NEW YORK STATE Corrections and Community Supervision **DIRECTIVE**	TITLE **Personal Protective Equipment**		NO. 2121 DATE 08/14/2019
SUPERSEDES DIR. #2121; Dated 06/04/19	DISTRIBUTION A	PAGES PAGE 1 OF 14	DATE LAST REVISED
REFERENCES (Include but are not limited to) See Section II	APPROVING AUTHORITY James A. O'Gorman		

I. POLICY: The Department of Corrections and Community Supervision (DOCCS) shall provide appropriate and necessary personal protective equipment to its employees and inmates in order to reduce their exposure to workplace hazards and protect them from injury and exposure to infectious materials. This equipment shall meet or exceed standards and practices as outlined by the Occupational Safety and Health Act (OSHA), the American National Standards Institute (ANSI), the National Institute of Occupational Safety and Health (NIOSH), the American Society for Testing Materials (ATSM), and the Safety Equipment Institute. Defective or damaged personal protective equipment shall not be used.

This policy is intended to ensure that appropriate equipment is available at no cost and will be utilized by employees and inmates performing tasks requiring protection from potential injury and infection, absorption, inhalation, or physical contact hazards.

All employees and inmates shall use appropriate personal protective equipment when exposed to known or suspected hazards, or when directed by supervisory staff. In the event that unprotected exposure occurs, the circumstances will be investigated, documented, and studied in an attempt to prevent such occurrences in the future.

At each facility, the Deputy Superintendent for Administration shall be responsible for overseeing the work of the Safety and Environmental Services Committee in the implementation of the requirements of this directive.

II. REFERENCES

- Occupational Safety and Health Act (OSHA) 29 CRF 1910, Subpart I
- ACA Expected Practice #4-4337
- ACA Expected Practice #4-APPFS-3D-12
- ACA Expected Practice #4-JCF-4B-05
- Directive #2122, “Permit-Required Confined Space Entry Procedures”
- Directive #3096, “Housekeeping: Health Care Areas”
- Directive #3101, “Laundry Processing”
- Directive #4055, “Hazardous Waste Management”
- Directive #4066, “Facility Safety and Environmental Services Inspections”
- Directive #4067, “Hazardous Materials Program”
- Directive #4068, “Respiratory Protection Program”
- Directive #4320, “Bloodborne Pathogen Exposure Control Plan”
- Directive #4322, “Tuberculosis Control Program”
- General Housekeeping Manual
- American National Standards Institute (ANSI)

- American Society for Testing Materials (ATSM)
- National Institute of Occupational Safety and Health (NIOSH)
- Safety Equipment Institute
- Federal Highway Administration

III. DEFINITIONS

A. Personal Protective Equipment: Personal protective equipment is defined as protective equipment which is intended to protect the employee from potential injury or illness in the event of an accident or exposure to a hazardous or infectious substance while performing specific assigned tasks.

Personal protective equipment considered appropriate where there may be exposure to bloodborne pathogens or infectious substances shall not permit those substances to pass through or to reach the wearer's clothing, skin, eyes, mouth, or mucous membranes under conditions and durations of normal use.

B. Facility Employee: For purposes of this directive, "facility employee" shall refer to employees of the State of New York in the performance of their assigned duties, employees of other State agencies who work in DOCCS facilities on a regular basis, and volunteers and others authorized to perform certain tasks within the facility.

C. Field Employee: For purposes of this directive, "field employee" shall refer to employees of the State of New York in the performance of their assigned duties, employees of other State agencies who work in DOCCS area and regional offices on a regular basis, and volunteers and others authorized to perform certain tasks within the field.

