



City Of Santa Fe

Administrative Manual

SUBJECT		
Personal Protective Equipment	Policy Number	# of Pages
	2020-004	5
	Effective Date	Revision Date
	07-13-2020	

1.0 Purpose: The purpose of the City of Santa Fe Personal Protective Equipment policy is to establish minimum standards to protect City Employees from known hazards in the workplace.

2.0 Applicable To: All Departments, Divisions, and employees of the City of Santa Fe are required to follow the instructions and guidelines established in this policy.

3.0 References:

3.1 29 CFR (Code of Federal Regulations) 1910.132. Protective equipment, including personnel protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, 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.

3.2 29 CFR 1910.132 (d) Hazard assessment and equipment selection: (1) The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal equipment (PPE). 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. Communicate selection decisions to each affected employee; and select PPE that properly fits each affected employee.

3.3 City of Santa Fe Safety Manual, Section 11.

3.4 Supervisor's Safety Training Guide.

4.0 Definitions:

4.1 Job Hazard Assessment (JHA): A job hazard assessment or JHA is an evaluation of job tasks used to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. A JHA allows employees to identify uncontrolled hazards and take steps to eliminate or reduce those hazards to an acceptable risk level.

4.2 Personnel Protective Equipment (PPE): Personal Protective Equipment or PPE is equipment worn to minimize exposure to hazards. Examples of PPE include gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators and full body suit.

5.0 Responsibilities:

5.1 Health and Safety Compliance Officer shall:

- a. Propose updates to this policy as needed, reviewing it at least annually;
- b. Ensure the Safety Team assists departments and divisions to prepare Job Hazard Assessments as requested;
- c. Ensure each division or section within their respective department completes required Job Hazard Assessments and identifies applicable Personal Protective Equipment requirements;
- d. Review all Job Hazard Assessments submitted by Departments on an annual basis;
- e. When requested by Departments or otherwise identified as necessary, assist and provide training to employees on Job Hazard Assessment and proper use of Personal Protective Equipment; and
- f. Maintain records of all City of Santa Fe Certification of Hazard Assessment forms.

5.2 Department and Division Directors shall:

- a. Ensure Job Hazard Assessments are completed and Personal Protective Equipment requirements are identified for each division or section within their respective department;
- b. Provide employees with required Personal Protective Equipment as determined by the Job Hazard Assessment;
- c. Review all Job Hazard Assessments within their department on an annual basis;
- d. Review and submit completed Certification of Hazard Assessment Forms and Job Hazards Assessment Forms to the Health and Safety Compliance Officer within one week of completion; and
- e. Annually review the OSHA 300 Log with Health and Safety Compliance Officer or designee to identify problem areas not previously recognized.

5.3 Superintendents, Supervisors, Managers, as applicable shall:

- a. Conduct Job Hazard Assessments within each workplace task and identify the Personal Protective Equipment needed to minimize the hazards for each task by preparing a Certification of Hazard Assessment (Attachment 2) for each area of responsibility;
- b. Incorporate Job Hazard Assessment into daily operations for each task by preparing a Job Hazard Assessment Form (Attachment 1) for each task, prior to engaging in the task;

c. Review existing Job Hazard Assessments for tasks assigned to crews before they begin work, on the day the work will take place. In addition, review changes made to the Job Hazard Assessment after the task has been completed;

d. Issue Personal Protective Equipment to each employee;

e. Train or obtain training for the Employees required to wear personal protective equipment on the use of the applicable personal protective equipment. Training of employees will at a minimum cover the following:

(1) When to use the personal protective equipment;

(2) What personal protective equipment is necessary for each task to be completed;

(3) How to properly Don (put on), Doff (take off), adjust, and wear personal protective equipment, including decontamination procedures prior to doffing, as necessary;

(4) Limitations of the personal protective equipment;

(5) How to determine when personal protective equipment is no longer effective or is damaged;

(6) How to obtain replacement personal protective equipment.

