



SAN DIEGO
Community College District

San Diego Community College District
Risk Management Office

Personal Protective Equipment Program



PROGRAM AUTHORIZATION

<hr/> Chancellor	
<hr/> Trustee	<hr/> Trustee
<hr/> Trustee	<hr/> Trustee
<hr/> Trustee	
<hr/> Vice Chancellor, Facilities	<hr/> Vice Chancellor, Human Resources
<hr/> Risk Manager	
Date: _____	



Risk Management
Office

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I. PURPOSE

The Board of Trustees, recognizing that the health, safety, and well-being of its employees is of paramount importance in the management of the San Diego Community College District, affirms its commitment to create and maintain a safe and healthful working environment.

The San Diego Community College District *Personal Protective Equipment Program* (PPE) provides direction to employees on the proper selection and use of PPE as well as the limitations of the various protective devices. PPE are articles designed to provide supplemental protection to employees from the various physical and chemical hazards they may encounter working at the District. PPE includes, but is not limited to, hand protection, head protection, body protection, hearing protection, foot protection, and respiratory protection. This policy applies to all District employees, including faculty and adjunct faculty.

Although included with this *Program*, Hearing Protection, Fall Protection, and Respiratory Protection are extensively addressed in separate District programs.

This *PPE Program* applies to all District employees with particular emphasis on employees that routinely have higher risk tasks such as Facilities Maintenance, instructional trade programs, theater operations, and instructional laboratories.

II. REGULATORY CITATIONS

California Code of Regulations, Title 8, § 1670
California Code of Regulations, Title 8, § 3306
California Code of Regulations, Title 8, § 3380
California Code of Regulations, Title 8, § 3380, Appendix A
California Code of Regulations, Title 8, § 3381
California Code of Regulations, Title 8, § 3382
California Code of Regulations, Title 8, § 3383
California Code of Regulations, Title 8, § 3384
California Code of Regulations, Title 8, § 3385
California Code of Regulations, Title 8, § 5098
California Code of Regulations, Title 8, § 5144
California Code of Regulations, Title 8, § 5192(g)(5)
Code of Federal Regulations, Title 29, § 1910.132
Code of Federal Regulations, Title 29, § 1910.133
Code of Federal Regulations, Title 29, § 1910.134
Code of Federal Regulations, Title 29, § 1910.135
Code of Federal Regulations, Title 29, § 1910.136
Code of Federal Regulations, Title 29, § 1910.137
Code of Federal Regulations, Title 29, § 1910.138
Code of Federal Regulations, Title 29, § 1926.501

III. DISTRICT POLICIES AND PROCEDURES



SDCCD Board Policy 6800

IV. AUTHORITY

The Chancellor has ultimate authority and responsibility for the health and safety programs within the District. Creating a broad-based accountability for safety is the responsibility of the Chancellor and District leadership.

The Chancellor has designated the Vice Presidents of Administration and the Regional Facilities Officers to act as the *PPE Program* administrators at each College within the District. At the District Office, the designees are the Risk Manager and District Architect while at the District Service Center, it is the Director of Facilities.

To ensure effective implementation of this program, all personnel designated to carry out specific responsibilities are expected to know and understand the procedures outlined in this document and the specific contents of this *PPE Program* as it relates to their facility.

A. Chancellor's Designees

The Vice Presidents of Administration and Facility Directors have the authority and are responsible for the implementation and maintenance of this program, including:

1. Developing or adopting the necessary policies and programs to adequately maintain a safe and healthful work and learning environment at the facilities of their responsibility
2. Conducting investigations of all workplace injuries and illnesses
3. Providing for the purchase of required protective equipment for all employees
4. Recommending to the College Safety Committee any additions or changes to the *Personal Protective Equipment Program*
5. Assisting supervisors in conducting workplace hazard assessments to identify, evaluate, and correct chemical hazards
6. Providing for training to those employees required to use personal protective equipment
7. Developing or adopting the necessary policies and programs to adequately maintain a safe and healthful work and learning environment at the facilities of their responsibility
8. Assigning designees to fulfill all aspects of this *Program*.

B. Risk Management Office

The District Risk Management Office is responsible for the oversight and maintenance of this program, including:

1. Reviewing the program annually and updating, as necessary
2. Evaluating the adequacy and consistency of protective equipment training in the



District

3. Providing technical expertise to all Chancellor's Designees, as requested and required
4. Monitoring Cal/OSHA standards for relevant regulatory changes
5. Evaluating PPE prior to deployment to evaluate applicability, effectiveness, and adherence to applicable standards
6. Conducting periodic program audits and inspections at District facilities to evaluate compliance with all Federal, State, County, District, and College chemical handling and hazardous waste regulations
7. Reviewing site-specific programs drafted by the independent Colleges to ensure compliance and consistency with regulations, this program, and District policy.

