

 JUDICIAL COUNCIL OF CALIFORNIA	<b>Safety Management System</b>	Revision 0	Revision Date 01 Jul 2017
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# PERSONAL PROTECTIVE EQUIPMENT


SMS – 1.01.05





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### 1. Purpose

To provide direction and a process ensuring:

- a. Hazards and exposures are identified and assessed
- b. Appropriate PPE is selected and provided
- c. Personnel are trained to properly select, inspect, use, clean and replace/repair issued PPE.

### 2. Application

This program applies to all Judicial Council of California staff. Contractors, and their sub-contractors, performing work on Judicial Council property shall ensure their programs provide equivalent protections.

This program does not apply to respiratory protection.

### 3. Definitions

<b>A-Weighted</b>	An expression of the relative loudness of sounds in air as perceived by the human ear.
<b>dBA</b>	Decibels (dB) (sound pressure) measured on the A-Weighted Scale
<b>Eye Protection</b>	Eyewear and/or goggles designed to provide protection to the eyes during exposure to such hazards as flying particles, molten metal or sparks, or potentially injurious light radiation (i.e., lasers, welding, etc.) Goggles enclose the eye area to prevent particulates or chemicals from contacting the eyes
<b>Face Protection</b>	Equipment designed to provide protection to the face and eyes during exposure to such hazards as flying particles, molten metal or sparks. When used for chemical splash protection, goggles are to also be worn.
<b>Foot Protection</b>	Equipment designed to provide protection to the feet and toes during exposure to situations with the potential for foot injuries such as falling or rolling objects, chemical or liquid exposures, piercing objects through the sole or uppers, and/or where the employee's feet are exposed to electrical hazards.
<b>Goggles</b>	<p>The level of eye protection required for chemical splash and provides additional protection from dust and foreign objects. Vented style for additional protection from dust and foreign objects and indirect vented for chemical splash.</p> <ul style="list-style-type: none"> <li>• Direct vented goggles and sealed eyewear allow a direct flow of air from the work environment into the goggle. In cases where impact is the hazard and a splash or vapor hazard does not exist then a direct vented goggle can be used as an appropriate level of protection.</li> <li>• Indirect vented goggles provide protection from splash entry by a hooded or covered vent that allows the free movement of air but prevents the direct passage of liquid. The purpose of the indirect venting is to limit</li> </ul>



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**Goggles  
(continued)**

or prevent the passage of liquid splash into the goggle. In cases where chemical splash is a hazard, indirect vent goggles are to be selected as appropriate protection.

- Non-vented goggles have no venting of any kind and offer protection against the passage of dust, mist, liquid and vapors. For applications where chemical vapor is the hazard a non-vented goggle is required protection.

**Hand Protection**

Equipment designed to provide protection to the hands during exposures to potential hazards such as sharp objects, abrasive surfaces, temperature extremes and chemical contact.

**Hazard Assessment**

As it applies to this standard, the process utilized to identify hazards in the workplace and to select the appropriate Personal Protective Equipment to guard workers against potential hazards.

**Head Protection**

Equipment designed to provide protection to the head during exposure to potential hazards such as falling objects, striking against low hanging objects or electrical hazards.

**Hearing Protection**

Equipment designed to provide protection to an individual's hearing during exposure to high noise levels.

**High Visibility  
Clothing**

Is any clothing worn that has highly reflective properties or a color that is easily discernible from any background. Part of the surface of the garment may have retro reflective stripes.

**MCC (Motor Control  
Center)**

A room or building enclosure housing breaker panels controlling the electrical feeds to motors, pumps, compressors, etc.

**Noise Reduction  
Rating (NRR)**

Measure of the estimated attenuation capacity of a hearing protector to represent the approximate noise reduction, in dBC. This may be used to estimate the noise reduction to the wearer in dBA using appropriate formulas.

**Personal Protective  
Equipment (PPE)**


General term for all equipment designed to provide protection to the wearer from potential hazards.

**Safety Glasses**

Eyewear designed to provide protection to the eyes during exposure to such hazards as flying particles, molten metal or sparks, or potentially injurious light radiation. They are not effective protection against chemical splash or spray hazards.

**Standard Attire**

Clothing worn in the workplace providing basic protection to skin.

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#### 4. Reference Standards

- 8 CCR §3380. Personal Protective Devices.
- 8 CCR §3380. Appendix A.
- 8 CCR §3381. Head Protection.
- 8 CCR §3382. Eye and Face Protection.
- 8 CCR §3383. Body Protection.
- 8 CCR §3384. Hand Protection.
- 8 CCR §3385. Foot Protection.

