

OREGON MILITARY DEPARTMENT	NUMBER: 99.200.01
ADJUTANT GENERAL PERSONNEL	EFFECTIVE DATE: Oct 13, 2020
SUBJECT: Personal Protective Equipment (PPE)	

APPLICABILITY:

This policy and the procedures contained herein are applicable to state employees.

AUTHORITY:

OAR 437 Div. 2/I, OAR 437-001-0744 COVID-19 Workplace Risks, 29 CFR 1910

PURPOSE:

To provide direction to managers, supervisors, and employees about their responsibilities in the selection, use, care, and replacement of personal protective equipment.

SCOPE:

This policy will apply to all OMD employees; limited duration, seasonal, classified, management service, executive service, and temporary employees.

DEFINITIONS:

Personal Protective Equipment (PPE): Any equipment that is used to ensure employees safety while performing certain tasks.

STANDARDS:

PPE and devices should be used only when it is impossible or impractical to eliminate a hazard or control the hazard at its source through engineering design. Wearing PPE does not eliminate the hazardous condition. Every effort will be made to first eliminate the hazardous condition through engineering and/or administrative control strategies. If it is not possible or feasible to eliminate hazardous conditions, PPE will be used to establish a barrier between the exposed employee and the hazard to reduce the probability and severity of an injury.

The 2020 OSHA guideline provides detailed instruction for addressing COVID-19 in the workplace. The temporary rule may be found in OAR 437-001-0744.

RESPONSIBILITIES:

Personnel & Safety Officer:

Provides direction and guidance to managers, supervisors, and employees about their responsibilities in selection, use, care, and replacement of PPE.

Managers:

- Ensure supervisors conduct worksite/task analyses to identify hazardous conditions that may or may not be eliminated through engineering or administrative controls.
- Implements and monitors this policy to ensure area supervisors are properly training, supervising and enforcing PPE safety rules.

Supervisors:

- Will make every effort to first eliminate the hazardous condition through engineering and/or administrative control strategies.
- Prior to allowing employees to use any chemical, the supervisor will check the Safety Data Sheet (SDS) for proper PPE and train or arrange training for employees accordingly.
- Conduct worksite/task analysis initially, and as needed, to assess the need for personal protective equipment. Hazards include:
 - Hazards from impact/motion;
 - High/low temperatures;
 - Chemicals;
 - Materials;
 - Radiation;
 - Falling objects;
 - Sharp objects;
 - Rolling or pinching objects;
 - Electrical hazards;
 - Workplace layout.
- Keep a written file on the tasks evaluated, hazards found, and actions recommended. Include engineering controls, administrative controls and PPE.
- Select appropriate PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure.
- Supervisors are encouraged to take advantage of the services provided by OR-OSHA consultants, our workers' compensation insurer consultants, and the Adjutant General Personnel (AGP) Safety Manager for assistance in selecting PPE.
- Supervisors shall invite employees to participate in PPE selection. Employees need to provide feedback to the supervisor about the fit, comfort, and suitability of the PPE.
- Train employees before they are assigned to the hazardous task.
- Training shall be conducted and will include the following when PPE is necessary:
 - Any PPE appropriate to the hazard for which training is being conducted.
 - How to properly don, doff, adjust, and wear PPE.

- Limitations of the PPE and the proper care.
 - Maintenance.
 - Useful life and replacement of PPE.
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- The supervisor will certify completion of training after the employee(s) demonstrate correct use, care, and replacement procedures of the PPE.
 - Supervise and monitor employees on safe use, care, and replacement of PPE. Provide follow-up training, if required, to ensure each employee has adequate skill, knowledge, and ability to use PPE.
 - Enforce PPE safety rules by following provisions of applicable progressive disciplinary procedures.

Employees:

Are accountable to comply with PPE safety rules, including:

- The correct use, care, and replacement of PPE.
- Reporting changes in exposure to hazardous conditions that might require a follow-up analysis of the task in regards to PPE.
- Reporting and not using defective PPE.

Safety Committees:

Each safety committee shall monitor the effectiveness of this plan and make recommendations to management to improve the policy.

GUIDELINES:

Eye and Face Protection:

Employees must use appropriate eye or face protection when exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation, infra-red, ultra violet rays, and other hazards.

Employer shall provide safety glasses, goggles, face masks etc. that comply with OSHA 29 CFR 1910.133.

Employees that wear prescription lenses will be given safety glasses that fit over their eyewear.

Employees must notify supervisor if safety glasses do not fit over prescription lenses properly or distorts vision creating a hazard.

Head Protection:

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from employee initiated impact or impact from falling or other moving objects.

Protective helmets designed to reduce electrical shock hazards shall be worn by each employee when near exposed electrical conductors which could contact the head.

Employer shall provide helmets that comply with OSHA 29 CFR 1910.135 or be equally effective.

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; objects piercing the soles; and where employees' feet are exposed to electrical hazards.

Employer shall provide, in accordance with applicable collective bargaining agreement, foot protection that complies with CFR 1910.136.

Hand Protection:

Employees must use appropriate hand protection when their 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.

Supervisors must base the selection of hand protection on evaluation of the performance characteristics of the hand protection relative to the specific tasks to be performed; conditions present; duration of use and exposure to the hazards; and potential hazards identified. Proper fit is important. The "one size fits all" type of glove can be hazardous and may cause accidents.

Respiratory Protection (see Respiratory Protection Program):

Employees must wear appropriate respiratory protection when adequate ventilation or substitution with non-toxic chemicals, etc., is not possible or feasible.

Employer shall provide respiratory protection that complies with provisions detailed in OAR 437, Division 2/I and CFR 29 1910.134.

Fall Protection (see Fall Protection Policy):

Fall protection must be provided when employees are exposed to:

- A vertical fall of six feet or more over a lower level.
- Any height over dangerous equipment.

Electrical Protection:

Electrical protective equipment such as rubber insulating blankets, matting, covers, line hoses, gloves, and sleeves must be provided to employees who are exposed to electrical hazards.

Employer shall provide electrical protective equipment that complies with the requirements in OAR 437, Division 2/I and CFR 29 1910.137.

INQUIRIES / QUESTIONS: Questions pertaining to this guidance may be directed to the AGP Safety Officer at (503) 584-3588.

A handwritten signature in black ink that reads "Tracy Garcia". The signature is written in a cursive, flowing style.

Tracy Garcia
Director
Adjutant General Personnel
Oregon Military Department