C. Facilities Services

The Facilities Services Department is responsible for the implementation of this program, including:

1. Planning, organizing, and coordinating protective equipment training
2. Maintaining the records of inspections, hazard abatements, and training.

D. Supervisors

Supervisors are responsible for implementing and enforcing the provisions of this program, including:

1. Ensuring that employees properly use PPE
2. Reviewing the applicable sections of this Program with new employees
3. Developing departmental PPE procedures, with support from the Risk Management Office
4. Ensuring the protective equipment provided is adequate and appropriate for the known and anticipated hazards their employees will come into contact with
5. Providing employees with all appropriate and required PPE
6. Replacing damaged or ineffective PPE
7. Investigating any injuries, illnesses, and near misses.

E. Employees

Employees are responsible for

1. Using and maintaining PPE in accordance with the manufacturer recommendations and supervisor's instructions
2. Ensuring that appropriate PPE is selected for the hazard(s) present
3. Ensuring that PPE selected does not present additional hazards
4. Informing supervisors and managers when replacement of PPE is necessary
5. Contacting Risk Management Office or their Supervisor regarding any questions or concerns regarding equipment fit, appropriate selection, use, or conditions that



- may affect proper use of PPE
6. Reporting any program deficiencies to their supervisor or the Risk Management Office.
 7. Submitting reimbursement for items purchased to protect themselves from hazards they are exposed to at work including prescription safety glasses and frames as well as work boots required for specific job classifications

F. Students

While students are not specifically covered under the provisions of the regulations due to their non-employee status, students in instructional laboratories, trade program students, and clinical students shall be required to use appropriate PPE for the potential hazards they may encounter. Blatant disregard for provisions of this *Program* will result in dismissal from the program or activity for which the PPE is required.

V. CONTROL METHODS

Whenever possible, the District will attempt to remove a hazard, find less hazardous substitutes or processes, or modify work practices before relying on PPE to protect employees. PPE must be worn while other protective control measures are being installed or modified. PPE may also be worn as supplemental protection in conjunction with engineering or work practice controls.

PPE should never be relied on as the sole protective measure as any failure in the equipment will result in an employee being exposed to the hazard.

The balance of this *Program* operates under the assumption that engineering controls and work practices have been exhausted as options, have not reduced the hazard to safe levels, or are being used in conjunction with the selected PPE.

VI. HAZARD ASSESSMENT

The proper selection and deployment of PPE is based on the actual and potential hazards associated with a particular task. The process of determining which PPE may be appropriate and the effectiveness of those articles is by way of a Hazard Assessment.

Refer to the District's *Hazard Assessment Program* for the method of selecting appropriate hazard controls, including the use of PPE.

VII. GENERAL GUIDELINES

The following are general guidelines that apply to all types of personal protective equipment (8 CCR 3380).

1. Where required to perform tasks safely or when identified by a hazard assessment, the District will provide the necessary PPE at no cost to the



employee.

- a. The District shall provide appropriate PPE for student workers and volunteers providing equivalent protection as that offered to employees.
 - 1) The District may request the student worker or volunteer return the protective equipment upon separation of service with the District.
2. The Collective Bargaining Agreement may note reimbursement provisions for some protective equipment the District requires for certain classes of employees.
3. Hazards requiring PPE will be identified by the Supervisor or Site Safety Officer (in the event of hazardous materials spills) and appropriate PPE will be selected.
4. If not previously completed or if it needs to be updated, a hazard or risk assessment shall be performed to assist in the selection of appropriate PPE.
 - a. Hazard or risk assessments are not required during an emergency response.
 - 1) The selection of PPE to be used during an emergency response should be determined by a competent person with appropriate training.
5. The impact of combinations of PPE must be assessed prior to performing a task.
 - a. For example, using chemical goggles with a half-face air-purifying respirator may compromise the seal of the goggles, the respirator, or both.
6. Employees shall be trained and instructed on the proper selection, use, donning, and doffing of relevant PPE.
7. Employees are required to use the PPE only in the manner it is intended to be used in accordance with the training they have received.
 - a. Improper use of PPE will invalidate any certifications or protection allotted by the equipment.
 - b. Employees who improperly use PPE after training and instruction shall not hold the District liable for injuries or illnesses caused by misuse.
 - c. Employees who improperly use PPE may be subject to disciplinary action.
8. Employees may not modify PPE in any way unless explicitly allowed by the manufacturer.
 - a. Modifications will invalidate any certifications and will compromise the equipment's ability to protect the employee.
 - b. Employees who improperly modify PPE shall not hold the District liable for any exposure to a hazard related to the modification.
 - c. Employees who improperly modify PPE may be subject to disciplinary action.
9. Employees are required to properly maintain PPE according to the manufacturer's instructions and Supervisor's directions.
 - a. Methods and materials for cleaning shall be strictly followed according to the manufacturer's directions.
 - b. PPE shall be cleaned on a schedule set forth by the manufacturer, Supervisor, or District, whichever is most frequent.
 - c. Employees who improperly maintain PPE after training and instruction shall not hold the District liable for any exposure to a hazard related to the use of PPE.
 - d. Employees who improperly maintain PPE in such a way that results in damage to the equipment or an exposure may face disciplinary action.



