



**Catholic Diocese of Arlington**  
**Personal Protective Equipment (PPE) Program**  
**for**  
[Enter Parish or School Name]

## **PURPOSE**

The purpose of the personal protective equipment policies (PPE) is to protect the employees from exposure to workplace hazards and the risk of injury using personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, hearing protection, and protection from hazard materials in the workplace. Separate programs exist for respiratory protection and confined space. The personal protective equipment program identifies:

- i. Responsibilities of supervisors and employees
- ii. Hazard assessment and PPE selection
- iii. Purpose and limitations of each PPE
- iv. Cleaning and Maintenance of PPE
- v. Employee training

## **1. RESPONSIBILITY**

**Designated Coordinator** - The Facility Manager, or others assigned by the Pastor or Principal, is responsible for the development, implementation, and administration of **[Name of location]** PPE policies. This involves:

- i. Conducting workplace hazard assessments to determine the presence of hazards which requires the use of PPE.
- ii. Selecting and purchasing PPE.
- iii. Reviewing, updating, and conducting PPE hazard assessments.
- iv. Maintaining records on hazard assessments.
- v. Maintaining records on PPE assignments and training.
- vi. Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
- vii. Periodically re-evaluating the suitability of previously selected PPE.
- viii. Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

**Supervisors** - Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

- i. Providing appropriate PPE and making it available to employees.
- ii. Ensuring that employees are trained on the proper use, care, and cleaning of PPE.

- iii. Ensuring that PPE training certification and evaluation forms are signed and placed into personnel folder.
- iv. Ensuring that employees properly use and maintain their PPE and follow manufacturer or industry standards to care for the equipment.
- v. Notifying management and the designated coordinator when new hazards are introduced or when processes are added or changed.
- vi. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

**Employees** - The PPE user is responsible for following the requirements of the PPE policies. This involves:

- i. Properly wearing PPE as required.
- ii. Attending required training sessions.
- iii. Properly caring for, cleaning, maintaining, and inspecting PPE as required.
- iv. Following **[Name of location]** PPE policies and rules.
- v. Informing the supervisor of the need to repair or replace PPE.

## **2. HAZARD ASSESSMENT for PPE**

All work sites are required to conduct a hazard assessment to determine if hazards are present or likely to be present which require the use of PPE. The Facility Manager, or others assigned by the Pastor or Principal, will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Form (see Appendix A), which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey.

Assessment guidelines should include situations involving:

- i. Sources of motion
- ii. Sources of high temperature
- iii. Types of chemical exposures
- iv. Sources of harmful dust or electrical hazards
- v. Sources of falling objects or the potential to drop objects
- vi. Sources of sharp objects that could pierce or pinch feet, hands, or other body parts

The hazard assessment for PPE should be reviewed and updated at least once a year or whenever a job changes; new equipment or process is installed; an accident occurs; or when occasional tasks are being planned. It is the responsibility of all parishes and schools to certify that hazard assessments are being properly performed. Any new PPE requirements need to be added into the current hazard assessment as they are developed.

## **3. SELECTION of PPE**

Once the hazards of a workplace have been identified, the Designated Coordinator will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls.

If such methods are not adequate or feasible, then the Designated Coordinator will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and

simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- i. Eye and Face Protection *ANSI Z87.1-1989*
- ii. Foot Protection *ANSI Z41.1-1991*
- iii. Head Protection *ANSI Z89.1-1986*
- iv. Hand Protection (There are no ANSI standards for gloves, however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)
- v. Hearing Protection *ANSI S12.42-S3.19*

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE at no charge. Careful consideration should be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

#### **A. Eye and Face Protection**

All employees must be wearing eye and/or face protection when exposed to any eye and/or face hazard such as, flying particles, liquid chemicals, putties, caulking, acids or other caustic liquids. The specific workplace hazard determines what type of protective equipment shall be worn. (*Reference 29 CFR 1910.133*)

Employees who wear prescription lenses while engaged in operations that may present an eye hazard are to wear eye protection designed to fit over their prescription glasses without disturbing the proper positioning of their prescription lenses or the over-sized protective lenses. Prescription glasses with approved safety lenses, frames, and non-removable side shields may be used as well. The employee is to decide which eye protection tool they would rather use.

- i. **Safety Glasses.** Safety eyeglasses (spectacles) are made with safety frames, tempered glass or plastic lenses, temple and side shields. Safety glasses provide eye protection from moderate impact and particles encountered in job tasks such as grinding, scaling, woodworking, etc. Safety glasses are also available in prescription form for those persons who need corrective glasses.
- ii. **Safety Goggles.** Vinyl framed goggles of soft pliable body design provides adequate eye protection from many hazards such as hazardous chemicals. These goggles are available with clear or tinted lenses, and perforated, port vented or non-vented frames. Safety goggles provide superior protection to spectacles and may be worn in combination with spectacles or corrective lenses to insure protection along with proper vision.

