

## **Personal Protective Equipment Plan**

### **I. Overview**

- A. This Personal Protective Equipment (PPE) Plan is intended to protect our Monroe One BOCES employees from injury and health hazards and be used in conjunction with:
  - 1. Engineering controls, administrative controls and good work practices. Whenever engineering controls are not available or insufficient for complete protection, an employee must wear PPE.
  - 2. Other safety plans such as the AHERA Management Plan, Blood Borne Pathogen Plan, Chemical Hygiene Plan, Compressed Gas Cylinder Safety, Confined Space Plan, Hearing Conservation Program, Legionella Management Plan for Cooling Tower, Lockout/Tagout Plan, Medical Waste Disposal Plan, Pool Safety Plan, and Respiratory Protection Program.
  - 3. Safety Data Sheets (SDS) for PPE guidelines related for all chemicals being used in the workplace.
- B. Maintain compliance with OSHA 1910.132: If an organization has hazards present that could cause physical or biological harm and cannot be engineered out or modified using any other approach, the employer is required to provide personal protective equipment (PPE) to decrease or eliminate the employees' risk of exposure. Typical areas of exposure include mechanical irritants, impacts, vibration, environmental concerns and chemical or radiological hazards.
- C. To determine what hazards exist, a job site assessment was performed. The results of the assessments are grouped by job category or title and are separately documented. They are given to each employee within the category or title and are available online.
- D. A copy of this plan, as well as other safety plans, is posted on the Monroe One BOCES web page, [www.monroe.edu](http://www.monroe.edu), under Health & Safety: Written Plans and Information, <https://www.monroe.edu/Domain/1421>.

### **II. Annual Update**

- A. Between March and April of each year, the Director of Sustainability shall solicit comment from the program administrators affected by this plan, specifically: Director of Transportation, Bus Garage Manager, School Lunch Director, Operations & Maintenance Foreman, Custodial Supervisor, Director of Safety & Security, Principal of Eastern Monroe Career Center, Principal of O'Connor Academy, Executive Coordinator of Adult Education and Multi-Occupational Focus, Principal of Creekside. These administrators shall be asked
  - 1. Have any new procedures that might involve PPE been added?
  - 2. Have there been any work related injuries or illnesses that required reporting on the New York State Department of Labor SH-900 Log?
  - 3. Has a review of accident reports been made?
  - 4. Have any injuries resulted from failure to use the correct PPE?

5. Have any new actions been taken or are any additional actions needed to ensure PPE use?
  6. Have all new employees been trained in the use of PPE relevant to their work?
  7. Have all new employees signed the appropriate Personal Protective Equipment Hazard Assessment and PPE Selections for their job category?
- B. The Director of Sustainability shall send to and solicit comment from The Genesee Valley Educational Partnership Health, Safety and Risk Management Office (GV BOCES HSRM) to ensure compliance with current state regulations.
  - C. The Director of Sustainability shall decide if a meeting is warranted to discuss changes and updates to the plan.
  - D. Whenever the plan is changed or updated, the plan shall be also updated on online.

### **III. Work Place Hazard Assessment**

- A. Tasks throughout Monroe One BOCES were assessed for appropriate PPE and reviewed with the supervisors of the job titles involved. The results are documented in the Personal Protective Equipment Hazard Assessment and PPE Selections for each job category and these documents are also online <https://www.monroe.edu/Page/3821>.
- B. The areas with workplace hazards that require PPE are:
  1. Bus Mechanics
  2. Cleaners and Custodial Workers
  3. Food Service Workers
  4. Grounds
  5. Maintenance Mechanics
  6. Security Workers
  7. Teachers, Art
  8. Teachers, Culinary
  9. Teachers, Science
  10. Teachers, Technology
- C. Assessments included, but were not limited to, hazard evaluations for the protections of:
  1. Torso and abdominal
  2. Eye and face
  3. Head
  4. Foot
  5. Leg
  6. Hand
  7. Hearing protection has a separate written program
  8. Respiratory protection has a separate written program
  9. Fall protection has a separate written program
- D. Assessments were conducted with the belief that employees would be alert, unimpaired by substance abuse, and working with a commitment for personal safe.
- E. Personal Protective Equipment Hazard Assessment and PPE Selections for each area will be maintained for 5 years. The current forms will be online and the historical forms will be

maintained for on the O&M Shared Drive: S:\Workgroups\O & M-Staff\Health & Safety\PPE Personal Protective Equipment