(7) How to properly care for, maintain, store, and dispose of personal protective equipment; and

(8) How to evaluate the use and effectiveness of Personal Protective Equipment used by employees.

f. Evaluate the use and effectiveness of Personal Protective Equipment used by employees;

g. Update Job Hazard Assessments as new hazards are identified and submit them to the Department or Division Director;

h. Review Job Hazard Assessments on an annual basis;

i. Retrain employees if they misuse Personal Protective Equipment;

j. Ensure that JHA include emergency response procedures if control measures fail;

k. Ensure that new hires have access to relevant job hazards assessment before they engage in a task and that they have all other job hazard assessments in relation to all tasks they will perform in the future within the first week of employment; and

l. Ensure that immediate supervisors prepare, and new employees sign, an acknowledgement of training regarding applicable JHAs before the new employee engages in any work with a JHA.

5.4 Employees shall:

a. Participate in the Job Hazard Assessment related to their work;

- b. Upon becoming aware of a hazard not previously identified in a Job Hazard Assessment, report it to their supervisor before completing the task;
- c. Safeguard, maintain, and properly use Personal Protective Equipment that has been issued by the City of Santa Fe;
- d. Report any Personal Protective Equipment that is not in a serviceable condition to their supervisor; and
- e. Review Job Hazard Assessment in advance of working on the applicable task/assignment.

6.0 Completing a Job Hazard Assessment

The following are the required steps for completing a Job Hazard Assessment:

1. The Supervisor, manager, or superintendent, as applicable, identifies tasks that are performed by the section/division/crew by reviewing past work history, tasks currently being conducted, and tasks that are planned for future operations and complete a Job Hazard Assessment. Job Hazard Assessments are living documents that must be updated as changes in the work environment or equipment occur. A template JHA is attached (Attachment 1) to this policy.
2. Once tasks are identified, then the supervisor identifies the hazards in relation to each task. The hazards are recognized or anticipated risks resulting from each definable task or sub-tasks to be completed. Examples of hazards are also attached to this policy (Attachment 2).
3. The supervisor continually reviews the completion of tasks to identify changes needed in the Job Hazard Assessment, including providing protection from unforeseen hazards and conditions and control measures that may be implemented.
4. The supervisor shall evaluate the work practices, administrative control, engineering controls and personal protective equipment to reduce hazards in the work place. The supervisor may use a combination of work practices, administrative controls, engineering controls, and personal protective equipment concurrently to reduce the hazards. The supervisor ensures that the methods to reduce hazards are included in each relevant JHA.
5. When work practices or engineering controls do not eliminate or reduce the hazard to acceptable levels, the supervisor identifies the appropriate personal protective equipment to be used in the relevant JHA.
6. The supervisor makes selected personal protective equipment available in the proper size for each employee exposed to the hazard. Employees wear the selected personal protective equipment.

7.0 Points of contact.

- a. Health and Safety Compliance Officer, 505-955-6582.
- b. Safety Specialist Sr., 505-470-1362.

8.0 Attachments or Appendixes.

- a. Attachment 1, Job Hazard Assessment Template.
- b. Attachment 2, Certification of Hazard Assessment Form.

9.0 Review and Approvals

Prepared by Barbara J. Lujan 5/27/2020
Barbara J. Lujan , Health, Safety and Compliance Officer Date

Reviewed by Bernadette Salazar Jul 13, 2020
Bernadette Salazar (Jul 13, 2020 14:18 MDT)
Bernadette J. Salazar, Human Resources Director Date

Reviewed for legal sufficiency by Erin McSherry Jul 13, 2020
Erin McSherry, City Attorney Date

APPROVED BY Jarel Lapan Hill Jul 13, 2020
Jarel Lapan Hill, City Manager Date



Page 1
Attachment 1

Job Hazard Assessment Form Instructions

Job Hazard Assessment is an important accident prevention tool that works by finding hazards and eliminating or minimizing them before the job is performed, clarification and hazard awareness, as a guide in new employee training, for periodic contracts, and for retraining of senior employees, as a refresher on jobs which run infrequently, as an accident investigation tool, and for informing employees of specific job hazards and protective measures.