Face shields are available in various sizes, tensile strength, impact/heat resistance and injurious radiation filtering capacity. Face shields will be used in operations when the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/biological splash. Face shields must always be worn over safety glasses or goggles. They must never be worn alone.

The following Eye and Face Protection Chart describes some hazards that might be encountered and the proper protective equipment to be used.

<b>Eye and Face Protection Selection Chart</b>	
<p><b>IMPACT</b> -- Chipping, grinding machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding. Flying fragments, objects, large chips, particles sand, dirt, etc.</p>	<p>Spectacles with side protection, goggles, face shields. For severe exposure, use face shield.</p> <ul style="list-style-type: none"> <li>- Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards.</li> <li>- If flying objects are present, such as saw dust and/or wood particles, eye wear with side protection is required to be used.</li> <li>- Adequate protection against the highest level of each of the hazards should be provided. Protective devices do not provide unlimited protection.</li> <li>- Face shields should only be worn over primary eye protection (spectacles or goggles).</li> <li>- Persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear.</li> <li>- Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments may represent an additional hazard to contact lens wearers.</li> </ul>
<p><b>CHEMICALS</b> -- Acid and chemicals handling, degreasing plating. Splash goggles, eyecup and cover types.</p>	<p>For severe exposure, use face shield. For irritating mists use special-purpose goggles.</p> <ul style="list-style-type: none"> <li>- Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.</li> </ul>
<p><b>DUST</b> -- Woodworking, buffing, general dusty conditions</p>	<p>Nuisance dust Goggles, eyecup and cover types.</p> <ul style="list-style-type: none"> <li>- Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleansing may be necessary.</li> </ul>

Each piece of eye and face protective equipment is required by OSHA to:

- i. Have the manufacturers identity clearly marked.
- ii. Be reasonably comfortable.
- iii. Fit properly.
- iv. Be durable and in good condition.
- v. Be easily cleaned and disinfected.

## B. Foot Protection

Employees shall 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, and where such employee's feet are exposed to electrical hazards. (*Reference 29CFR 1910.136*)

Safety footwear with impact protection is required to be worn in work areas where carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped, and for other activities where objects might fall onto the feet. Safety footwear with compression protection is required for work activities involving skid trucks (manual material handling carts), around heavy pipes, or other activities in which materials or equipment could potentially roll over an employee's feet. Safety footwear with puncture protection is required to prevent foot injuries from occurring where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc., could be stepped on by employees.

Employees exposed to foot hazards shall wear sturdy shoes (firm toe and uppers). In work areas containing foot hazards, sandals, moccasins, open-toe shoes or shoes with canvas uppers shall NOT be worn. Shoes with spiked or similar type heels shall not be worn into areas where floor grating is located.

The following is a list of the types of foot hazards that might be encountered in the workplace along with some recommended protective footwear.

Hazard	Protection
Chemicals, solvents	Footwear with synthetic stitching, and made of rubber, vinyl or plastic
Extreme cold	Shoes or boots with moisture- or oil-resistant insulation, and that can repel water (if this is a problem); insulated socks
Electric current	Shoes or boots with rubber soles, and heels, no metal parts and insulated steel toes
Falling and rolling objects, cuts and punctures	Steel-toe safety shoes; add-on devices: metatarsal guards, metal foot guards, puncture proof inserts, shin guards
Slips and skids (from wet, oily shoes with wooden soles or cleated, surfaces)	Non-slip rubber or neoprene soles; non-skid sandals that slip over shoes; strap-on cleats for icy surfaces
Static electricity	Shoes or boots with heels and soles of cork or leather.
Wetness	Lined rubber shoes or boots; rubbers or shoes of silicone-treated leather.

The most important factor in footwear selection is proper fit, such as ensure the shoe fits the foot's arch from heel to ball, which helps provide appropriate toe room; check for quality materials and construction; make sure there is enough foot clearance at the steel toe; and walk in the shoe to make sure it fits comfortably and adjusts to the foot.

All footwear requires routine inspection for cuts, holes, tears, cracks, worn soles and other damage that could compromise the footwear's protective qualities. Outsoles should be kept free of stones, tacks, nails and other debris. Footwear should be cleaned according to the manufacturer's instructions.

### C. Head Protection

Employees are to wear the proper head protection where there is a potential hazard of falling objects, where overhead work is being performed, or when heavy-equipment operations are being performed in the immediate work area. (*Reference 29 CFR 1910.135*)

Anyone working around anything that can fall on your head, hit you in the head, or come loose and knock you in the head you **MUST** wear a hard-hat. When employees or contractors are working from scaffolding, or there is heavy equipment operation being performed, **ALL EMPLOYEES MUST BE WEARING HARD-HATS.**

Primarily, hard-hats are to be worn to protect employees against impact, falling, and/or flying objects, and to provide some protection against electrical hazards. The shell, or hard part of a hard-hat, must be stamped with the manufacturer's name, something along the lines of "ANSI Z-89.1-1969" and the class specification of the hard-hat.

