

ONONDAGA CENTRAL SCHOOL DISTRICT



Personal Protective Equipment Program

Review Date: May 2019

Personal Protective Equipment Program

Personal Protective Equipment (PPE) are the tools that ensure the basic health protection and safety of users. PPE is any device or appliance designed to be worn by an individual when there is potential exposure to one or more health and safety hazards. Among the many methods for dealing with hazards in the workplace, PPE for the employee is the last line of defense. Employees must be aware that the equipment does not eliminate the hazard; if the equipment fails, exposure will occur. To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean and serviceable condition.

All appropriate personnel will abide by the Occupational Safety & Health Administration (OSHA) Standard 1910.132 through 1910.140, known as Subpart I, Personal Protective Equipment (PPE). As employees, you are at times working with equipment, which requires certain protections. The protective equipment required can vary with each product or piece of equipment used. As a result, employees are notified during the Annual Right-to-Know Training or Refresher of this standard.

As employees of this district, each of you are required to review the Material Safety Data Sheets (MSDS) of any products you use to complete tasks. One of the purposes of doing so will be to follow the Manufacturer's directions for protective equipment use. Examples of protective equipment are safety glasses and goggles, rubber, vinyl, or leather gloves, hard hats or bump caps, safety shoes, earplugs and/or earmuffs, chemical aprons, face shields, welding helmets and vests, leather chaps, and respirators.

Department supervisors/leaders are expected to monitor this procedure. The purpose is to insure a protective barrier between you and any equipment or material used. Personal Protective Equipment for eyes, face, head, feet and other extremities, protective clothing, respiratory devices, shields and barriers shall be used and maintained whenever necessary according to the MSDS. Each supervisor/leader shall evaluate their department as a system of checks and balances to insure conformance.

Employers are required, under OSHA 29 CFR 1910.132-.140, to assess the workplace to determine if hazards are present, or likely to be present, which necessitate the use of head, eye, face, hand, foot, or respiratory protection. If hazards or the likelihood of hazards are found which can be eliminated by engineering or work practice controls, employers must select, and have affected employees use, properly fitted PPE suitable for protection from these hazards. Before conducting work requiring the use of PPE, employees must be trained to know when PPE is necessary, what type is necessary, how it is to be worn and what its limitations are. Instruction for the proper care, maintenance and method for disposal must also be provided.

Personal Protective Equipment must comply with specific regulatory requirements and be appropriate for the potential hazard. Therefore, employees should not bring their own PPE into the workplace, or purchase PPE that has not been approved by their supervisor. Inappropriate PPE can be more hazardous than no PPE in certain situations. As a result, it is imperative that the equipment be both compliant and appropriate.

HAZARD EVALUATION & ASSESSMENT FORM

School District: Onondaga Central
Job Title: Laboratory Instructor/Teacher

Department: Chemistry/Biology
Director:

TASK	EQUIPMENT	HAZARD	PROTECTION REQUIRED
Preparation of Non-Hazardous Chemicals	Chemical storage and mixing containers, etc.	Chemical exposure	Safety glasses w/side shields or goggles and protective gloves.
Preparation of Hazardous Chemicals	Chemical storage containers, mixing containers, and fume hood, etc.	Chemical exposure	Safety glasses w/side shield or goggles and face shield. Lab coat or full body apron and protective gloves.
Preparation of and/or working with Hazardous Chemicals in Lab	Chemical containers, etc.	Chemical exposure to eyes or limited exposure to skin	Availability of eye wash station.
Preparation of and/or working with Hazardous Chemicals in Lab	Chemical containers, etc.	Chemical exposure to main body trunk	Availability of full shower.
Transportation of Non-Hazardous Chemicals	Transportation cart and/or secondary container	Chemical exposure from broken chemical storage container	Safety glasses w/side shields or goggles and protective gloves.
Transportation of Hazardous Chemicals	Transportation cart and secondary container. Hazardous chemicals must be placed in secondary container for transport.	Chemical exposure from broken chemical storage container	Safety glasses w/side shields or goggles and face shield. Lab coat or full body apron and protective gloves.
Clean-up of chemical spill	Specialized chemical spill kit	Chemical exposure from broken chemical storage container	Safety glasses w/side shields or goggles, protective gloves, and proper ventilation.