IV. IMPLEMENTATION AT THE FACILITY

: The Safety and Environmental Services Committee shall ensure that a Personal Protective Equipment Program is adopted at the facility. Appropriate employee representatives, to include the DOCCS Industrial Hygienist and the DOCCS Fire and Safety Coordinator, should be consulted and involved in the development and implementation of facility policies and procedures on personal protective equipment. In conjunction with work area supervisors and others who are familiar with specific hazards in a particular area environment or when working with particular types of substances or equipment, consideration should be given to the following:

A. Hazard Assessment: Each work area and job title must be assessed by a *qualified staff member (walk through survey using Attachment A, "OSHA Regulation 29 CFR, Part 1910, Subpart I, Appendix B," as a guide) to determine if hazards are present or likely to be present, which necessitate the use of personal protective equipment. Use Form #2121B, "Hazard Assessment for Use of Personal Protective Equipment," to document the results of each area that is assessed. Copies of the attachments should be available in the work area and available to the Safety and Environmental Services Committee. All completed hazard assessments shall be forwarded to the deputy superintendent of administrative services or equivalent, and to the on-site or area work supervisor for reference and safekeeping. A copy of all completed hazard assessments shall be stored in the work area or general location of the work area for review.

*NOTE: A qualified staff member is defined as an individual who has received training in and/or is familiar with personal protective equipment and proper safety procedures.

B. Personal protective equipment criteria must be developed relevant to the daily tasks performed by employees within occupational groups as described in their job title specifications.

NOTE: Inmates are to be provided with personal protective equipment in the performance of their assigned work duties. The work location supervisor is responsible for ensuring that the personal protective equipment is in proper working order and is responsible for requesting replacement personal protective equipment if necessary (see Sections IV-E and F below).

C. Employees who perform non-routine hazardous tasks not specified in their job title requirements should be given proper protective equipment for the duration of the assignment. Work site visitors, defined as non-facility employees or non-Departmental personnel, observing or participating in activities necessitating the use of a PPE, shall be notified of the PPE requirement prior to their visit. PPEs for visitors will not be provided on-site, and all visitors will be required to bring their own. Visitors not in possession of their own PPE will be allowed to observe from a safe distance where a PPE is not required.

D. Training of employees in the use of personal protective equipment will be conducted by a qualified staff member and must be demonstrated upon issuance of new types of equipment and prior to initial performance of a task. Training provided to the employee shall be:

1. Noted in the employee training record citing date, amount of training time, the specific type of equipment demonstrated, and the person conducting the training; and
2. Recorded on the Statewide Learning Management System (SLMS) using the employee's State Identification Number.

E. Inmate training will be documented on Form #1574, "Record of Training."

F. The area supervisor or work location supervisor and the employee using personal protective equipment shall be responsible for the periodic inspection, maintenance, sanitation, and adequacy of that equipment. Employees will be responsible for care and cleanliness of any State issued equipment, will be expected to keep the equipment in good working order, and will ensure that its use is restricted to completion of assigned tasks. The equipment, as property of the State, should be returned if and when the employee is no longer assigned tasks requiring protective equipment.

G. It is the responsibility of the employee to inspect and to request replacement of malfunctioning or worn equipment before performing the task in which the protective equipment is needed. Appropriate supervision will render prompt attention to such requests.

H. There shall be a record maintained by the area supervisor or work location supervisor of the inventory and issuance of personal protective equipment.

I. When purchasing personal protective equipment, careful consideration must be given to comfort and fit. Personal protective equipment that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

J. OSHA, ANSI, Safety Equipment Institute, or NIOSH, as well as other occupational safety and health professionals (e.g., Department of Health, Department of Labor, Governor's Office of Employee Relations, CSEA, PEF, and NYSCOPBA Occupational Safety and Health staff, PESH Consultative Services staff), should be consulted for required specifications pertaining to personal protective equipment. Facility personnel should refer questions on such specifications to the Divisions of Facilities Planning and Development or Support Operations, or to other cognizant Central Office staff in Special Operations.

K. When a hazard is alleged and a request for personal protective equipment is made, the hazard in question will be reviewed promptly at the appropriate supervisory level and, if necessary, referred to the Deputy Superintendent for Administration in order to ascertain the validity of the request.

L. Employees are to be made aware that they are required to use personal protective equipment issued by the State.

NOTE: Community Supervision provides personal protective equipment which includes, but is not limited to, protective gloves, goggles, and disinfectant wash should an accident or blood or fluid spill occur.

V. EQUIPMENT SPECIFICATIONS

A. Head Protection: Head injuries on the job are most often caused by electric shock, falling or flying objects, or by bumping the head against a fixed or moving object. Head protection, in the form of protective hats, must do three things: protect from fire and electric shock, resist penetration, and absorb the shock of a blow. Refer to ANSI Z89.1, Z89.2, OSHA/PESH 1910.135.