10. The District will provide equipment of appropriate sizes and, where applicable, variations to ensure proper fit and comfort.
11. Damaged or compromised reusable PPE should be brought to the supervisor's attention for immediate repair or replacement.
 - a. Employees and Supervisors shall not attempt repair of PPE unless expressly allowed by the manufacturer or properly trained and qualified.
 - 1) The supervisor must retain any training certificates related to PPE maintenance and repair indefinitely.
12. Disposable PPE shall not be reused beyond the scope of this *Program* and must be disposed of as instructed.
13. Some equipment, such as hard hats and fall protection devices, must be removed from service once they have been exposed to a hazard.
 - a. Fall protection systems that have been deployed to prevent or arrest a fall shall be immediately returned to the supervisor for a replacement prior to returning to the task.
 - b. Hard hats that have been struck by a falling object with enough force to crack or damage the shell or become dislodged from an employee's head shall be replaced immediately.
14. Environmental conditions must be considered when selecting and using PPE which may require altering or rescheduling of tasks.
 - a. High humidity can impact the useful life of air-purifying respirator elements.
 - b. Humidity and temperature can cause safety glasses, goggles, and full-face respirators to fog resulting in reduced vision.
 - c. Wet conditions can affect the ability of some glove materials to provide adequate grip.
 - d. Certain glove materials have reduced protection in hot or cold conditions.
15. Some PPE, such as respiratory protection, can exacerbate pre-existing health conditions, such as cardio-pulmonary deficits, pneumonia, or colds.
 - a. The health condition of an employee must be assessed prior to using PPE.
 - 1) Any health-related restrictions will be explicitly noted in the District's policies and Programs.
 - 2) Employees who use health-restricted PPE without being previously approved to do so by a medical professional and having that approval on file with the District shall not hold the District liable for any PPE-related health consequences.
 - 3) Employees who use PPE for which they are not properly trained and approved to use may be subject to disciplinary action.
 - b. When PPE is used that could exacerbate health conditions, such as respirators and chemical protective clothing, the supervisor shall establish a work/rest schedule that shall not exceed two (2) hours work and shall include not less than fifteen (15) minutes of rest.
 - 1) Rest periods shall occur away from hazardous environments
 - 2) Rest periods shall allow for the safe removal of PPE to provide adequate physiological recovery of the employees
 - 3) The supervisor shall institute and document some form of



monitoring, such as heart rate, to ensure that rest breaks are effective in reducing the physiological burden on the employee(s).

16. PPE must be inspected before every use.
 - a. Some items require annual or more frequent inspections, maintenance, and cleaning.
 - b. Employees who improperly inspect PPE after training and instruction shall not hold the District liable for any exposure related to PPE failure.
 - c. Employees whose failure to properly inspect PPE results in damage, illness, or injury to themselves or others may be subject to disciplinary action.
17. PPE shall be periodically inspected by the employee during use.
 - a. If PPE becomes damaged or compromised during use, the employee shall remove themselves from the hazardous activity and replace the PPE.
 - b. Damaged PPE shall be appropriately disposed of as regular trash or, in the case of gloves and protective clothing used while handling chemicals, hazardous waste.
 - c. The supervisor shall provide appropriate replacement equipment of similar level of protection and appropriate size.

VIII. EYE AND FACE

The selection and type of eye and face protection will be determined by the activities employees are engaging in (8 CCR 3382).

