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**Document Title:**

Personal Protective Equipment (PPE)/ Hazard Assessment Procedure

**Approval Authority:**

Bureau Chief

**A. PURPOSE AND SCOPE**

To establish a requirement for the Education Training and Technical Assistance Bureau to survey activities performed by the Bureau's employees and to determine training and personal protective equipment (PPE) necessary to protect employees from reasonably anticipated hazards associated with those activities.

**B. ACTION STEPS**

The Bureau Safety Committee is responsible for performing a hazard assessment for each position in the bureau. These positions include the bureau chief, supervisors, standard officers, recognition staff, trainers, NCDOL librarian, and administrative staff

- See ETTA Safety and Health Policy 6 – Hazard Assessment & PPE, and Policy 8 – Respiratory Protection located on the NCDOL intranet. The hazard assessment will be reviewed periodically by the Safety Committee to determine if there are any changes.

Each ETTA Supervisor is responsible for issuing PPE and training all new employees on this policy during the employee's training phase, before the employee is exposed to any hazard requiring PPE. Training consists of hand-on instruction from the supervisor and confirmation of the employees understanding and proficiency of use of assigned PPE.

Each ETTA Supervisor is responsible for reviewing the PPE with each of their employees on an annual basis, and for conducting an annual inventory of the employee's assigned PPE.

**PPE Routinely Issued by the Education Training and Technical Assistance Bureau**

- **Safety Shoes** - Bureau reimburses up to \$100 annually/\$200 biennially per pair towards purchase. Shoes must conform to ANSI Z41-1991, ANSI Z41-1999 or ASTM F-2412-2005 and ASTM F-2413-2005. It is the employee's responsibility to indicate on the receipt if the purchase applies to the \$100 or the \$200 reimbursement limits.

- **Prescription Safety Glasses** - Bureau pays for prescription safety glasses if the designated provider is used, and the appropriate paperwork is completed. Eye exams are not covered. The glasses/frames/side shields must conform to ANSI Z87.1-1989 (R-1998), ANSI Z87.1-2003, or ANSI Z87.1-2010.
- **Non-prescription Safety Glasses** – Bureau provides at no cost to employees. The glasses must conform to ANSI Z87.1-1989 (R-1998), ANSI Z87.1-2003, or ANSI Z87.1-2010.
- **Hearing Protection** – The Bureau provides several types of hearing protection. Prior to leaving for a work site with the potential for hazardous noise, the trainer/consultant/standards officer should check with the on-site contact to be sure appropriate hearing protection will be provided. If hearing protection will not be provided, the Bureau employee should inquire about adequate hearing protection and take the necessary PPE to the site.
- **Hard Hat (protective helmet)** – All trainers/consultants/standards officers are provided with hard hats which comply with ANSI Z89.1-1997, ANSI Z89.1-2003, or ANSI Z89.1-2009.
- **Safety Vest** – High visibility vests are provided and/or available to each trainer/consultant/standard officer for use (as required).
- **Gloves** – Appropriate protective gloves are provided.

### **PPE Not Routinely Issued by the ETTA Bureau**

Examples of protective equipment not routinely issued by the Bureau are as follows:

- Electrical Protection
- Fall Protection
- Floatation Vests
- Respiratory Protection

Any employees needing any PPE not routinely issued by the Bureau shall not use such equipment, unless they have specific permission and training from their supervisor. Additionally, Bureau personnel may not supply their own protective equipment unless the equipment has been specifically approved by the supervisor to assure its adequacy.

## **C. REFERENCES**

None

## **D. ATTACHMENTS**

None

## **E. REVISIONS**

Revision 1: 06/2014 - Updated reimbursement for safety shoes and ANSI requirements.

Revision 2: 09/18/2019 – Updated ANSI standard references.

Revision 3: 06/17/2021 – Updated ANSI standard reference for eye protection. Removed Appendix A (Example PPE record) and Appendix B (Hazard Assessments by Job Title). References to ETTA Safety and Health Policies on PPE were added.