

<p style="text-align: center;">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>		Policy Number	Applicability
		IO-SE-08	<input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code	Iowa Code Reference
		Public Access	88
Chapter 3	Sub Chapter	Related DOC Policies	Administrative Code Reference
INSTITUTIONAL OPERATIONS	SAFETY & EMERGENCY PROCEDURES	IO-SE-03	875-10, 1910.132
Subject		ACA Standards	Responsibility
PERSONAL PROTECTIVE EQUIPMENT		N/A	Samantha Tucker William Sperfslage
		Effective Date	Authority
		September 2019	Beth Skinner Director Signature on file at Iowa DOC

I. PURPOSE

The purpose is to establish procedures for safe operation of personal protective equipment by both staff and incarcerated individuals.

II. POLICY

It is the policy of the IDOC to follow OSHA standard 1910.132, Personal Protective Equipment and the procedures set forth in this policy.

III. DEFINITIONS - See IDOC Policy **AD-GA-16** for Definitions.

IV. PROCEDURES

A. Hazard Assessment and Equipment Selection

The Safety Officer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).

If such hazards are present, or likely to be present, the facility shall:

1. Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;
2. Communicate selection decisions to each affected employee; and,
3. Select PPE that properly fits each affected employee.
4. Defective and damaged equipment. Defective or damaged personal protective equipment shall not be used.

B. Employee-Owned Equipment

Where employees provide their own protective equipment, the Safety Officer and/or supervisor shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.

C. Types of Personal Protective Equipment

1. Eye and Face Protection- including but not limited to goggles, glasses, shields
2. Head Protection- including but not limited to hard hats, hoods, hats
3. Hand Protection- including but not limited to gloves
4. Respiratory Protection- including but not limited to disposable, cartridge, half or full face
5. Foot Protection including but not limited to safety toe shoes
6. Hearing Protection-including but not limited to ear muffs and ear plugs
7. Other - May include PPE for specific tasks such as welding, utilizing a chainsaw, painting, etc.

D. Hierarchy of Controls

When feasible, the IDOC shall utilize the hierarchy of controls when identifying that a workplace hazard is present.

1. Elimination - Physically remove the hazard
2. Substitution - Replace the hazard
3. Engineering Controls - Isolate employees from the hazard
4. Administrative Controls - Change the way employees work
5. Personal Protection Equipment – Protect the employee with Personal Protective Equipment

E. Training

1. See **IO-SE-03**, *Safety and Health Program Management* for training requirements.
2. The supervisor should ensure that staff and II's are properly trained