

**CITY OF CHESAPEAKE, VIRGINIA**

**NUMBER: 1.06**

**ADMINISTRATIVE REGULATION**

**EFFECTIVE DATE: 10/01/2017**

**SUBJECT: CITY MANAGER'S OFFICE  
SAFETY – CITY SAFETY EQUIPMENT  
POLICY**

**SUPERSEDES: 01/18/05**

## **I. INTRODUCTION**

The City of Chesapeake provides employees with safety equipment where the nature of an employee's duties may expose them to possible hazards. The following regulation is established to provide each department, where such equipment is utilized, with a guide as to the conditions under which such equipment shall be supplied.

## **II. HAZARD ASSESSMENT AND CONTROLS**

### **A. Definitions:**

**American Society of Mechanical Engineers (ASME)** - ASME is a professional association that, in its own words, "promotes the art, science, and practice of multidisciplinary engineering and allied sciences around the globe" via "continuing education, training and professional development, codes and standards, research, conferences and publications, government relations, and other forms of outreach.

**American National Standards Institute (ANSI)** – ANSI is the primary organization for fostering the development of technology standards in the United States. ANSI works with industry groups and is the U.S. member of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC).

**Globally Harmonized System (GHS)** – GHS is a system of classification and labelling of chemicals. GHS defines and classifies the hazards of chemical products, and communicates health and safety information on labels and safety data sheets.

**Hazard Assessment** – Hazard assessment is the process (required by law) of identifying the hazards associated with defined task, prescribing personal protective equipment and other relevant protection measures which must be employed to reduce the risk from the hazards.

**Hazard Communication (HazCom)** – The Occupational Safety & Health Administration (OSHA) mandate, 29 CFR 1910.1200, states that companies producing and using hazardous materials must provide employees with

information and training on the proper handling and use of these materials.

**National Fire Protection Association (NFPA)** – NFPA is a United States fire science trade association, albeit with some international members, that creates and maintains private, copyrighted standards and codes for usage and adoption by local governments.

**National Institute for Occupational Safety and Health (NIOSH)** – NIOSH is a US Federal agency responsible for conducting research and making recommendations for the prevention of work-related disease and injury.

**Occupational Safety and Health Administration (OSHA)** – OSHA is a federal agency responsible for protecting worker health and safety in the United States.

**Personal protective equipment (PPE)** – PPE refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

**Safety Data Sheet (SDS)** – SDS are an essential component of the Global Harmonization System (GHS) and are intended to provide comprehensive information about a substance or mixture for use in workplace chemical management. In the GHS, they serve the same function that the Material Safety Data Sheet or MSDS does in OSHA's HazCom Standard.

- B. Prior to assigning any safety equipment, a hazard assessment shall be completed. The assessment must evaluate all work practices that have the potential for injury or illness and shall be conducted in accordance with Occupational Safety & Health Administration (OSHA) standard 1910.132. The assessment may be guided by manufacturer guidelines for chemical exposures (Safety Data Sheets) and/or industrial hygiene monitoring as needed or for machine exposures by specific industrial hygiene monitoring that may include sound level readings and/or air quality sampling. Engineering controls and/or administrative controls are preferred and should be used, when feasible, to isolate and/or guard personnel from exposure to identified hazards. These controls will increase productivity by creating a safer work environment.
  
- C. When engineering and administrative controls are not feasible, or cannot eliminate a potential hazard, personal protective equipment (PPE) shall be issued based on the hazard assessment evaluation. The PPE shall conform to OSHA standards and, based on the type of exposure, duration of time, and level of protection required, minimize employee exposure to the identified hazards. PPE (e.g. safety shoes, eye, head, hearing and face protection, hard hats,

and reflective vests) must be suitable for the specific exposures and fit the employee appropriately.

- D. An example of appropriate hazard assessment is for the operation of a weed eater. The assessment may determine the need for the following PPE: impact resistant safety glasses; safety shoes with a metatarsal protective shank; hard hat and hearing protection. The noise reduction rating for the hearing protection must bring the noise exposure to the employee below OSHA's threshold decibel levels based on the length of time exposed.
- E. In addition, respirators and hearing protection each require employers (departments) to have specific (written) programs based on the employees' exposure. The written programs must meet all OSHA's standard requirements. These programs may require industrial hygiene monitoring and interpretation.
- F. All hazard assessments must be documented (certified) in writing and reviewed annually. Training on the proper use of PPE is also required initially for employees and annually thereafter.