Person Completing Assessment: _____

Date: _____

HAZARD EVALUATION & ASSESSMENT FORM

School District: Onondaga Central
Job Title: Grounds Maintenance Worker

Department: Grounds Maintenance
Supervisor: Michael Aiken

TASK	EQUIPMENT	HAZARD	PROTECTION REQUIRED
Snow Plowing, Snow Blowing & Snow Shoveling	Trucks, Snow Blowers, & Shovels	Exposure to: high noise levels, cold weather & flying debris.	Hearing protection, gloves, safety glasses, safety shoes, & cold weather clothing.
Tree Cutting and Trimming	Hand Saws, Chain Saws and Limb Trimmers	Exposure to: eye injury from flying debris, & lacerations to hands and body limbs.	Gloves, steel-toed shoes, safety glasses/face shield, & leather chaps.
Field Maintenance and Marking	Electric Line Painter, Lime, Lime Spreader, Rototiller, & Turf Aerator	Chemical Exposure eyes & hands, noise exposure to ears Rototiller/Aerator.	Safety glasses and goggles, eyewash equipment, gloves, safety shoes & hearing prot.
Change Oil and Grease	Oil, Oil Filter Wrench, Pneumatic Grease Gun and Floor Jacks	Exposure to: eye contamination & hand injuries.	Vinyl gloves, safety glasses & steel-toed shoes.
Moving Equipment and Materials	Moving Dollies	Exposure to: hand & foot injury.	Leather gloves, steel-toed shoes, & safety glasses.
Fueling Vehicles and Equipment	Fuel & Fuel Pump Nozzles	Exposure to: fuel splash into eyes & hand contamination.	Safety glasses or goggles face shield & gloves.
Painting (Outdoor)	Paint, Paint Spray Gun, & Equipment Cleaners	Exposure to: Paint & cleaning fluid in eyes & on hands & vapor inhalation.	Safety glasses or goggles, gloves, safety shoes, respirator & eyewash equip.
Welding	Welding, Brazing, Soldering, & Cutting Equipment	Exposure to: Infrared light, welding flumes, burns to hands, body & clothing, & metal slag fragments.	Safety glasses, welding helmet, welding jacket & gloves, face shield (clear & tinted), safety shoes, & proper ventilation.
Sharpen Mower Blades	Grinders, Files and Floor Jacks	Exposure to: flying debris in eyes, and at face.	Safety glasses or goggles, safety shoes, gloves, & eyewash equipment.
Salting and Sanding	Salt, Sand, & Spreaders	Exposure to: particles in eyes & cold weather.	Safety glasses or goggles & cold weather clothing.
Fertilizing	Fertilizer & Spreader	Exposure to: chemical	Safety goggles & gloves.
Battery Service Battery Charging Battery Change	Battery Acid Battery Charger Wrench & Screwdriver	Exposure to: battery acid residues, splashes in eyes, face, foot, hand injuries, inhalation of vapors produced by charging.	Safety glasses or goggles, face shield, gloves & safety shoes. Eye wash/ shower station, adequate area ventilation.
Playground Maintenance	Hand Tools, Rake & Shovel	Exposure to: head bumps & hand injuries.	Hardhat, gloves, safety glasses & safety shoes.
Grounds Mowing	Riding/Push Mowers & Weed Whackers	Exposure to: High noise levels, debris & hand/foot lacerations.	Safety glasses, safety shoes, gloves & hearing protection
Traffic Control	Flags & Signs	Exposure to: vehicle traffic.	Hardhat, safety shoes & safety vest.
Hand Power Tool Repair	Wrench & Screwdrivers, etc.	Exposure to: hand cuts & eye injury.	Safety glasses & light gloves.