B. Masks, Eye, and Face Protection: Suitable eye and face protection must be provided where machines or operations present hazards such as fire, flying objects, liquid chemicals, chemical gases or vapors, acids, caustic liquids, dusts, glare, injurious radiation, or a combination of these hazards. Refer to ANSI Z87.1, OSHA/PESH 1910.133.

Masks, mouth pieces, bag valve masks (BVM), CPR pocket masks, or other ventilation devices, in combination with eye protection devices such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably expected. Refer to OSHA 1910.1030.

C. Occupational Noise Exposure: Suitable ear protection must be provided where exposure to high noise levels (as defined in OSHA 1910.95 table G-16) exists. Additionally, protection against high noise levels must be provided to employees who have a standard threshold shift of 10db or greater following an audiogram (Refer to OSHA/PESH 1910.95 and ANSI Section 3.19). Employees in areas that exceed the noise exposures of an eight-hour time weighted average (TWA) sound level of 85 decibels, measured on the A scale (slow response) or, equivalently, a dose of fifty percent (without regard to any attenuation provided by the use of personal protective equipment) must be part of the facility's Hearing Conservation Program. The hearing conservation program is required "whenever employees' noise exposure equals or

exceeds an 8-hour time-weight average (TWA) of 85 decibels measured on the A scale (slow response) or equivalently, a dose of fifty percent. For purposes of the hearing conservation program, employee noise exposure shall be computed in accordance3 with Appendix A and table G-16a, and without regard to any attenuation by the use of personal protective equipment" (1910.95(c)(1)). This program must include:

1. Monitoring to be conducted when "any employee exposure may equal or exceed an 8-hour time weighted average of 85 decibels" (1910.95(d));
2. Provision of suitable hearing protection where required;
    a. In accordance with OSHA Regulation for Occupational Noise Exposure 1910.95(b)(1), the feasibility of engineering or administrative controls will be considered first with the provision of hearing protectors to provide protection until controls can be installed.
    b. Hearing protectors will have sufficient attenuation to reduce the sound level below 85 decibels on the A weighting scale (dBA).
    c. Annual training will be provided, that meets the requirements of OSHA Regulation for Occupational Noise Exposure 1910.95(k). This includes the effects of noise on hearing; purpose, advantages, disadvantages and attenuation of different types of hearing protectors and the purpose of audiometric testing.
3. An audiometric testing program must be made available to all employees affected by the hearing conservation program, at no cost to the employees. Testing must be performed by a licensed or certified audiologist, otolaryngologist, or other physician. The audiometric testing program includes all employees whose exposures equal or exceed an 8-hour TWA of 85 decibels.
    a. Initial baseline, audiometric testing for affected employees working in areas that exceed 85 decibels, including, but not limited to: Range, Generator Rooms, Powerhouses, etc. The occupational noise exposure standard requires that all employees exposed to noise levels at or above 85dB on an 8-hour TWA must be included in the Hearing Conservation Program. This includes employees who may have only occasional exposures at this level. Baseline audiograms must be performed within 6 months of an employee's first exposure to noise.
    b. Continued annual audiometric testing for affected employees must be performed and evaluated against the baseline audiogram (1910.95(g)(7)(i)).
    c. Employees must be notified if the audiogram demonstrates a standard threshold shift. An employee can be retested within 30 days, and the new test will be considered the annual audiogram.
        (1) If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift has occurred, the employee shall be informed of this fact in writing, within 21 days of the determination.
        (2) Unless a physician determines that the standard threshold shift is not work-related or aggravated by occupational noise exposure, the employer

shall ensure that the following steps are taken when a standard threshold shift occurs:

(a) Employees not using hearing protectors shall be fitted with hearing protectors, trained in their use and care, and required to use them.

(b) Employees already using hearing protectors shall be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation, if necessary.

(c) The employee shall be referred for a clinical audiological evaluation or an ontological examination. The employee is informed of the need for an ontological examination if a medical pathology of the ear, that is unrelated to the use of hearing protectors, is suspected.

