Clearing Sewer Lines	Ear plugs
Particulates in the Air	Clearing Sewer Lines	Respirator/Mask

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: Inside Maintenance-Ladder

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK	X		Overhead Conduits and wiring,
IMPACT	X		Hitting overhead piping/conduits
OTHER			

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Repairing/Cleaning Equipment
HEAT		X	
IMPACT	X		Repairing pipes by soldering & Cutting Pipe, overhead work
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Handling hot pipes
CHEMICAL EXPOSURE	X		Cleaning Chemicals & Oil/Greasing Equipment
CUTS/ABRASIONS	X		Sharp objects/edges from cutting pipe, Ladder closing on hands
PUNCTURE	X		Sharp objects/edges from cutting pipe
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	x		Servicing equipment
COMPRESSION	x		Falling parts/tools
IMPACT	X		Falling parts/tools
PUNCTURE	x		Dropping pipes with sharp objects or tools
OTHER: <b>SLIPS &amp; FALLS</b>	x		

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust from cutting pipes & Cleaning
EXCESSIVE NOISE	X		Excessive Noise around equipment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

(1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.

(2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).

(3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.

(4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Ladder PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Chemicals	Greasing & Oiling Machinery	Goggles/Safety Glasses
Paint	Painting Work area	Goggles/Safety Glasses
Cleaners	Cleaning Pipes	Goggles
HEAD HAZARD	JOB	PPE
Chemicals	Greasing & Oiling Machinery	Hard Hat
Paint	Painting Work area	Protective Covering, Hard Hat
Cleaners	Cleaning Pipes	Gloves, Goggles
Impact	Overhead Work	Hard Hat
Cuts	Cutting Pipes/Installs	Hard Hats
HAND HAZARD	JOB	PPE
Chemicals	Greasing & Oiling Machinery	Gloves
Paint	Painting Work area	Latex Gloves
Cleaners	Cleaning Pipes	Latex Gloves
Impact	Overhead Work	Leather Gloves
Hot Machinery/Objects	Servicing Equipment	Leather Gloves
Cuts	Cutting Pipe, Installing Pipe	Gloves
Grinding	Grinding	Leather Gloves



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Fueling mower
DUST	X		Dusty environment
HEAT		X	
IMPACT	X		Flying debris and grass clippings
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot equipment
CHEMICAL EXPOSURE	X		Fueling mower
CUTS/ABRASION	X		Contact with rotating blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Contact with rotating blade
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Slip and fall hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Slips and falls	X		Slippery or uneven walking surfaces

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Lawn Mower – Pushed - Gas Powered**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris and grass clippings	Mowing	Goggles/Safety glasses
Chemical splash	Fueling mower	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Contact with rotating blade	Mowing	Work boots
HAND HAZARD	JOB	PPE
Contact with rotating blade	Mowing	Leather gloves
Hot equipment	Manipulating equipment	Leather gloves
Chemical splash	Fueling mower	Nitrile or Latex gloves
OTHER	JOB	PPE
Slippery or uneven walking surfaces	Mowing	Non-slip soles
Dusty environment	Mowing	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying debris
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Fueling mower
DUST	X		Dusty environment
HEAT		X	
IMPACT	X		Flying debris and grass clippings
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot equipment
CHEMICAL EXPOSURE	X		Fueling mower
CUTS/ABRASION	X		Contact with rotating blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Contact with rotating blade
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Slip and fall, respiratory, noise hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Slips and falls	X		Slippery or uneven walking surfaces
Respiratory	X		Dusty environment
Noise	X		Sustained loud sound

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Lawn Mower – Riding - Gas Powered**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris and grass clippings	Mowing	Goggles/Safety glasses
Chemical splash	Fueling mower	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Contact with rotating blade	Mowing	Work boots
HAND HAZARD	JOB	PPE
Contact with rotating blade	Mowing	Leather gloves
Hot equipment	Manipulating equipment	Leather gloves
Chemical splash	Fueling mower	Nitrile or Latex gloves
OTHER	JOB	PPE
Slippery or uneven walking surfaces	Mowing	Non-slip soles
Dusty environment	Mowing	Dust mask
Sustained loud sound	Mowing	Hearing protection



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER:		X	

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Moving slicer/blade
PUNCTURE		X	
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Wet floor
OTHER:		X	

### (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Meat Slicer PPE is required:

(JOB CLASSIFICATION)		
EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Cuts from moving blade	Slicing meat	Nitrile or latex gloves

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)**  
**CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Wet floor	Slip proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for MEDLEY PALLET JACK , the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
DEBRIS	CAREER TECH	SAFETY GLASSES/GOGGLES
HEAD HAZARD	JOB	PPE
HAIR GETTING CAUGHT IN EQUIPMENT	CAREER TECH	HAT
FOOT HAZARD	JOB	PPE
CHEMICALS/OBJECTS ON FOOT/FEET/SLIP & TRIP HAZARDS	CAREER TECH	CLOSED TOED SHOES
HAND HAZARD	JOB	PPE
N/A	N/A	N/A
OTHER	JOB	PPE
CLOTHING BECOMING TANGLED	CAREER TECH	PROPER FITTING CLOTHING-NOT TOO LARGE OR TOO SMALL

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
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- .. Hard hats;
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- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
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- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

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## **PPE SELECTION**

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**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

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## **EMPLOYEE TRAINING**

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- When PPE is necessary
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- Changes in the type of PPE render previous training obsolete
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Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Metal, Flying Pieces
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK	x		From Connecting Power Cord
IMPACT	X		Flying Pieces
OTHER	X		Moving Blade

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Chips & Particulates From Cutting
HEAT		x	
IMPACT	X		Chips & Particulates From Cutting
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal, Friction from Blade
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Blade, Sharp Cut Pieces
PUNCTURE	x		Splinters, Flying Objects
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Falling Pieces
PUNCTURE	X		Flying Chips
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:			

### Respiratory & Noise (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Fumes
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Powered Metal Sheers and Cutters PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Flying objects	Cutting metal	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Objects	Cutting metal	Face Shield/Goggles
HAND HAZARD	JOB	PPE
Cuts from moving blade	Cutting metal	Leather Gloves
Sharpe Edges from cutting wood	Cutting metal	Leather Gloves
Burns from hot metal	From Moving Blade	Leather glove

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Falling Pieces of wood	Cutting metal	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise from Cutting	Cutting metal	Ear plugs

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

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- Communicate PPE selection decisions to each affected employee.
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- .. Rubber gloves, blankets, cover-ups; and
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To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

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- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
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- Layout of workplace and location of co-workers
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**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_\_ When PPE is necessary
- \_\_\_\_\_ What PPE is necessary
- \_\_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Metal
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK	X		Electric Arc
IMPACT		X	
OTHER	X		Pressurized Gas

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT	X		Hot Metal
IMPACT		X	
LIGHT/RADIATION	X		UV Light Exposure
OTHER	X		Pressurized Gas

