

***ENVIRONMENTAL HEALTH AND SAFETY
PERSONAL PROTECTIVE EQUIPMENT
HAZARD ASSESSMENT AND CERTIFICATION GUIDELINES***

INTRODUCTION

Washington Administrative Code 296-800-160 requires the use of personal protective equipment to protect the body from absorption, inhalation and physical contact hazards having the potential to cause injury or impairment. The standard requires TESC to conduct and document hazard assessments of all workplaces to determine if hazards are present, or likely to be present, which necessitate the use of personal protective equipment (PPE).

Personal protective equipment must be selected and used when workplace hazards are not eliminated or controlled by engineering controls (i.e., guards, ventilation) and administrative controls (i.e., job rotation, work practices). Employees required to wear PPE are to be trained its proper use and limitations. This training is to be documented.

Environmental Health and Safety (EHS) has developed these materials to enhance employee protection and achieve regulatory compliance. The materials were designed to provide guidance in conducting and documenting hazard assessments, selecting PPE, and providing and recording training.

HAZARD ASSESSMENTS

The walk-through survey identifies hazards that employees are potentially exposed to during the course of their work. Supervisors conducting hazard assessments should observe work practices and obtain information from the employees. Though all work places are to be assessed, hazards requiring the use of PPE will generally not be found in office type work areas.

During the walk-through survey, supervisors should assess tools, equipment, facilities and work practices to determine if the any of the following hazards are present.

- **IMPACT/PENETRATION and COMPRESSION HAZARDS:** Sources of motion (e.g., any machinery or processes where any movement of tools, machine components or particles could exist), rolling and potential falling objects.
- **CHEMICAL CONTACT HAZARDS:** Potential chemical exposures to the eyes and skin.
- **NOISE HAZARDS:** Loud tools, machines and mobile equipment should be assessed by EHS. If employees must raise their voice to be heard clearly from two feet away, noise monitoring should be done by EHS. All employees required to wear hearing protection are included in the TESC Hearing Conservation Program. Contact EHS at 867-6111 for additional information.
- **RESPIRABLE HAZARDS:** Processes creating dusts, mists, fumes and vapors should be assessed by EHS. Employees who wear respirators are covered by the TESC Respirator Protection Program. Contact EHS at 867-6111 for more information.
- **ELECTRICAL SHOCK HAZARDS:** Equipment using or testing electricity.
- **LIGHT (OPTICAL) RADIATION HAZARDS:** Welding, brazing, torch cutting, furnaces and lasers.

- **EXTREME HEAT/COLD HAZARDS:** Sources of high and low temperatures that could result in burns, eye injury, ignition of clothing or frostbite.

Identified hazards should be eliminated or controlled using engineering and administrative controls when technologically and economically feasible. However, when engineering and administrative controls are not feasible, timely, or do not completely eliminate the hazard, PPE must be used. Contact EHS (867-6111) for assistance in identifying and evaluating the feasibility of engineering and administrative controls.

A “*Personal Protective Equipment Selection Chart*” has been developed to assist supervisors in selecting PPE. Please contact EHS at 867-6111 if you need a copy of the selection chart.

A hazard re-assessment must be conducted whenever new equipment or processes are introduced or the review of occupational injury and illness records by the supervisor or EHS indicate the need for PPE.

HAZARD ASSESSMENT CERTIFICATION

WAC 296-800-160 specifies that TESC shall verify that a hazard assessment has been performed through a written certification. After surveying work areas and practices, the supervisor completes the Workplace Hazard Assessment Certification Form. If a work area assessment does not reveal hazards requiring the use of PPE, enter “No Hazard” on the Workplace Hazard Assessment Certification form. These forms must be retained by the program area.

PERSONAL PROTECTIVE EQUIPMENT SELECTION

Upon completing the hazard assessment, each unit selects and provides the types of PPE suitable for the specific hazards present. The Personal Protective Equipment Selection Chart has been developed to assist supervisors in selecting appropriate PPE. Please contact EHS at 867-6111 if you need a copy of the selection chart.

Careful consideration must be given to the level of protection, fit and comfort of the PPE. Personal protective equipment that fits poorly will not afford the necessary level of protection. Protective devices are generally available in a variety of sizes and care should be taken to ensure that the right size is selected. Some PPE is equipped with adjustable features. Adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. However, PPE should never be modified without written approval from the manufacturer.

TRAINING

Supervisors must ensure their employees receive information and training on how to use the assigned PPE. Personal protective equipment must always be used in accordance with the manufacturer's specifications.

Training and information to be provided to each user of PPE includes:

- Why, when, and what PPE is necessary
- The selection criteria and limitations of the PPE
- How to properly don, doff, adjust, and wear PPE
- The proper care, inspection, maintenance, useful life and disposal of the PPE

Manufacturer's literature, the supplying vendor, and EHS are sources for PPE selection, training assistance and materials. Employees using respirators and hearing protection are to be trained by Environmental Health and Safety.

Each employee must demonstrate an understanding of this training before being allowed to perform work requiring the use of PPE. Methods of demonstrating understanding include orally questioning the employee, observing the employee using the PPE in a real or artificial setting, or administering a written test.