### **III. SAFETY SHOES**

- A. The City shall furnish employees filling certain positions with safety shoes. An employee shall be limited to one pair at a time and must turn in worn out shoes to receive replacement. A limit of two pairs of safety shoes per employee, per year, will exist. An employee requiring more than two pairs in any given year due to unusual working conditions may be eligible after determination by the department head.
- B. If an employee prefers a different (approved) shoe than that designated by the City, he/she may be eligible for reimbursement up to the cost of the designated safety shoe.

### **IV. OTHER SAFETY EQUIPMENT**

- A. The City shall provide other types of safety equipment including, but not limited to, gloves, goggles, hard hats, hearing protection, safety vests, safety boots, and protective clothing in accordance with OSHA-recognized industry consensus standards. (ANSI, NFPA, ASME, etc.)
- B. It will be the responsibility of the department supervisors to ensure that the appropriate safety equipment, based on the before mentioned hazard assessment, is available and utilized when the nature of the work requires such equipment.
- C. Additional equipment other than standard safety equipment may be considered to reduce the potential for recognized hazards, either mechanical or environmental.

**V. FORMS**

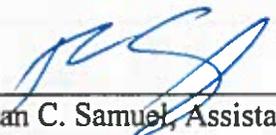
- A. Appendix A contains Hazard Assessment Certificate Instructions for PPE with PPE Hazard Assessment Forms.
- B. Appendix B is an Employee Personal Protective Equipment Policy Agreement form.
- C. Appendix C is an Employee Training attendance sheet with subject matter.
- D. Equivalent department forms in content to Appendix A, B and C are acceptable.

APPROVED AND ADOPTED:

  
\_\_\_\_\_  
James E. Baker, City Manager

9/19/17  
\_\_\_\_\_  
Date

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Ryan C. Samuel, Assistant City Attorney

9-18-17  
\_\_\_\_\_  
Date

## **Appendix A**

### **Personal Protective Equipment (PPE) Hazard Assessment Certificate Instructions**

Based on the hierarchy of controls, PPE is a last resort. Personal protective equipment alone should **not** be relied upon to provide protection against hazards but should be used in conjunction with engineering controls, administrative controls, and procedural controls.

This document addresses eye, face, head, hand, foot, torso, respiratory, noise, and fall protection. It will serve as the Personal Protective Equipment (PPE) Certification document required to satisfy the federal requirements of the Occupational Safety and Health Administration (OSHA) Standard, 29 CFR 1910.132 Subpart I– Personal Protective Equipment.

#### **General Guidelines**

The PPE Hazard Assessment can be conducted for an area, a job category or for an individual by selecting and filling in the appropriate box. The assigned evaluator shall include their name, department/division being assessed, and the date. Completed assessments must be accessible to employees and inspectors and updated when needed.

#### **PPE HAZARD ASSESSMENT INSTRUCTIONS**

##### **STEP 1: INFORM AFFECTED EMPLOYEES OF THE PROCESS:**

Affected employees from each work area that is being assessed should be involved in the process. Discuss the reasons for the survey and the procedures being used for the assessment. Review the job procedures, potential hazards and the PPE currently in use.

##### **Step 2: Review data:**

Reports of work-related injuries or illnesses, near-miss events and reported safety concerns are sources of data that can provide helpful information for assessing hazards.

