



CITY OF KETTERING

**PERSONAL PROTECTIVE  
EQUIPMENT  
Policy 13**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Personal Protective Equipment*

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**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Personal Protective Equipment Program*

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**1. Purpose**

The purpose is to ensure worker safety by using Personal Protective Equipment (P.P.E.), which includes all types of equipment used to increase individual safety while performing potentially hazardous tasks. This may include safety glasses, hard hats, gloves, safety vests, or any equipment used to protect against injury or illness.

**2. Scope**

This program addresses the following areas:

Departments/Areas that require P.P.E. to be provided, used and maintained in a sanitary and reliable condition whenever hazards of processes or environment, chemical hazards, or mechanical irritants are encountered in a manner capable of causing injury or illness through absorption, inhalation, or physical contact. Departments are responsible for ensuring the adequacy of the equipment and ensuring that it is properly maintained, even in those cases where employees provide their own P.P.E.

**A Respiratory Protection- Selection and Use of Equipment**

The selection of respirators depends upon the concentration of airborne contaminants likely to be encountered and the NIOSH protection factor assigned to each type of respirator used within the City.

Respirators meeting minimum protection factor requirements shall be used whenever the threshold limit value (TLV) is exceeded. Respirators with higher levels of protection may always be used if desired.

Each employee designated to wear a respirator must receive adequate training. The training session (initial and periodic training) is to be conducted by a qualified individual to ensure that employees understand the limitation, use and maintenance of respirator equipment.

Both employees who are designated to wear a respirator and their supervisors will be so instructed.

**B. Eye and Face Protection**

Appropriate eye and face protection, such as safety glasses, goggles, and face shields, must be used to protect against the hazards associated with flying particles, molten metal, liquid chemicals, acids and caustic liquids, chemical gases and vapors, or potentially injurious light radiation.

**C. Head Protection**

A protective helmet (hard hat) must be worn when working in areas where there is the potential for injury from falling objects and/or exposed energized electrical conductors that could contact the head. The employee and supervisor need to be sure that the hard hat has sufficient dielectric protection for the electrical hazard when there is exposure.

**D. Foot Protection**

Protective footwear must be worn in areas where there is the potential for foot injuries from falling or rolling objects, from objects piercing the sole, or from exposed energized electrical conductors that could contact the feet.

**E. Hand Protection**

Hand protection must be worn to protect against hazards of skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, or harmful temperature extremes.

**F. Hearing Protection**

Hearing protection must be worn. There are several types of hearing protection: Earmuffs, ear plugs or canal caps. The type of hearing protection you use depends on the level of noise (you may have to wear more than one at once for extremely loud noise).

**3. Training**

Each worker required to use P.P.E. must receive training in the following:

- How to properly wear P.P.E.
- What types of P.P.E. provide protection against the hazards identified during the assessment.
- When P.P.E. must be used.
- Proper disposal of damaged P.P.E.

It is the responsibility of the individual departments to train employees in the use of appropriate Personal Protective Equipment. Assistance for this training is available through the Human Resource Department.

**4. Roles and Responsibilities**

**Departments**

- Provide P.P.E. to employees.
- Conduct workplace hazard assessment and determine appropriate level of P.P.E. to be used.
- Train employees in proper P.P.E. usage.
- Maintain certifications of hazard assessment and training.

**Supervisors**

- Ensure employees understand training on P.P.E.
- Ensure employees use P.P.E. as required.

**Individual**

- Attend training.
- Use P.P.E. when required.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

6.26.18  
Date

  
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Mark Schwieterman  
City Manager

Issued:

6.26.18  
Date

  
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Sara E. Mills Klein  
Director of Human Resources

— Reviewed 05/18.