#### 5. Requirements

There are a limited number of Judicial Council of California staff who have field duties requiring the use of PPE. These field duties are observational in nature, and at no time are JCC staff required to:


- a. Transfer or handle corrosive chemicals
- b. Use tools that can produce sparks or flying particles
- c. Weld or perform other hot work
- d. Operate heavy equipment
- e. Actuate breakers

##### 5.1 General Requirements;

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###### 5.1.1. All PPE:

- 5.1.1.1. Shall be maintained in accordance with manufacturer's instructions and requirements.
  - 5.1.1.2. Shall be inspected at the time of issue and before each use by the employee using the PPE.
  - 5.1.1.3. Of questionable reliability, expired, damaged, or in need of service or repair will be removed from service immediately, tagged "OUT OF SERVICE" and disposed of as necessary. Any PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by qualified personnel.
  - 5.1.1.4. Shall not be modified, changed, or used contrary to manufacture instructions and specifications, or Occupational Health and Safety regulations.
- 5.1.2. Workplace hazard assessments document the hazard risks and minimum PPE required. Prior to commencing work existing Job Hazard Assessments shall be verified in the field to:
- 5.1.2.1. Ensure engineering and administrative controls are considered and implemented when reasonably practical. Examples of these controls would include isolating barriers, access control techniques and scheduling of work to reduce exposures
  - 5.1.2.2. Selected PPE will protect against the hazards identified.

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- 5.1.2.3. Communicate selection decisions and the consequences of exposure or contact with the hazard to each affected worker.
- 5.1.2.4. PPE shall be made available to all exposed workers by their employer.
- 5.1.2.5. Clothing saturated or impregnated with flammable liquids, corrosive substances, irritants or oxidizing agents shall be removed and shall not be worn until properly cleaned.
- 5.1.3. Standard Attire is the base level of PPE required of all JCC employees. It consists of office or court environment appropriate clothing.
  - 5.1.3.1. JCC Personnel who enter machinery rooms, Motor Control Centers (MCC's), chemical storage areas, pipe or duct alleys, renovation sites or construction sites are required to upgrade from Standard Attire to appropriate PPE.
  - 5.1.3.2. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing which can be entangled in moving machinery shall not be worn.
  - 5.1.3.3. PPE shall be made available to all exposed workers by the Risk Management Unit.

## 5.2 Head Protection;


### 5.2 Head Protection

- 5.2.1. Protective head protection shall conform to the following applicable guidelines when entering an area designated as a safety head protection area:
  - 5.2.1.1. ANSI Z89.1-2009, Type I or II, Class E
  - 5.2.1.2. Painting or altering hard hats is prohibited.
  - 5.2.1.3. Any hard hat receiving a severe blow shall be considered defective and shall be removed from service.
  - 5.2.1.4. Hard hats with cracked or dented shells or damaged suspensions shall be removed from service.
  - 5.2.1.5. Unless permitted by the manufacturer protective headwear must not be worn backwards.
  - 5.2.1.6. Bandanas, hoods or skullcaps may be worn under the protective headwear if authorized by the manufacturer's spec. sheet.
  - 5.2.1.7. Protective hardhats and their suspension systems are to be replaced at intervals specified by the manufacturer.
- 5.2.2. Hard hats are to be worn in, but not limited to, the following areas:
  - 5.2.2.1. Mechanical rooms, pipe or duct alleys when there is less than 6' 8" of overhead space,
  - 5.2.2.2. MCC/Electrical rooms,
  - 5.2.2.3. Construction or facility modification sites where work is being performed overhead.

## 5.3 Eye and Face Protection;

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- 5.3.1. Eye and face protection devices are to comply with on ANSI Z87.1-2003, Occupational and Educational Eye and Face Protection
- 5.3.2. Safety glasses shall be worn:

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- 5.3.2.1. On construction or facility modification sites where work is being performed.
- 5.3.2.2. In areas where tools that can produce sparks or flying particles are being used
- 5.3.2.3. All workers are required to upgrade to goggles prior to entry into areas the job hazard assessment has identified a potential for chemical contact or an increased risk of foreign body in the eye, such as overhead work or excessively dusty conditions. The wearing of glasses, goggles or other personal protective equipment shall not interfere with the seal of the face piece to the face of the user.
- 5.3.3. Chemical splash goggles (indirect venting) shall be worn:
  - 5.3.3.1. In areas where liquids, such as lubricating or hydraulic fluids, water treatment or other corrosives are being handled or transferred, (splash)
  - 5.3.3.2. In areas where liquids, such as lubricating or hydraulic fluids, water treatment or other corrosives are circulating, under pressure or at injurious temperatures (spray).

#### 5.4 Body Protection;

#### 5.4 Body Protection

- 5.4.1. Standard Attire is the base level of PPE required of all JCC employees. It consists of office or court environment appropriate clothing.
- 5.4.2. Prior to entering mechanical rooms, MCC's, construction or facility modification sites, JCC staff must ensure the clothing worn provides body coverage:
  - 5.4.2.1. From the base of the neck to the hips of the chest, back and torso,
  - 5.4.2.2. For the shoulders and upper arms,
  - 5.4.2.3. From the waist to the ankles, and
  - 5.4.2.4. Of both feet.
- 5.4.3. Prior to entering mechanical rooms, MCC's, construction or facility modification sites, JCC staff must ensure the clothing worn does not present an entanglement hazard (no loose or dangling sleeves, shirts/blouses tucked in, suit jacket/coat removed, no necklaces, ties or non-breakaway lanyards).
- 5.4.4. Tyvek or cotton coveralls may be worn over standard attire to provide body protection.

