

Chapter 7 PERSONAL PROTECTIVE EQUIPMENT

General - References are made to use of personal protective equipment (PPE) throughout this policy. Sign Designs, Inc. is committed to keeping its employees safe through mandatory use of proper PPE that is suitable for each job function.

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, is provided by Sign Designs, and used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Prior to employees using their own protective equipment, Sign Designs, Inc. must approve the equipment to assure its adequacy, including proper maintenance, and sanitation of such equipment.

Hazard Assessment and Equipment Selection. Sign Designs, Inc. has assessed the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present Sign Designs, Inc. will

1. Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment
2. Communicate selection decisions to each affected employee.
3. Select PPE that properly fits each affected employee.

The Management of Sign Designs, Inc. will verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment.

Defective and Damaged Equipment. Defective or damaged personal protective equipment shall not be used.

Training.

The Production Supervisor is responsible for PPE training. Sign Designs, Inc. will provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:

1. When PPE is necessary.
2. What PPE is necessary.
3. How to properly don, doff, adjust, and wear PPE.
4. The limitations of the PPE.

5. The proper care, maintenance, useful life and disposal of the PPE.

Each affected employee shall demonstrate an understanding of the training, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

When Sign Designs, Inc. or the affected department supervisor has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by this section, Sign Designs, Inc. will retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:

1. Changes in the workplace render previous training obsolete
2. Changes in the types of PPE to be used render previous training obsolete.
3. Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

Sign Designs, Inc. will verify 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 that identifies the subject of the certification.