Person Completing Assessment: _____

Date: _____

HAZARD EVALUATION & ASSESSMENT FORM

School District: Onondaga Central
Job Title: Transportation Mechanic

Department: Transportation Maintenance
Supervisor: Michael Aiken

TASK	EQUIPMENT	HAZARD	PROTECTION REQUIRED
Change Tires	End Lift, Jacks, Pneumatic Wrench & Tire Changer	Exposure to: high noise levels, hand, foot & eye injury.	Hearing prot., gloves, safety glasses & safety shoes.
Balance Wheels	Wheel Balancer & Hammer	Exposure to: hand & foot injury, & flying debris.	Gloves, steel-toed shoes & safety glasses.
Change Soap Barrels for Bus Wash Station	Pump & Barrel Bung Remover	Exposure to: chemicals in eyes & on hands, & foot injury.	Goggles, eyewash equip., gloves & safety shoes.
Change Oil & Grease	Oil, Oil Filter Wrench, & Pneumatic Grease Gun	Exposure to: eye contamination & hand injuries.	Vinyl gloves, safety glasses & steel-toed shoes.
Fill Windshield Washer Fluid Tank	Washer Fluid & Hand Pump	Exposure to: washer fluid in eyes & hand contamination.	Vinyl gloves, face shield & safety glasses or goggles
Fueling Buses	Fuel Pump Nozzles	Exposure to: fuel splash into eyes & hand contamination.	Safety glasses or goggles, face shield & gloves.
Bus Painting (Indoor)	Paint, Paint Spray Gun, & Equipment Cleaners	Exposure to: Paint & cleaning fluid in eyes & on hands & vapor inhalation.	Safety glasses or goggles, gloves, safety shoes, respirator & eyewash equipment.
Welding	Welding, Brazing, Soldering, & Cutting Equipment	Exposure to: Infrared light, welding flumes, burns to hands, body & clothing, & metal slag fragments.	Safety glasses, welding helmet, welding jacket & gloves, face shield (clear & tinted), safety shoes, & proper ventilation.
Sharpen Tools	Grinder	Exposure to: flying debris in eyes, and at face.	Safety glasses or goggles, safety shoes, and gloves.
Steam Clean Buses	Power Washer	Exposure to: eye, facial & hand injury from debris.	Safety glasses and/or face shield & gloves.
Wash Mechanical Parts	Parts Washer	Exposure to: chemicals in eyes, on hands & clothing.	Safety glasses or goggles, vinyl apron & gloves.
Battery Service Battery Charging Battery Change	Battery Acid Battery Charger Wrench & Screwdriver	Exposure to: battery acid residues, splashes in eyes, face, foot, hand injuries, inhalation of vapors produced by charging.	Safety glasses or goggles, face shield, gloves & safety shoes. Eye wash/ shower station, adequate area ventilation.
Brake & Bearing Inspections	Lifts, jacks and lug wrench	Exposure to: eyes & lungs from dust & debris.	Filtering mask, safety glasses or goggles & safety shoes.
Sheet Metal Work Including Cutting Sheet Metal	Drill Press, Sheet Metal Fabricator, Sheet Metal Shears & Chop Saw	Exposure to: flying debris - eye, hand, foot injuries & high noise levels.	Safety glasses / goggles, gloves, safety shoes & hearing protection.
Cutting Rivets	Pneumatic Chisel	Exposure to: high noise levels and eye injury.	Hearing protection (muffs) & safety glasses.
AC Recharge/Recovery	Recharge/Recovery Mach. & R134 Refrigerant	Eye, skin & lung exposure to refrigerant	Safety glasses and proper ventilation.