##### **Step 3: Conduct a walk-through survey:**

The purpose of the survey is to identify sources of hazards to employees. Observe the following: layout of the workplace, location of the employees, work operations, hazards and places where PPE is currently used including the device and reason for use. Using the form, check the type of hazard(s) present within each section (organized by body part). Further descriptions can be provided in the adjacent box. Consideration should be given to the following basic hazard categories:

02/28/17

1. Impact (falling/flying objects)
2. Penetration (sharp objects piercing foot/hand)
3. Compression (roll-over or pinching objects)
4. Chemical exposure (inhalation, ingestion, skin contact, eye contact or injection)
5. Temperature extremes (heat/cold)
6. Dust/flying debris (grinding, chipping, sanding, etc.)
7. Fall (slip/trip, scaffolds, elevated work)
8. Radiation (non-ionizing: UV/IR/light, welding, brazing, cutting, furnaces, etc.)
9. Noise (mechanical rooms, machines, cage washing, jackhammers, etc.)
10. Electrical (shock, short circuit, arcing, static)

**Step 4: Select PPE:**

After considering and/or planning for other controls, select the PPE which provides at least the minimum level of protection required to protect employees from the hazards. Using the form, note the appropriate PPE in the required PPE box. The OSHA Job Analysis Guide may provide assistance in evaluating specific work activities where there is a potential hazard requiring guarding or PPE and the guide can be found online at: <https://www.osha.gov/Publications/osha3071.pdf>

**Step 5: Make Document Accessible:**

Once completed, signed and dated, store the form either electronically or as a hard copy in a location easily accessible to employees and inspectors.

**Step 6: Revise Protocol:**

Update departmental protocols with the new or modified PPE requirements if applicable.

**Step 7: Reassess the workplace as necessary by identifying and evaluating:**

1. New equipment and processes
2. Accident records
3. Suitability of previously selected PPE

**Step 8: Daily and Monthly Equipment Inspection:**

1. Due to wear and tear of equipment, employees will inspect their PPE prior to wearing performing and initiate all required testing such as blowing in rubber insulated gloves, checking for pin holes or performing a negative and positive seal check on cartridge respirators etc.
2. Supervisors and employees will perform a monthly check on equipment to determine wear and tear status and need for replacement.
3. Adequate supplies of heavily used equipment should be stock piled in the division storehouse for immediate replacement of damaged PPE.

See the attached completed example of the PPE Hazard Assessment Certificate.

The Risk Management office can be reached at 382-6445 if there are questions regarding this PPE assessment form or if assistance is needed.

**SAMPLE PPE HAZARD ASSESSMENT FORM**

<p>I am reviewing (check the appropriate box):</p> <input type="checkbox"/> A worksite <input type="checkbox"/> A single employee's job description <input checked="" type="checkbox"/> A job description for a class of employees		Specify location: Name of employee: Position Title: Position Titles: <i>Pharmacy Tech, all levels</i> Location: <i>Central Pharmacy IV Sterile Room, DHN 0-level</i>	
Your Name: <i>John Doe</i>		Department/Division: <i>Central Pharmacy, IV Sterile Room</i>	
Date: <i>10/09/09</i>		<b>EYE HAZARDS:</b> Tasks that can cause eye injury include: working with chemicals or acids; UV lights; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.	
	Check the appropriate box for each hazard: Chemical Exposure <input checked="" type="checkbox"/> High Heat/Cold <input type="checkbox"/> Dust/Flying Debris <input checked="" type="checkbox"/> Impact <input type="checkbox"/> UV/IR Radiation <input type="checkbox"/> Other: <input type="checkbox"/>	Description of hazard(s): Exposure to hazardous and non-hazardous drugs during handling and preparation, spill clean-up. Safety hood/glove boxes in separate clean room used for hazardous drug preparation.	Required PPE Safety glasses w/ side shields for non-liquids, goggles for liquids, surgical mask with shield, face shields (disposable, reusable). In this case, a surgical mask/face shield is designed to prevent exposure from splashing below eye level. A safety shield in lieu of safety eyewear may be sufficient since the splash hazard is not corrosive.
	Check the appropriate box for each hazard: Chemical Exposure <input checked="" type="checkbox"/> Dust/Flying Debris <input checked="" type="checkbox"/> Impact <input type="checkbox"/> UV/IR Radiation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Other: <input type="checkbox"/>	Description of hazard(s): Exposure to hazardous and non-hazardous drugs during handling and preparation, spill clean-up. Safety hood/glove boxes in separate clean room used for hazardous drug preparation.	Required PPE Surgical mask with face shield, face shield (disposable or reusable). Re-use of equipment depends on departmental protocol.
	<b>FOOT HAZARDS:</b> Tasks that can cause foot injury include: exposure to chemicals or acids, walking or cutting, materials handling, removal or construction, and electrical work. Check the appropriate box for each hazard: Chemical Exposure <input type="checkbox"/> High Heat/Cold <input type="checkbox"/> Impact/Compression <input type="checkbox"/> Electrical <input type="checkbox"/> Puncture <input type="checkbox"/> Slippery/Wet Surfaces <input type="checkbox"/> Other: <input type="checkbox"/>	Description of hazard(s):	Required PPE