Type of Head Protection	
Class A hard-hats	General duty hard-hats offering limited voltage protection. Unless instructed otherwise by Construction Supervisor Class A hard-hats are to be worn on all construction sites.
Class B hard-hats	For exposure to high voltage. Such as installing electric utility lines.
Class C hard-hats	Are not to be worn on diocesan properties.

### D. Hand Protection

When there is a chance that an employee could receive splinters, cuts, abrasions, exposures to high and low temperatures, exposures to chemicals, and exposures to vibration, hand protection will be made available to employees. (*Reference 29 CFR 1910.138*)

If a task or job site offers hazards that may cause hand injuries protective gloving will be mandatory. Selection of the hand protection will be based on the tasks to be performed, the conditions present, the duration of use and the hazards and potential hazards that are present. The following chart describe some hazards that might be encountered and the proper protective equipment to be used.

The following is a guide to the most common types of protective work gloves and the types of hazards they can guard against:

	Hazard	PPE to Use
CH	Contact with biological or chemicals other than oils, solvents, corrosives or toxic material	<b>Impervious disposable gloves:</b> Disposable gloves, usually made of lightweight rubber, latex, or nitrile can help guard against mild irritants.

CH	Contact with oils, solvents, corrosives, or toxic material	<p><b>Chemical-resistant utility gloves:</b> Chemical resistant gloves may be made of rubber, nitrile, neoprene, polyvinyl alcohol, or vinyl, etc.</p> <p>These gloves protect hands from corrosives, oils, and solvents. When selecting chemical resistant gloves, be sure to consult the manufacturers' recommendations, especially if the gloved hand will be immersed in the chemical.</p>
IC	Laceration	<p><b>Cut-resistant material (e.g. Kevlar TM):</b> Metal mesh gloves are used to protect hands from accidental cuts and scratches. Persons working with cutting tools, scalpels, scissors, or other sharp instruments use them most commonly.</p>
IC	Abrasion, cut, or puncture	<p><b>Canvas or leather work gloves:</b> (1) Fabric gloves are made of cotton or fabric blends and are generally used to improve grip when handling slippery objects. They also help insulate hands from mild heat or cold. (2) Leather gloves are used to guard against injuries from sparks or scraps against rough surfaces. They are also used in combination with an insulated liner when working with electricity.</p>
ET	Contact with hot or cold objects	<p><b>Welders', aluminized, insulated, cryogenic, and freezer gloves</b> are a few of the types of gloves used to insulate hands from intense heat or cold.</p>

**Chemical Hazards (CH).** Acids and bases (corrosives) will cause chemical burns on contact with the skin. Solvents, cleaning compounds and insulating fluids can irritate the skin, causing rashes, blistering and, in some cases, skin eruption. Some chemicals can be absorbed through the skin, causing effects in other parts of the body. Whenever handling any chemicals, hand protection should be used in combination with work practices to keep skin contact down to a minimum. As different gloves provide different degrees of protection against specific chemicals, the type of glove used must be based upon the glove material and the chemical exposure.

**Protection Against Impact and Cuts (IC).** Manual handling of materials provides ample opportunity for hands to be cut, abraded, pinched and struck.

**Protection Against Extreme Temperatures (ET).** Some operations place employee hands and arms near hot environments or require them to handle hot materials, such as handling hot appliances. These exposures have the potential for burning the skin. Leather gloves may be worn in some of these situations to

protect against these hazards. Alternatively, calcium silicate woven gloves (insulated gloves) may be used to provide protection. Extremely cold (cryogenic) materials such as dry ice also causes burns on exposed skin and require the use of hand protection.

Gloves used should provide protection against the hazards. For tasks requiring the use of cutting tools or handling of materials with sharp edges, cut resistant gloves (Kevlar) or heavy leather work gloves will provide a good level of protection.

However, when operating moving machinery such as drills, saws, grinders or other rotating and moving equipment, gloves SHOULD NOT be worn, as the equipment could catch the glove and pull the employee's hand into the hazardous areas.

### **E. Hearing Protection-Regulatory**

Exposure to high noise levels may cause damage to the ear, resulting in temporary or permanent hearing loss. To reduce the potential for hearing loss, all employees whose noise exposure equals or exceeds an eight-hour time-weighted average (TWA) of 90 decibels (dBA), ear protective devices shall be provided and used. (*Reference 29 CFR 1910.95*)

All employees who work near or operate power saws, power actuated nail guns, and jack hammers are required to use the appropriate hearing protection. Hearing protection will also be used whenever a supervisor deems it necessary. The use and care of hearing protection must be in compliance with *OSHA standard 29 CFR 1926.52*, Occupational Noise Exposure.

