Personnel Protection Plan

Includes
Job Hazard Assessment program
Personal Protective Equipment program
Hearing Conservation program
Ladder/Lift Safety program

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Version 1.0

PURPOSE

The purpose of this plan is to ensure that SUFFOLK COUNTY COMMUNITY COLLEGE is in compliance with the following Federal Occupational Safety and Health Administration's regulations:

1) Personal Protective Equipment (29 CFR Part 1910).
   Under this rule, employers are required to conduct and document a hazard assessment of the workplace in order to determine the necessity of PPE including:
   - A written certification of the workplace assessment and areas assessed, signed and dated by the effected Department's Health and Safety Designee
   - Selecting appropriate PPE for employees exposed to identified hazards
   - Providing and maintaining appropriate PPE
   - Employee training including:
     - When PPE is necessary
     - What PPE is necessary
     - How to properly don, doff, adjust and wear PPE
     - Proper care, maintenance, use and disposal of PPE
     - Training records certifying names of employees and date(s) of training.

2) Hearing Conservation (29 CFR 1910.95).
   Under this rule, employers are required to determine if employees are exposed to excessive noise in the workplace including:
   - A survey and monitoring program
   - Hearing protection devices
   - Auditory testing for effected employees.

3) Ladder, Scaffold and Powered lift (29 CFR 1910 sections 25,26,28,30,66)
   These rules define construction, inspection, use and training required for ladders, scaffolds and lifts.

WORKPLACE HAZARD ASSESSMENT

Suffolk County Community College has been assessed for hazards necessitating PPE by each department. Information on the workplace assessed, date of assessment, name of certifying person, and affected employees is included on the Certification of Hazard Assessment form.

Whenever a new task is created, a Job Hazard Assessment (see form in appendix) will be conducted by the person responsible (or their designee) for the employee(s) performing the task. The Job Hazard Assessment form will be kept on file in each department for as long as that task is being performed at the College plus three years. A copy should be sent to the College Assistant Director of Public Safety and Environmental Health as well. The effected employees will have any hazards explained to them, and their supervisor will ensure that any necessary equipment or training is provided prior to the start of the task.

Engineering controls that eliminate the hazard at the source and do not rely on the worker's behavior for their effectiveness offer the best and most reliable means of protection. Therefore, engineering controls are the first choice for eliminating workplace hazards. Whenever engineering controls are not available or are not fully capable of providing protection, the worker must wear personal protective equipment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) includes all types of equipment used to increase individual safety while performing potentially hazardous tasks. This may include safety glasses, hard hats, gloves, lab coats, respirators, or any equipment used to protect against injury or illness.

The Federal Occupational Safety and Health Administration (OSHA) and the New York State Department of Labor's Public Employee Health and Safety Division (PESH) requires PPE to be provided, used, and maintained in a sanitary and reliable condition wherever 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. Each Department in Suffolk County Community College is responsible for its own PPE. Each Department will ensure that the PPE is adequate for the required tasks, that it is properly maintained and readily available to effected employees.

Hazard Assessment and Equipment Selection
Departments must assess their workplaces to identify hazards requiring the use of PPE. Equipment should be selected to provide protection against the hazards identified during the assessment. In the case of equipment or substances, the manufacturer's recommendations for safety equipment and procedures will be followed. The hazard assessment must be certified in writing (see Job Hazard Assessment Form in the Appendix). Assistance for performing the PPE hazard assessment is available from the College Assistant Director of Public Safety and Environmental Health.

1. 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 or chemical gases and vapors.

2. **Head Protection**
   A protective helmet (hard hat) must be worn when working in areas where there is the potential for injury from falling objects or exposed energized electrical conductors that could contact the head.
3. **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.
4. **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.
5. **Respiratory Protection**
   Respiratory protection must be used to protect against inhalation hazards when engineering and administrative controls are not feasible or adequate.
6. **Hearing Protection**
   Hearing protection must be used by any employee working with or near a piece of equipment producing noise equal or greater then 85 decibels (see section IV).
7. **Fall Protection**
   When working in a position more then 6 feet above the surface, proper precautions and equipment must be used to prevent falls (see Section V).

Hearing Conservation Program

All employees will be protected against the detrimental effects of excessive noise exposure. Feasible administrative or engineering controls shall be utilized when employees are subjected to sound levels exceeding those listed in Table 1. If such controls fail to reduce sound below the levels of Table 1, personal protective equipment shall be provided and used to reduce exposures to within permissible levels.

Table 1 - Permissible Noise Exposure

Duration Per Day (hours)	Sound Level Slow Response (dBA)
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

