**Personal Protective Equipment Program**

**PURPOSE - 1910.132**

This is a written Personal Protective Equipment (PPE) program for Masters Electrical Services Corporation that follows the Occupational Safety and Health Administration (OSHA) PPE standards in 29 CFR 1910.132 – 1910.138. The purpose of this program is to describe job tasks assessments and proper PPE selection.

**SCOPE - 1910.132(a)**

The Personal Protective Equipment (PPE) program informs employees about the following:

**A. Program Administration**

**B.  Program Specific Elements** (Hazard Assessment)

**C. Information and Training**

**D.  Program Evaluation/Schedule**

**Attachments**

**A. PROGRAM ADMINSTRATION & RESPONSIBILITIES**

The President / Vice President coordinates this PPE program for Masters Electrical Services Corporation and may assign program duties to proper personnel and ensure they understand their responsibilities. The President / Vice President implements the program in specific work areas and ensure employees follow the program and the training they receive.

The President / Vice President ensures that:

1. all tasks have a completed hazard assessment that identifies risk factors requiring the use of PPE,
2. all hazard assessments receive a periodic review,
3. employees receive or have access to appropriate PPE based upon task hazard assessments,
4. all PPE has a safe design and construction for the assigned work, and
5. all affected employees receive training.

The President / Vice President may assign program duties to proper personnel. The following personnel have specific responsibilities for administering aspects of this program:

List all responsible parties and specific responsibilities here. Example: employees responsible for conducting task hazard assessments.

**B.** **PROGRAM SPECIFIC ELEMENTS 1910.132(d)**

**Hazard Assessments**  \* Attachment A

The President / Vice President with the help of lead workers, should complete **Attachment A - Hazard Assessment** for all assigned job tasks. The identified hazardous tasks require the use of PPE. All affected employees have access to appropriate PPE. The president / Vice President ensure each employee uses assigned PPE and that it fits properly.

Employer: Create a list, spreadsheet or database of all departments, jobs, tasks, and processes and the approved PPE for each.

Risk factors identified in our workplace during the hazard assessment include:

1. Impact/Collision (i.e. sources of motion hazards) - Identify processes where the movement of tools, machine elements, etc. may injure employees.
2. Penetration - Identify sources which may expose employees to penetration hazards.
3. Compression (i.e. rollover-type hazards) - Identify rolling or pinching sources which typically involve the feet or hands.
4. Chemical - Identify types of chemical exposures which may cause external and internal bodily damage.
5. Heat - Identify high temperature sources that could result in burns, eye injury or ignition of clothing, PPE, etc.
6. Harmful Dust - Identify sources of dust hazards which could result in injury to the respiratory system or pose other systemic hazards.
7. Light (Optical) Radiation - Identify sources of light radiation which could result in injury to the eyes and/or other exposed areas of the body.

**Hazard Assessment Certification** [**1910.132(d)(2)**](https://www.osha.gov/laws-regs/interlinking/standards/1910.132(d)(2)) \*Attachment A

Masters Electrical Services Corporation certifies the completion of required workplace hazard assessments for each job, task, and process by the President / Vice President.

Contractors

The President / Vice President coordinates the communication process for contractors and ensure contractors follow all PPE requirements. The President / Vice President may request, review, or perform hazard assessments for all high-risk work contractors conduct to ensure contractors and/or sub-contractors supply proper PPE and that affected employees use and maintain required PPE. The President / Vice President trains contract personnel such as temporary labor, vendors, and guests as needed. The President / Vice President documents all contractor communications.

**C.** **INFORMATION & TRAINING – 1910.132(f)** \*Attachment B

All employees receive information and training in use of Personal Protective Equipment (PPE) at the time of hire, initial assignment to their work area, before non-routine tasks, whenever a new hazard is introduced, or jobs, tasks, or processes change.

The President / Vice President provide employee information and training that includes:

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

Master Electrical Services Corporation ensures each affected employee understands the training and demonstrates the ability to use PPE properly. Where an affected employee shows lack of understanding or skill required to properly use the PPE, Masters Electrical Services Corporation retrains that employee. The President / Vice President documents all training and keeps sign-in sheets.

Instances requiring retraining include:

1. Changes in the workplace, jobs, task, or processes,
2. Changes in the type(s) of PPE
3. Employee shows lack of understanding or improper PPE use

**D. PROGRAM EVALUATION & UPDATES**

We conduct annual reviews of the Masters Electrical Services Corporation written Personal Protective Equipment program to ensure continued compliance with federal regulations and our internal requirements to assure quality and effectiveness.

This review includes:

1. Employee understanding and use of personal protective equipment.
2. Assessments or re-assessments of the workplace, conditions, equipment, or procedures that could affect occupational hazards.
3. Injury and/or illness records, program or process deficiencies, and corrective action plans.

The President / Vice President keeps the findings of the review and the plans to correct deficiencies in the program.

**ATTACHMENTS**

Included here are forms, definitions, inventory, logs, maps, training documents, policy review sign offs, action plans, sample docs, corrective action, etc.

Attachment A — Hazard Assessment Sample Checklist & Certification Form

Attachment B — PPE Checklist  
Attachment C — Training Sign Off

Additional Resources