

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 2 - PUBLIC SAFETY
GENERAL ORDER

May 7, 2018
INDEX NO. 2.12

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

I. PURPOSE

The purpose of this General Order is to minimize the risk of injury to employees through the use of personal protective equipment (PPE). PPE is not to be relied upon as the sole protection against hazards. Rather it shall be used in conjunction with guards, engineering controls, and other sound practices. This program applies to all fire suppression employees and has been developed to comply with MIOSHA Part 33.

II. RESPONSIBILITIES

- A. The Fire Chief's designee will act as the Fire Operations Health and Safety Officer and the designated Personal Protective Coordinator and is responsible for the following:
1. Develop and administer a PPE program that is specific to the department.
 2. Conduct or assure the timely completion of workplace hazard assessments.
 3. Conduct PPE hazard assessments in all areas for the jobs.
 4. Document that hazard assessments have been completed.
 5. Select required and recommended PPE appropriate for the hazards encountered or potential hazards as determined through the hazard assessment.
 6. Ensure an adequate inventory of PPE is maintained on the premises.
 7. Ensure initial and periodic training is conducted on the proper use, care and limitations of PPE.
 8. Ensure training is conducted whenever new PPE is introduced into the work area.
 9. Conduct a PPE hazard assessment whenever new workstations, new processes, new chemicals, or other changes are introduced that increase the employee's exposure.
- B. Supervisors
1. Enforce the use of specified PPE in required areas.
 2. Wear appropriate PPE whenever working in designated areas or job functions.
 3. Conduct or assist the Health and Safety Officer in training employees on the proper use, care and limitations of the PPE.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 2 - PUBLIC SAFETY
GENERAL ORDER

May 7, 2018
INDEX NO. 2.12

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

- C. Employees
 - 1. Know what PPE is available and required for each job task being performed.
 - 2. Wear PPE at all times in designated areas.
 - 3. Clean, maintain and inspect PPE after each use.
 - 4. Know the proper use and limitations of PPE.
 - 5. Notify a supervisor immediately of any problems encountered with the use of the required PPE.
 - 6. Participate in the training provided via individual and / or group training.
 - 7. Notify a supervisor of any additional PPE that is needed.

III. PPE HAZARD ASSESSMENT

- A. All work areas and work functions must be assessed using the PPE Hazard Assessment form. Use this form to identify the hazard source, hazard severity, probability of occurrence, hazard index and type of PPE that is required when performing a specific job. It is the responsibility of the Health and Safety Officer and supervisors to complete each PPE assessment as follows:
 - 1. Complete one form for each job or task.
 - 2. List the name of the job, task or work area to be assessed along with the name(s) of the person(s) completing the evaluation and the date in which the assessment was performed.
 - 3. If necessary, include a brief description of the job or task performed on the back of the form.
 - 4. Determine if hazards or potential hazards associated with the job or task being assessed are present. For each identified hazard, list the hazard source.
 - 5. If the use of PPE is indicated, determine the appropriate PPE to be used.
- B. The Health and Safety Officer must approve, sign and date all PPE Hazard Assessments. The fact that the hazard assessment was completed is to be certified on the Certification of PPE Hazard Assessment form.
- C. If changes in equipment or methods make the previously conducted hazard assessment obsolete, a new hazard assessment must be conducted when these changes are made.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 2 - PUBLIC SAFETY
GENERAL ORDER

May 7, 2018
INDEX NO. 2.12

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

- D. On an annual basis, the Health and Safety Officer and supervisors are responsible for reviewing and updating the PPE Hazard Assessment for each work area or job function.

IV. GENERAL REQUIREMENTS

Personal protective equipment, when used exclusively for work and has no function away from work, will be provided to all employees by the department and is to be maintained in a clean and reliable condition. Damaged or defective PPE is not to be used under any circumstances.

V. TRAINING AND CERTIFICATION

- A. Training will be provided to all employees who are or may be expected to use personal protective equipment when performing their job. The training will include the following:
1. How to determine if PPE is necessary.
 2. What PPE is required for the job or task.
 3. How to wear, adjust, don and doff PPE.
 4. The proper care and maintenance of PPE.
 5. The limitations of PPE.
- B. Employees must be able to demonstrate that they understand all of the above provisions before they are allowed to begin working while using PPE. Training will be provided when:
1. PPE is introduced into the workplace.
 2. Changes in the workplace render old training obsolete.
 3. Changes in types of PPE render old training obsolete.
 4. The department has reason to believe the employee does not understand how to use PPE.
- C. Training will be documented and kept on file by the Health and Safety Officer.

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 2 - PUBLIC SAFETY
GENERAL ORDER

May 7, 2018
INDEX NO. 2.12

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

VI. AUDIT

On an annual basis, the Health and Safety Officer along with the Professional Standards Sergeant must audit the Department's Personal Protective Equipment Program. The audit will determine if the department is adhering to this written policy as well as the requirements of MIOSHA 33.

By order of:


Michael J. Cecchini
Public Safety Director