## SAMPLE PPE HAZARD ASSESSMENT CERTIFICATE

	HAND HAZARDS: Hand injury can be caused by: work with chemicals or acids; exposure to cut or abrasion hazards (for example, during demolition, renovation, woodworking, or food service preparation); work with very hot or cold objects or materials; and exposure to sharps.	Check the appropriate box for each hazard:
	Chemical Exposure	<input checked="" type="checkbox"/> <i>Description of hazard(s):</i> Exposure to hazardous and non-hazardous drugs during handling and preparation, spill clean-up. <i>Required PPE:</i> Double gloving with chemo gloves for hazardous drug handling, double gloving with approved gloves for non-hazardous drug handling.
	High Heat/Cold	<input type="checkbox"/>
	UV/IR Radiation	<input type="checkbox"/>
	Electrical Shock	<input type="checkbox"/>
	Puncture	<input checked="" type="checkbox"/> <i>Description of hazard(s):</i> Punctures from syringe needles that may contain hazardous and non-hazardous drugs during preparation and handling activities such as: dilution/reconstitution, pulling and transferring, recapping and removing needle from syringe for pharmacist review, recapping syringe for medication dispensing. Size of needles used range from 16 to 19 gauge. <i>Required PPE:</i> Cuts from breaking drug containing ampoules.
	Cuts/Abrasion	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	
	<b>BODY HAZARDS:</b> Injury of the body (torso, arms, or legs) can occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, or brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; and work around electrical arcs.	<i>Description of hazard(s):</i> Exposure to drugs during handling and preparation. <i>Required PPE:</i> Tyvek body suits.
	Check the appropriate box for each hazard:	
	Chemical Exposure	<input checked="" type="checkbox"/>
	High Heat/Cold	<input type="checkbox"/>
	Impact/Compression	<input type="checkbox"/>
	Electrical Arc	<input type="checkbox"/>
Cuts/Abrasion	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	
	<b>FALL HAZARDS:</b> Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 4 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle man lifts, elevated platforms, tree trimming, performing work on poles, roofs, or fixed ladders.	<i>Description of hazard(s):</i> Fall hazard. <i>Required PPE:</i>
	Check the appropriate box for each hazard:	<input type="checkbox"/>
	Fall hazard	<input type="checkbox"/>
	<b>NOISE HAZARDS:</b> Personnel may be exposed to noise hazards when working in mechanical rooms; machining; grinding; sanding; cage washing; dish washing; working around pneumatic equipment, grounds equipment, generators, chillers, motors, saws, jackhammers, or similar equipment.	<i>Description of hazard(s):</i> Noise hazard. <i>Required PPE:</i>
	Check the appropriate box for each hazard:	<input type="checkbox"/>
	Noise hazard	<input type="checkbox"/>
	<b>RESPIRATORY HAZARDS:</b> Personnel may be exposed to respiratory hazards that require the use of respirators: during emergency response, when using certain chemicals outside of a chemical fume hood; when working with hazardous powders; when entering fume hood plenums; when working with animals; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and when disturbing asbestos, lead, silica, or other particulate hazards.	<i>Description of hazard(s):</i> Chemical exposure: Spill clean up of hazardous drugs. Particulate exposure: Clean up of powdered drugs. <i>Required PPE:</i> Powered Air Purifying Respirator (PAPR)
	Check the appropriate box for each hazard:	<input checked="" type="checkbox"/>
	Chemical exposure	<input checked="" type="checkbox"/>
	Particulate exposure	<input checked="" type="checkbox"/>
	Other:	<input type="checkbox"/>

I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.

