

## Personal Protective Equipment

Safety and Security  
Policy No. S 190

Revision Date: November 18, 2013

### Policy Statement

Employees of the Richland County Recreation Commission are provided Personal Protective Equipment (PPE) for their use when it has been determined that PPE is necessary for the safety of the employee, required by law, or otherwise in the best interests of the safety and health of RCRC's employees. Employees who are provided PPE are expected to use it in accordance with its proper usage.

### 1. ASSESSMENT OF THE WORKPLACE

From time to time, RCRC may assess the workplace to determine whether any hazards are present that may require the use of PPE. Should RCRC determine that such hazards are present, RCRC will select and provide for each affected employee's use, those types of PPE that are appropriate to the hazards. Employees who are provided PPE are expected to use it in accordance with its proper usage.

Employees conducting the assessment on behalf of RCRC should certify in writing the following: the workplace that was evaluated; the person certifying that the evaluation was performed; and the date(s) of the assessment. The written certification should indicate that it is a certification of hazard assessment and should be forwarded to the Director of Safety and Security Department to be maintained in RCRC's records.

### 2. TRAINING

Should RCRC determine that the use of PPE is necessary, it will train each affected employee in the proper use and maintenance of the PPE. Such training may include, but not be limited to: when PPE is necessary; what PPE is necessary; how to properly put on, take off, adjust and wear the PPE; the limitations of the PPE; and the proper care, maintenance and the useful life and disposal of the PPE. Employees are expected to demonstrate an understanding of the training and the ability to use PPE properly before they will be allowed to perform works requiring PPE.



### 3. USE, MAINTENANCE, AND CARE OF PPE

Employees who are provided PPE are expected to use it when engaging in work that requires its use and to ensure appropriate PPE is brought to the job site. Employees are responsible for attending required PPE training sessions. Employees are responsible for the care, cleaning, and maintenance of PPE as required. Employees may be responsible for the replacement cost of lost PPE. Employees who are issued PPE are responsible for notifying their supervisors immediately of the need for repair or replacement of their PPE. Violations may be addressed through RCRC Disciplinary Action Policy.

If employee is unsure of proper PPE, employee is responsible for checking with:

1. Owner's manual
2. Supervisor
3. Safety and Security Department

### 4. RETURN OF PPE

PPE that is issued to an employee but not returned to RCRC at his/her termination is considered an advance of wages, the value of which may be deducted from the employee's final pay check(s).

### 5. SUPERVISOR RESPONSIBILITY

Supervisors have the primary responsibility for implementation of the PPE Program in their work area. This involves:

- 5.1 Ensuring employee is properly trained on the environments and situations where and when the use PPE is required.
- 5.2 Ensuring employee is properly wearing PPE when necessary.
- 5.3 Ensuring employee has an inventory of proper PPE and to replenish equipment through Safety and Security Department when inventory is not satisfactory.
- 5.4 Ensuring employee wears appropriate PPE based on the job/task being performed.
- 5.5 Ensuring proper function of all PPE.
- 5.6 Ensuring defective or damaged equipment is immediately replaced.
- 5.7 Ensuring employees are properly trained on the proper use, cause, and cleaning of PPE.
- 5.8 Maintaining records on PPE assignments and training.
- 5.9 Seeking assistance from the Director of Safety and Security to evaluate hazards.
- 5.10 Notifying the Director of Safety and Security when new hazards are introduced or when processes are added or changed.



6. DIRECTOR OF SAFETY AND SECURITY RESPONSIBILITY

The Director of Safety and Security is responsible for the development, implementation, and administration of the PPE Program. This involves:

- 6.1 Conducting workplace hazard assessments to determine the presence of hazards that necessitate the use of PPE.
- 6.2 Conducting periodic workplace reassessments as requested by supervisors and/or as determined by RCRC.
- 6.3 Maintaining records on hazard assessment.
- 6.4 Providing training and technical assistance to supervisors on the proper use, care, and cleaning of approved PPE.
- 6.5 Providing guidance to the supervisor for the selection and purchase of approved PPE.
- 6.6 Periodically reevaluating the suitability of previously selected PPE.
- 6.7 Reviewing, updating, and evaluating the overall effectiveness of the PPE Program.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Safety Department.