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal
CHEMICAL EXPOSURE		X	
CUTS/ABRASION		X	
PUNCTURE		X	
OTHER	X		Pressurized gas

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet floors, mud, and snow.
OTHER:	X		Hot Metal Splatter

### (OTHER)HAZARDS

Tasks that can cause Respiratory and Noise hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Gases expelled from the bonding of metal
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **MIG Welder**, the following PPE is required:

EYE HAZARD	JOB	PPE
Heat Exposure from Bonding	MIG Welding	Goggles/Safety Glasses
UV light Exposure	MIG Welding	Welding Hood
HEAD HAZARD	JOB	PPE
Metal Splatter	MIG Welding	Welding Hood
FOOT HAZARD	JOB	PPE
Falling Pieces of Metal	MIG Welding	Boots
Hot Metal Splatter	MIG Welding	Boots
HAND HAZARD	JOB	PPE
Metal Splatter	MIG Welding	Welding Gloves
Hot Metal	MIG Welding	Welding Gloves
OTHER	JOB	PPE
Excessive Noise	MIG Welding	Hearing protection
Gases let off from metal bonding	MIG Welding	Dust & Fume Duct Removal System



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying material
HEAT		X	
IMPACT	X		Flying objects
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Contact with sharp blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Hearing / Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Hearing	X		Persistent loud noise
Respiratory	X		Dusty environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Miter Saw**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Sawing material	Goggles/Safety glasses
Flying objects	Sawing material	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Contact with sharp blade	Sawing material	Leather gloves
OTHER	JOB	PPE
Persistent loud noise	Sawing material	Hearing protection
Dusty environment	Sawing material	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

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**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
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After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER	X		Hair caught in equipment

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Hand caught in equipment
PUNCTURE	X		Hand caught in equipment
OTHER –			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS and FALLS	X		Slippery working surfaces

### (OTHER)HAZARDS

Tasks that can cause SLIP and FALL hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
SLIPS and FALLS	X		Slippery working surfaces

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Mixer**, the following PPE is required:

EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
Hair caught in equipment	Mixing dough	Hair net
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Cuts and abrasions	Mixing dough	Nitrile or latex gloves
Punctures	Mixing dough	Nitrile or latex gloves
OTHER	JOB	PPE
Slips and falls	Cleaning equipment and floors	Non-slip soles



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_\_ When PPE is necessary
- \_\_\_\_\_ What PPE is necessary
- \_\_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED:     **Muffin Monster**    

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Equipment
CHEMICAL SPLASH	X		Use of Chemicals/Oils/Greases
ELECTRICAL SHOCK	X		Electrical Tools (Use of GFCI required)/Overhead Lines
IMPACT	X		Falling objects
OTHER			

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Back Splash
DUST		X	
HEAT		X	
IMPACT	X		Falling Objects
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Flammable Materials, working with hot tools
CHEMICAL EXPOSURE	X		Chemical Applications to Equipment
CUTS/ABRASIONS	X		Tool use, sharp edges/Corners
PUNCTURE	X		Sharp objects
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	x		Chemical Drip
COMPRESSION	x		Falling Objects, Construction/deconstruction sites.
IMPACT	X		Falling Objects
PUNCTURE	x		Sharp Objects
OTHER: <b>SLIPS &amp; FALLS</b>	x		Working Conditions, Wet Floors, Mud, and Snow.

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust
EXCESSIVE NOISE	X		Excessive Noise in work areas

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

(1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.

(2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).

(3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.

(4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for     Muffin Monster     PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Chemicals	Greasing Equipment Overhead	Goggles/Safety Glasses/Shield
Dust	Overhead Work	Goggles
Falling Objects	Overhead work	Goggles
HEAD HAZARD	JOB	PPE
Chemicals	Overhead Work	Hard Hat
Falling Objects	Overhead Work	Hard Hat
HAND HAZARD	JOB	PPE
Chemicals	Cleaning Drains	Latex Gloves
Falling Objects	Working at Job Site	Latex Gloves
Cleaners	Working at Job Site	Latex Gloves
Cuts	Removing Grime/foreign material from conduits	Latex Gloves (Puncture Resistant)

GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED

FOOT HAZARD	JOB	PPE
Chemicals Exposure	Servicing Equipment	Boots
Falling Objects	Working on Equipment and Job Sites	Boots
Compression	Working on Equipment and Job Sites	Boots
Impact	Working on Equipment and Job Sites	Boots
Slip Trips & Falls	Working on at Job Sites	Boots
OTHER HAZARDS	JOB	PPE
Ladders	Overhead Applications	Safety Glasses, Ear Plugs, Gloves, Hard Hat, and Lanyard
Scaffold	Overhead Applications	Safety Glasses, Ear Plugs, Gloves, Hard Hat, and Lanyard
Portable Power Drill	Drill Holes	Eye-Glove
Electric Band Saw	Cutting Metal	Eye-Ear
Wrench Motor Mast Light	Working on Mast light	Eye-Hard Hat-Hand
Rotary Hammer Drill	Drill Concrete Holes	Eye-Ear-Hand

**PERSONAL PROTECTIVE EQUIPMENT:  
EMPLOYEE TRAINING CERTIFICATION**

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

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**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT	X		Flying debris
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION		X	
PUNCTURE	X		Puncture from nails
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Nail Gun**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Nailing material	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Puncture wounds from nails	Nailing material	Leather gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST			
HEAT			
IMPACT	✓		<i>Metal Fragments</i>
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION	✓		<i>Possible cuts from blade.</i>
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Nibbler, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
<i>Metal Fragments</i>	<i>Nibbler</i>	<i>Safety Glasses</i>
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
<i>Cuts From blade</i>	<i>Nibbler</i>	<i>Leather Gloves</i>
OTHER	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Unsafe connections
OTHER			

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Liquid in system
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER: Pressures	X		Pressure, Cold Temperature

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

## HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Freeze Burns
CHEMICAL EXPOSURE	X		Liquid in system
CUTS/ABRASIONS		X	Sharp edges on tubing
PUNCTURE		X	
OTHER:			

## FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	X		Over Soldering
COMPRESSION		X	
IMPACT	X		Bottle Safety
PUNCTURE		X	
OTHER: <b>SLIPS &amp; FALLS</b>	X		Working Conditions, Wet Floors, Mud, and Snow.

## Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Using Nitrogen
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for  Nitrogen Kit  PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Pressure release	Flushing Refrigerant Line	Goggles/Safety Glasses
Solder Drip while heated	Brazing Refrigerant Line	Goggles/Safety Glasses/Face Shield
HEAD HAZARD	JOB	PPE
Dripping Flux on overhead Applications	Brazing Pipes/Tubing	Face Shield/Cap
Solder Drip	Brazing Pipes/Tubing	Face Shield/Cap
HAND HAZARD	JOB	PPE
Contact with Hot Tubing	Brazing Pipes/Tubing	Leather Gloves/Gloves
Contact with Solder Drip	Brazing Pipes/Tubing	Leather Gloves/Gloves
Contact with Dripping Flux	Brazing Pipes/Tubing	Leather Gloves/Gloves
Discharge of particles from refrigerant lines	Flushing Refrigerant Line	Leather Gloves/Gloves

GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED

FOOT HAZARD	JOB	PPE
Dripping Flux on overhead Applications	Brazing Pipes/Tubing	Boots
Solder Dripping during heating.	Brazing Pipes/Tubing	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise	Brazing Pipes/Tubing in enclosed spaces	Ear plugs
Wet Surfaces	Brazing Pipes/Tubing	Boots

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION  
SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER:		X	

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Could cause skin burns or blisters if an oven mit is not used
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Wet floors
OTHER:		X	

### (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

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## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Oven PPE is required:

(JOB CLASSIFICATION)		
EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Burns or blisters from the oven	Cook/Bake food	Oven mitts



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: \_\_\_\_\_ Title: \_\_\_\_\_

Date surveyed: \_\_\_\_\_ Date Certified: \_\_\_\_\_

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

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- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

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**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

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## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Spraying paint and other chemical materials
DUST	X		Dusty environment
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE	X		Spraying paint and other chemical materials
CUTS/ABRASION		X	
PUNCTURE		X	
OTHER – SLIPS and FALLS		X	

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS and FALLS	X		Slippery working surfaces

### (OTHER)HAZARDS

Tasks that can cause Hearing/Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
HEARING	X		Sustained Loud Noises
RESPIRATORY	X		Paint vapors

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Paint Sprayer**, the following PPE is required:

EYE HAZARD	JOB	PPE
Spraying paint and other chemical materials	Spraying	Goggles
Dusty environment	Spraying	Goggles
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Slips and falls	Spraying	Non-slip soles
HAND HAZARD	JOB	PPE
Chemical splash	Spraying	Nitrile or latex gloves
OTHER	JOB	PPE
Sustained Loud Noises	Spraying	Hearing Protection
Paint vapors	Spraying	Half or full face respirator with appropriate filter canisters



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying debris/Particulates
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Friction Burns
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sandpaper in contact with skin
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS AND FALLS	X		Working Conditions, Wet floors, Mud and snow

### (OTHER)HAZARDS

Tasks that can cause Hearing/Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
HEARING	X		Sustained Loud Noises
RESPIRATORY	X		Dust and Particulates

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Palm Sander**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris/Particulates	Sanding Material	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Burns	Sanding Material	Leather Gloves
Cuts and Abrasions	Sanding Material	Leather Gloves
OTHER	JOB	PPE
Sustained Loud Noises	Sanding Material	Hearing Protection
Dusty Environment	Sanding Material	Dust Mask or Respirator



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: \_\_\_\_\_ Title: \_\_\_\_\_

Date surveyed: \_\_\_\_\_ Date Certified: \_\_\_\_\_

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
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## **PPE SELECTION**

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## **EMPLOYEE TRAINING**

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- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
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- How to determine if PPE is no longer effective or is damaged
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After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
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Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: Joseph Harp – Paper Cutter

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK	X		Working on electrical component
IMPACT		X	
OTHER			

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER:			

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

## HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Sharp objects (Blade)
PUNCTURE		X	
OTHER:			

## FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER:		X	

## None (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS			
EXCESSIVE NOISE			

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for  Paper Cutter ( Print Shop ) PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Blade	Paper Cutter ( Print Shop )	Gloves

GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED

FOOT HAZARD	JOB	PPE
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

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- .. Hot sticks and other live-line tools used by power generation workers.

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**for**

## **Oklahoma Department of Corrections**

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- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
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- Sharp objects which might pierce the feet or cut the hands
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- Layout of workplace and location of co-workers
- Electrical hazards

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**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Metal
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK	X		Electric Arc
IMPACT		X	
OTHER	X		Pressurized Gas

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT	X		Hot Metal
IMPACT		X	
LIGHT/RADATION	X		UV Light Exposure
OTHER:	X		Pressurized Gas

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:	X		Pressurized gas

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:	X		Hot Metal Splatter

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Gases let off from the Cutting of Metal
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

(1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.

(2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).

(3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.

(4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Plasma Cutter PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Heat Exposure from Bonding.	Cutting Metal	Goggles/Safety Glasses
UV light Exposure.	Cutting Metal	Welding Hood
HEAD HAZARD	JOB	PPE
Metal Splatter	Cutting Metal	Welding Hood
HAND HAZARD	JOB	PPE
Metal Splatter.	Cutting Metal	Leather Gloves
Hot Metal.	Cutting Metal	Leather Gloves

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Falling Pieces of Metal.	Cutting Metal	Boots
Hot Metal Splatter.	Cutting Metal	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise	Cutting Metal	Ear plugs
Gases let off from Metal bonding	Cutting Metal	Dust & Fume Duct Removal System

FULL NAME OF EACH EMPLOYEE TRAINED:

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT	X		Flying debris/Broken Sockets
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Flying debris/Broken Sockets
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER:		X	

### (OTHER)HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Pneumatic Impact Tool**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris/Broken Sockets	Impact Wrench Use	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Flying debris/Broken Sockets	Impact Wrench Use	Leather Gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT	X		Flying debris/Broken Sockets
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Flying debris/Broken Sockets
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER:		X	

### (OTHER)HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Pneumatic Ratchet, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris/Broken Sockets	Pneumatic Ratchet Use	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Flying debris/Broken Sockets	Pneumatic Ratchet Use	Leather Gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST			
HEAT			
IMPACT	✓		<i>Flying wood chips.</i>
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION	✓		<i>Sharp chain blade</i>
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Pole Saw, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
<i>Flying Wood chips</i>	<i>Pole Saw</i>	<i>Safety Glasses</i>
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
<i>Sharp chain blade</i>	<i>Pole Saw</i>	<i>Leather Gloves</i>
OTHER	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Chemical splash fueling equipment
DUST	X		Dust during start-up
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE	X		Chemical splash fueling equipment
CUTS/ABRASION		X	
PUNCTURE		X	
OTHER – SLIPS and FALLS		X	

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER:			

### (OTHER)HAZARDS

Tasks that can cause Hearing/Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
HEARING	X		Sustained Loud Noises
RESPIRATORY	X		Dust during start-up

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Portable Generator**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Generator start-up/power outage	Goggles/Safety Glasses
Chemical splash	Fueling equipment	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Chemical splash	Fueling equipment	Nitrile or latex gloves
OTHER	JOB	PPE
Sustained Loud Noises	Generator start-up/power outage	Hearing Protection
Dusty Environment	Generator start-up/power outage	Dust Mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION  
SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT			
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER: Splashing water	X		Water can splash into eyes from the pot when potato peeler is operating

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Moving peeler/blade
PUNCTURE		X	
OTHER:		X	

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Wet floors
OTHER:			