A. General Provisions

1. Employees who wear prescription glasses shall
 - a. Be provided with protective glasses (over glasses') to be worn over their prescription glasses, if safety glasses are allowed for the job
 - b. Obtain prescription safety glasses or goggles through the District's vision care provider, repairs to which are reimbursed when required
 - c. Wear contact lenses under safety glasses or goggles.
2. Goggles or glasses that are scratched or damaged in a manner that interferes with vision shall be replaced immediately.
3. Adequate care should be taken when storing eye protection to prevent damage.
4. Eye protection may not be shared between employees unless properly disinfected with a non-alcohol anti-microbial wipe or washed with anti-microbial soap and water followed by a thorough rinse.
5. Metal frames for safety or prescription glasses are not allowed when working with >60 V.
6. Except for welding operations, tinted safety glasses shall not be worn inside of buildings or other enclosures that are illuminated by electric light.
 - a. Self-tinting ('transition') prescription glasses are allowed inside buildings.
7. Appropriate eye protection for the anticipated hazards must be selected.
 - a. Eye protection selected shall guard against the highest hazard if multiple and simultaneous hazards (such as impact and splash) are present.



B. Safety Glasses

1. Safety glasses must be ANSI Z87.1 certified for impact resistance.
2. Safety glasses will be worn when there is a risk of eye impact hazards from flying or falling objects from such activities such as, but not limited to:
 - a. Grinding
 - b. Welding
 - c. Masonry work
 - d. Woodworking
 - e. Sawing
 - f. Chiseling
 - g. Buffing
 - h. Sanding
 - i. Drilling
 - j. Using powder actuated tools
 - k. Using powered cutting tools
 - l. Using powered landscaping equipment
 - m. Working overhead
 - n. Spray painting
 - o. Power washing.
3. Safety glasses can be worn as general eye protection from a variety of potential hazards.
4. Safety glasses provide no protection against dust and provide limited splash protection.
5. Glasses for radiation hazards, including UV and lasers, must be properly tinted and rated for the task.
 - a. Proper shade numbers can be found in 8 CCR 3382.
6. Tinted safety glasses shall be worn when glare may impact a worker's vision, such as working with or cleaning exterior glazing.
7. Safety glasses shall be worn under welding hoods
8. Safety glasses shall be fitted with side shields.
 - a. Side shields shall not be removed.
9. Safety glasses shall be worn at all times when employees are near an impact hazard or in an area that is posted to require glasses.

C. Faceshields

Faceshields provide additional protection to the eyes and face when there is a risk of impact or splash hazards. Faceshields, for the purpose of this program, also include welding helmets.

1. Faceshields shall be worn over safety glasses or goggles.
2. Faceshields will be worn when there is a risk of eye and face impact hazards from flying or falling objects from such activities such as, but not limited to:
 - a. Power washing
 - b. Grinding



- c. Using pressurized air or water for cleaning or surface preparation
 - d. Welding
 - e. Transferring large volumes of corrosive, irritant, or sensitizing chemicals.
3. Faceshields shall be worn while filling battery fluids.
 4. Welding helmets and faceshields shall be fitted with the proper tinted lens and shatter resistant lens (ANSI Z87.1 rated), as appropriate.

D. Goggles

Goggles fit snugly against the forehead and provide eye protection from splashes and sprays of chemicals as well as from activities that generate large amounts of dust.

1. Goggles will be worn when there is a risk of chemicals or materials splashing on the eyes from such activities as, but not limited to:
 - a. Transferring chemicals
 - b. Spraying, aerosolizing, mixing, or applying non-household chemicals
 - c. Working with fluids overhead
 - d. Power washing
 - e. Working with pressurized hydraulic fluids.
2. Goggles shall be worn when there is a risk of dust or small particles entering the eyes from such activities as, but not limited to:
 - a. Using powered blowers
 - b. Using powered sanders or grinders
 - c. Using compressed air to clean surfaces.
 - d. Goggles shall not be worn over prescription glasses as the temple pieces compromise the protection afforded by the goggles unless the manufacturer explicitly states that it is allowed.
 - 1) Not all goggles are designed to accommodate the temple pieces.
3. Goggles with adequate ventilation should be selected to prevent or minimize fogging without compromising splash protection.
 - a. The District is located in a climate that typically has high levels of humidity. Thus, frequent attention should be given to defogging goggles to avoid reducing vision.
 - 1) The work activity should be stopped while cleaning goggles to prevent material from entering the eyes or depositing on the inside of the lenses.
 - b. Goggles used for fluid protection must be appropriate for splash protection as well as providing adequate ventilation.
4. Goggles shall be worn snug against the face but not so tight as to cause deformation to the skin or headaches.
5. Goggles shall be stored in a manner to protect dust and debris from collecting on the inside surface.
6. Goggles shall be cleaned whenever there is visible debris.