(d) If subsequent audiometric testing of an employee, whose exposure to noise is less than an 8-hour TWA of 90 decibels, indicates that a standard threshold shift is not persistent, the employer:

(i) Shall inform the employee of the new audiometric interpretation; and

(ii) May discontinue the required use of hearing protectors for that employee.

d. Noise exposure measurements must be kept for two years (1910.95(m)(3)(i)). An employee's audiometric test records must be kept for the duration of employment (1910.95(m)(3)(ii)).

D. Respiratory Protection: Respiratory equipment and/or protection must be provided where breathing air lacks adequate oxygen or is contaminated with harmful levels of dusts, fumes, mists, gases, smoke, or vapors, or is potentially contaminated with infectious airborne organisms. Refer to ANSI Z88.2, Z49.1, OSHA/PESH 1910.134, and Directive #4068.

E. Torso Protection: Torso protection must be provided against hazards where there is risk of splashes from molten metals; hot, cold and/or corrosive liquids; impacts; cuts; splinters; electrical shock; and fire.

Gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in situations where there is potential torso exposure to blood or other potentially infectious materials. The type and characteristics will depend on the task and degree of exposure anticipated. Refer to OSHA 1910.1030.

F. Arm, Hand, and Finger Protection: Protection must be provided from burns, cuts, splinters, electrical shock, and contact with chemicals when these hazards exist. Refer to ANSI J 6.X Series, OSHA/PESH 1910.137 and 1910.138.

Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes, and other non-intact skin, and when handling or touching contaminated items or surfaces. Disposable (single use) gloves shall be replaced as soon as practical after contamination or as soon as feasible if torn or punctured. Disposable gloves shall not be washed or decontaminated for reuse. Utility gloves may be decontaminated if the integrity of the glove is not compromised; otherwise they must be discarded.

Powderless, latex free or nitrile gloves should be utilized. Hypoallergenic gloves, glove liners, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided. Refer to OSHA 1910.1030.

G. Foot and Leg Protection: Appropriate equipment should provide employees with protection when engaged in work requiring the handling of heavy materials and should protect the employee from falling or rolling objects, puncture and penetration, molten metal, and hot surfaces. Refer to ANSI Z41.1, PESH 1910.132.

H. Protection Against Slipping: Special footwear (e.g., overshoes) should be provided to protect against slips and falls when working continuously on slippery surfaces.

I. General Life-Threatening Hazards: Special Task Personal Protective Equipment:

1. *Visibility and Reflection*: Where necessary, appropriate equipment should be provided to ensure high daytime visibility; highly reflective night hazard clothing should be provided where conditions require. Equipment purchases shall comply with Federal Highway Administration, 23 CFR Part 634.
2. *Lifelines and Safety Nets*: Lifelines, lanyards, safety belts, and personal flotation devices or full protection must be provided to employees when engaged in elevated work and/or over water. Refer to ANSI A10.14, OSHA Regulation – 1910.28, "Duty to have fall protection and falling object protection," 1926.105 – "Safety nets," 1926.106 – "Working over or near water," and 1926.502, "Fall protection systems criteria and practices."
3. *Lock-Out Equipment*: Locks are required to ensure that electrical and/or energized equipment will remain off during maintenance by locking switches in the off position. Refer to OSHA/Lockout Advisory Procedure ANSI 244.1 - 1982, OSHA lockout/tagout regulation 29 CRF 1910.147 and Directive 2123, "Lockout/Tagout-Control of Hazardous Energy."

VI. CLEANING AND DISPOSAL

A. If a garment is penetrated by blood or another potentially infectious or hazardous substance, it shall be removed immediately or as soon as feasible.

B. All personal protective equipment shall be removed prior to leaving the work area.

C. Employees must wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment. Employees must also wash any exposed body areas immediately or as soon as feasible if their clothing has been penetrated by blood or another potentially infectious or hazardous substance.

D. When personal protective equipment or personal clothing which has been penetrated by blood or other potentially infectious or hazardous substance is removed, it shall be placed in an appropriately designed area or container for storage, washing, decontamination, or disposal.