### (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Hobart Potato Peeler PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Water splash in eyes	Clean and peel potatoes	Safety Glasses
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Cuts from moving blade/peeler	Peeling potatoes	Nitrile or latex gloves

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Wet Floors	Slip proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: *Dell W. Galt* Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Fueling equipment
DUST		X	
HEAT		X	
IMPACT	X		Flying debris
LIGHT/RADIATION		X	
OTHER	X		High pressure water

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot equipment
CHEMICAL EXPOSURE	X		Fueling equipment
CUTS/ABRASION		X	
PUNCTURE	X		Injection injury from high pressure water
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE	X		Injection injury from high pressure water
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Slip and fall hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Slips and falls	X		Slippery walking surfaces
Electrical shock	X		Electrified equipment in wet environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Power Washer – Electric**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Power washing	Goggles/Safety glasses
High pressure water	Power washing	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Injection from high pressure water	Power washing	Work boots
HAND HAZARD	JOB	PPE
Injection from high pressure water	Power washing	Leather gloves
Hot equipment	Power washing	Leather gloves
OTHER	JOB	PPE
Slippery walking surfaces	Power washing	Non-slip soles
Electrical shock	Power washing	Non-conductive soles



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Fueling equipment
DUST		X	
HEAT		X	
IMPACT	X		Flying debris
LIGHT/RADIATION		X	
OTHER	X		High pressure water

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot equipment
CHEMICAL EXPOSURE	X		Fueling equipment
CUTS/ABRASION		X	
PUNCTURE	X		Injection injury from high pressure water
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE	X		Injection injury from high pressure water
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Slip and fall hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Slips and falls	X		Slippery walking surfaces

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Power Washer – Gas Powered**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Power washing	Goggles/Safety glasses
High pressure water	Power washing	Goggles/Safety glasses
Chemical splash	Fueling equipment	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Injection from high pressure water	Power washing	Work boots
HAND HAZARD	JOB	PPE
Injection from high pressure water	Power washing	Leather gloves
Hot equipment	Power washing	Leather gloves
Chemical splash	Fueling equipment	Nitrile or latex gloves
OTHER	JOB	PPE
Slippery walking surfaces	Power washing	Non-slip soles



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_ When PPE is necessary
- \_\_\_ What PPE is necessary
- \_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_ Limitations and useful life of the PPE
- \_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: Joseph Harp – Printing Press

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK	X		Working on electrical component
IMPACT		X	
OTHER			

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Use of different Inks
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER:			

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

## HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE	X		Cleaning chemical, Inks
CUTS/ABRASIONS	X		Sharp objects (Blade) Retrieval of foreign objects.
PUNCTURE		X	
OTHER:			

## FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	X		Handling of inks, Cleaning fluid.
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER:		X	

## None (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Printing Press ( Print Shop ) PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Splash of liquids	Printing Press	Goggles
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Blade	Printing Press ( Print Shop )	Gloves

GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED

FOOT HAZARD	JOB	PPE
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:	DESCRIPTION OF HAZARDS:	
	YES	NO
BURN		X
CHEMICAL SPLASH		X
ELECTRICAL SHOCK		X
IMPACT		X
OTHER		X

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:	DESCRIPTION OF HAZARDS:	
	YES	NO
CHEMICALS		X
DUST		X
HEAT		X
IMPACT		X
LIGHT/RADATION		X
OTHER:		X

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Could cause burn/blisters on hands if oven mitts aren't used
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:		X	

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Wet floors
OTHER:		X	

### (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

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## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Proofer** \_\_\_\_\_ PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Skin burn or Blister	Stems to assist dough in rising	Oven Mitts

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Wet floor	Slip proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Debris and Particulates in air
HEAT		X	
IMPACT	X		Broken Blades
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Blade, Hot Equipment
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sharp Edges on Blade, Flying Debris
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		Falling Objects
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### (OTHER)HAZARDS

Tasks that can cause Respiratory & Noise hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
RESPIRATORY ISSUES	X		Dust & Particulates
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Reciprocating saw (SawzAll, etc.)**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying Debris	Sawing material	Goggles/Safety Glasses
Broken Blades	Sawing material	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Sharp Pieces of Debris	Sawing material	Boots
Falling Objects	Sawing material	Boots
HAND HAZARD	JOB	PPE
Hot Tool/Equipment	Sawing material	Leather Gloves
Cuts from Blade	Sawing material	Leather Gloves
OTHER	JOB	PPE
Excessive Noise	Sawing material	Hearing Protection
Dust & Particulates in the Air	Sawing material	Dust Mask/Respirator



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
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In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

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**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

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### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
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- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

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## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Bit
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying Broken Masonry Bits
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Debris and Particulates in air
HEAT		X	
IMPACT	X		Broken Bits, Debris and Particulates in air
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Bits, Hot Equipment
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Sharp Edges on Bits, Flying Debris/Broken Bits
PUNCTURE	X		Flying Debris/Broken Bits
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		Falling Objects
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### (OTHER)HAZARDS

Tasks that can cause Respiratory & Noise hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
RESPIRATORY ISSUES	X		Dust & Particulates
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **ROTARY HAMMER**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying Debris	Hammering Masonry	Goggles/Safety Glasses
Broken Bits	Hammering Masonry	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Debris	Hammering Masonry	Hard Hat
Working in Crawl Space	Hammering Masonry	Hard Hat
FOOT HAZARD	JOB	PPE
Sharp Pieces of Debris	Drilling Holes	Boots
Falling Objects	Drilling Holes	Boots
HAND HAZARD	JOB	PPE
Hot Tool/Equipment	Hammering Masonry	Leather Gloves
Broken Bits	Hammering Masonry	Leather Gloves
Sharp Pieces of Debris	Hammering Masonry	Leather Gloves
OTHER	JOB	PPE
Excessive Noise	Hammering Masonry	Hearing Protection
Dust & Particulates in the Air	Hammering Masonry	Dust Mask/Respirator



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying debris
HEAT		X	
IMPACT	X		Flying debris
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Flying Objects/Broken Bits
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER:		X	

### (OTHER)HAZARDS

Tasks that can cause Hearing/Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
HEARING	X		Sustained Loud Noises
RESPIRATORY	X		Dust and Particles

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Router/Spiral Saw**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris/Broken Bits	Router/Spiral Saw Use	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Flying debris/Broken Bits	Router/Spiral Saw Use	Leather Gloves
OTHER	JOB	PPE
Sustained Loud Noises	Router/Spiral Saw Use	Hearing Protection
Dusty Environment	Router/Spiral Saw Use	Dust Mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Debris and Particulates in air
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Friction Burns
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Particulates being Blown Around.
PUNCTURE		X	
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Particulates in Air
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

(1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.

(2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).

(3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.