IX. BODY PROTECTION

With the exception of body armor provided for College Police personnel, body protection primarily refers to proper clothing for the general climate and duties an employee will experience throughout the work day (8 CCR 3383).

A. Work Uniforms

1. With the exception of College Police, the District does not require the use of work uniforms designated by employee classification.
2. The District provides 5 polos per week with cleaning services provided in lieu of having to wear their identification badge while at work.
3. Clothing worn by District employees during the course of their work shall
 - a. Be in good repair and not torn or damaged
 - 1) This includes intentionally frayed or torn clothing.
 - b. Be clean
 - c. Present a professional image
 - d. Protect the legs as necessitated by the job classification (e.g., groundskeepers, electricians, and welders should not wear shorts).
 - e. Provide protection of the upper arms
 - 1) Tank tops, muscle shirts, and sleeveless shirts are prohibited unless involved in physical training required by the job classification or assignment.
4. Supervisors may establish additional guidelines for daily work clothing based on activities and environmental exposure.

B. Cold Weather Garments

1. The District does not provide cold weather garments, such as coats and insulated pants.
2. Employees should select appropriate personal clothing to provide adequate comfort and protection during cold weather.

C. Rain Protection

1. The District should provide rain protection (ponchos) to those employees assigned to Facilities and Maintenance classifications responsible for exterior work during inclement weather.
2. At a minimum, the Department should provide communal rain jackets and may provide water-resistant pants in a variety of sizes for work that must be performed during rain events.
3. Employees may provide their own rain protection garments at their discretion.

D. Protective Clothing

1. Disposable coveralls may be worn over an employee's clothing to reduce



- exposure to certain materials such as dusty operations, sandblasting, and the application of large volumes of liquids.
2. Disposable coveralls shall be worn while performing the following, but no limited to, activities:
 - a. Hand-spraying of pesticides or herbicides
 - b. Dust-generating operations
 - c. Work involving insulation or other friable materials
 3. Unless specifically designed, coveralls do not provide protection against liquid or chemical exposure.
 - a. Laminated chemical-protective clothing shall be made available when an employee must work with chemicals that present a major splash hazard.
 4. Protective leathers shall be used by employees performing welding operations.

E. Laboratory Coats (Instructional Laboratories Only)

1. Laboratory coats shall be worn by employees whenever they are working with chemicals or hazardous waste.
2. Laboratory coats shall be inspected prior to each use for holes, missing buttons, or other defects.
3. Laboratory coats shall be worn with the sleeves unrolled and with all buttons properly buttoned.
4. Laboratory coats shall not be worn outside the laboratory or areas where chemicals are present unless chemicals are being transported.
5. Laboratory coats shall be laundered on a regular basis or when
 - a. They become visibly contaminated
 - b. They are visibly dirty
 - c. At the employee's discretion.

F. Chemical Protective Clothing

1. Chemical protective clothing includes chemical resistant aprons or laminated, engineered chemical protective suits which may have integral booties and hoods.
2. Chemical protective clothing may be worn by employees while transporting, transferring, or consolidating hazardous chemicals or wastes.
3. Chemical protective suits should be worn during chemical spill response activities if there is a chance for an employee to be splashed with a chemical.
 - a. Appropriate measures shall be taken to protect all seams and gaps from chemical penetration.
4. Chemical protective suits are disposable and intended for a single use, only.
 - a. Chemical protective suits shall be disposed of as hazardous waste.
 - b. Contamination reduction procedures may be necessary if there is suspected or obvious chemical contamination on the suit.
5. Chemical aprons are reusable.
 - a. Aprons shall be appropriately cleaned if chemicals are spilled or splashed on them.
 - 1) All solutions from decontaminating chemical aprons shall be collected and disposed of as hazardous waste.



- b. Aprons that become torn, have holes, or become discolored shall be disposed of as hazardous waste and replaced.

X. HAND PROTECTION

An employee's hands shall be protected from potential exposure to cuts, chemicals, thermal extremes, and abrasions which they may encounter during the course of their work (8 CCR 3384). Gloves can be general application, such as leather work gloves, or have specific applications, such as cryogenic gloves. The degree of protection provided by the glove is contingent on proper material selection.

