

USE AND CARE OF PERSONAL PROTECTIVE EQUIPMENT BSB- 0200-04

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BOILER SAFETY BUREAU

STANDARD OPERATING PROCEDURE MANUAL

1.0 PURPOSE

This procedure provides requirements for the use, maintenance, and care of personal protective equipment other than respirators.

2.0 SCOPE

This procedure is applicable to all Boiler Safety Bureau (Bureau or BSB) personnel who go into industrial or other settings where personal protective equipment is required.

3.0 PERSONNEL RESPONSIBILITIES

- 3.1. The Bureau Chief - BSB has the overall responsibility for implementation of this procedure.
- 3.2. Bureau Employees (Inspectors) are responsible for cognizance, understanding and use of this procedure.

4.0 HEALTH and SAFETY ISSUES

Inspectors are always encouraged to utilize personal protective equipment when performing inspections. Inspectors should be aware of any known hazards, and always be looking for any potential or unforeseen dangers in their surroundings.

5.0 REQUIREMENTS

- 5.1. The Bureau provides the following personal protective equipment to Employees:
 - 5.1.1. Safety shoes that meet ASTM F2413-05 minimum standard and comply with the current edition of ANSI Z41
 - 5.1.2. Safety glasses with side shields
 - 5.1.3. Safety hard hats
 - 5.1.4. Ear plugs
 - 5.1.5. Oxygen analyzer
 - 5.1.6. Safety harness and lanyard
 - 5.1.7. Carbon Monoxide (CO) detector
- 5.2. Inspectors shall don and wear personal protective equipment when its use is required by:
 - 5.2.1. The hazard assessment of the job activities; or
 - 5.2.2. Regulation, Department policy, Bureau procedures or work rules; or
 - 5.2.3. The safety requirements of the location where the Employee is working.

- 5.3. Inspector Supervisors shall ensure that the use of personal protective equipment by an Employee, where its use is not required, does not itself create or present a hazard.
- 5.4. Inspector Supervisors shall provide for periodic inspection of protective equipment to ensure sanitation, proper maintenance, and adequacy to provide the required level of protection.
- 5.5. Inspector Supervisors will ensure that Inspectors are trained in the use, maintenance, and care of personal protective equipment.
- 5.6. Bureau management shall purchase and make available to Inspectors the equipment necessary to clean, disinfect and maintain personal protective equipment.
- 5.7. Inspection of Personal Protective Equipment
 - 5.7.1. Inspector Supervisors shall ensure that personal protective equipment is inspected by the schedule recommended by the manufacturer, or annually, whichever is the most frequent.
 - 5.7.2. Inspectors who discover damage to personal protective equipment assigned to them shall notify the Supervisor prior to its next use.
 - 5.7.3. Damaged and defective equipment will be properly discarded and replaced prior to the Inspector's next duty requiring use.
 - 5.7.4. Inspector Supervisors shall ensure that Inspectors who have not properly maintained, cleaned, and disinfected their equipment receive retraining in these subjects.
- 5.8. The Inspector Supervisor shall ensure that Inspectors receive training on each assigned piece of personal protective equipment, which shall cover the following topics:
 - 5.8.1. The duties and activities that require the use of the personal protective equipment.
 - 5.8.2. A requirement that Inspector's ask the owners representative at locations being inspected what personal protective equipment is required.
 - 5.8.3. The proper procedures to put on, take off, adjust, and wear the personal protective equipment, which shall include a demonstration and practice.
 - 5.8.4. The limitations of the equipment.
 - 5.8.5. The proper procedures to care, disinfect, clean, and maintain the equipment.
 - 5.8.6. The schedule of maintenance and inspection.
 - 5.8.7. Inspectors shall receive training upon assignment of personal protective equipment.

5.8.8. Inspectors shall receive training when Inspector Supervisors become aware that employees are deviating from the requirements of the hazard assessment or of the personal protective equipment training, including use, maintenance, cleaning, disinfecting and/or care.

5.8.9. The Inspector Supervisor will document the successful completion of training for each employee in writing and forward it to the DOL Safety and Health Director. Documentation shall include:

- a. The Employee's name.
- b. The date of training
- c. The personal protective equipment covered.
- d. Certification from the Inspector, by signature, that the instructions and information were received and understood.
- e. Signature of the Supervisor

5.9. Employee Responsibilities

5.9.1. Employees shall use the personal protective equipment provided as instructed in the hazard assessment and through training.

5.9.2. Employees must wear the proper personal protective equipment when entering a location or exposing themselves to a hazard that requires it.

5.9.3. Employees shall not wear personal protective equipment for which they have not received training.

5.9.4. Employees shall maintain the personal protective equipment assigned to them in accordance with the manufacturer's recommendations and the procedures of the Bureau.

5.9.5. Employees shall not wear any damaged or defective personal protective equipment and shall turn damaged or defective equipment over to their Supervisors as soon as possible.

6.0 CUSTOMER SERVICE REQUIREMENTS

The purpose of following this procedure is to provide the customer, be it the public, employees of the Bureau, or other state agencies, with the most efficient service, information, training, and assistance possible.

7.0 ***DATA and RECORD MANAGEMENT***

Records shall be maintained in accordance with the Functional Schedule for North Carolina State Agencies as adopted by State Archives, a Division of the North Carolina Department of Natural and Cultural Resources.