

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 8: Safety, Security, Emergency Management

POLICY: 8.031

SUBJECT: Personal Protective Equipment

POINT PERSON: ROBERT COX
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I. POLICY

This policy establishes minimum standards for use of personal protective equipment by all Oregon State Hospital (OSH) employees and addresses requirements in the law, as well as agency rules. The wearing of personal protective equipment is important in preventing illness and injuries to employees.

II. PROCEDURES

A. General Procedures

1. Oregon State Hospital shall provide personnel with personal protective equipment where it is required.
2. Supervisors shall provide training in the use and care of personal protective equipment on an annual basis, and shall send documentation of this training to the OSH Education and Development Department (EDD).
3. Employees are responsible for maintaining and wearing of personal protective equipment as prescribed in this document.

B. Head Protection

1. Employees working in areas where there is a possible danger of head injury from impact, from falling or flying objects, or from electrical shock and burns, shall be protected by approved hard hats.

2. The protection of employees against impact and penetration of falling or flying objects shall meet the specifications contained in American National Standards Institute, Z89.1-2003, Safety Requirements for Industrial Head Protection, and shall use only approved hard hats.
3. A non-conductive hard hat shall be used for the protection of employees exposed to high voltage electrical shock and burns and shall meet the specifications contained in American National Standards Institute, Z89.1-2003.
4. In addition to areas designated as "Hard Hat Areas," the following are examples of situations in which hard hats are required: flagger; working with cranes or backhoes; working adjacent to overhead work; installing posts or signs; working around electrical lines; cutting falling trees.

C. Safety Vests

All Reflectorized safety vests shall be worn by staff, and are required for flagging, night/day work, on or adjacent to the roadway.

D. Seatbelts

Seatbelts shall be operational and be properly fastened by driver and passengers of any vehicle (including backhoe/forklift/carts, etc.) used for state business while the vehicle is in motion, and when seatbelts have been provided in the vehicle (including backhoe/forklift/carts, etc.)

E. Hand Protection

Gloves shall be provided by OSH and must be worn by employees when hands are exposed to electrical hazards, extreme heat, toxic chemicals, or biohazards and body fluids. Gloves shall also be provided to prevent cuts.

F. Leg Protection

1. While operating chainsaws, employees shall wear approved chaps designed to protect the legs from upper thigh to midway between the ankle and knee.
2. While operating weed-eaters and power mowers, employees shall wear long pants that provide protection from thigh to ankle. Use of approved chaps may also be required.

G. Foot Protection

1. For maintenance or construction work, shoes must meet the following criteria: leather uppers and substantial soles. Check with supervisor of job/area regarding tennis shoes. Tennis/running shoes do not provide adequate foot protection for performing maintenance or construction type work.
2. Employees exposed to hot substances or hazardous chemicals shall wear shoes of leather, rubber, or other suitable material.

H. Hearing Protection

When an employee is exposed to noise levels above 85 decibels, hearing protection is required. Earplugs and/or muffs are available from the area supervisor or the warehouse. Examples of some of the equipment requiring hearing protection are: chainsaws, lawn mowers, weed-eaters, air compressors, chop saws, grinders, or any equipment with noise levels above 85 decibels.

1. Ear protection devices inserted in the ear shall be fitted by a competent person trained in their use and designated by the hospital. Appropriateness of the devices shall be determined by the designated person.
2. Oregon State Hospital Policy and Procedure 8.010, Hearing Conservation Program, provides additional information related to hearing protection.

I. Eye and Face Protection

1. Employees shall wear and face protection equipment when machines or operations present potential eye or face injury from physical, chemical, bacterial, or radiation agents.
2. Eye and face protection equipment required shall meet the requirements specified in American National Standards Institute, Z87.1-2003, Practice for Occupational and Educational Eye and Face Protection.
3. Employees whose vision requires the use of corrective lenses in spectacles shall be protected by goggles or spectacles of one of the following types when required by the regulation above to wear eye protection:
 - a. Spectacles whose protective lenses provide optical corrections;

- b. Goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles;
 - c. Goggles that incorporate corrective lenses mounted behind the protective lenses.
4. Face and eye protection equipment shall be kept clean and in good repair by the employee. The use of this type of equipment with structural or optical defects is prohibited.

J. Respiratory Protection

1. When controls are inadequate to prevent harmful exposure to employees, the employee shall use appropriate respiratory protective devices.
2. The chemical and physical properties of the contaminant, as well as the toxicity and concentration of the hazardous material, shall be considered in selecting the proper respirators.
3. The nature and extent of the hazard, work requirements, and conditions, as well as the limitations and characteristics of the available respirators, shall also be factors considered in making the proper selection.
4. Oregon State Hospital Policy 8.013, Respiratory Protection Policy, provides detailed information about respirator types, use, fit, and selection.

K. Lifelines, Safety Belts, and Safety Nets

Employees shall be secured by safety harness and lifeline whenever they work in a designated area and:

1. From unguarded surfaces above open pits or tanks;
2. More than six (6) feet above water, ground, or floor;
3. On a scaffold more than six (6) feet above the surface;
4. Designated areas where they would otherwise be exposed to dangerous falls;
5. In confined space areas.

Employees working from an aerial lift shall wear a body belt and lanyard attached to the boom or basket.

L. Protective Clothing

Designated employees shall wear appropriate protective clothing when working around potential hazards. Types of protective clothing may be kitchen aprons, welding aprons, clinical gowns, coveralls, and any other protective garments as required per the hazard exposure.

M. Refer to Infection Control Policy and Procedure 4.030 for Nursing Personal Protective Equipment.

III. REFERENCES

American National Standards Institute, Z89.1-2003 and Z89.2-2003, Safety Requirements for Industrial Head Protection

Oregon Occupational Safety & Health Code, Personal Protective Equipment (1910.132 – 1910.138).

OSH Policy and Procedure 8.010, Hearing Conservation Program

OSH Policy and Procedure 8.013, Respiratory Protection Policy

Replaces Oregon State Hospital Policy and Procedure 8.031, *Personal Protective Equipment*, dated 10/10/2006.