A. General Provisions

1. Gloves shall be provided by the District whenever the hands may be exposed to cuts, abrasions, burns, thermal hazards, or chemical contact.
 - a. There is no one glove that protects against all hazards; therefore, the most appropriate glove must be selected for the hazard(s) present.
 - b. In some instances, it may be more cost effective to regularly change less expensive gloves than to buy more expensive gloves.
2. Gloves shall be used until it is deemed that the protection offered by the glove becomes compromised or is reduced to an unsafe level.
 - a. For thin-mil chemical resistant gloves, they will be changed whenever they become heavily soiled, at the end of the laboratory session, or between patients, whichever comes first.
 - 1) These types of gloves will not be reused under any circumstances.
 - b. Thick-mil chemical resistant gloves can be washed with soap and water.
 - 1) Wash solutions must be disposed of as hazardous waste.
 - c. Chemical resistant gloves shall not be worn for more than three (3) hours at a time.
 - 1) At three hours, the task must be stopped and the gloves shall be changed.
 - d. Other gloves, such as leather work gloves or cryogenic gloves, shall be replaced when holes form on the contact surfaces.
3. Gloves shall be inspected prior to use and periodically during use for damage.
 - a. Damaged gloves shall not be used, shall be disposed of, and replaced.
4. The selection of reusable or disposable gloves should be based on the potential risk of employee exposure that would be caused by reusing the glove.
 - a. Reusable gloves refer to gloves that are durable and designed for multiple uses, typically until they no longer provide the intended protection.
 - b. Disposable gloves are single-use gloves, intended to be thrown away after the task is completed.
5. Gloves for chemical protection shall be selected based on the material the employee will be working with.
 - a. For chemical mixtures, the glove selection shall be based on the chemical that has the shortest permeation time.
 - b. The simultaneous use of multiple glove types can be used to provide



- additional protection.
- c. Gloves with wrist-length gauntlets shall not be used for immersive or washing tasks.
- d. Glove selection charts are available from manufacturers to assist in selecting the appropriate material.
- e. Thin-mil gloves of any material are appropriate for work with dry materials.
- 6. Dexterity and environmental conditions shall also be considered when selecting gloves.
- 7. Gloves should not increase the hazard (e.g., gloves shall not be used when working with grinding wheels or other rotating machinery).
- 8. Gloves shall not be worn near moving parts of machinery.
- 9. Supervisors shall provide gloves of appropriate sizes to ensure a comfortable fit and to maintain dexterity.
- 10. Each instructional laboratory is responsible for having an adequate supply of glove types and sizes, based on the chemicals and processes used.
- 11. Gloves are not required if the assessment shows that hand injuries are infrequent and superficial (e.g., paper cuts).
 - a. Employees may elect to wear gloves at their own discretion provided the wearing of the glove does not create other hazards.
- 12. Depending on the task, there may be specialty gloves available to protect the hands. Such gloves include, but are not limited to:
 - a. Cryogenic gloves
 - b. Thermal gloves
 - c. Cut gloves
 - d. Composite gloves.

B. Reusable Gloves

- 1. Reusable gloves available to the District include, but are not limited to:
 - a. Work gloves, leather or synthetic
 - b. Cut-resistant gloves
 - c. Cryogenic gloves
 - d. Heat resistant gloves
 - e. Chemical-resistant gloves
 - f. Insulated gloves (for energized systems).

C. Disposable Gloves

- 1. Disposable gloves available to the District include, but are not limited to
 - a. Examination gloves
 - b. Gloves used in instructional laboratories
 - c. Gloves used for general cleaning.
- 2. Due to the potential for latex allergies, latex gloves will not be provided by the District.

XI. FOOT PROTECTION



Foot protection is designed to minimize or prevent injuries by way of supplements added to the shoe (8 CCR 3385). ASTM F23412 and F23413 are the standards for protective footwear that set minimum design, performance, and testing requirements.

