

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: JULY 15, 2009



CONSIDER ADOPTION OF PERSONAL PROTECTIVE EQUIPMENT POLICY

**ITEM**

Consider adoption of Personal Protective Equipment Policy in accordance with Cal/OSHA requirements [ADOPT RESOLUTION].

**BACKGROUND**

Title 8, Sections 3380, 3381, 3382, 3383, 3384, 3385, 3387 and 3389 of the California Code of Regulations, as well as other Cal/OSHA regulations, require employers to protect employees from the risk of injury by providing personal protective equipment to create a barrier against workplace hazards. The District currently does not have a personal protective equipment policy.

Staff has prepared the attached Personal Protective Equipment Policy based on Cal/OSHA's requirements. The attached draft also contains the edits ordered by the Board at the June 24, 2009 Board meeting. Once the policy is adopted, staff will proceed to conduct the appropriate training.

**FISCAL IMPACT**

Preparation of the policy, presentation of the policy at the Board meeting, and employee training involves usage of previously budgeted staff time.

**RECOMMENDATION**

Staff recommends that your Honorable Board adopt the attached Resolution.

**ATTACHMENT**

Resolution 2009-XXXX with Exhibit "A" – Personal Protective Equipment Policy

**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2009-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTING A PERSONAL PROTECTIVE EQUIPMENT POLICY**

**WHEREAS**, the Nipomo Community Services District (herein "District") does not have a Personal Protective Equipment Policy, and

**WHEREAS**, Staff has determined that the District needs a Personal Protective Equipment Policy to protect employees from the risk of injury by providing personal protective equipment to create a barrier against workplace hazards; and

**WHEREAS**, the Personal Protective Equipment Policy attached as Exhibit "A" to this Resolution has been reviewed by the Board of Directors of the Nipomo Community Services District.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of the Nipomo Community Services District, as follows:

1. The policy attached hereto as Exhibit "A" is hereby adopted as the Personal Protective Equipment Policy of the Nipomo Community Services District.
2. Effective Date. This Resolution and the attached Personal Protective Equipment Policy shall take effect immediately.

Upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and on the following roll call vote, to wit:

AYES:  
NOES:  
ABSENT:  
CONFLICT:

the foregoing resolution is hereby passed and adopted this 22<sup>nd</sup> day of July, 2009.

\_\_\_\_\_  
James Harrison  
President of the Board  
Nipomo Community Services District

ATTEST:

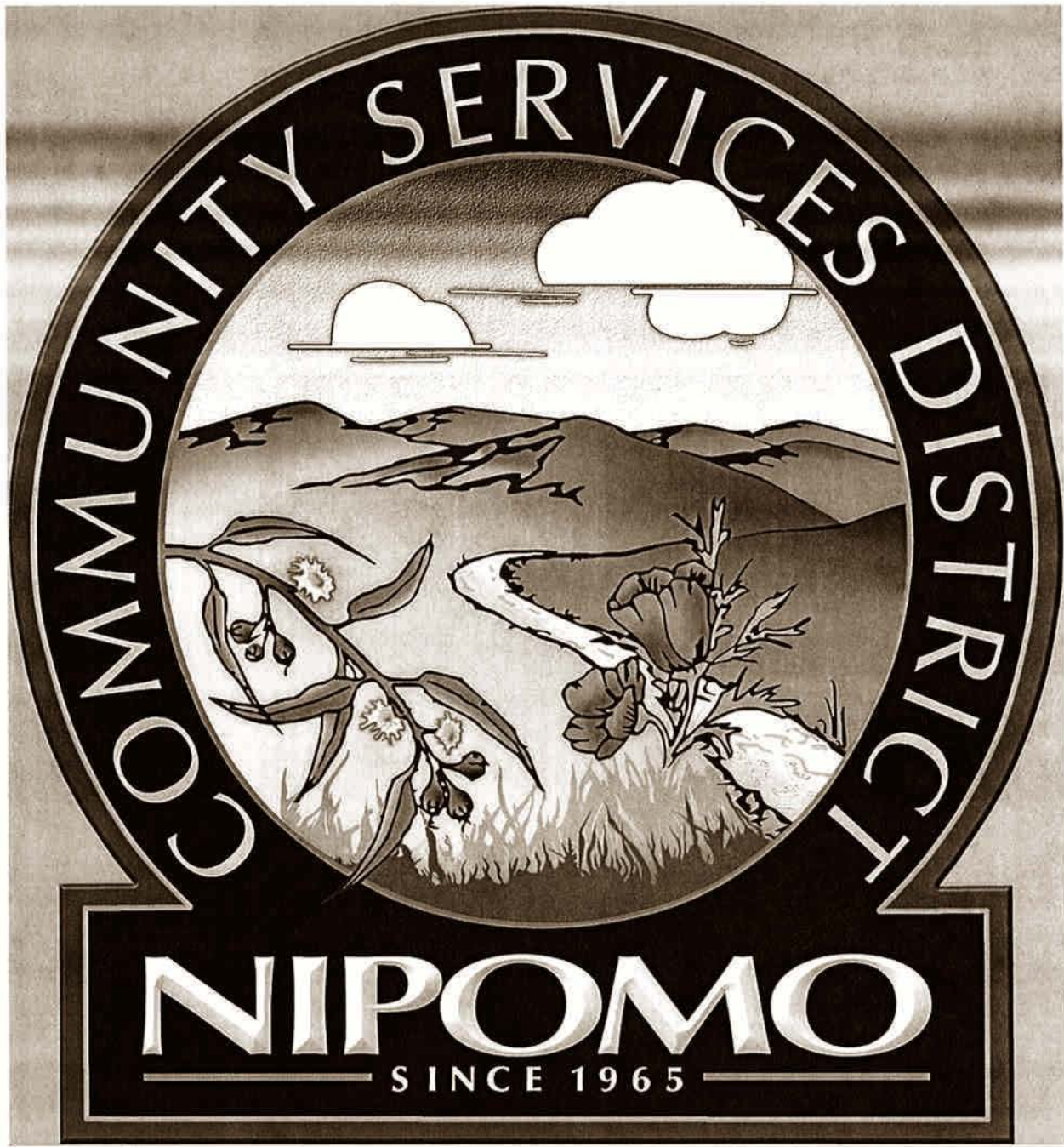
APPROVED:

\_\_\_\_\_  
Donna K. Johnson  
Secretary to the Board

\_\_\_\_\_  
JON S. SEITZ  
District Legal Counsel



**NCSD SAFETY POLICIES AND PROCEDURES**  
**PERSONAL PROTECTIVE EQUIPMENT POLICY**



# NCS D SAFETY POLICIES AND PROCEDURES

## PERSONAL PROTECTIVE EQUIPMENT POLICY

### I. PURPOSE

The purpose of this Policy is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury/or illness.

### II. APPLICABILITY

This Policy applies to all District employees.

### III. POLICY

It is the policy of the Nipomo Community Services District that all aspects of CalOSHA's requirements for personal protective equipment, *California General Industry Safety Orders, Title 8, Subchapter 7, Group 2, Article 10*, shall be met or exceeded. This Policy addresses eye, face, head, and foot protection. Refer to the District's *Hearing Conservation Policy* for hearing protection.

### IV. RESPONSIBILITIES

A. Utility Superintendent and Finance Director/Assistant General Manager shall:

1. Ensure that the Personal Protective Equipment Policy is implemented. The Utility Superintendent and Finance Director/Assistant General Manager have the authority to delegate any or all portions of this policy to subordinates, but the Utility Superintendent and Finance Director/Assistant General Manager will be held responsible for compliance.
2. Annually budget for the department's personal protective equipment.
3. Conduct workplace hazard assessments to determine the presence of hazards which necessitate the use of personal protective equipment.