E. All personal protective clothing and personal clothing which has been penetrated by blood or another potentially infectious or hazardous substance shall be cleaned, laundered, or, if necessary, disposed of and replaced at no cost to the employee. Items laundered at the facility shall be washed in accordance with specifications set forth in Directive #3101and OSHA Regulation 1910.1030(d)(4)(iv), "Laundry."

F. Asbestos shall be disposed of in accordance with OSHA Regulation 1910.1001.

G. Lead shall be disposed of in accordance with OSHA Regulation 1910.1025.

H. After the completion of work tasks involving lead and/or asbestos, the PPE shall be disposed of in accordance with the applicable OSHA Regulation referenced above, Directive #4054, “Occupational Lead Exposure Program,” and “Directive #4055, “Hazardous Waste Management.”

Attachment A

- **Part Number:** **1910**
- **Part Number Title:** Occupational Safety and Health Standards
- **Subpart:** 1910 Subpart I

- **Subpart Title:** Personal Protective Equipment
- **Standard Number:** 1910 Subpart I App B
- **Title:** Non-mandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection
- **GPO Source:** e-CFR

This Appendix is intended to provide compliance assistance for employers and employees in implementing requirements for a hazard assessment and the selection of personal protective equipment.

1. Controlling hazards: PPE devices 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.

2. Assessment and selection: It is necessary to consider certain general guidelines for assessing the foot, head, eye and face, and hand hazard situations that exist in an occupational or educational operation or process, and to match the protective devices to the particular hazard. It should be the responsibility of the safety officer to exercise common sense and appropriate expertise to accomplish these tasks.

3. Assessment guidelines: In order to assess the need for PPE the following steps should be taken:

   a. Survey: Conduct a walk-through survey of the areas in question. The purpose of the survey is to identify sources of hazards to workers and co-workers. Consideration should be given to the basic hazard categories:

      (a) Impact
      (b) Penetration
      (c) Compression (roll-over)
      (d) Chemical
      (e) Heat
      (f) Harmful dust
      (g) Light (optical) radiation

   b. Sources: During the walk-through survey the safety officer should observe: (a) sources of motion; i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects; (b) sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.; (c) types of chemical exposures; (d) sources of harmful dust; (e) sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.; (f) sources of falling objects or potential for dropping objects; (g) sources of sharp objects which might pierce the feet or cut the hands; (h) sources of rolling or pinching objects which could crush the feet; (i) layout of workplace and location of co-workers; and (j) any electrical hazards. In addition, injury/accident data should be reviewed to help identify problem areas.

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   c. Organize data: Following the walk-through survey, it is necessary to organize the data and information for use in the assessment of hazards. The objective is to prepare for an analysis of the hazards in the environment to enable proper selection of protective equipment.

   d. Analyze data: Having gathered and organized data on a workplace, an estimate of the potential for injuries should be made. Each of the basic hazards (paragraph 3.a.) should be reviewed and a

determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously should be considered.

4. Selection guidelines: After completion of the procedures in paragraph 3, the general procedure for selection of protective equipment is to: a) Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do (i.e., splash protection, impact protection, etc.); b) compare the hazards associated with the environment (i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment); c) select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards; and d) fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels for, and limitations of, their PPE.

5. Fitting the device: Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

6. Devices 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. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of helmets is important to ensure that it will not fall off during work operations. In some cases, a chin strap may be necessary to keep the helmet on an employee's head. (Chin straps should break at a reasonably low force, however, to prevent a strangulation hazard). Where manufacturer's instructions are available, they should be followed carefully.

7. Reassessment of hazards: It is the responsibility of the safety officer to reassess the workplace hazard situation as necessary, by identifying and evaluating new equipment and processes, reviewing accident records, and re-evaluating the suitability of previously selected PPE.

8. Selection chart guidelines for eye and face protection: Some occupations (not a complete list) for which eye protection should be routinely considered are: carpenters, electricians, machinists, mechanics and repairers, millwrights, plumbers and pipe fitters, sheet metal workers and tinsmiths, assemblers, sanders, grinding machine operators, lathe and milling machine operators, sawyers, welders, laborers, chemical process operators and handlers, and timber cutting and logging workers. The following chart provides general guidance for the proper selection of eye and face protection to protect against hazards associated with the listed hazard "source" operations.