A. General Provisions

1. Foot protection, such as safety shoes or boots, must be worn whenever there is a risk of foot injury. This includes situations where there is a danger of:
 - a. Falling or rolling objects where heavy objects are being moved
 - b. Objects piercing the sole such as working with nails, screws, sharp metal or miscellaneous debris
 - c. Impact from heavy machinery or equipment being used
 - d. Compression where feet could be crushed
 - e. Electrical Hazards are present requiring a safety shoe
 - f. Exposure to extreme temperatures such as working on a roof during excessive heat
 - g. Exposure to hazardous chemicals such as corrosive or toxic substances
2. Footwear shall be in good condition without holes or fraying.
3. The soles shall have adequate tread to prevent slipping.
4. Integrated toe caps are required for employees working in warehouse or construction operations, such as steel, composite or alloy toe caps.
 - a. The certification markings shall not be removed or obliterated.
 - 1) The supervisor must be able to verify the shoe is certified at any time.
 - 2) Individuals wearing non-safety shoes when they are required for the job will be asked to change shoes or leave the worksite.
5. Employees in Facilities Maintenance classifications should consider shoes with ankle stabilization, such as boots
6. Footwear with a defined heel should be used for employees working on ladders
7. Employees who engage in fluid generating operations such as, but not limited to, power washing or pesticide application, shall be provided with slip resistant boots or overboots that protect above the calf.
8. Footwear shall be of the appropriate size so as not to introduce an additional trip hazard.
9. Employees involved in welding operations shall wear boots that lace above the ankle.
10. Employees who work in areas where sharp objects may be stepped on (such as from exposed nails, wire, tacks, or scrap metal) shall select shoes with reinforced soles providing puncture protection.
11. Slip-resistant footwear is required for employees who work on oily and/or greasy floors, slippery or wet surfaces
12. Metatarsal footwear should be worn when the hazard is a severe impact or compression to the top of the foot such as jackhammering and pavement breaking.
13. Disposable shoe covers ("booties") shall be made available for those employees who
 - a. Can reasonably anticipate chemical spills on their feet
 - b. Work near people of unknown infectious potential, including cadavers



- c. Want to prevent the migration of dirt into an area.

XII. HEAD PROTECTION

Whenever there is a risk of head injuries resulting from flying or falling objects, such as other workers at heights, or from electric shock, employees shall wear appropriate head protection in the form of hard hats or protective helmets (8 CCR 3381).

A. General Provisions

1. All helmets shall be ANSI Z89.1-R2019 certified.
2. All helmets shall be Type II to protect the head from blows to the top and side.
3. All helmets shall be marked with:
 - a. ANSI certification
 - b. Date
 - c. Type and Class of helmet.
4. For employees who work around operations that are less than 2,200 V, the helmets shall be Class E or Class G.
5. For employees who may work around high voltage (>2,200 V) operations, the helmets shall be Class E.
6. Metal helmets are forbidden.
7. Helmets shall be worn with the bill forward.
 - a. If the employee must access small spaces or the bill interferes with visibility, the hat may be worn backwards but only if the suspension system is worn in the proper orientation.
8. Suspension systems and shells must be from the same manufacturer and may not be interchanged.
9. Helmets shall not be painted.
10. Helmets shall not have large stickers placed on them.
11. Helmets shall be worn:
 - a. When activities may place an employee near individuals working at heights above them
 - b. When activities involve electrical equipment or energized systems, even if the systems have been locked out
 - c. When there is a possibility of the head striking projections or other fixed objects
 - d. In warehouses for individuals who are not using powered industrial trucks outfitted with a cage.
12. Hard hats must be replaced no later than five (5) years after the date marked on the helmet.
13. No items may be stored between the helmet and the suspension while being worn.
14. Helmets should be stored bottom-down.
15. Other equipment shall not be stored in the helmet.
16. The shell may not be modified, such as by drilling holes for ventilation.
17. Helmets shall be stored to in such a manner as to protect them from direct



sunlight or exposure to chemicals.

XIII. HEARING PROTECTION

The information provided in this section is supplemental to the District's *Hearing Conservation Program* and is designed to describe the equipment used to protect workers from noise exposure. Hearing protection is required when employees are exposed to a time-weighted average of 85 decibels or more (normal conversation at 3-5 feet is typically 70 decibels with a doubling of 'loudness' every 5 decibels) (8 CCR 5098).

A. General Provisions

1. The District shall provide and require hearing protection for the following operations:
 - a. Using powered equipment
 - b. Riding lawn mowers
 - c. Using walk-behind mowers
 - d. Using blowers
 - e. Working near HVAC equipment that is functioning
 - f. Using ram sets or other powder-actuated tools
 - g. Using pneumatic tools
 - h. Activities involving the discharge of firearms
 - i. Auto repair activities requiring prolonged (> 5 minutes) or close-range (<3 foot) work with running engines.
2. The District shall provide two types of hearing protection
 - a. Disposable ear plugs
 - b. Reusable ear muffs.
3. Employees shall be trained in proper usage prior to being issued hearing protection.
4. Audiometric measurements may be necessary to determine the type and level of hearing protection required. Refer to the District's *Hearing Conservation Program* for additional information.