(signature)

# PPE HAZARD ASSESSMENT FORM

I am reviewing (check the appropriate box):	<input type="checkbox"/> A worksite <input type="checkbox"/> A single employee's job description <input type="checkbox"/> A job description for a class of employees
Specify location:	Name of employee:
Position Title:	Position Title:
Location:	Location:

Your Name: \_\_\_\_\_ Department/Division: \_\_\_\_\_ Date: \_\_\_\_\_



**EYE HAZARDS:** Tasks that can cause eye injury include: working with chemicals or acids; UV lights; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.

*Check the appropriate box for each hazard:*

Chemical Exposure	<input type="checkbox"/>	Description of hazard(s):
High Heat/Cold	<input type="checkbox"/>	Required PPE
Dust/Flying Debris	<input type="checkbox"/>	
Impact	<input type="checkbox"/>	
UV/IR Radiation	<input type="checkbox"/>	
Electrical Shock	<input type="checkbox"/>	
Other: _____		



**HEAD/NECK/FACE HAZARDS:** Tasks that can cause head/neck/face injury include: working below other workers who are using tools or materials that could fall; working on energized electrical equipment or utilities; and working in trenches or confined spaces.

*Check the appropriate box for each hazard:*

Chemical Exposure	<input type="checkbox"/>	Description of hazard(s):
Dust/Flying Debris	<input type="checkbox"/>	Required PPE
Impact	<input type="checkbox"/>	
UV/IR Radiation	<input type="checkbox"/>	
Electrical Shock	<input type="checkbox"/>	
Other: _____	<input type="checkbox"/>	



**FOOT HAZARDS:** Tasks that can cause foot injury include: exposure to chemicals or acids; welding or cutting; materials handling; removal or construction; and electrical work.

*Check the appropriate box for each hazard:*

Chemical Exposure	<input type="checkbox"/>	Description of hazard(s):
High Heat/Cold	<input type="checkbox"/>	Required PPE
Impact/Compression	<input type="checkbox"/>	
Electrical	<input type="checkbox"/>	
Puncture	<input type="checkbox"/>	
Slippery/Wet Surfaces	<input type="checkbox"/>	
Other: _____	<input type="checkbox"/>	

## PPE HAZARD ASSESSMENT CERTIFICATE

	<b>HAND HAZARDS:</b> Hand injury can be caused by: work with chemicals or acids, exposure to cut or abrasion hazards (for example, during demolition, renovation, woodworking, or food service preparation), work with very hot or cold objects or materials, and exposure to sharps. <i>Check the appropriate box for each hazard:</i>		
	Chemical Exposure <input type="checkbox"/>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
	High Heat/Cold <input type="checkbox"/>		
	UV/IR Radiation <input type="checkbox"/>		
	Electrical Shock <input type="checkbox"/>		
	Puncture <input type="checkbox"/>		
	Cuts/Abrasion <input type="checkbox"/>		
	Other: _____		
	<b>BODY HAZARDS:</b> Injury of the body (torso, arms, or legs) can occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, or brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; and work around electrical arcs. <i>Check the appropriate box for each hazard:</i>		
	Chemical Exposure <input type="checkbox"/>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
	High Heat/Cold <input type="checkbox"/>		
	Impact/Compression <input type="checkbox"/>		
	Electrical Arc <input type="checkbox"/>		
	Cuts/Abrasion <input type="checkbox"/>		
	Other: _____		
	<b>FALL HAZARDS:</b> Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 4 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle man lifts, elevated platforms, line climbing, performing work on poles, roofs, or fixed ladders. <i>Check the appropriate box for each hazard:</i>		
	Fall hazard <input type="checkbox"/>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
	<b>NOISE HAZARDS:</b> Personnel may be exposed to noise hazards when working in mechanical rooms; machining; grinding; sanding; cage washing; dish washing; working around pneumatic equipment, grounds equipment, generators, chillers, motors, saws, jackhammers, or similar equipment. <i>Check the appropriate box for each hazard:</i>		
	Noise hazard <input type="checkbox"/>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
	<b>RESPIRATORY HAZARDS:</b> Personnel may be exposed to respiratory hazards that require the use of respirators: during emergency response, when using certain chemicals outside of a chemical fume hood; when working with hazardous powders; when entering fume hood plenums, when working with animals; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and when disturbing asbestos, lead, silica, or other particulate hazards. <i>Check the appropriate box for each hazard:</i>		
	Chemical exposure <input type="checkbox"/>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
	Particulate exposure <input type="checkbox"/>		
	Other: _____		
I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date. <div style="text-align: right; margin-top: 10px;">                     _____                      (signature)                 </div>			

All employees exposed to potential physical hazards will be provided appropriate PPE when they are hired, and will be trained on its proper use and care. All PPE must meet regulatory (ANSI//NIOSH) standards. Employees are responsible for inspecting PPE regularly, keeping PPE in good working condition, and for notifying their supervisor if PPE needs replaced.