Person Completing Assessment: _____

Date: _____

HAZARD EVALUATION & ASSESSMENT FORM

School District: Onondaga Central
Job Title: Custodial Employees

Department: Custodial
Supervisor: Michael Aiken

TASK	EQUIPMENT	HAZARD	PROTECTION REQUIRED
Drilling	Drill Press / Portable Drill	Penetration to Hands; Flying Particles = Hazard to Eyes	Safety Glasses or Goggles
Grinding	Bench Grinder Hand Files	Pinchpoint = Hand Hazards Flying Particles = Hazards to Eyes	Safety Glasses or Goggles Always Use Machine Guards
Sawing	Power Saws (Radial, Table, Miter, Saws-all, etc.)	Penetration to Hands & Fingers; Dust & Flying Particles = Hazards to Eyes	Safety Glasses or Goggles; Always Use Machine Guards
Chemical Handling and Cleaning	Various Chemical Products Including Soaps, Disinfectants, etc.	Chemical Splashes = Hazard to Eyes and Hands	Safety Glasses or Goggles, Gloves as per Container Label / MSDS
Chiseling Hammering	Hand Chisels Hammers	Flying Debris; Particle Fragments = Hazard to Eyes	Safety Glasses or Goggles
Fueling Equipment	Gas Cans or Fuel Pump Nozzles	Exposure to Fuel Splash into Eyes & Hand Contamination	Safety Glasses or Goggles, Face Shield & Gloves
Shoveling & Snowblowing	Shovels Snowblowers	Exposure to Cold = Hazard to Extremities; Potential Exposure to Moving Parts of Snowblower	Safety Glasses or Goggles, Gloves, Safety Shoes, and Appropriate Winter Clothing
Mowing Weed Whacking	Tractors Push Mowers Weed Wacker	Flying Debris; Particle Fragments = Hazard to Eyes Noise Levels (see Hearing Conservation Plan)	Safety Glasses or Goggles, Leather Gloves, Safety Shoes, & Hearing Protection as Required by Hearing Conservation Plan
Painting Paint Touch-up	Aerosol and Paint Cans	Paint Particles, Dust & Debris = Hazard to Eyes Inhalation of Vapors	Safety Glasses or Goggles Proper Ventilation or Area
Battery Service Battery Charging Battery Change	Battery Acid Battery Charger Wrench & Screwdriver	Exposure to: battery acid residues, splashes in eyes, face, foot, hand injuries, inhalation of vapors produced by charging.	Safety glasses or goggles, face shield, gloves & safety shoes. Eye wash/shower station, adequate area ventilation.
Parts Washing	Parts Washer Solvents / Degreasers	Exposure to Chemicals In Eyes, On Hands & Clothing.	Safety Goggles and/or Face Shield, Coveralls or Vinyl Apron & Gloves.
Hot Water Power Wash	Hi Pressure Wash	Chemical Cleaners and Disinfectants	Safety Goggles and/or Face Shield; Work Gloves