B. Disposable Ear Plugs

Ear plugs, when properly used, provide better hearing protection than ear muffs over a broad range of frequencies.

1. Ear plugs shall be of foam or other suitable material construction.
2. Bins of ear plugs shall protect the items from dirt or other contamination.
3. Dirty ear plugs shall be disposed of and not worn to prevent infections.
4. A variety of sizes or styles of ear plugs shall be available to provide the best fit for each employee.
5. Ear plugs shall be used until visibly dirty, no longer required, or at the end of a work day at which time they are thrown away.
6. Ear plugs shall not be shared between individuals.



7. Ear plugs shall be properly worn and inserted into the ear canal.

C. Ear Muffs

Ear muffs provide adequate hearing protection, when used properly, but may provide less protection than ear plugs due to their construction, weight, and interference with other PPE.

1. Ear muffs may be of any style (over-the-head, helmet-mounted, under-the-head, etc.).
2. Ear muffs must be able to reduce the noise exposure to below action limits, when properly worn.
3. Ear muffs must be properly worn with no interference between the muff and the head, including hair, sideburns, and safety glasses.
4. If shared, ear muffs must be cleaned with a non-alcohol disinfectant after use.
5. For areas exceeding 100 db or for repetitive impact noises, employees may choose to wear disposable ear plugs underneath ear muffs.
 - a. The level of noise attenuation provided by combining the two hearing protection devices must not impair an individual's ability to hear emergency notification signals.

XIV. FALL PROTECTION

Fall protection involves systems of fall restraint and fall arrest designed to prevent an employee from falling from an elevated work surface (8 CCR 1670). The information provided in this section is supplemental to the District's *Fall Protection Program*.

1. Fall protection PPE is required
 - a. Whenever an employee is exposed to an unguarded edge that is six (6) feet above the next lowest level (29 CFR 1926.501(b)(1))
 - b. Whenever the employee works within six (6) feet of an unguarded edge,
 - c. On roof surfaces steeper than 7:12, or
 - d. On sloped surfaces steeper than 40 degrees that are more than six (6) feet from the level below.
2. Fall protection systems includes life lines, lanyards, and body harnesses.

XV. RESPIRATORY PROTECTION

The information provided in this section is supplemental to the District's *Respiratory Protection Program* (8 CCR 5144).

1. Respiratory protection is required when airborne contaminants exceed published allowable limits.
2. Respiratory protection includes the use of air-purifying respirators that filter the ambient air and supplied air respirators that provide a breathable atmosphere independent of the ambient air.



- a. The District does not provide supplied air respirators except at the Fire Training Academy.
3. Employees may not use respiratory protection, even voluntarily, without previous medical clearance and an established medical surveillance program.
4. The selection and use of respiratory protection requires implementation of air sampling or air monitoring devices, including oxygen meters, to determine the type of respiratory protection allowed and appropriate.

XVI. TRAINING

General training for PPE is available on the Keenan SafeColleges portal and focuses on eye and face protection, hand and arm protection, foot and shin protection, safety footwear, and general work clothing.

Training is required prior to issuing an employee any protective equipment or before an employee can use PPE (8 CCR 3380(f)(4), (5) and (6)).

A. Training Program

Additional training is required with new employees exposed to hazards due to their job function, when new PPE is introduced into the workplace, when new hazards required PPE are identified, and when the employee demonstrates inadequacies in their knowledge of PPE. The training program shall address:

1. When PPE is necessary and required
2. The types of PPE required
3. How to properly don, doff, adjust, and wear PPE
4. PPE limitations
5. Proper care and maintenance of PPE
6. Inspection procedures before, during, and after use
7. Useful life and proper disposal
8. Decontamination procedures for reusable PPE, including proper sanitizing
9. How to replace damaged PPE
10. Heat-stress topics related to PPE use
11. Employee demonstration of proper inspection, donning, usage, and doffing of PPE.

B. Records

1. Records shall contain employee names, date, and subject of training (8 CCR 3380(f)(7)).
2. Training records will be maintained by the supervisor and a copy provided to the Risk Management Office.
3. Records shall be kept for three (3) years.



TRAINING RECORD

Facility: _____

Date	Time	Instructor		
Name (print)	Signature	Department	Supervisor	