### **F. Respiratory Protection**

Certain hazards in the workplace could affect the lungs, such as harmful dust, fogs, smokes, mists, fumes, gases, vapors, sprays, or lack of oxygen. Using any substance that may cause cancer, lung impairment, other diseases, or death require respiratory protection. (*Reference 29 CFR 1910.134*).

Eliminating or reducing atmospheric hazards through engineering controls is the first step to control the exposure. Other options include using a less hazardous product or adding administrative controls to eliminate or safely minimize respiratory protection. If these safety controls do not effectively reduce respiratory exposures to permissible OSHA levels, then personal protective will be required as needed to properly protect employees from respiratory exposures.

Certain types of respiratory equipment require a medical evaluation to determine the employee's ability to voluntarily use a respirator BEFORE the employee uses a respirator (other than a dust mask). When required to wear a NIOSH-certified respirator a "fit test" must be performed in the workplace. This includes air-purifying respirators where the filters remove harmful substances from the air and air-supplying respirators (SCBAs) designed to provide breathable air from a clean air source other than the surrounding contaminated atmosphere. Most diocesan locations may opt to hire a contractor who employs certificated staff to perform the work when special respirators are required.

### **G. Protective Clothing-Regulatory Requirement**

When employees are exposed to conditions where skin may absorb a hazardous substance, employees must wear approved protective clothing. All protective clothing that is non-disposable shall be properly cleaned and disinfected after each use. Disposable equipment shall be properly discarded. Protection clothing must be regularly inspected for tears or rips, seam discontinuities or pin holes, and immediately disposed if any piece of clothing is comprised. (*Reference 29 CRF 1910.120*)

## 4. CLEANING AND MAINTENANCE of PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use (*Attach a copy of the manufacturers' cleaning and care instructions for all PPE provided to your employees*). Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible. If employees provide their own PPE, make sure that it is adequate for the workplace hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced. It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

## 5. PPE TRAINING

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- i. When PPE is necessary to be worn
- ii. How to properly don, doff, adjust, and wear PPE
- iii. The limitations of the PPE
- iv. The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented using the PPE Certification Training Form (see *Appendix A*) and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/ she will be using.

The PPE training quiz will be used to evaluate employees' understanding and will be kept in the employee training records.

### A. Retraining

The need for retraining will be indicated when changes occur, such as:

- i. An employee's work habits, or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE.
- ii. New equipment is installed.
- iii. Changes in the workplace make previous training out-of-date.
- iv. Changes in the types of PPE to be used make previous training out-of-date.
- v. COMPANY job sites must be in good condition and properly maintained. Defective and damaged equipment will not be permitted.

Please contact the Office of Risk Management for more information at 703-841-2503 or visit the Risk Management website at <https://www.arlingtondiocese.org/offices-and-directory/office-of-risk-management/>.



## PPE Training Certification Form

Employee's name: \_\_\_\_\_

Job title/work area: \_\_\_\_\_

Employer: \_\_\_\_\_

Trainer's name: \_\_\_\_\_  
(person completing this form)

Date of training: \_\_\_\_\_

Types of PPE employee is being trained to use (List all PPE used):

- |  |   |
|--|---|
| <input type="checkbox"/> Head Protection       | <input type="checkbox"/> Footwear       |
| <input type="checkbox"/> Hearing Protection    | <input type="checkbox"/> Safety Glasses |
| <input type="checkbox"/> Eye & Face Protection | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Gloves & Hand Wear    |   |

The following information and training on the personal protective equipment (PPE) listed above were covered in the training session (initial next to each one):

\_\_\_\_\_ The limitations of personal protective equipment: PPE alone cannot protect the employee from on-the-job hazards.

\_\_\_\_\_ What workplace hazards the employee faces, the types of personal protective equipment that the employee must use to be protected from these hazards, and how the PPE will protect the employee while doing his/her tasks.

\_\_\_\_\_ When the employee must wear or use the personal protective equipment.

\_\_\_\_\_ How to use the personal protective equipment properly on-the-job, including putting it on, taking it off, and wearing and adjusting it (if applicable) for a comfortable and effective fit.

\_\_\_\_\_ How to properly care for and maintain the personal protective equipment: look for signs of wear, clean and disinfect, and dispose of PPE.

**Note to employee: This form will be made a part of your personal file.  
Please read and understand its contents before signing.**

### **Employee**

I understand the training I have received, and I can use PPE properly.

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

**Trainer** must initial:

\_\_\_\_\_ Employee has shown an understanding of the training.

\_\_\_\_\_ Employee has shown the ability to use the PPE properly.

\_\_\_\_\_  
Trainer's signature

\_\_\_\_\_  
Date