(4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Sand Blaster PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Dust and Particulates in Air	Sand Blasting	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Dust and Particulates in Air Coming In Contact with Skin	Sand Blasting	Gloves



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

Division, section, or location surveyed: Outside Maintenance

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		x	
ELECTRICAL SHOCK		x	
IMPACT		x	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		x	
DUST	x		Small Debris
HEAT		x	
IMPACT	x		Small Debris
LIGHT/RADIATION		x	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		x	
CHEMICAL EXPOSURE		x	
CUTS/ABRASION	x		Moving Abrasive Material
PUNCTURE		x	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		x	
COMPRESSION		x	
IMPACT		x	
PUNCTURE		x	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Repository hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Breathing Problems	x		Small partials

# GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Sanding Table, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
Small Debris	Sanding	Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Small Debris	Sanding	Leather Gloves
Moving Abrasive Material	Sanding	Leather Gloves
OTHER	JOB	PPE
Breathing Problems	Sanding	Dust Mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT	x		Overhead/falling objects
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST			
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Bodily injury	x		Fall from extended Lift

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Scissor Lift, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
x		Hard Hat
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE
Bodily Injury from fall		Personal Fall Protection Equipment



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST			
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for \_\_\_\_\_, the following PPE is required:  
(Job Classification)

<b>EYE HAZARD</b>	<b>JOB</b>	<b>PPE</b>
<b>HEAD HAZARD</b>	<b>JOB</b>	<b>PPE</b>
<b>FOOT HAZARD</b>	<b>JOB</b>	<b>PPE</b>
<b>HAND HAZARD</b>	<b>JOB</b>	<b>PPE</b>
<b>OTHER</b>	<b>JOB</b>	<b>PPE</b>



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

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In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

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- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

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**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

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## **EMPLOYEE TRAINING**

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- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
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Retraining of employees is required whenever:

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- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for SEWING MACHINE, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
DEBRIS	SADDLE SHOP	SAFETY GLASSES/GOGGLES
HEAD HAZARD	JOB	PPE
HAIR GETTING CAUGHT IN EQUIPMENT	SADDLE SHOP	HAT
FOOT HAZARD	JOB	PPE
CHEMICALS/OBJECTS ON FOOT/FEET/SLIP & TRIP HAZARDS	SADDLE SHOP	-CLOSED TOED SHOES
HAND HAZARD	JOB	PPE
N/A	N/A	N/A
OTHER	JOB	PPE
CLOTHING BECOMING TANGLED	SADDLE SHOP	PROPER FITTING CLOTHING-NOT TOO LARGE OR TOO SMALL

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

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**for**

## **Oklahoma Department of Corrections**

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- Falling objects or potential for dropping objects
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- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

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## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying debris
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION		X	
PUNCTURE		X	
OTHER – SLIPS and FALLS		X	

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS and FALLS	X		Working conditions, wet floors, mud and snow

### (OTHER)HAZARDS

Tasks that can cause Hearing/Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
HEARING	X		Sustained Loud Noises
RESPIRATORY	X		Dust and Particles

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Shop Vac**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Vacuuming material	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Working conditions, wet floors, mud and snow	Vacuuming material	Non-slip soles
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE
Sustained Loud Noises	Vacuuming material	Hearing Protection
Dusty Environment	Vacuuming material	Dust Mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: *Dell W. Galt* Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT	X		Excess solder, flyaway
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot solder
CHEMICAL EXPOSURE		X	
CUTS/ABRASION		X	
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Respiratory	X		Fumes and vapors

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Soldering Gun**, the following PPE is required:

EYE HAZARD	JOB	PPE
Excess solder, flyaway	Soldering	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Contact with hot solder	Soldering	Gloves
Hot equipment	Manipulating equipment	Gloves
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Falling boxes while stacking/removing items
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		x	Cleaning machine
DUST		x	
HEAT		x	
IMPACT		x	
LIGHT/RADIATION		x	
Extreme Temperature	x		Below zero temperature for long of time.

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		x	
CHEMICAL EXPOSURE	x		Cleaning freezer floor with chemical agent
CUTS/ABRASION		x	
PUNCTURE		x	
Extreme temperature	x		Working in below zero temperatures

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	x		
COMPRESSION	x		
IMPACT	x		
PUNCTURE		x	
Slips, Trips & Falls			Slick Surface

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Stack Fryer, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
Extreme Temperature	Working in freezer	Glass/ Safety Goggles
HEAD HAZARD	JOB	PPE
Impact	Rotating stock	Hot
FOOT HAZARD	JOB	PPE
Chemical Exposure	Cleaning freezer	Boots
Compression	Rotating stock	Boots
Impact	Rotating stock	Boots
HAND HAZARD	JOB	PPE
Chemical exposer	Cleaning freezer	Latex Gloves
Extreme Temperature	Rotating Stock	Gloves
OTHER	JOB	PPE
Slip, Trips, Falls	Working in Freezer	Boots



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	x		Cleaning Steam Pot with chemicals.
DUST		x	
HEAT	x		Steam from kettle while operating.
IMPACT		x	
LIGHT/RADIATION		x	
OTHER			



## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Steam Pot, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
Chemicals	Cleaning of work area and Steam Pot	Safety Glasses-Glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Chemical Exposure	Cleaning Equipment & Floors	Boots
Impact	Working with pans.	Boots
Compression	Working with pans.	Boots
HAND HAZARD	JOB	PPE
Chemical Exposure	Cleaning Equipment & Floors	Latex Gloves
Burns	Removing and inserting Pans	Gloves-Mitts
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT			
OTHER		X	

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER: Splashing water		X	

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Heat from the steam table can burn or blister skin
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:		X	

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Wet floors
OTHER:			

### (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Steam Table \_\_\_\_\_ PPE is required:

(JOB CLASSIFICATION)		
EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Heat from the steam table	Keep food hot on the serving line	Heat resistant mitts

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Wet Floors	Slip proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: *Dell W Goh* Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:		DESCRIPTION OF HAZARDS:	
	YES		NO
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:		DESCRIPTION OF HAZARDS:	
	YES		NO
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
OTHER			







# CERTIFICATION OF HAZARD ASSESSMENT

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Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

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**for**

## **Oklahoma Department of Corrections**

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**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

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DIVISION, SECTION, OR LOCATION  
SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER		X	

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADATION		X	
OTHER:		X	

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Could cause skin burns if an oven mit is not used
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Wet floors
OTHER:		X	

### (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Stove PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Burns from the Stove	Cook food	Oven Mitts

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Wet floors	Slip proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

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Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

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**for**

## **Oklahoma Department of Corrections**

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### **POTENTIAL HAZARD SOURCES**

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- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
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**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Discharge of sand and particulates
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST		X	
HEAT		X	
IMPACT		X	Discharge of sand and particulates
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Handling of Materials
PUNCTURE	X		Weight of Pump
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		Dropping of Pump
IMPACT	X		Falling objects
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.