#### 5.5 Hand and Arm Protection;

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- 5.5.1. Hand protection shall be worn:
  - 5.5.1.1. While climbing exterior vertical ladders (work gloves)
  - 5.5.1.2. On construction or facility modification sites (work gloves)
  - 5.5.1.3. When working near equipment, piping or ductwork having very high or low temperature (work gloves)
  - 5.5.1.4. When handling items presumed or known to be contaminated with a hazardous substance (nitrile gloves)
- 5.5.2. Hand protection shall not be worn where there is a danger of the hand protection becoming entangled in moving machinery or materials. The term entangled refers to hand protection (gloves) being caught and pulled into the danger zone of machinery/equipment. Use of hand



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protection around smooth surfaced rotating equipment does not constitute an entanglement hazard if it is unlikely that the hand protection will be drawn into the danger zone.

- 5.5.3. Wrist watches, rings, or other jewelry should not be worn while working with or around machinery with moving parts in which such objects may be caught, or around electrically energized equipment.
5.5.4. Shirts or blouses shall have sleeves of at least 1/4 length (short sleeves covering shoulder and upper arm).
5.5.5. Arms must be covered from shoulder to wrist when there is a chemical spray or splash, flying sparks, or flying particles hazard capable of harming the skin.

5.6 Foot Protection; 5.6 Foot Protection

- 5.6.1. Standard Attire footwear shall have substantial, non-slip soles and leather or composite material uppers.
5.6.2. When climbing ladders the footwear must have a raised heel to prevent the foot from slipping forward off of a rung.
5.6.3. Protective footwear shall be worn when entering an area designated as a safety footwear area, such as a construction or facility modification site, and conform to the following:
5.6.3.1. ASTM Standard F2413-11; ASTM F-2412-2005;
5.6.3.2. Fully cover the ankle,
5.6.3.3. Provide puncture resistance for the sole (PR),
5.6.3.4. Metatarsal protection may be integral to or securely attached to the boot (Mt75)
5.6.3.5. Inspection personnel and others working in MCC's and electrical rooms shall ensure the footwear is rated for electrical hazards (EH).
5.6.4. Rubber and winter boots must also comply with the requirements of 5.6.3.
5.6.5. Damaged or worn out footwear is not acceptable if the use of such footwear subjects the wearer to potentially hazardous conditions. Protective footwear shall not have damage or wear to the extent that the safety cap is exposed, ripped or open seams, separation of the upper and sole, cuts, holes, etc.
5.6.6. Acquisition of Footwear
5.6.6.1. Personnel requiring safety footwear shall go to businesses carrying the footwear, try on the appropriate footwear for comfort, fit and sizing, and
5.6.6.2. Shall ensure the footwear is stamped or labeled on the tongue or upper with the following information:
ASTM F2413-11
M/F I/75/C/75/Mt75 M for male, F for female footwear
PR EH
5.6.6.3. Brand, model number and sizing information shall then be given to the person responsible for iProcurement to purchase the footwear.



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**5.7 Hearing Protection;**

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- 5.7.1. JCC staff are issued 3M™ E-A-R™ Push-Ins™ Corded Earplug (NRR 28 dB) and 3M Occupational Health & Env Safety Foam Earplugs (NRR 29 dB). These hearing protectors provide approximately 9.3 dBA and 9.6 dBA of sound attenuation respectively. They shall be worn in noise environments between 85 – 100 dBA, such as construction or facility modification sites, or mechanical rooms.
- 5.7.2. JCC staff who are exposed to noise environments above 105 dBA, or have experienced a standard threshold shift shall wear ear muffs and ear plugs. Staff requiring ear muffs should contact their supervisor or the Health & Safety Analyst.

**5.8 High Visibility Apparel;**


**5.8 High Visibility Apparel**

- 5.8.1. High visibility apparel meeting ANSI/ISEA 107-2010 shall be worn:
  - 5.8.1.1. On construction and facility modification sites during heavy equipment operation, such as cranes, dozers, front end loaders, trucks, etc.
  - 5.8.1.2. When working in parking lots or other areas adjacent to motor vehicle traffic.

**5.7 PPE Purchase and Reimbursement;**

**5.9 PPE Purchase and Reimbursement**

- 5.9.1. The Environmental, Health & Safety unit shall issue to persons requiring PPE protective headwear, gloves, hi-visibility vest, ear plugs and non-prescription safety glasses.
- 5.9.2. PPE shall be requested from the EH&S unit using form...
- 5.9.3. Safety footwear meeting the standards listed in 5.6.3 above and purchased by affected employees shall be reimbursed:
  - 5.9.3.1. For one pair of regular safety footwear, once every 3 three years,
  - 5.9.3.2. For one pair of wet or cold weather safety footwear, once every 3 three years,
  - 5.9.3.3. For a maximum of \$225 per pair.
  - 5.9.3.4. Protective footwear that has been damaged and is unserviceable within the 3 year period:
    - 5.9.3.4.1. Shall be immediately reported to the responsible supervisor and the Health & