

Metropolitan Library System Personal Protective Program

Metropolitan Library System is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following program is provided to eliminate or minimize occupational exposure to personal injuries by the use of Personal Protective Equipment (PPE), in accordance with OSHA Standards 29 CFR 1910.132. PPE is equipment worn to minimize exposure to hazards that can cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. PPE may include items such as gloves, safety glasses and shoes (boots), earplugs or muffs, hard hats, respirators, or coveralls, vests, and full body suits.

RESPONSIBILITIES

- The Safety Committee will assess the workplace to determine if there are, or are likely to be, hazards that call for use of PPE (see appendix A).
- The Director of Facilities Maintenance and Fleet Operations and the purchasing staff are responsible for ordering all PPE.
- All selected PPE must properly fit each affected employee.
- Training will be provided to all employees who wear PPE.
- Employees who use PPE are responsible for the proper care, cleaning, and storage of such equipment.
- Employees must wear proper PPE when working under conditions requiring its use.
- Employees also are responsible for maintaining hair, clothing and use of jewelry in such a manner as to prevent from becoming in contact with equipment, moving parts, etc, that could result in personal injury.
- The Safety Committee will conduct and certify, at least annually, a workplace hazard assessment.

HAZARD ASSESSMENT

A hazard assessment has been conducted of our facilities and is attached. Based on this assessment, specific items of personal protective equipment are deemed necessary during performance of certain activities.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of clothing and equipment that meet OSHA and PEOSH standards will be procured or accepted for use.

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EYE & FACE PROTECTION

Prevention of eye injuries requires that all persons who may be in eye hazard areas or performing tasks that have been deemed a potential risk for eye irritation or injury wear protective eyewear. This includes employees, visitors, contractors or others passing through an identified eye hazard area. To provide protection of these personnel, supervisors will ensure that only persons with appropriate eyewear are allowed to perform such tasks. Appropriate facial PPE will be made available to employees when needed to perform certain tasks.

HAND PROTECTION

Employees are required to wear suitable gloves and use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, and hazards present.

CLOTH FACE COVERINGS

The Center for Disease Control (CDC) recommends wearing cloth face coverings in public settings where social distancing measures are difficult to maintain. The purposes of the cloth face coverings are to slow the spread of viruses and help people who may have viruses and do not know it from transmitting it to others. Cloth face coverings do not contain filtration systems that prevent particles from entering the lungs.

BACK PROTECTION

Back supports may be furnished and used by employees while performing tasks requiring lifting or moving more than 50 pounds

REPETITIVE MOTION

Wrist supports will be available upon request by employees while performing tasks requiring repeated or prolonged use of hands and wrists (such as keyboarding).

EMPLOYEE TRAINING AND RECORDKEEPING

Training shall be provided to each employee who is required to use PPE upon initial job assignment. Each employee shall be trained to know at least the following:

- When PPE is necessary
- What PPE is necessary

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- How to properly wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life and disposal of the PPE

The Human Resources Department and the Learning and Development Department will maintain verification that each affected employee has received and understood the required training through a written certification that contains the name of each employee trained, the date(s) of training, and the subject of the certification.

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APPENDIX A

HAZARD ASSESSMENT FOR PERSONAL
PROTECTIVE EQUIPMENT

Note: A site-specific Hazard Assessment
is available in the Safety Manual
for each location