### Respiratory & Noise (OTHER) HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Sewage Particulates in the Air
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Submersible Pump PPE is required:

(JOB CLASSIFICATION)

EYE HAZARD	JOB	PPE
Discharging of Water & Particulates	Pumping Down Ditches	Safety Glasses/Goggles
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Handling of Materials	Pumping Down Ditches	Gloves
Sharp Edges/Corners	Pumping Down Ditches	Gloves

GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED

FOOT HAZARD	JOB	PPE
Dropping Tools	Pumping Down Ditches/Cutting Pipe	Boots
Falling Objects	Pumping Down Ditches/Cutting Pipe	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise	Pumping Down Ditches/Cutting Pipe	Ear plugs
Particulates in the Air	Pumping Down Ditches/Cutting Pipe	Respirator/Mask

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: *Dell W. Galt* Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

TRAINING RECORDS ON FILE

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE

\_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying material
HEAT		X	
IMPACT	X		Flying objects
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Contact with sharp blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Hearing / Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Hearing	X		Persistent loud noise
Respiratory	X		Dusty environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Table Saw**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Sawing material	Goggles/Safety glasses
Flying objects	Sawing material	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Contact with sharp blade	Sawing material	Leather gloves
OTHER	JOB	PPE
Persistent loud noise	Sawing material	Hearing protection
Dusty environment	Sawing material	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Flying material
HEAT		X	
IMPACT	X		Flying objects
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS		X	
CHEMICAL EXPOSURE		X	
CUTS/ABRASION	X		Contact with sharp blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Hearing / Respiratory hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Hearing	X		Persistent loud noise
Respiratory	X		Dusty environment
Slips and Falls	X		Slippery Floor

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Tile Saw**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris	Sawing material	Goggles/Safety glasses
Flying objects	Sawing material	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Contact with sharp blade	Sawing material	Leather gloves
OTHER	JOB	PPE
Persistent loud noise	Sawing material	Hearing protection
Dusty environment	Sawing material	Dust mask
Slippery floors	Sawing material	Work boots or non-slip shoes



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Fueling equipment
DUST	X		Dusty environment
HEAT		X	
IMPACT	X		Flying debris
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot equipment
CHEMICAL EXPOSURE	X		Fueling mower
CUTS/ABRASION	X		Contact with rotating blade
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Contact with rotating blade
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Slip and fall hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Slips and falls	X		Slippery or uneven walking surfaces

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Tiller - Gas Powered**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris and grass clippings	Tilling	Goggles/Safety glasses
Chemical splash	Fueling equipment	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Contact with rotating blade	Tilling	Work boots
HAND HAZARD	JOB	PPE
Contact with rotating blade	Tilling	Leather gloves
Hot equipment	Manipulating equipment	Leather gloves
Chemical splash	Fueling equipment	Nitrile or Latex gloves
OTHER	JOB	PPE
Slippery or uneven walking surfaces	Tilling	Non-slip soles
Dusty environment	Tilling	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:	DESCRIPTION OF HAZARDS:	
	YES	NO
BURN		X
CHEMICAL SPLASH		X
ELECTRICAL SHOCK		X
IMPACT		X
OTHER		<b>X</b>

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:	DESCRIPTION OF HAZARDS:	
	YES	NO
CHEMICALS		X
DUST		X
HEAT		X
IMPACT		X
LIGHT/RADATION		X
OTHER:		X

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Could cause skin burns if an oven mit is not used
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE		X	
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT		X	
PUNCTURE		X	
OTHER: SLIPS & FALLS	X		Wet Floor
OTHER: Hot Splashing water	X		Water could splash out of the tilt skillet, water can be tilted out of the tilt skillet onto feet or legs.

### (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS		X	
EXCESSIVE NOISE		X	

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## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Tilt Skillet PPE is required:

(JOB CLASSIFICATION)		
EYE HAZARD	JOB	PPE
HEAD HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
Burns from the tilt skillet	Cook food	Oven Mitts

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Slip & Falls	Cook food	Heat resistant and water proof footwear
OTHER HAZARDS	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST	✓		<i>Flying dust.</i>
HEAT			
IMPACT	✓		<i>Flying projectiles from turning tire.</i>
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION	✓		<i>Turning fire &amp; machinery.</i>
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Tire Balancer, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
<i>Flying dust &amp; debris</i>	<i>Tire Balancer</i>	<i>Safety Glasses</i>
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
<i>Turning tire &amp; machinery</i>	<i>Tire Balancer</i>	<i>Leather Gloves</i>
OTHER	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:		DESCRIPTION OF HAZARDS:
	YES	NO
BURN		
CHEMICAL SPLASH		
ELECTRICAL SHOCK		
IMPACT		
OTHER		

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:		DESCRIPTION OF HAZARDS:
	YES	NO
CHEMICALS		
DUST	✓	<i>Airborne dust &amp; debris from turning fire.</i>
HEAT		
IMPACT		
LIGHT/RADIATION		
OTHER		

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION	✓		<i>Turning fire &amp; machine parts</i>
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Tire Machine, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
<i>Flying dust &amp; debris</i>	<i>Tire Machine</i>	<i>Safety Glasses</i>
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
<i>Turning tire &amp; machine parts</i>	<i>Tire Machine</i>	<i>Leather Gloves</i>
OTHER	JOB	PPE

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_ When PPE is necessary
- \_\_\_\_ What PPE is necessary
- \_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for TOASTER \_\_\_\_\_, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
DEBRIS/CHEMICALS IN EYES	FOOD SERVICE WORKER	SAFETY GLASSES
HEAD HAZARD	JOB	PPE
HAIR GETTING IN CHEMICALS OR CONTAMENATING FOOD AREA	FOOD SERVICE WORKER	HAIR NETS / BEARD GUARDS
FOOT HAZARD	JOB	PPE
CHEMICALS/OBJECTS ON FOOT/FEET	FOOD SERVICE WORKER	PROPER SHOES
HAND HAZARD	JOB	PPE
DEBRIS-CUT/LACERATIONS TO HANDS	FOOD SERVICE WORKER	YELLOW ANSELL LATEX GLOVES AND KEVLAR CUT RESISTANT GLOVES
OTHER	JOB	PPE
HOT/COLD ITEMS SPILLED ON PERSON	FOOD SERVICE WORKER	APRON

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

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# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_\_\_ When PPE is necessary
- \_\_\_\_\_ What PPE is necessary
- \_\_\_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_\_\_ Limitations and useful life of the PPE
- \_\_\_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:	DESCRIPTION OF HAZARDS:		
	YES	NO	
BURN	X		Hot Metal, Flying Pieces
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying Pieces
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:	DESCRIPTION OF HAZARDS:		
	YES	NO	
CHEMICALS		X	
DUST	X		Chips & Particulates
HEAT	x		Burns from flames
IMPACT	X		Chips & Particulates
LIGHT/RADATION	x		Burning of eyes
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal, Open flame
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS		X	
PUNCTURE			
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Falling Pieces
PUNCTURE	X		Flying Chips
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:			

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Fumes
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

(1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.

(2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).

(3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.