Basic Steps		Potential Hazards	Controls	RAC
Break down the Job/Work task into basic steps. (What steps will be completed to accomplish the Job/Work task) Be sure to list all the steps in a job.		List the hazards for each identified step. (How will it hurt me?) Examples of hazards are listed on Attachment 2 of the Personal Protective Equipment Policy.	List methods of controlling the hazard. Work practices, Administrative Controls, Engineering Controls and Personal Protective Equipment. (How can I protect myself from the hazard?)	Determine RAC using Step 1 and Step 2 on page 1. RAC is hazard without control measures in place.

Footnote

Probability: Likelihood of the hazard to cause an incident, near miss, or accident. Frequent - Occurs very often, known to happen regularly. Likely - Occurs several times, a common occurrence. Occasional - Occurs sporadically, but is not uncommon. Seldom - Remotely possible, could occur at some time. Unlikely - Can assume will not occur, but not impossible.	Severity: Outcome/degree of the incident, near miss, or accident. Catastrophic - Death or permanent total disability; Major property damage. Critical - Permanent partial disability or temporary total disability; Extensive damage to equipment or systems. Marginal - Lost workdays due to injury or illness; Minor damage to equipment or systems, property, or the environment. Negligible - First aid or minor medical treatment; Slight equipment or system damage, but fully functional or serviceable; Little or no property or environmental damage.
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City of Santa Fe

PPE Policy Attachment 2

Certification of Hazard Assessment Form for PPE Requirements

The OSHA Standard states: The Employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). 1910.132(d)(1) The employer shall 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. 1910.132 (d)(2)

Performed By: Name and Title:		Department:	
Location/Division/Building/ Room		Date:	
Signature:			
Remarks:			
<input type="radio"/> None - Hazards requiring personal protective equipment are not present or likely to be present.			
Hazard Source	Assessment of Hazard	PPE Requirement	Notes
Chemical	Eyes or Face Injury	Safety Glasses	
Toxic	Impact from flying particles	Safety Goggles	
Flammable	Chemical splash in eyes	Face shield	
Corrosive	Facial skin chemical contact	Face mask	
Biological Agent	Nose/mouth contact with Blood/OPIM	Chemical Splash Goggles	
Bloodborne Pathogens		Fire Extinguisher	
Radioactive Materials		Chemical Boots	
		Other	

Hazard Source	Assessment of Hazard	PPE Requirement	Notes
Electrical	Head	Hard Hat (Helmet)	
Shock/Short Circuit	Face	Safety Goggles	
Fire	Eyes	Leather Gloves	
Static	Body Parts	Rubber Gloves	
Arc Flash		Long Sleeve Shirt	
		Pants	
		Coveralls	
		Arc Flash Suit	
		Footwear	
		Other	
Ergonomics (Sprains/Strains)	Over Exertion		Work Practices
	Repetitive Motion		
Excavation	Whole Body Engulfment	Hard Hat (Helmet)	
Open Vats (drowning)		High Visibilitiy/ Safety Vest	
		Safety Boots	
		Other	
Falls	Falls from traditional walking surfaces	Harness	
Slips, Trips	Impalement	Helmet	Eyes on task
Elevated	Fall from Height	Work Boots	Adminstrative Controls
		Leather Gloves	
		Guard Railing	
Mechanical	Skin, Muscle or Body part exposed to :	Helmet	

Hazard Source	Assessment of Hazard	PPE Requirement	Notes
	Crushing	High Visibility Safety Vest	
	Caught-Between	Safety Boots	
	Cutting	Leather Gloves	
	Tearing	Other	
	Vibration		
Struck By	Falling Objects or projectiles	Helmet	
	Moving Machinery/Equipment/ Train / Bus	High Visibility Safety Vest	
		Safety Boots	
		Leather Gloves	
		Other	
Struck Against	Head	Helmet	
	Limbs	Safety Glasses	
	Body	Leather Gloves	
		Safety Boots	
		Other	
Visibility	Obstructed Vision	High Visibility Safety Vest	
	Low Lighting	Flashlight	
Weather (Snow/Rain/Wind /Ice	Whole body	Wet Weather Jacket	
		Cold Weather Jacket	
		Gloves	
		Work boots	
Thermal	Elevated Temperatures	Insulated Gloves	
	Cold Temperatures	Insulated Clothing	
	Cryogenics	Other	
Additional Sources:			