Attachment A continued

Eye and Face Protection Selection Chart

Source	Assessment of Hazard	Protection

IMPACT -- Chipping, grinding machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding	Flying fragments, objects, large chips, particles sand, dirt, etc	Spectacles with side protection, goggles, face shields. See notes (1), (3), (5), (6), (10). For severe exposure, use faceshield.
HEAT -- Furnace operations, pouring, casting, hot dipping, and welding	Hot sparks	Faceshields, goggles, spectacles with side protection. For severe exposure use faceshield. See notes (1), (2), (3).
	Splash from molten metals	Faceshields worn over goggles. See notes (1), (2), (3).
	High temperature exposure	Screen face shields, reflective face shields. See notes (1), (2), (3).
CHEMICALS -- Acid and chemicals handling, degreasing plating	Splash	Goggles, eyecup and cover types. For severe exposure, use face shield. See notes (3), (11).
	Irritating mists	Special-purpose goggles.
DUST -- Woodworking, buffing, general dusty conditions	Nuisance dust	Goggles, eyecup and cover types. See note (8).
LIGHT and/or RADIATION --		
Welding: Electric arc	Optical radiation	Welding helmets or welding shields. Typical shades: 10-14. See notes (9), (12)
Welding: Gas	Optical radiation	Welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4. See note (9)
Cutting, Torch brazing, Torch soldering	Optical radiation	Spectacles or welding face-shield. Typical shades, 1.5-3. See notes (3), (9)
Glare	Poor vision	Spectacles with shaded or special-purpose lenses, as suitable. See notes (9), (10).

Notes to Eye and Face Protection Selection Chart:

(1) Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be provided. Protective devices do not provide unlimited protection.

(2) Operations involving heat may also involve light radiation. As required by the standard, protection from both hazards must be provided.

(3) Faceshields should only be worn over primary eye protection (spectacles or goggles).

(4) As required by the standard, filter lenses must meet the requirements for shade designations in 1910.133(a)(5). Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.

(5) As required by the standard, persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear.

(6) Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments may represent an additional hazard to contact lens wearers.

(7) Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.

(8) Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleansing may be necessary.

(9) Welding helmets or faceshields should be used only over primary eye protection (spectacles or goggles).

(10) Non-sideshield spectacles are available for frontal protection only, but are not acceptable eye protection for the sources and operations listed for "impact."

(11) Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.

(12) Protection from light radiation is directly related to filter lens density. See note (4). Select the darkest shade that allows task performance.

9. Selection guidelines for head protection: All head protection (helmets) is designed to provide protection from impact and penetration hazards caused by falling objects. Head protection is also available which provides protection from electric shock and burn. When selecting head protection, knowledge of potential electrical hazards is important. Class A helmets, in addition to impact and penetration resistance, provide electrical protection from low-voltage conductors (they are proof tested to 2,200 volts). Class B helmets, in addition to impact and penetration resistance, provide electrical protection from high-voltage conductors (they are proof tested to 20,000 volts). Class C helmets provide impact and penetration resistance (they are usually made of aluminum which conducts electricity), and should not be used around electrical hazards.

   Where falling object hazards are present, helmets must be worn. Some examples include: working below other workers who are using tools and materials which could fall; working around or under conveyor belts which are carrying parts or materials; working below machinery or processes which might cause material or objects to fall; and working on exposed energized conductors.

   Some examples of occupations for which head protection should be routinely considered are: carpenters, electricians, linemen, mechanics and repairers, plumbers and pipe fitters, assemblers, packers, wrappers, sawyers, welders, laborers, freight handlers, timber cutting and logging, stock handlers, and warehouse laborers.

Attachment A continued

   Beginning with the ANSI Z89.1-1997 standard, ANSI updated the classification system for protective helmets. Prior revisions used type classifications to distinguish between caps and full brimmed hats. Beginning in 1997, Type I designated helmets designed to reduce the force of impact resulting from a blow

only to the top of the head, while Type II designated helmets designed to reduce the force of impact resulting from a blow to the top or sides of the head. Accordingly, if a hazard assessment indicates that lateral impact to the head is foreseeable, employers must select Type II helmets for their employees. To improve comprehension and usefulness, the 1997 revision also re-designated the electrical-protective classifications for helmets as follows: "Class G -- General"; helmets designed to reduce the danger of contact with low-voltage conductors; "Class E -- Electrical"; helmets designed to reduce the danger of contact with conductors at higher voltage levels; and "Class C -- Conductive"; helmets that provide no protection against contact with electrical hazards.