B. Supervisors shall:

1. Implement the Personal Protective Equipment Policy.
2. Ensure that employees wear personal protective equipment when appropriate.
3. Counsel employees when personal protective equipment is not worn.
4. Notify the Safety Officer when new hazards are introduced or when processes are added or changed.
5. Ensure that employees are trained on the proper use, care, and cleaning of personal protective equipment.



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## PERSONAL PROTECTIVE EQUIPMENT POLICY

### C. Employees shall:

1. Wear personal protective equipment as required.
2. Care for, clean, and maintain all issued personal protective equipment.
3. Inform their supervisor of the need to repair or replace personal protective equipment.

### D. District Engineer/Safety Officer shall:

1. Update and maintain the Personal Protective Equipment Policy.
2. Assist with and review workplace hazard assessments to determine the presence of hazards which necessitate the use of personal protective equipment.
3. Maintain records on hazard assessments.
4. Provide assistance in training supervisors and employees on the proper use, care, and cleaning of approved personal protective equipment.
5. Provide guidance to supervisors for the selection and purchase of approved personal protective equipment.

## V. PROCEDURE

### A. Hazard Assessment and Equipment Selection

CalOSHA requires employers to conduct inspections of all workplaces to determine the need for personal protective equipment (PPE) and to help in selecting the proper PPE for each task performed. The Utility Superintendent or Finance Director/Assistant General Manager, in conjunction with the Safety Officer, will conduct a walk through survey of each work area initially and whenever new hazards are introduced into the workplace to identify sources of hazards including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, vibration, and light radiation. Each survey will be documented using the *Hazard Assessment Certification* form, which indicates the workplace surveyed, the person who conducted the survey, findings of potential hazards, and the date of the survey.

Once the hazards of a workplace have been identified, the Utility Superintendent or Finance Director/Assistant General Manager and the Safety Officer will determine the suitability of the PPE presently available; and, as necessary, select new or additional equipment ensuring a level of protection greater than the minimum required to protect the employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposures to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided.

### B. Protective Devices

All personal protective clothing and equipment shall be of safe design and construction for the work to be performed and shall be maintained in a sanitary, safe and reliable condition. Only those items that meet NIOSH (National Institute for Occupational Safety and Health) 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

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## PERSONAL PROTECTIVE EQUIPMENT POLICY

incorporated into the CalOSHA PPE regulations, as follows:

1. Eye and Face Protection ANSI Z87.1
2. Head Protection ANSI Z89.1
3. Foot Protection ANSI Z41.1
4. Hand Protection - There are no ANSI standards for gloves. Selection must be based on the performance characteristics of the glove in relation to the tasks performed.

Careful consideration will be given to the comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

### C. Eye and Face Protection

Prevention of eye injuries requires that all persons, who may be in eye hazard areas, wear protective eyewear. This includes employees, contractors, or others passing through an identified eye hazard area. To provide protection for these personnel, supervisors of such areas shall procure a sufficient quantity of goggles and/or safety glasses which afford the maximum amount of protection possible.

Suitable eye protectors shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases, vapors, aerosols, or potentially injurious light radiation.

1. Employees who wear contact lenses or prescription glasses must wear appropriate eye and face protection devices in a hazardous environment.
2. Side shields shall be used when there is a hazard from flying objects.
3. Goggles and face shields shall be used when there is a hazard from chemical splash.
4. Face shields shall only be worn over primary eye protection (safety glasses or goggles).

### D. Voluntary Respirator Use

The District may, upon request from an employee and depending on specific workplace conditions, provide a filtering facepiece-type respirator (dust mask) to the employee for voluntary use. The Safety Officer will provide all employees who voluntarily choose to wear a respirator with a copy of Appendix D of the Cal/OSHA standard.

