Personal Protective Equipment Selection Procedure
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I. Purpose

The purpose of this procedure is to assist the employee completing the PPE Hazard Certification Form Attachment A and eliminate or minimize MSAD #75 employee exposure to work hazards. The use of Personal Protective Equipment (PPE) to eliminate injuries is an important component of MSAD #75's safety program. PPE includes all clothing and accessories designed to create a barrier against workplace hazards. PPE should be considered a means of controlling hazards only after engineering controls, administrative controls, and safe work practices have been implemented. This safety procedure establishes methods and provides guidelines for selecting PPE based on the hazard.

Keys to hazard assessment are recognizing, evaluating, and controlling hazards. During the assessment a determination will be made if the hazard can be eliminated. Again, wherever possible, engineering and administrative controls should be used first to eliminate or reduce employees' exposure to any workplace hazard. If hazards are present, then a hazard analysis shall be done.

It is necessary to assess head, eye and face, hand, and foot hazards that exist in a worksite operation so the protective devices can be matched to the appropriate hazard. Therefore, a walk-through survey should be performed of the areas in question. During the walk-through survey, the user of PPE Hazard Certification form should identify the sources of these hazards and observe the following hazard sources during the walk-through:

- Sources of motion (machinery or processes)
- Sources of high temperatures
- Types of chemical exposures (fumes, splashes, contact)
- Sources of harmful dust, chips, foreign matter
- Sources of light radiation (welding, brazing, cutting, high intensity lights, etc.)
- Sources of falling objects or potential for dropping objects
- Sources of sharp objects
- Sources of rolling or pinching objects
- Sources of electrical hazards

Exercise **common sense** and **appropriate expertise** when performing the hazard assessments and analyses. Also note if any of the hazard(s) can be eliminated.

The basic hazard categories that should be considered in the walk-through survey are:

- Impact
- Penetration
- Compression (roll-over)
- Chemical
- Heat
- Harmful dust
- Light (optical radiation)

II. Head Hazards

Examine areas where impact and penetration hazards may be present due to falling objects and/or low head room clearance. Examples may include working below other workers who are using tools and materials that may fall; and working below machinery which may cause material or objects to fall. Additionally, look at areas where work on energized conductors is taking place. Check the appropriate box for each hazard.

III. Eye and Face Hazards

Eye injuries are caused by flying particles, cuts, chemicals, injurious light, heat rays, and blows to the face and eyes. Examine woodworking, machinery, welding, chipping/grinding operations and chemical handling operations. Check the appropriate box for each hazard.

IV. Hand and Arm Hazards

Hand and arm injuries are a significant component of workplace injuries. Hands and fingers are used to accomplish nearly all workplace activities and must be protected from injury. Examine work activities where chemicals, surface heat, radiant heat, extreme cold, splinters, abrasion, cuts and electrical shock exists or where the potential exists. Check the appropriate box for each hazard.

V. Foot and Leg Hazards

Examine work activities where falling or rolling objects, sharp objects, molten metal, hot surfaces, chainsaw operations, mowing operations and wet slippery surfaces exist. Check the appropriate box for each hazard.

VI. Respiratory Hazards

The prevention of atmospheric contamination at the worksite should be accomplished as far as feasible by engineering control measures (such as enclosing or confining the contaminant producing operation, exhausting the contaminant, or substituting with less toxic materials). However, when engineering controls are not feasible or don't eliminate the exposure, appropriate respirators must be used. Some of the most common hazards are the lack of oxygen and the presence of harmful dust, fogs, smokes, mists, fumes, gases, vapors, or sprays. Check the appropriate box for each hazard.

VII. Hearing Protection

Exposure to high noise levels can cause hearing loss or impairment. There is no cure for noise induced hearing loss, so the prevention of excessive noise exposure is required to avoid hearing damage. Check the appropriate box for each hazard.

VIII. Routine Tasks

Hazard Certifications that encompass generic tasks need not be performed each time, however the employee must ensure the conditions of the job are adequately cover by the existing certification.

IX. Non-Routine Tasks

For non-routine tasks, a Hazard certification shall be performed and reviewed before implementing or beginning the task or tasks.