Person Completing Assessment: _____

Date: _____

HAZARD EVALUATION & ASSESSMENT FORM

School District: Onondaga Central
Job Title: Maintenance Mechanic

Department: Maintenance
Supervisor: Mike Aiken

TASK	EQUIPMENT	HAZARD	PROTECTION REQUIRED
Drilling	Drill Press / Portable Drill	Penetration to Hands; Flying Particles = Hazard to Eyes	Safety Glasses, Goggles or Face Shield & Gloves
Grinding	Bench Grinder Hand Files	Pinchpoint = Hand Hazards Flying Particles = Hazards to Eyes	Safety Glasses, Goggles, or Face Shield. Always Use Machine Guards
Sawing	Power Saws (Radial, Table, Miter, Saws-all, etc.)	Penetration to Hands & Fingers; Dust & Flying Particles = Hazards to Eyes	Safety Glasses, Goggles, or Face Shield. Always Use Machine Guards
Chemical Handling and Cleaning	Various Chemical Products Including Soaps, Solvents & Disinfectants, etc.	Chemical Splashes = Hazard to Eyes and Hands	Safety Glasses or Goggles, Gloves as per Container Label / MSDS
Chiseling Hammering	Hand Chisels Hammers	Flying Debris; Particle Fragments = Hazard to Eyes	Safety Glasses or Goggles Work Gloves
Jackhammering	Jackhammer	Flying Debris, Particle Fragments = Hazard to Eyes and Skin. Noise Levels (see Hearing Conservation Plan)	Safety Glasses, Goggles, or Face Shield, Gloves, and Hearing Protection as Required by Plan
Plowing Shoveling Snowblowing	Plows Shovels Snowblowers	Exposure to Cold = Hazard to Extremities; Potential Exposure to Moving Parts of Snowblower & Noise Levels	Safety Glasses or Goggles, Gloves, Safety Shoes, Appropriate Winter Clothing & Hearing Protection
Mowing Weed Whacking Chain Sawing	Tractors Push Mowers Weed Whacker Chainsaw	Flying Debris; Particle Fragments = Hazard to Eyes Noise Levels (see Hearing Conservation Plan)	Safety Glasses or Goggles, Leather Gloves, Safety Shoes, & Hearing Protection as Required by Hearing Conservation Plan
Painting Paint Touch-up	Paint Spray Gun Paint Cans	Paint Particles, Dust & Debris = Hazard to Eyes Inhalation of Vapors	Safety Glasses or Goggles Proper Ventilation or Area
Battery Service Battery Charging Battery Change	Battery Acid Battery Charger Wrench & Screwdriver	Exposure to: battery acid residues, splashes in eyes, face, foot, hand injuries, inhalation of vapors produced by charging.	Safety glasses or goggles, face shield, gloves & safety shoes. Eye wash/shower station, adequate area ventilation.
Parts Washing	Parts Washer Solvents / Degreasers	Exposure to Chemicals In Eyes, On Hands & Clothing.	Safety Goggles and/or Face Shield, Coveralls or Vinyl Apron & Gloves.
Hot Water Power wash	Hi Pressure Wash	Chemical Cleaners and Disinfectants	Safety Goggles and/or Face Shield; Work Gloves
Welding, Cutting, Brazing (All Hot Work)	Acetylene Torch Electric Arc Welder Soldering & Brazing Equip.	UV & Visible Light, Heat, Particles & Fumes = Eye, Skin & Lung Hazards	Welding Shield, Face Shield, Leather Gloves, & Proper Ventilation

Person Completing Assessment: _____

Date: _____

HAZARD EVALUATION & ASSESSMENT FORM

School District: Onondaga Central
Job Title: Food Service Staff

Department: Food Service
Director:

TASK	EQUIPMENT	HAZARD	PROTECTION REQUIRED
Running Garbage Disposal Prior to Dish Washing	Garbage Disposal Unit	Eye injury from flying objects and finger/hand injury from entrapment.	Safety glasses and barrier gloves. Signage is in place for operation of garbage disposal.
Replacement of Dish Washing and Rinsing Chemicals	Hobart Dishwasher, Vanguard Ecolab Wash & Disinfectant and Rinse Additive	Very Small Possibility of Chemical Splash	Safety glasses or goggles, barrier gloves and proper ventilation.
Washing Dishes	Hobart Dishwasher & Hand Dishwashing Area – Ecolab Pot and Pan Detergent	Very Small Possibility of Chemical Splash	Safety glasses or goggles and barrier gloves.
Slicing Meat	General Meat Slicer	Sharp circular blade used for slicing can cause cuts to fingers/hand.	Safety glasses and cut resistant gloves.
Cleaning Meat Slicer	General Meat Slicer Blade	Sharp circular blade used for slicing can cause cuts to fingers/hand.	Safety glasses and cut resistant gloves
Cooking, heating and keeping food at correct temperature	- Southbend Gas Ovens - Heating Kettles - Grogan Hyper Steamer - FWE Food Warmers	Hot surfaces, which may lead to skin burns on hands and/or arms.	Safety glasses and heat resistant gloves or mittens.
Serving Food	Delfield Steamers	Hot surfaces, which may lead to skin burns on hands and/or arms.	Heat resistant gloves or mittens.
Grinding/Chopping Food	Hobart Chopper	Potential for crushing hand/finger injury.	Safety glasses and barrier gloves.
Deep Frying Foods	Frymaster Filter Mag II	Possible Hot Oil/Grease Burns	Safety glasses or goggles, heat resistant gloves and apron.
Mixing Dough (Bread, Cookie and/or Pizza)	Hobart Batch Mixer	Hand/Limb/Hair – Entrapment/Entanglement	Safety glasses, barrier gloves and hair net or hat.
Micro Waving (Heating/Cooking) Food	Sharp Microwave	Finger/Hand Burns from Hot Containers.	Safety glasses & heat resistant gloves.