### E. Emergency Eyewash and Safety Shower Facilities

Emergency eyewash and safety shower facilities meeting the requirements of ANSI Z358.1 shall be provided in all areas where the eyes and body of any employee may be exposed to chemicals. All such emergency facilities will be located where they are easily accessible in an emergency. Permanent emergency eyewash and safety shower facilities must be flushed at least monthly and the inspection noted on a laminated "inspection tag" attached to the eyewash or safety shower.



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## **PERSONAL PROTECTIVE EQUIPMENT POLICY**

### **F. Head Protection**

Head protection shall be provided to and worn by any employee that may be exposed to falling, flying, or fixed objects that may fall, or electrical shock (600 volts or less).

### **G. Hand Protection**

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and other characteristics (i.e., thickness and permeation rate and time) are known. The Safety Officer can assist in determining the specific type of glove material that should be worn for a particular chemical.

### **H. Foot Protection**

All safety footwear shall comply with ANSI Z41-1991, "American National Standard for Personal Protection - Protective Footwear." Safety shoes or boots with impact protection are required to be worn in work areas when carrying or handling materials such as packages, objects, parts and/or heavy tools, which could be dropped; and for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are required for work activities in which materials could potentially roll over an employee's feet. Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc., could be stepped on by employees causing a foot injury.

It is the employee's responsibility to purchase safety shoes or boots when required by their position. Reimbursement for the purchase of safety shoes will be in accordance with the District's Personnel Policy Manual.

### **I. Life Rings and Personal Flotation Devices**

At least one U.S. Coast Guard approved 30-inch life ring with not less than 90 feet of 600 pound capacity line attached shall be kept in a conveniently accessible place where employees work exposes them to the hazard of drowning. Each employee shall wear a U.S. Coast Guard approved personal flotation device when using a boat.

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## PERSONAL PROTECTIVE EQUIPMENT POLICY

### J. Cleaning and Maintenance

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. PPE shall be inspected, cleaned, and maintained at regular intervals by the employee the PPE is assigned to so that the PPE provides the requisite protection. Personal protective equipment shall not be shared between employees until it has been properly cleaned and sanitized.

PPE will be distributed for individual use whenever possible.

### K. Signage

Safety signage shall be posted wherever PPE is required. Signage is not required at temporary job sites; however, the job site hazards and personal protective equipment required shall be discussed at a daily tailgate meeting. Signage shall have clear and concise wording like "Safety Glasses Required in This Area" or "Head Protection Required." Signs shall be purchased and posted by the respective department.

### L. Training

Any employee required to wear PPE shall receive training in the proper use and care of the PPE. Periodic re-training shall be offered by District to both employees and supervisors, as needed. The training shall include, but not necessarily be limited to, the following subjects:

1. When PPE is necessary to be worn.
2. How to properly don, doff, adjust, and wear PPE.
3. The limitations of PPE.
4. The proper care, maintenance, useful life and disposal of the PPE.

### M. Recordkeeping

The Safety Officer shall maintain the *Hazard Assessment Certification* form for each permanent work site evaluated for at least three (3) years or as required by Cal/OSHA. Training records shall be maintained by the respective Department and Safety Officer for a period of three (3) years.



# NCS D SAFETY POLICIES AND PROCEDURES

## PERSONAL PROTECTIVE EQUIPMENT POLICY

### Hazard Assessment Form

Job Title: \_\_\_\_\_ Department : \_\_\_\_\_

Work Location: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Describe Each Task or Activity:	Hazard Associated with Task or Activity	Level, Size, Degree or Impact of Hazard

Hazard Assessment: Part of Body and Type of Protection Required: (Check all that apply)

Head	Body	Face Shield	Ear Muffs/Plugs
Face	Hands	Goggles	Gloves
Eyes	Skin	Safety Glasses	Safety Shoes
Ears		Hard Hat	Other

Additional Requirements:

\_\_\_\_\_

\_\_\_\_\_

Person certifying assessment: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name