(4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Torches (Cutting and Brazing)

PPE is required:

(JOB CLASSIFICATION)		
EYE HAZARD	JOB	PPE
Flying objects	Cutting metal	Goggles/Safety Glasses with appropriate tinted lens
Bright light	Cutting metal	Goggles/safety glasses with appropriate tinted lens
HEAD HAZARD	JOB	PPE
Flying Objects	Cutting metal	Face Shield/Goggles
HAND HAZARD	JOB	PPE
Burns from hot metal	Cutting metal	Leather Gloves
Sharpe Edges from cutting metal	Cutting metal	Leather Gloves

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Falling Pieces	Cutting metal	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise from Cutting	Cutting metal	Ear plugs

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

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Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

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## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- \_\_\_ When PPE is necessary
- \_\_\_ What PPE is necessary
- \_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_ Limitations and useful life of the PPE
- \_\_\_ Proper care, maintenance, replacement, and disposal of PPE
  
- \_\_\_ Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

DIVISION, SECTION, OR LOCATION SURVEYED: \_\_\_\_\_

## HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN	X		Hot Exhaust
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT	X		Flying Pieces
OTHER	X		Moving parts

## EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS		X	
DUST	X		Chips & Particulates
HEAT		x	
IMPACT	X		Chips & Particulates
LIGHT/RADATION		X	
OTHER:			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot Metal, Friction from Rotating blade
CHEMICAL EXPOSURE		X	
CUTS/ABRASIONS	X		Rotating Blade
PUNCTURE		X	
OTHER:			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION	X		Running over foot
IMPACT	X		Falling Pieces
PUNCTURE	X		Flying Chips
OTHER: SLIPS & FALLS	X		Working Conditions, Wet Floors, Mud, and Snow.
OTHER:			

### Respiratory & Noise (OTHER)HAZARDS

Tasks that can cause hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BREATHING PROBLEMS	X		Dust and Fumes
EXCESSIVE NOISE	X		Working Environment

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Tractor PPE is required:

(JOB CLASSIFICATION)		
EYE HAZARD	JOB	PPE
Flying objects	Tractor work	Goggles/Safety Glasses
HEAD HAZARD	JOB	PPE
Flying Debris	Tractor work	Face Shield/Goggles
HAND HAZARD	JOB	PPE
Cuts from moving blade	Cutting	Leather Gloves
Sharpe Edges from cutting	Cutting	Leather Gloves
Burns from hot metal	From Blade	Leather glove

**GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)  
CONTINUED**

FOOT HAZARD	JOB	PPE
Falling Pieces	Cutting	Boots
OTHER HAZARDS	JOB	PPE
Excessive Noise from Cutting	Cutting	Ear plugs

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST			
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for \_\_\_\_\_, the following PPE is required:  
(Job Classification)

<b>EYE HAZARD</b>	<b>JOB</b>	<b>PPE</b>
<b>HEAD HAZARD</b>	<b>JOB</b>	<b>PPE</b>
<b>FOOT HAZARD</b>	<b>JOB</b>	<b>PPE</b>
<b>HAND HAZARD</b>	<b>JOB</b>	<b>PPE</b>
<b>OTHER</b>	<b>JOB</b>	<b>PPE</b>



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

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**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN			
CHEMICAL SPLASH			
ELECTRICAL SHOCK			
IMPACT			
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS			
DUST	x		Flying material
HEAT			
IMPACT			
LIGHT/RADIATION			
OTHER			

# HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

## HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS			
CHEMICAL EXPOSURE			
CUTS/ABRASION			
PUNCTURE			
OTHER			

## FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE			
COMPRESSION			
IMPACT			
PUNCTURE			
OTHER			

## \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for vacuum pump, the following PPE is required:

(Job Classification)

EYE HAZARD	JOB	PPE
x		Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
HAND HAZARD	JOB	PPE
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Cleaning equipment with cleaning agents
DUST		X	
HEAT		X	
IMPACT		X	
LIGHT/RADIATION		X	
Other			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	x		Hot pans
CHEMICAL EXPOSURE	x		Cleaning Equipment
CUTS/ABRASION		x	
PUNCTURE		x	
Other			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE	x		Cleaning warmers with stripper.
COMPRESSION		x	
IMPACT	x		Handling heavy pans
PUNCTURE		x	
Other			

### \_\_\_\_\_ (OTHER) HAZARDS

Tasks that can cause \_\_\_\_\_ hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for Warmers, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
Chemical	Cleaning equipment	Latex Glove / Goggles
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Chemical Exposure	Cleaning equipment	Boots
Impact	Removing pans	Boots
HAND HAZARD	JOB	PPE
Chemical exposer	Cleaning equipment	Latex Gloves
Burns	Handling hot pans	Gloves/Mitten
OTHER	JOB	PPE



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

DOC 100401D  
(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE

THIS ASSESSMENT SURVEY IS BEING CONDUCTED SO THAT THIS WORKPLACE WILL BE IN COMPLIANCE AS REQUIRED BY 29 CFR 1910.132 AND ITS RELATED STANDARDS 29 CFR 1910.133 THRU 1910.140.

### HEAD HAZARDS

Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURN		X	
CHEMICAL SPLASH		X	
ELECTRICAL SHOCK		X	
IMPACT		X	
OTHER			

### EYE HAZARDS

Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICALS	X		Fueling equipment
DUST	X		Dusty environment
HEAT		X	
IMPACT	X		Flying debris and clippings
LIGHT/RADIATION		X	
OTHER			

## HAZARD ASSESSMENT SURVEY OF THE WORKPLACE CONTINUED

### HAND HAZARDS

Tasks that can cause hand hazards include: Cutting materials, working with chemicals and working with hot objects.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
BURNS	X		Hot equipment
CHEMICAL EXPOSURE	X		Fueling equipment
CUTS/ABRASION	X		Contact with rotating line
PUNCTURE		X	
OTHER			

### FOOT HAZARDS

Tasks that can cause foot hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
CHEMICAL EXPOSURE		X	
COMPRESSION		X	
IMPACT	X		Contact with rotating line
PUNCTURE		X	
OTHER			

### (OTHER)HAZARDS

Tasks that can cause Slip and fall hazards include:

CHECK THE APPROPRIATE BOX FOR EACH HAZARD:			DESCRIPTION OF HAZARDS:
	YES	NO	
Slips and falls	X		Slippery or uneven walking surfaces

## GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for **Weed Eater - Gas Powered**, the following PPE is required:

EYE HAZARD	JOB	PPE
Flying debris and clippings	Trimming	Goggles/Safety glasses
Chemical splash	Fueling equipment	Goggles/Safety glasses
HEAD HAZARD	JOB	PPE
FOOT HAZARD	JOB	PPE
Contact with rotating line - Foot	Trimming	Work boots
Contact with rotating line - Legs	Trimming	Long pants
HAND HAZARD	JOB	PPE
Contact with rotating line	Trimming	Leather gloves
Hot equipment	Manipulating equipment	Leather gloves
Chemical splash	Fueling equipment	Nitrile or Latex gloves
OTHER	JOB	PPE
Slippery or uneven walking surfaces	Trimming	Non-slip soles
Dusty environment	Trimming	Dust mask



# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

Facility surveyed: \_\_\_\_\_

Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

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(3/18)

# **PERSONAL PROTECTIVE EQUIPMENT**

## **HAZARD ASSESSMENT, EQUIPMENT SELECTION AND TRAINING DOCUMENTATION**

**For Compliance With**

**1910.132**

# Personal Protective Equipment (PPE): Hazard Assessment and Equipment Selection and Training Documentation

NOTE: THE USE OF PPE ALONE SHOULD NOT BE RELIED ON TO PROVIDE PROTECTION AGAINST HAZARDS. ENGINEERING CONTROLS AND/OR ADMINISTRATIVE CONTROLS MUST BE UTILIZED FIRST OR WITH PPE.

