

## PERSONAL PROTECTIVE EQUIPMENT

### NEPN/NSBA Code: EBA RSU 78

In order to ensure the safety of employees the following requirements must be followed when working with any type of hazardous substance.

- 1. Protective gloves are to be worn at all times when**
  - 1.1 in contact with blood or other body fluids
  - 1.2 working with hazardous or abrasive chemicals
  - 1.3 in general cleaning tasks
- 2. Protective clothing is to be worn when**
  - 2.1 working with chemicals that could damage skin, eyes or clothing
  - 2.2 working with highly flammable chemicals or materials
- 3. Protective eyewear is to be worn when**
  - 3.1 using any abrasive or corrosive chemicals or materials
  - 3.2 using power tools that would cause airborne shards, splinters or sparks
- 4. Hard hats are to be worn when**
  - 4.1 working with tools above one's head
  - 4.2 working in an area where falling objects could occur
  - 4.3 in any circumstance when a head injury could occur
- 5. Steel-toed shoes are to be worn when**
  - 5.1 moving or handling materials, packaging and equipment that, if dropped could cause foot injury
  - 5.2 when using lawn mower, weed whackers, chainsaws, forklifts and wheeled vehicles
- 6. Breathing protective devices shall be worn when**
  - 6.1 using any chemical calling for use of such devices
  - 6.2 working with power tools that cause air borne particles capable of being aspirated
  - 6.3 working in an area when dust or toxic fumes are or could be present

While the Board will provide personal protection equipment (PPE) without cost to the employee, very personal PPE to include safety shoes, basic work clothing and prescription safety glasses are the responsibility of the employee. Employee owned PPE must meet ANSI standards, must be appropriate to the hazard and be in serviceable condition. Such equipment shall be inspected monthly by the employee's immediate supervisor and if found to be defiant, the employee must replace the equipment found to be defiant within ten (10) working days. During this time, the employee shall not be assigned tasks calling for the use of the equipment to be replaced.

PPE provided without cost shall include chemical protection clothing, footwear (rubber boots), hard hats, non-prescription eye protection, rubber/latex gloves, and breathing protection devices

The employee will care for the PPE, store in appropriately and turn in (employer provided) PPE for replacement when damaged, defective or worn out. Expendable items such as rubber or latex gloves are excluded.

The Head of Maintenance/Facilities shall be responsible for annual training and updating of employees as regards the use of PPE. He/she shall keep records of training dates and topics covered. Training shall also include updates on any new and hazardous substances and the PPE required for its usage. The Head Maintenance/Facilities shall keep all material safety data sheets for all chemicals and other hazardous materials used by school employees. MSDS shall be on file in the office of the Superintendent, to classroom where the chemical or hazardous material is stored e.g. chemistry or biology labs and in an area accessible to custodial and facilities staff.

The Head of Maintenance/Facilities shall be responsible for the inventory of all PPE. He/she shall ensure that PPE is available to employees and shall ensure that adequate supply of PPE is on-hand.

Employees failing to wear PPE or to replace PPE for which they are responsible within the ten (10) day time frame shall be subject to discipline as outlined in the Support Staff Contract.

Cross Reference:       EBAA - Chemical Hazard  
                              EBBC-R – Public Chemical Hygiene Plan

Adopted:                October 28, 2008

Revised:                August 20, 2013

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