Although not inclusive of all types of PPE, the following provides a general *guideline* to the requirements and use of PPE. A full listing of requirements can be found at: <https://www.osha.gov/Publications/osha3151.html>

PPE	Requirements	Used in these situations
High-visibility clothing	<ul style="list-style-type: none"> <li>Wear high-visibility safety apparel that meets Performance Class 2 or 3 requirements of ANSI/ISEA 107-2010.</li> </ul>	<ul style="list-style-type: none"> <li>When worker is within the right-of-way and are exposed to traffic or to work/construction vehicles in a traffic control zone (Class 3 shall be worn)</li> <li>When directed by supervisor.</li> </ul>
Limb and body protection	<ul style="list-style-type: none"> <li>Must be stored in a dry area.</li> <li>Must be free of holes</li> <li>Hand protection material must provide a good grip.</li> </ul>	<ul style="list-style-type: none"> <li>When the worker is exposed to a substance or condition that is likely to puncture, abrade or affect the skin – or be absorbed through the skin.</li> </ul>
Head protection	<ul style="list-style-type: none"> <li>High-visibility, side impact hard hat, cleaned regularly.</li> <li>Must be free of cracks, dents or any other damage.</li> </ul>	<ul style="list-style-type: none"> <li>Must be worn in any work area where there is a danger of head injury from falling, flying or thrown objects, or other harmful contacts.</li> </ul>
Eye and face protection	<ul style="list-style-type: none"> <li>Safety eyewear must fit properly and include side shields when necessary for worker safety.</li> </ul>	<ul style="list-style-type: none"> <li>Safety eyewear must be worn when working conditions are likely to injure or irritate the eyes.</li> <li>Face protectors must also be used if there is a risk of face injury.</li> </ul>
Safety footwear	<ul style="list-style-type: none"> <li>Must be of a design, construction and material appropriate to the protection required for the work environment.</li> </ul>	<ul style="list-style-type: none"> <li>Safety footwear must consider the following factors: slipping, terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock, and any other recognized hazards.</li> <li>Toe/metatarsal protection, puncture resistance, and/or dielectric protection must be used where appropriate.</li> </ul>
Hearing protection	<ul style="list-style-type: none"> <li>OSHA mandates hearing protection use when exposed to noise at/above 85 dBA over an 8-hour time-weighted avg.</li> <li>No exposure over 140 dB</li> </ul>	<ul style="list-style-type: none"> <li>Post warning signs in high noise hazard areas</li> <li>Workers must wear hearing protection that reduces noise exposures to within OSHA TWA standards.</li> </ul>

I have read the PPE policy and accept the policy as outlined. By signing this form, I agree to use the appropriate PPE in the situations described above, and report any deficiencies in my PPE to my supervisor. In addition, specialized PPE may also be required and I agree to use that equipment for its appropriate purpose and use.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPENDIX C      EMPLOYEE TRAINING AND CERTIFICATION  
PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**INSTRUCTOR NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SPECIFIC TRAINING TOPIC:** \_\_\_\_\_

**TRAINING OBJECTIVES:**

- City department-division/employee responsibilities
- Work area hazards
- How PPE will protect
- When PPE should be worn
- What PPE should be worn
- Assure that PPE is worn appropriately and fits correctly
- Know limitations of the PPE
- Proper care, maintenance, cleaning (sanitation)
- Reporting and replacement of worn damaged PPE
- Useful life
- Proper disposal of PPE

The following employees have received training on specific PPE indicated above and have demonstrated an understanding of the PPE.

**ATTENDANCE LIST**

<b>Department</b>	<b>Name</b>	<b>Signature</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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