## Requirements of the Standard

The employer must perform a hazard assessment of the workplace to determine if hazards are present, or are likely to be present, which require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

In the past there has been confusion concerning whether employers or employees must pay for required PPE. OSHA has made it clear that failure of an employer to pay for personal protective equipment that is not commonly used by the employee away from the job is a violation. Examples of personal protective equipment that may be provided by employees include non-specialty safety glasses, safety shoes, and cold weather outerwear such as that worn by construction workers. However, shoes or outerwear subject to contamination by carcinogens or other toxic or hazardous substances, which cannot be safely worn off-site, must be paid by the employer. Examples of equipment required to be provided by employers include but are not limited to:

- .. Welding or wire mesh gloves;
- .. Respirators;
- .. Hard hats;
- .. Specialty glasses and goggles such as those used for laser and ultraviolet radiation protection;
- .. Specialty foot protection such as metatarsal shoes and lineman's shoes with built-in gaffs [such as those used for climbing];
- .. Face shields;
- .. Rubber gloves, blankets, cover-ups; and
- .. Hot sticks and other live-line tools used by power generation workers.

To assess the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment.

# **WRITTEN HAZARD ASSESSMENT**

**for**

## **Oklahoma Department of Corrections**

### **HAZARD ASSESSMENT**

The purpose of the survey is to identify sources of hazards to workers and co-workers. The enclosed worksheets (see Page 9) are provided to aid in the hazard assessment.

### **POTENTIAL HAZARD SOURCES**

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Layout of workplace and location of co-workers
- Electrical hazards

### **PPE DETERMINATION**

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

## **PPE SELECTION**

**EYE AND FACE PROTECTION:** Employees must use appropriate eye or face protection 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. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased after July 5, 2003 must comply with ANSI Z87.1-2003 or be demonstrated to be equally effective. Devices purchased before that date must comply with ANSI Z87.1-1989 or be equally effective. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, wood shops, welders, grinders, and parts cleaning.

**RESPIRATORY PROTECTION:** Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the employer's Respiratory Protection Program and ANSI Z88.2-1992 (Standard Practice for Respiratory Protection). Occupations/activities that may be exposed to these types of hazards include abrasive blasting, spray painting, welding, chemical related activities and asbestos maintenance.

**HEAD PROTECTION:** Employees must 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 hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets purchased after July 5, 2003 shall comply with ANSI Z89.1-2003 or be equally effective. Helmets purchased before that date shall comply with ANSI Z89.1-1997 or be equally effective. Occupations/activities that may be exposed to these types of hazards include crane operations, overhead work areas and low clearance workareas.

**FOOT PROTECTION:** Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear purchased after July 5, 2005 must comply with ASTM F412-2005 and F413-2005 or be equally effective. Protective footwear purchased before that date must comply with ANSI Z41.1-1999 or be equally effective. Occupations/activities that may be exposed to these types of hazards include steel fabrication, compressed gas cylinder distribution, recycling centers and warehousing.

**HAND PROTECTION:** Employers must select and require employees to use appropriate hand protection when employees' 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. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified. Occupations/activities that may be exposed to these types of hazards include sheet metal fabrication, painters, welders, electricians, parts cleaning and food preparation.

## **EMPLOYEE TRAINING**

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

Retraining of employees is required whenever:

- Changes in the workplace render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observed inadequacies in an employees' knowledge or use of assigned PPE indicates that an employee has not retained the necessary understanding or skill

Employers must verify that each employee who is required to use PPE has received and understood the required training. This must be accomplished via a written certification of training. (Please see sample certification, Page 8)

**Finally, injury and accident data (OK 300 Log, first aid logs, Worker's Compensation injuries) should be reviewed to help identify problem areas.**

# PERSONAL PROTECTIVE EQUIPMENT: EMPLOYEE TRAINING CERTIFICATION

PERSON(S) PERFORMING TRAINING SESSION: \_\_\_\_\_

**TRAINING RECORDS ON FILE**

DATE(S) OF TRAINING: \_\_\_\_\_

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)


SUBJECT(S) OF TRAINING: \_\_\_\_\_

ITEMS COVERED DURING TRAINING:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of the PPE
- Proper care, maintenance, replacement, and disposal of PPE
  
- Other, please specify: \_\_\_\_\_

METHOD OF TRAINING: \_\_\_\_\_

AUDIOVISUAL MATERIALS USED DURING TRAINING: \_\_\_\_\_

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: \_\_\_\_\_

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TRAINER

# GUIDELINES FOR SELECTING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Note: Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.

- (1) Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
- (2) Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc).
- (3) Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
- (4) Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitations of their PPE.

Based on the hazard assessment for ZERO TURN MOWER \_\_\_\_\_, the following PPE is required:  
(Job Classification)

EYE HAZARD	JOB	PPE
DEBRIS IN EYES	LANDSCAPING	SAFETY GLASSES
HEAD HAZARD	JOB	PPE
HAIR GETTING CAUGHT IN ENGINE	LANDSCAPING	HAT
FOOT HAZARD	JOB	PPE
OBJECTS FALLING ON FOOT/FEET	LANDSCAPING	WORK BOOTS-NOT TENNIS SHOES
HAND HAZARD	JOB	PPE
DEBRIS-CUT/LACERATIONS TO HANDS	LANDSCAPING	WORK GLOVES
OTHER	JOB	PPE
CLOTHING GETTING TANGLED	LANDSCAPING	PROPER FITTING CLOTHING-NOT TOO LARGE OR TOO SMALL
HEARING PROTECTION	LANDSCAPING	EAR PLUGS

# CERTIFICATION OF HAZARD ASSESSMENT

The workplace has been assessed for hazards which may be reduced through the use of selected Personal Protective Equipment. This assessment is in accordance with 29 CFR 1910.132 and its related standards, 29 CFR 1910.140. The attached survey form(s) serve as detail supporting the analysis as to the individual work area and possible hazards associated with each function.

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Surveyed by: \_\_\_\_\_ Title: \_\_\_\_\_

Certified by: Dell W. Galt Title: Division Support Coordinator

Date surveyed: \_\_\_\_\_ Date Certified: May 6, 2020

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