10. Selection guidelines for foot protection: Safety shoes and boots which meet the ANSI Z41-1991 Standard provide both impact and compression protection. Where necessary, safety shoes can be obtained which provide puncture protection. In some work situations, metatarsal protection should be provided, and in other special situations electrical conductive or insulating safety shoes would be appropriate.

    Safety shoes or boots with impact protection would be required for carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped; and, for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection would be required for work activities involving skid trucks (manual material handling carts) around bulk rolls (such as paper rolls) and around heavy pipes, all of which could potentially roll over an employee's feet. Safety shoes or boots with puncture protection would be required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal etc., could be stepped on by employees causing a foot injury. Electrically conductive shoes would be required as a supplementary form of protection for work activities in which there is a danger of fire or explosion from the discharge of static electricity. Electrical hazard or dielectric footwear would be required as a supplementary form of protection when an employee standing on the ground is exposed to hazardous step or touch potential (the difference in electrical potential between the feet or between the hands and feet) or when primary forms of electrical protective equipment, such as rubber insulating gloves and blankets, do not provide complete protection for an employee standing on the ground.

    Some occupations (not a complete list) for which foot protection should be routinely considered are: Shipping and receiving clerks, stock clerks, carpenters, electricians, machinists, mechanics and repairers, plumbers and pipe fitters, structural metal workers, assemblers, drywall installers and lathers, packers, wrappers, craters, punch and stamping press operators, sawyers, welders, laborers, freight handlers, gardeners and grounds-keepers, timber cutting and logging workers, stock handlers and warehouse laborers.

11. Selection guidelines for hand protection: Gloves are often relied upon to prevent cuts, abrasions, burns, and skin contact with chemicals that are capable of causing local or systemic effects following dermal exposure. OSHA is unaware of any gloves that provide protection against all potential hand hazards, and commonly available glove materials provide only limited protection against many chemicals. Therefore, it is important to select the most appropriate glove for a particular application and to determine how long it can be worn, and whether it can be reused.

    It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated; e.g., chemical hazards, cut hazards, flame hazards, etc. These performance characteristics should be assessed by using standard test procedures. Before purchasing gloves, the employer should request documentation from the manufacturer that the gloves meet the appropriate test standard(s) for the hazard(s) anticipated. Other factors to be considered for glove selection in general include:

a. As long as the performance characteristics are acceptable, in certain circumstances, it may be more cost effective to regularly change cheaper gloves than to reuse more expensive types; and
b. The work activities of the employee should be studied to determine the degree of dexterity required, the duration, frequency, and degree of exposure of the hazard, and the physical stresses that will be applied.

With respect to selection of gloves for protection against chemical hazards:

a. The toxic properties of the chemical(s) must be determined; in particular, the ability of the chemical to cause local effects on the skin and/or to pass through the skin and cause systemic effects;
b. Generally, any "chemical resistant" glove can be used for dry powders;
c. For mixtures and formulated products (unless specific test data are available), a glove should be selected on the basis of the chemical component with the shortest breakthrough time, since it is possible for solvents to carry active ingredients through polymeric materials; and
d. Employees must be able to remove the gloves in such a manner as to prevent skin contamination.

12. Cleaning and maintenance. It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.

For the purposes of compliance with 1910.132 (a) and (b), PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

[59 FR 16362, April 6, 1994; 74 FR 46357, Sept. 9, 2009; 79 FR 20633, July 10, 2014]

FORM 2121 B (Rev. 6/11)
Photocopy locally as Needed

Hazard Assessment for use of Personal Protective Equipment

_____C.F.

Building Area _____ Date _____

Inspected By _____ Title _____

Job/Task Evaluated _____

I. Hazards to the Head			
Potential Hazard	**Yes**	**No**	**Specifications for PPE ***
Falling equipment or materials			
Moving equipment or materials			
Low overhead clearance			
Electrical shock hazard			
Welding			
Other (list)			

