



PERSONNEL: General

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

- A. *Personal Protective Equipment (PPE)* – Protective equipment or clothing for protection against health and safety hazards.
- B. *Don* – To put on.
- C. *Doff* – To take off.

III. Responsibilities

A. Department of Human Resources

The Office of Risk Management in the Department of Human Resources will be responsible for developing procedures for conducting hazard assessments, selecting PPE and providing training as required by federal and state law and regulations.

B. Each school principal or supervisor shall:

- 1. Ensure that employees comply with the PPE procedures;
- 2. Ensure that Baltimore County Public Schools (BCPS) 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 don, doff, adjust and wear PPE;
 - d. The limitations of the PPE; and

- 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.

IV. Hazard Assessment Process

- A. School principals and office heads are required to initiate a workplace hazard assessment to determine if hazards are present or likely to be present which would necessitate the use of PPE. The school principal or office head shall complete the Personal Protective Equipment (PPE) Assessment Form and forward it to the Office of Risk Management for review. (Rule 4007, Form A)
- B. The Office of Risk Management will consult with the work location and will, as necessary, visit the work location to assist with the completion of a workplace hazard assessment to determine whether hazards are present, or are likely to be present that would necessitate the use of PPE. If such hazards are present or likely to be present, The Office of Risk Management will select, in collaboration with work location representatives, and have each affected employee use the type(s) of PPE that will protect the affected employee from the hazards identified in the hazard assessment.

V. Employees

- A. Employees are responsible for maintaining and wearing PPE provided by BCPS 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 BCPS-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 BCPS. As such, employees shall return PPE upon request or upon separation from employment.

Legal References: 29 CFR 1910, *et seq.*, *Occupational Safety and Health Standards Annotated Code of Maryland*, Labor and Employment Article, §5-901, *et seq.*, *Maryland Occupational Safety and Health Act (MOSH)*
COMAR 09.12.20, *Safety and Health*

Related Policy: Board of Education Policy 4002, *Obligations of Employees of the Board of Education of Baltimore County*

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