Employees must be retrained when: (1) Changes in the workplace, such as new processes and equipment, render previous training obsolete; (2) Type of PPE changes; and (3) Inadequacies in an employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

TRAINING CERTIFICATION

A written certification must be completed verifying that each employee using PPE has received and understood the required training. After employees have received training, the supervisor completes the "Personal Protective Equipment Training Certification" form.

NOTE: *The Hazard Assessment Form only addresses the most frequently encountered hazards. Hazards not listed may be found in your work area and special PPE could be needed. If you require assistance in conducting a hazard assessment or selecting PPE, contact Environmental Health and Safety at 867-6111.*

Hazard Assessment Form

Instructions:

Print this three-page form and use it as a guide for your walk-through survey. It will help you identify the hazards in each work area. Once you've completed the first and second pages, review the Guidelines for Selecting Personal Protective Equipment on the third page.

Area: _____ Job Classification: _____

Assessor: _____ Date: _____

HEAD HAZARDS

Hazards include: Working below other workers who are using tools and materials that could fall, working on energized electrical equipment, working with chemicals and working under machinery or processes that might cause materials or objects to fall.



Check the appropriate box for each hazard:

	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Description of Hazards
Burn			_____
Chemical Splash			_____
Electrical Shock			_____
Impact			_____

EYE HAZARDS

Hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, lasers, infectious materials, sanding, welding, woodworking, and grounds work.



Check the appropriate box for each hazard:

	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Description of Hazards
Chemicals			_____
Dust			_____
Heat			_____
Impact			_____
Debris			_____
Light/Radiation/Laser			_____
Infectious Material			_____

HAND HAZARDS

Hazards include: Cutting material, working with chemicals, infectious material and working with hot or cold objects.



Check the appropriate box for each hazard:

	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Description of Hazards
Burns			_____
Chemical Exposure			_____
Cuts/Abrasions			_____
Puncture			_____
Infectious Material			_____

FOOT HAZARDS

Hazards include: Carrying or handling materials that could be dropped, performing manual material handling and working with chemicals.



Check the appropriate box for each hazard:

Chemical Exposure Yes ☐ No ☐

Compression Yes ☐ No ☐

Impact Yes ☐ No ☐

Puncture Yes ☐ No ☐

Description of Hazards

HEARING

Hazards include: Exposure to loud noises, sudden pressure changes, and chemical exposure.



Check the appropriate box for each hazard:

Chemical Exposure Yes ☐ No ☐

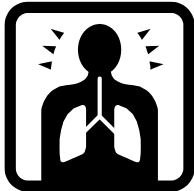
Noise Yes ☐ No ☐

Pressure Changes Yes ☐ No ☐

Description of Hazards

RESPIRATORY

Hazards include: Exposure to chemicals, particulates, and low oxygen environments.



Check the appropriate box for each hazard:

Chemical Exposure Yes ☐ No ☐

Particulates Yes ☐ No ☐

Low O₂ Yes ☐ No ☐

Description of Hazards

TEMPERATURE EXTREMES

Hazards include: Exposure to extremely high or low temperature environments or items.



Check the appropriate box for each hazard:

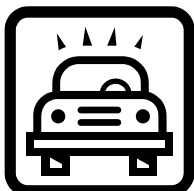
Heat Yes ☐ No ☐

Cold Yes ☐ No ☐

Description of Hazards

TRAFFIC CONTROL

Hazards include: Working on roadways, parking lots, or other areas near vehicle traffic.



Check the appropriate box for each hazard:

Traffic Yes ☐ No ☐

Description of Hazards

Hazard Assessment Form

Guidelines for Selecting Personal Protective Equipment (PPE)

Note: *Personal Protective Equipment alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound manufacturing practices.*

1. Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
2. Consider the hazards associated with the environment (impact velocities, masses, projectable shape, radiation intensities, etc.).
3. Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards.
4. Fit the worker with the PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels and limitations of their PPE.

Based on the hazard assessment for _____, the following is required:

(Job classification)

Eye Hazard	Job	PPE
Head Hazard	Job	PPE
Foot Hazard	Job	PPE
Hand Hazard	Job	PPE
Hearing	Job	PPE
Respiratory	Job	PPE
Temperature Extremes	Job	PPE
Traffic Control	Job	PPE

PERSONAL PROTECTIVE EQUIPMENT TRAINING CERTIFICATION

Employee's Name

has been assigned and trained to use the following personal protective equipment when working in areas and/or tasks identified below:

Area/Task	PPE Required - ✓Applicable Boxes	PPE Selected (Make & Model)
	<input type="checkbox"/> Eye/Face Protection <input type="checkbox"/> Head Protection <input type="checkbox"/> Foot Protection <input type="checkbox"/> Hand Protection <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> Other:_____	
	<input type="checkbox"/> Eye/Face Protection <input type="checkbox"/> Head Protection <input type="checkbox"/> Foot Protection <input type="checkbox"/> Hand Protection <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> Other:_____	
<p>I, _____, have received and understood the training on the PPE listed above. This training included the areas, tasks and hazards requiring PPE; how to properly put on, wear and take off the PPE; PPE selection criteria, and the proper care, inspection, maintenance, useful life and disposal of the PPE.</p> <p style="text-align: center;">Employee's Signature</p>		
Supervisor: _____		Date(s) of Training: _____