#### **IV. Provision of PPE Responsibility**

OSHA requires that the employer pay for specialty PPE but does NOT require the employer to pay for ordinary clothing. From OSHA Handout #7,

[https://www.osha.gov/dte/outreach/intro\\_osh/7\\_employee\\_ppe.pdf](https://www.osha.gov/dte/outreach/intro_osh/7_employee_ppe.pdf), employers are not required to pay for PPE in certain circumstances:

- Non-specialty safety-toe protective footwear (including steel-toe shoes or boots)
- Non-specialty prescription safety eyewear, provided that the employer permits such items to be worn off the job site
- Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots.
- Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen
- Items such as hair nets and gloves worn by food workers for consumer safety.
- Lifting belts because their value in protecting the back is questionable.
- When the employee has lost or intentionally damaged the PPE and it must be replaced.

Each department within Monroe One BOCES will make the determination of the appropriate source of PPE provision.

#### **V. Responsibility**

##### **A. The District Superintendent and Cabinet Members**

1. Designate and empower Program Administrators to actively support the PPE Plan within their departments and/or areas of responsibility.
2. Actively support an environment where employees are encouraged and required to follow health and safety procedures.

##### **B. Program Administrators are responsible to:**

1. Budget for, select and purchase PPE.
2. Review, update and conduct PPE hazard assessments whenever:
  - a. A job or process changes, or new equipment is used or added
  - b. There has been an accident
  - c. A supervisor or employee requests it
3. Provide training, guidance, and assistance to supervisors and employees on the proper use, care and cleaning of approved PPE
4. Periodically re-evaluate the suitability of previously-selected PPE
5. Review, update and evaluate the overall effectiveness of PPE use, training, policies and program
6. Maintain employee accountability for the proper use of PPEs.
7. Stop work when health and safety procedures are not maintained.
8. Understand the content of this Personal Protective Equipment Plan.

C. **Supervisors** are responsible to:

1. Train new employees on the use of PPE relevant to their job category.
2. Require newly hired employees to review and sign the Personal Protective Equipment Hazard Assessment and PPE Selections for the employee's job category.
3. Provide refresher training for their employees.
4. Maintain records on PPE assignments and training for 3 years.
5. Inspect work areas, check for PPE use, and correct safety violations.
6. Periodically re-evaluate the suitability of previously-selected PPE.
7. Replace defective or damaged PPE when notified.
8. Notify **Program Administrators** when new hazards are considered or introduced.
9. Stop work when health and safety procedures are not maintained.
10. Notify **Program Administrators** to follow disciplinary action plan for employees who disregard PPE procedures and standards.
11. Understand the content of this Personal Protective Equipment Plan.

D. **Employees** responsible to:

1. Review and sign the Personal Protective Equipment Hazard Assessment and PPE Selections for the employee's job category.
2. Conduct assigned tasks safely and wear appropriate PPE.
3. Report to work with proper clothing and items required for PPE for their work.
4. Properly care for, clean, store, maintain and inspect required PPE.
5. Inform Supervisors when PPE may need to be repaired or replaced.
6. Alert their Supervisor to any changes in their work, which may include lesson plans or curriculum, which impacts safety.
7. Work to provide alternatives to avoid and reduce risks.
8. Maintain their personal training status as appropriate for their area and job description.
9. Understand the contents of this Personal Protective Equipment Plan
10. Teachers have the additional responsibility to:
  - i. Maintain a list of students who wear contact lens in the labs they teach so that the lens might be removed quickly.
  - ii. Model good PPE practices for students.
  - b. Use protective safety equipment to reduce potential exposure
  - c. Plan for appropriate procedures in the event of a power failure.