*examples: basic hard hat, electrical hard hat

II. Hazards to the Eyes and Face			
Potential Hazard	**Yes**	**No**	**Specifications for PPE***
Flying Particles			
Chemical Splash			
Irritant Dust			
Light Radiation (Welding)			
Compressed Air			
Electrical Arc			
Molten Metal			
Gases & Vapors			
Other (list)			

*examples: safety glasses, goggles, face shield, welding faceshield

Comments: _____

Hazard Assessment for use of Personal Protective Equipment

III. Hazards to the Hands			
Potential Hazard	**Yes**	**No**	**Specifications for PPE***
Sharp edges, punctures, penetrations			
Impact or compression			
Chemical exposure			
Temperature			
Electrical			
Other (list)			

*examples: rubber, leather, electrically rated, heat-rated

IV. Hazards to the Feet			
Potential Hazard	**Yes**	**No**	**Specifications for PPE***
Falling objects/materials			
Sharp objects/materials			
Rolling objects/materials			
Slip/trip hazard			
Electrical hazard			
Chemical splash			
Other (list)			

*examples: steel toe boots, steel toe caps, electrically resistant boots, chemically resistant rubber boots.

V. Hearing Protection			
Potential Hazard	**Yes**	**No**	**Specifications for PPE***
Loud Noise			

*examples: ear plugs, ear muffs

Comments: _____

Hazard Assessment for use of Personal Protective Equipment

VI. Respiratory

Potential Hazard	Yes	No	Specifications for PPE*
Irritant Dust			
Gases and Vapors			
Welding Fumes			
Asbestos			
Lead			
Mold			
Is ventilation required? Confined Space			
Other (list) Pesticides			

*examples: basic dust mask, N-95 respirator, ½ face respirator, full face respirator. List cartridge needed if applicable. Use of a N-95 requires the worker to be medically evaluated and fit tested.

VII. Fall Protection

Potential Hazard	Yes	No	Specifications for PPE*
General Industry -working above 4 feet without guarding, working above 10 feet on scaffolds without guarding			
Aerial Lifts (bucket trucks, JLG, Genie)			
Other (list)			

*examples: lanyard, harness, safety belt, lifeline, safety monitor, warning line system, safety net

VIII. Body Protection

Potential Hazard	Yes	No	Specifications for PPE*
Chemical Splash			
Electrical Arc			
Welding Arc			
Thermal Protection			
Tool or Machine Operation			
Other (list)			

*examples: apron, electrically rated clothing, welding rated clothing, chaps, shin guards

Comments: _____

FORM 1574 (12/11)

NEW YORK STATE - DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

________________________________ CORRECTIONAL FACILITY

RECORD OF TRAINING

(If training provided on different dates, record each date and training separately, use more than one form if needed.)

INMATE NAME: ____ DIN: ______________________

SHOP/WORK AREA: ____

****

The above named inmate was trained/instructed in the safe and proper use of the below listed caustic materials, tools and equipment:

____

____

EMPLOYEE TRAINER (NAME AND TITLE): ____

SIGNATURE: ____ DATE: ___________________

I, the above named inmate, was trained/instructed in the safe and proper use of the above listed caustic materials, tools and equipment.

INMATE'S SIGNATURE: ____ DATE: ___________________

****

The above named inmate was trained/instructed in the safe and proper use of the below listed caustic materials, tools and equipment:

____

____

EMPLOYEE TRAINER (NAME AND TITLE): ____

SIGNATURE: ____ DATE: _________________

I, the above named inmate, was trained/instructed in the safe and proper use of the above listed caustic materials, tools and equipment.

INMATE'S SIGNATURE: ____ DATE: _________________

****

The above named inmate was trained/instructed in the safe and proper use of the below listed caustic materials, tools and equipment:

____

____

EMPLOYEE TRAINER (NAME AND TITLE): ____

SIGNATURE: ____ DATE: ________________

I, the above named inmate, was trained/instructed in the safe and proper use of the above listed caustic materials, tools and equipment.

INMATE'S SIGNATURE: ____ DATE: _______________

Original: Guidance and Classification File
Copy: Shop/Unit File