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Personal Protective Equipment

I. Purpose

To establish procedures for the use of personal protective equipment that is designed to protect all employees from workplace injuries or other workplace hazards.

II. Definitions

Personal Protective Equipment (PPE) – Protective equipment or clothing for protection against health and safety hazards.

A. Each school principal or supervisor shall:

1. Ensure that employees comply with the PPE procedures;
2. Ensure that Gadsden Independent Schools (GISD) selects, purchases and assigns the PPE identified in the hazard assessment and as required for the employee to perform his/her job responsibilities; and
3. Ensure that each employee required to use PPE, as well as their supervisor or principal, knows:
 - a. When PPE is necessary;
 - b. What PPE is necessary;
 - c. How to properly use and wear PPE;
 - d. The limitations of the PPE;
 - e. The proper care, maintenance, useful life and disposal of PPE.
4. Maintain a record of each PPE training in the school or office safety training file. These records shall be maintained for a period of five years.
5. Monitor his/her employees to ensure the proper use of PPE

III. Employees

- A. Employees are responsible for maintaining and wearing PPE provided by GISD to ensure their personal safety while performing their job responsibilities.
- B. Each employee is responsible for inspecting his/her PPE to ensure it is in proper working order. When replacement PPE is necessary, employees must direct such requests to his/her immediate supervisor.
- C. Each employee shall perform his/her job in conformance with established safety standards, including the use of required PPE. Failure to do so will result in additional training and/or disciplinary action.
- D. Employees are responsible for the reasonable and prudent care of all GISD issued PPE. When negligence or deliberate action has caused loss or damage to PPE, employees may be subject to disciplinary action, up to and including termination.
- E. PPE is the property of GISD. As such, employees shall return all non-disposable PPE upon request or upon separation from employment.

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