

CITY OF KETTERING

**PERSONAL PROTECTIVE EQUIPMENT
PROGRAM**

CITY OF KETTERING
Safety & Health Program

Responsibility for Safety

All City employees are responsible for safety. However, we all have different roles in assuring that the City of Kettering is a safe place to work.

The City Manager:

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

Responsibilities of All Employees

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

Responsibilities of Supervisors

As a supervisor, you are responsible for being sure work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Enforcing safety regulations and City safety policy.
- Taking care of hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

Responsibilities of Department Directors

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety officer (may be Director or others) to run departmental safety operation and participate on safety committee.

CITY OF KETTERING
Safety & Health Program
Personal Protective Equipment Program
OSHA – 29 CFR 1910.132 to .139

Program Content

1. Purpose
2. Written Program Changes/Revision
3. Scope
4. Training
5. Roles and Responsibilities

CITY OF KETTERING
Safety & Health Program
Personal Protective Equipment Program
OSHA – 29 CFR 1910.132 to .139

1. Purpose

The purpose is to ensure worker safety by using Personal Protective Equipment (P.P.E.), which includes all types of equipment used to increase individual safety, while performing potentially hazardous tasks. This may include safety glasses, hard hats, gloves, lab coats, or any equipment used to protect against injury or illness.

2. Written Program Changes/Revisions

This program will be reviewed and evaluated:

- On an annual basis.
- When changes occur to 29 CFR 1910.132 through 29 CFR 1910.139 that prompt revision of this document.
- When facility operational changes occur that require a revision of this document.
- When there is an accident or close call that relates to this area of safety.
- At any time that P.P.E. fail.

3. Scope

This program addresses the following areas:

Departments/Areas that require P.P.E. to be provided, used and maintained in a sanitary and reliable condition whenever hazards of processes or environment, chemical hazards, or mechanical irritants are encountered in a manner capable of causing injury or illness through absorption, inhalation, or physical contact. Departments are responsible for ensuring the adequacy of the equipment and ensuring that it is properly maintained, even in those cases where employees provide their own P.P.E.

- A. Eye and face protection
- B. Head protection
- C. Foot protection
- D. Hand protection

Note: Respiratory protection is covered under a separate program.

A. Eye and Face Protection

Appropriate eye and face protection, such as safety glasses, goggles, and face shields, must be used to protect against the hazards associated with flying particles, molten metal, liquid chemicals, acids and caustic liquids, chemical gases and vapors, or potentially injurious light radiation.

B. Head Protection

A protective helmet (hard hat) must be worn when working in areas where there is the potential for injury from falling objects and/or exposed energized electrical conductors that could contact the head. The employee and supervisor need to be sure that the hard hat has sufficient dielectric protection for the electrical hazard when there is exposure.

C. Foot Protection

Protective footwear must be worn in areas where there is the potential for foot injuries from falling or rolling objects, from objects piercing the sole, or from exposed energized electrical conductors that could contact the feet.

D. Hand Protection

Hand protection must be worn to protect against hazards of skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, or harmful temperature extremes.

4. Training

Each worker required to use P.P.E. must receive training in the following:

- How to properly wear P.P.E.
- What types of P.P.E. provide protection against the hazards identified during the assessment.
- When P.P.E. must be used.
- Proper disposal of damaged P.P.E.

It is the responsibility of the individual departments to train employees in the use of appropriate Personal Protective Equipment. Assistance for this training is available through the Human Resource Department.

5. Roles and Responsibilities

Departments

- Conduct workplace hazard assessment and be reviewed by the Safety Officer.
- Select P.P.E. appropriate to the hazard identified during the assessment.
- Provide P.P.E. to employees.
- Train employees in element of P.P.E. use.
- Maintain certifications of hazard assessment and training.

Supervisors

- Ensure employees understand training on P.P.E.
- Ensure employees use P.P.E. when needed.


Individual

- Attend training.
- Use P.P.E. when necessary.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Personal Protective Equipment Program to the Department Directors.

Approved:

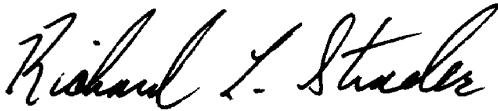
2/9/07
Date



Mark W. Schwieterman
City Manager

Issued:

2/9/07
Date



Richard L. Strader
Director of Human Resources

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