## VI. Training

- A. Before any employee may perform work in areas requiring PPE, they must have receive training in the proper use and care of the PPE they will be using.
- B. Periodic retraining will be offered to PPE users as identified by the lack of knowledge or the improper use of PPE, after changes in work tasks or at the request of a supervisor.
- C. The training will include, at a minimum, the following subjects:
  1. Requirement that PPE be worn at all times during identified tasks or in areas requiring PPE

2. When it is necessary to wear PPE – referencing the Personal Protective Equipment Hazard Assessment and PPE Selections for the employee’s job category.
  3. Necessary PPE – referencing the Personal Protective Equipment Hazard Assessment and PPE Selections for the employee’s job category.
  4. How to properly put on, take off, adjust and wear PPE.
  5. PPE limitations.
  6. The proper care, maintenance, useful life and disposal of the PPE.
  7. Responsibility for the care and maintenance of PPE.
  8. The contents of this Personal Protective Equipment Plan.
- D. Training will review:
- a. Eye and Face Protection
    - i. Employees will use appropriate eye and face protection equipment when exposed to hazards from flying objects or particles, molten metal, fumes, chemical liquids, gases, vapors, dusts, acids, caustics, and other potentially injurious chemical or physical hazards.
    - ii. Employees will use appropriate eye protection equipment with filter lenses that have a shade number appropriate for the work being performed when exposed to an eye hazard from potentially injurious light radiation.
    - iii. Employees wearing prescription lenses while engaged in operations that involve eye hazards, will wear eye protection that incorporates the prescription in its design, or wear eye protection that can be worn over the prescription lenses without disturbing the prescription lenses or the protective lenses.
  - b. Foot Protection: Employees will wear protective footwear when working in areas where there is danger of objects falling on or rolling across the foot, piercing the sole, and where the feet are exposed to electrical or chemical hazards. Foot protection will comply with appropriate ANSI standards.
  - c. Hand and Body Protection: Employees will use appropriate protection when exposed to hazards from cuts, abrasions, punctures, chemical or thermal burns, harmful temperature extremes, vibration and skin absorption of harmful substances.
  - d. Head Protection: Employees will wear appropriate protective head gear (hard hats, bump caps, etc.) when working in areas where there is a potential for injury to the head from falling objects, impact hazards, extreme temperatures or high UV levels.
  - e. Standard Operating Procedures: Employees will work to:
    - i. Minimize risk to themselves, other employees and students.
    - ii. Evaluate hazards without underestimation.
    - iii. Follow the fire life safety building code
    - iv. Read chemical labels prior to use and study hazards and precautions for protection before using any chemical.
    - v. Avoid skin contact with chemicals.

- vi. Require goggles to be worn for tasks which involve chemicals, glassware, heat, pressure, and/or particles.
- vii. Use protective safety equipment to reduce potential exposure.
- viii. Promptly discard chipped, etched or cracked glassware and ceramics, to reduce breakage hazard when heated or handled.
- ix. Not to operate electrical equipment with wet hands.
- x. Not to run in mechanical rooms, storage areas, laboratory or chemical prep areas.
- xi. Practice demonstrations in front of other instructors prior to performance in front of a class.
- xii. Avoid working alone in mechanical rooms, laboratories, shops, storage or preparation areas.
- xiii. Prevent chemicals from being stored above, underneath, or in a sink.
- xiv. Use proper storage methods for chemicals, fuels and gases.
- xv. Use proper spill cleanup and waste disposal for chemicals, fuels and gases.
- xvi. Use proper transportation procedures for chemicals, fuels and gases.
- xvii. Maintain appropriate levels of training.
- xviii. Understand the contents of this Personal Protective Equipment Plan.

E. Personal Hygiene Guidelines. Employees will NOT:

- i. Store food for consumption in classrooms, laboratories, chemical prep, or storage area, including refrigerators in those areas, with the exception of the culinary programs.
- ii. Eat, drink or chew gum where chemicals, fuel and gases are present.
- iii. Apply cosmetics where chemicals, fuel and gases are present.
- iv. Drink from lab glassware or other vessels not designated for culinary use.
- v. Use mouth suction and will use a pipet bulb or other approved suction devices to transfer liquids.
- vi. Smell objects or chemicals directly, instead testing for odors by cautiously wafting toward the nose.
- vii. Leave an area without washing thoroughly after exposure to dust, shards or chemicals.