Procedures

1. **Monitoring** - It is the responsibility of each Department to monitor noise exposure levels in a manner that will accurately identify employees who are exposed at or above an 8-hour time-weighted average (TWA) of 85 dBA. The exposure measurement will include all noise within an 80 dBA to 130 dBA range. The Department will recheck employee's exposures whenever a change in the equipment or controls increase noise exposure enough to require new hearing protectors, or brings additional employees to or above the action level. Each employee will be informed of monitoring results when exposed at or above the action level.
2. **Audiometric Testing** - Audiometric-testing monitors changes in employee hearing acuity over time. The audiometric testing program includes baseline audiograms, annual audiograms, training and follow-up procedures. Audiometric testing shall be made available to all employees who have 8-hour time weighted average exposure levels of 85 dBA or higher. All audiometric tests shall be conducted following procedures established by the Occupational Safety and Health Administration.
    a. Baseline audiograms are the reference audiograms against which future audiograms are compared. These audiograms shall be completed within six months after an employee's first exposure at the action level. Hearing protectors shall also be used to maintain the required quiet period before baseline audiograms are taken.
    b. Annual audiograms shall be taken for comparison against baseline audiograms to determine if an employee has lost a sufficient amount of hearing ability to trigger follow-up procedures (i.e., to determine if a standard threshold shift (STS) has occurred).
3. **Training** shall be provided at least annually for employees exposed to time-weighted averages of 85 dBA and above. It will focus on the effects of noise; the purpose, advantages, disadvantages, and attenuation of various types of hearing protectors; the selection, fitting and care of protection; and the purpose and procedures of audiometric testing.
4. **Recordkeeping** - Noise exposure measurement records shall be kept for two years and audiometric test results for the duration of a worker's employment. They shall include the employee's name and job classification and his or her most recent noise exposure measurement, and date and the examiner's name, the date of acoustic or exhaustive calibration, measurements of the background sound pressure levels in audiometric test rooms, and the employee's most recent noise exposure measurement.
5. **Hearing Protectors** - Hearing protectors shall be made available to all employees exposed at or above the action level. These protectors shall be capable of attenuating noise levels to at least a time-weighted average of 90 dBA for all employees and 85 dBA for employees who have experienced a standard threshold shift (STS). The employee's supervisor will offer a choice of at least two different kinds of hearing protection.

Ladder, Scaffold and Powered Lift Safety

A. Ladders

Safety hazards in the use of ladders can be substantially reduced by observing certain basic safety precautions as noted below:

- Painters' stepladders longer than 12 ft must not be used.
- Wood ladders must not be painted.
- Ladders must be stored to prevent weathering, blistering, or cracking.
- All metal ladders must be legibly marked with signs reading "Caution - Do not use around electrical equipment."
- Portable straight and extension ladders must be equipped with slip-resistant shoes.
- Straight or extension ladders must be placed against a support at an angle such that the distance from the ladder base to the base of the support is one-fourth the working length of the ladder.
- Lash straight or extension ladders when used for access to high places.
- Face ladders when ascending or descending.
- Do not use a ladder as a scaffold.
- Do not place a ladder in front of a doorway, unless the door is blocked open, locked, or guarded.
- Do not place ladders on boxes or unstable bases to obtain additional height.
- Do not climb higher than the second step from the top of a ladder.
- Ladders with broken rungs or missing steps must not be used.
- Inspect all ladders before use.
- Report any defective ladders to your supervisor.
- Supervisors must ensure that any ladder reported as defective or unsafe is removed from service.
- Always hold on with one hand and never reach too far to either side or rear to maintain balance.
- Never attempt to move, shift, or extend ladder while in use.
- Never climb higher than second step from top on a stepladder or third from the top on a straight ladder.
- Effected employees will be given periodic refresher training on Ladder safety.

B. Scaffolds

Scaffolding should be used if solid footing or a safe ladder is not available.

- Caster brakes should be set before an employee gets on a scaffold. If no brakes are available, another employee should be in position to secure the scaffold.
- Scaffolding shall be secured at intervals of 15 feet to a solid support. Securing will be by wire, cable, chain or rope.
- Ladders, boxes, etc. should not be moved with employee(s) or materials on the scaffold.
- Scaffolding shall not be moved until its height is reduced below 15 feet.
- Sufficient help shall be used to move the scaffold.
- Guardrails and toe boards are required on any scaffold over five feet high.
- Flooring shall be solid from side-to-side and secured in place with cleats.

- It is the employee's responsibility to keep all tools and materials away form the edges of the scaffold and platform openings.

C. Powered Lift (Scissor Lift)

- The Work platform is to be used by trained and authorized operators only.
- Check the job site where the lift will be used to ensure the lift may be used safely
- Do not drive near drop-offs, holes, or loading docks.
- Do not raise platform on slopes, uneven or soft surfaces.
- Do not drive or use lift on slopes, uneven or soft surfaces when elevated.
- Do not raise platform in windy or gusty conditions.
- Do not stand on the railing to reach work area rather than repositioning the lift.
- Do not travel to job locations with lift in elevated position.
- Avoid excessive horizontal forces when working on elevated scissor lifts
- Do not overload
- Do not use without railings and entry gate in place
- Do not use if work platform is damaged
- Stay inside the unit
- Do not use near moving vehicles
- Do not stand or sit on guardrails
- Do not use under the influence of alcohol or drugs
- Do not override safety devices
- Do not leave unattended with key in switch
- Do not use ladder or other device to increase size or working height
- Set up work zone if there is going to be traffic.
- The platform will be inspected and services as per manufacturers' recommendation.

Job Hazard Assessment Form

WORKPLACE/TASK ASSESSED: _____

DATE OF ASSESSMENT:_____

NAME OF CERTIFYING PERSON:_____

AFFECTED EMPLOYEES:

_____

_____

Task/Area/Equipment:_____

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Potential Hazard(s) (Necessitating PPE):

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PPE Selected to Protect Affected employee:

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