Person Completing Assessment: _____

Date: _____

HAZARD EVALUATION & ASSESSMENT FORM

School District: Onondaga Central
Job Title: Technical Education Staff

Department: Technical Education Dept.
Director:

TASK	EQUIPMENT	HAZARD	PROTECTION REQUIRED
Sawing	Power Saws (Table/Circular, Band, Jig, Scroll and Miter)	Penetration to Hands and Fingers; Dust & Flying Particles = Hazards to Eyes; High Noise Levels = Hazards to Hearing.	Safety glasses w/side shields or goggles. Wear proper hearing protection. Use Machine Guards.
Drilling	Drill Presses / Portable Hand Drills	Penetration to Hands; Flying Particles = Hazards to Eyes.	Safety glasses w/side shields or goggles. Protective gloves.
Grinding	Bench Grinder Hand Files	Pinchpoints = Finger/Hand Hazards; Flying Particles = Hazards to Eyes.	Safety Glasses, Goggles, or Face Shield. Always use Machine Guards.
Nailing Chiseling	Hammers Hand Chisels	Flying Debris; Particle Fragments = Hazards to Eyes	Safety Glasses/Goggles and Work Gloves.
Welding, Cutting, Brazing (All Hot Work)	Oxy/Acetylene Torch, Electric Arc Welder Soldering/Brazing	UV & Visible Light, Heat, Particles & Fumes = Eye, Skin & Lung Hazards	Welding Shield, Face Shield, Leather Gloves, Welding Apron and Ventilation.
Sanding	Horizontal & Vertical Belt Sanders, Oscillating Spindle Sander, Bench Sander	Pinch point = Hand Hazards Dust & Flying Particles = Hazards to Eyes	Safety Glasses, Goggles or Face Shield. Always use Machine Guards.
Cutting, Shaping & Sanding Spindles, etc.	Powermatic Wood Lathe	Penetration to Hands and Fingers; Dust & Flying Particles = Hazards to Eyes; High Noise Levels = Hazards to Hearing	Safety Glasses w/side shields or goggles. Wear proper hearing protection. Use Machine Guards.
Planing Wood Surfaces	Delta Wood Planer Rigid Power Planer	Penetration to Hands and Fingers; Dust & Flying Particles = Hazards to Eyes; High Noise Levels = Hazards to Hearing	Safety Glasses w/side shields or goggles. Wear proper hearing protection. Always use Machine Guards.
Sheet & Rod Metal Work; Cutting, Sawing, Sanding, Bending, Buffing and Grinding	Sheet Metal Cutter Sheet Metal Press Electric Hacksaw Rockwell Sander/Grinder Buffing Wheels	Penetration to Hands and Fingers; Dust & Flying Particles = Hazards to Eyes	Safety Glasses w/side shields, goggles or face shield. Always use Machine Guards.
Paper Cutting	Challenge Paper Cutter	Penetration/Pinch to Hands & Fingers	Safety Glasses. Always use Machine Guards.
Computerized Cutting, Etching and/or Drilling	MicroMill	Penetration to Hands and Fingers	Safety Glasses & Engineered Safety Guards.
Injection Molding and Heating Acrylics	Powerlab Injector Quincy Lab Heater	High Heat Hazard to Hands and Fingers	Safety glasses and heat resistant gloves.

Person Completing Assessment: _____

Date: _____