**VIII. Monroe One BOCES Personal Protective Equipment Plan Resources**

Director Of Sustainability	Barbara Carlson <a href="mailto:barbara_carlson@boces.monroe.edu">barbara_carlson@boces.monroe.edu</a> O&M, Bldg 123, F-1 (585) 387-3840
Chair, Monroe One BOCES Health & Safety Committee	James Colt, EdD <a href="mailto:james_colt@boces.monroe.edu">james_colt@boces.monroe.edu</a> Security, Bldg 7 (585) 383-2298
The Genesee Valley Educational Partnership Health, Safety and Risk Management Office	Dawn Howe <a href="mailto:dawn_howe@boces.monroe.edu">dawn_howe@boces.monroe.edu</a> Brighton CSD Brookside School 220 Idlewood Rd, Rochester NY 14618 (585) 344-7937

## **Appendix A – PPE Hazard Assessments**

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### **Survey**

A walk-through survey of the workplace was completed in September 2017 – January 2018. References were made to notes from NYSIR Risk Management, The Genesee Valley Educational Partnership Health, Safety and Risk Management Office Specialists, Program Administrators, Supervisors and Employees to identify sources of hazards to employees. Injury and accident data was also reviewed to help identify problem areas. The following hazard categories were evaluated in each area and for each task:

- Impact
- Penetration
- Compression
- Chemical/Gasses
- Heat/Cold
- Harmful dust
- Light (Optical) radiation
- Noise
- Falling objects
- Vibration
- Electrical shock

### **Hazard Sources**

During the walk-through survey, observations from NYSIR Risk Management, The Genesee Valley Educational Partnership Health, Safety and Risk Management Office Specialists, Program Administrators, Supervisors and Employees were included to note:

- Sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects
- Sources of high temperatures that could result in burns, eye injury, ignition of protective equipment, etc.
- Types of chemical exposures
- Sources of harmful dust
- Sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high-intensity lights, etc.
- Sources of falling objects or potential for dropping objects
- Sources of sharp objects which might pierce the feet or cut the hands
- Sources of rolling or pinching objects which could crush the feet
- Layout of workplace and location of coworkers
- Any electrical hazards

**Appendix B – Hazard Assessment Form**

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Building: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Assessment By: \_\_\_\_\_

Job Task Assessed: \_\_\_\_\_

**Does the job task present an occupational exposure to?**

<b>Eye Hazards</b>	Yes	No	Hazard Description	Recommended PPE
Chemicals				
Dust				
Heat				
Cold				
Impact				
Light/Radiation				
<b>Face Hazards</b>	Yes	No	Hazard Description	Recommended PPE
Chemicals				
Impact				
Heat				
Cold				
Light/Radiation				
<b>Head Hazards</b>	Yes	No	Hazard Description	Recommended PPE
Chemicals				
Impact				
Heat				
Cold				
Light/Radiation				
Electrical Shock				
<b>Hand Hazards</b>	Yes	No	Hazard Description	Recommended PPE
Chemicals				
Impact/Punctures				
Heat				
Cold				
Vibration				
Electrical Shock				
Cuts/Abrasions				

<b>Job Task Assessed</b>			<b>Date:</b>	
<b>Foot Hazards</b>	Yes	No	<b>Hazard Description</b>	<b>Recommended PPE</b>
Chemicals				
Impact/Punctures				
Heat				
Cold				
Vibration				
Electrical Shock				
Compression				
Electrostatic Build-up				
<b>Respiratory Hazards</b>	Yes	No	<b>Hazard Description</b>	<b>Recommended PPE</b>
Fumes				
Mists				
Dusts				
Vapors				
Lack of Oxygen				
Particles				
Heat/Cold				
<b>Noise Hazards</b>	Yes	No	<b>Hazard Description</b>	<b>Recommended PPE</b>
Impact Noise >140 dBA				
Continuous Noise >85 dBA				