

Iowa County, Iowa
Policy Manual

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| Title: Personal Protective Equipment | Reference #: SA009 |
| Section: Safety | Date Effective/Revised: 4.29.22 |
| Department (s): All | Approved By: Board of Supervisors |

Purpose

This program was created to ensure the safety and health of our employees while performing tasks requiring the use of respiratory protection devices. All procedures and policies were prepared in accordance with OSHA regulation Sections 1910-132 thru 1910.138 and 3151-12R.

Application

Protective equipment, including personal protective equipment (PPE) for eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Selecting PPE

Iowa County department heads/supervisors will take fit and comfort into consideration when selecting the appropriate PPE. Correct sizes will be available for all employees and if it is necessary for several types of PPE to be worn together, department heads/supervisors will ensure they are compatible.

Types of Protection

BODY

Some potential injuries to an employees' body cannot be eliminated through engineering and work place controls. In these instances it is required that Iowa County employees don the appropriate PPE. Possible hazards include, but are not limited to, cuts; radiation; temperature extremes; hot splashes from molten metals and other hot liquids; potential impacts from tools, machinery and materials; and hazardous chemicals.

PPE clothing comes in a variety of materials such as paper-like fiber, treated wool and cotton, duck, leather and rubber or plastics. Each material is effective against particular hazards. It is the responsibility of the Iowa County Department Head/Supervisor to ensure the employee has the proper PPE contingent on their job duty.

EYE AND FACE

Employees can be exposed to a large number of hazards that pose danger to their eyes and face. Appropriate eye and/or face protection will be worn any time there are potential hazards, not to be limited to, biological hazards, flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially infected material or potentially harmful light radiation.

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Specific examples of times eye and/or face protection is required is when:

- woodworking or cutting tools such as chisels, brace bits, planes, scrapers and saws are being used;
- when an employee is working on grinders, buffering wheels and scratch brushes; and/or
- when cutting wire and cable, hand drills, removing nails, chipping concrete, shoveling material or working underneath objects where particles may fall.

Types of eye and face PPE include, but are not limited to, safety spectacles, goggles, welding shields, laser safety goggles and face shields.

It is important to note that prescription glasses DO NOT provide proper protection and contact lenses can damage eyes if gases, fumes or liquids are absorbed by them or get trapped behind them.

FOOT AND LEG

Employees who encounter possible foot or leg injuries from falling or rolling objects, crushing or penetrating materials, exposure to hot substances or corrosive or poisonous materials must have PPE to cover exposed body parts including legs and feet. If an employee's feet may be exposed to electrical hazards, non-conductive footwear must be worn. On the other hand, workplace exposure to static electricity may necessitate the use of conductive footwear. It is the responsibility of Iowa County Department Heads/Supervisors to advise employees what footwear is necessary contingent on their job duty.

Types of foot and leg PPE include, but are not limited to, leggings, metatarsal guards, toe guards, combination foot and shin guards and safety shoes.

HAND AND ARM

Some potential injuries to hands and arms cannot be eliminated through engineering and work place controls. In these instances it is required that Iowa County employees don the appropriate PPE. Possible hazards include, but are not limited to, skin absorption of harmful substances, chemical or thermal burns, electrical dangers, bruises, abrasions cuts punctures, fractures and amputations.

Types of Hand and Arm PPE include, but are not limited to, gloves (leather, canvas, metal mesh, fabric, coated fabric and chemical and liquid resistant), finger guards, arm coverings and elbow-length gloves.

HEAD

A head injury can impair an employee for life or it can be fatal. Employees must wear head protection if any of the following apply:

- Objects might all from above and strike them on the head,

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- Employees might bump their heads against fixed objects such as exposed pipes or beams, or
- There is a possibility of accidental head contact with electrical hazards.

Safety helmets/hard hats are the easiest *types* of head protection. In general, safety helmets/hard hats must:

- resist penetration by objects,
- absorb the shock of a blow,
- be water-resistant and slow burning, and
- have clear instructions explaining proper adjustment and replacement of the suspension and headband.

Iowa County department heads/supervisors will consult OSHA regulation 3151.12R when deciding which Class of safety helmet/hard hat will be required for employees.

HEARING

Determining the need to provide hearing protection for employees can be challenging. Employee exposure to excessive noise depends upon a number of factors, including:

- The loudness of the noise as measured in decibels
- The duration of each employee's exposure to the noise
- Whether employees move between work areas with different noise levels
- Whether noise is generated from one or multiple sources

Types of hearing protection include, but are not limited to, single-use ear plugs, pre-formed or molded earplugs and ear muffs. Iowa County Department Heads/Supervisors will be responsible for determining which type of protection is needed contingent on their job duty.

HEARING CONSERVATION

Some employees based on their job will be exposed to higher noise levels than others. A Hearing Conservation Policy (SA016) has been established for those departments that are routinely exposed to noise from machinery or equipment. The Board of Supervisors will determine which departments are required to implement the Hearing Conservation Policy.

RESPIRATORY

Iowa County Department Heads/Supervisors are responsible for identifying the areas when respiratory protection is necessary. These areas include, but are not limited to, sand blasting or working with galvanized steel or any time an employee may come in contact with harmful

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dusts, fogs, fumes, mists gases, smokes, sprays and/or vapors. Upon such instances, employees will be provided with the proper respiratory protection to protect the health of such employee.

The most common *type* of respiratory PPE are respirators including, but not limited to, air-purifying, atmosphere-supplying, demand, escape-only, filtering, loose-fitting, negative-pressure, positive-pressure, powered air-purifying, pressure demand, self- contained breathing apparatus and supplied-air respirators. Hoods are another form of respiratory PPE.

It is imperative that Department Heads/Supervisors ensure employees are wearing the proper respiratory protection, review this program annually, coordinate employee respiratory training, purchase equipment and fit and maintain all pieces of respiratory equipment.