



**County of Henrico**  
 Department of Emergency  
 Management &  
 Workplace Safety

Verification	Originator	Revised	Issued
Initials	EMWS	EMWS	EMWS
Date	05/01/2015	07/28/2022	08/01/2023

**Safety Manual**  
**Chapter 21 Personal Protective Equipment**

<b>Area of Application:</b>	County of Henrico General Government & Schools	
<b>Document Location:</b>	<a href="http://employees.henrico.us/info/safety-manual/">http://employees.henrico.us/info/safety-manual/</a>	
<b>Revisions:</b>		
<b>Rev. No.</b>	<b>Date</b>	<b>Description</b>
001	08/02/17	Hazard Assessment Guide added.
002	07/28/2022	Aligned EMWS titles and terminology. Non-substantive changes.

**Purpose:**

This chapter provides guidance for Departments that must select appropriate Personal Protective Equipment (PPE) to protect their employees. The Occupational Safety and Health Administration and Virginia Occupational Safety and Health program (OSHA /VOSH) standards require that a Hazard Assessment be performed in locations where work hazards are present (29 CFR 1910.132). The Hazard Assessment must be documented, and updated as hazards change, or new hazards are introduced. Completed, current, Hazard Assessments will ensure affected personnel are provided with the appropriate Personal Protective Equipment to protect them from known or foreseeable hazard(s). **The Hazard Assessment Guide for Selecting Personal Protective Equipment is available on the County of Henrico web page on the Employee Portal under “Safety Manual”.** PPE should not be used as a substitute for more effective control methods. The use of PPE should be considered only when protection against hazards are not adequate or feasible by any other method(s). PPE will be used in conjunction with other controls unless no other means of hazard control exist. For assistance, contact the Department of Emergency Management & Workplace Safety (EMWS) at 804-501-5162.

**Scope:**

- A. This chapter provides an overview of PPE requirements, especially for departments that may not require PPE for their operations. Protection for eyes and face, head, feet and leg, hand and arm, body (torso), etc., varies greatly. That is why it is very important for Departments to conduct a thorough and accurate Hazard Assessment.
- B. Personal Protective Equipment will be provided by the County, or in certain instances, purchased by the employee (see page 3 of this chapter). Departments will ensure that PPE is used and maintained by affected employees so that the likelihood of occupational injury and/or illness is reduced or eliminated.

**Program Administration:**

With guidance from EMWS, each affected department will establish written procedures that will address needs specific to their operation and outline how the requirements of this chapter will be met.

**Responsibilities:**

- A. **Department Heads, or their designees, will:**
  1. Develop, implement, and administer his/her PPE policies,



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2. Conduct a thorough and accurate workplace hazard assessment to determine which hazards necessitate the use of PPE,
3. Select and purchase appropriate PPE.
4. Review, update, and conduct a new PPE hazard assessment whenever:
  - a. a job task (or tasks) change(s),
  - b. installation of new equipment/machinery with known hazards,
  - c. an accident or near-miss occurs,
  - d. a supervisor or an employee requests a new assessment,
  - e. at least annually.
5. Maintain hazard assessment records for the work areas and tasks for their departments.
6. Maintain PPE training records.
7. Ensure supervisors provide appropriate PPE training to employees on the proper use, care, and cleaning of their equipment.
8. Periodically re-evaluate the suitability of the PPE in use.
9. Review, update, and evaluate the overall effectiveness of PPE program for their departments.

**B. Supervisors will:**

1. Provide appropriate PPE for all affected employees.
2. Ensure that employees are trained on the proper use, care, and cleaning of their PPE.
3. Ensure that PPE training is documented, and the records are filed appropriately.
4. Ensure that employees properly use and maintain their PPE, and County of Henrico PPE policies and rules.
5. Consult with EMWS when new hazards are introduced or when new processes are added or changed and the department needs guidance on selecting or changing appropriate PPE.
6. Ensure that defective or damaged PPE is immediately disposed of and replaced.

**C. Employees**

The PPE user is responsible for the following requirements:

1. Wearing PPE as required,
2. Attending pertinent training sessions,
3. Caring for, cleaning, maintaining, and inspecting PPE,
4. Adhering to County of Henrico PPE policies,
5. Informing a supervisor of the need to repair or replace PPE.

**Procedures:**

**A. Hazard Assessment for PPE**

1. Using the Hazard Assessment Guide from the Safety Webpage, a survey of each work area will be performed to identify sources of known or foreseeable hazards. Each survey will be documented using the Workplace Hazard Assessment Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. Department Heads, or their designees, will file the form(s) in departmental records.



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2. The hazard assessment will be reviewed and updated for PPE whenever:
  - a. job tasks change,
  - b. new equipment or a new process is installed,
  - c. there has been an accident or near miss,
  - d. a supervisor or employee requests it,
  - e. or at least every year.
3. Any new PPE requirements that are developed will be added to the Department's Hazard Assessment.

**B. Selection of PPE**

1. Once the hazards of a workplace have been identified, it must be determined if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls like overhead ventilation.
2. If such methods are not adequate or feasible, then Supervision will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will 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 will be recommended for purchase.
3. All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet National Institute for Occupational Safety & Health (NIOSH) or American National Standards Institute (ANSI) standards will be purchased for use.
4. Newly purchased PPE must conform to all current ANSI standards. Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the County of Henrico at no charge. Careful consideration will be given to the comfort and proper fit of PPE to ensure that the correct size has been selected and that it will be worn.
5. If an employee provides his/her own PPE, such as special footwear with arch support, the County shall be responsible for ensuring the PPE meets all OSHA /VOSH and ANSI standards as per the manufacturer's specifications, and will provide protection for the job duties assigned to the employee.

**C. Training**

1. Any employee required to wear PPE shall receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE wearers as needed. The training will include, but not necessarily be limited to, the following topics:
  - a. When PPE is necessary,
  - b. What PPE is necessary,
  - c. How to don, doff, adjust, and wear the PPE,
  - d. The limitations of the PPE,



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- e. The proper care, maintenance, useful life, and disposal of the PPE.
2. After the training, employees will demonstrate that they understand how to use PPE properly, or they will be retrained.
3. Employee training records will include the topic, the instructor's name and signature, the employee's name and signature, and shall be maintained in departmental records, either as hard copy, electronically, or both. This will certify that an employee has been trained, and understands how to use and/or wear the specific PPE he/she will be using.

**D. Retraining**

The need for retraining shall occur when:

1. an employee's work habits indicate a lack of understanding or knowledge as to how to use the PPE properly,
2. an employee will be using a new tool or equipment during his/her work duties,
3. changes in work procedures make previous training out-of-date,
4. changes in what type of PPE to use renders previous training out-of-date.

**E. Cleaning and Maintenance of PPE**

1. It is important that all PPE be kept clean and properly maintained. Proper cleaning is particularly important for PPE used for eye and face protection. Dirty or fogged lenses often impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring users properly maintain their PPE in good condition.
2. Personal Protective Equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.
3. Defective or damaged PPE will not be used. It shall be discarded and replaced.

**NOTE:** *Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.*

4. Ensure contaminated PPE that cannot be decontaminated is disposed of properly, and in a manner that protects employees from exposure to hazards.

**Disclaimer:**

Although every effort has been made to ensure this Chapter addresses all applicable regulations, it is the responsibility of each department to maintain compliance.