



FLORENCE SCHOOL DISTRICT ONE

Written Personal Protective Equipment Program (PPE)

PURPOSE

The purpose of the program is to protect our employees by ensuring that Personal Protective Equipment (PPE) is provided, used, and maintained in a sanitary and reliable condition whenever it is necessary due to hazards from processes or in the work environment. To the extent that it is possible and feasible, Florence School District One will remove or eliminate hazards or exposures through the employees' proper use of Personal Protective Equipment (PPE).

This program covers eyes and face protection, head protection, foot protection, hand protection, hearing protection and respiratory hazards.

RESPONSIBILITIES

Department Directors of Florence School District One will be responsible for assessing the hazards and exposures that may require the use of PPE, determining the type of equipment to be provided, and purchasing the equipment. Input from managers, supervisors, and employees will be considered in selecting appropriate equipment.

Florence School District One will annually train appropriate employees in the use and proper care of PPE. Managers/supervisors will ensure that employees are assigned appropriate PPE and that employees utilize their PPE when and where it is required.

Employees are responsible for following all provisions of this program and related procedures. They are expected to wear PPE when and where it is required.

ENFORCEMENT

Any employee who fails to follow these procedures will face disciplinary action.

TRAINING

Each employee who is required to use PPE will be trained annually to identify why and when PPE is necessary, how to properly wear the PPE and the proper care and maintenance of PPE.

If an employee who has been trained demonstrates a lack of knowledge or behavior which leads the supervisor to believe the employee does not have a proper understanding of the PPE involved, the supervisor will instruct the employee of such.

CARE OF PERSONAL PROTECTIVE EQUIPMENT

Whenever practical, PPE will be assigned to individual workers for their exclusive use. Employees are responsible for the PPE equipment assigned to them or used by them.

PPE will be regularly cleaned. Defective or damaged PPE shall not be used. Employees are to report any defective or damaged equipment to their supervisor.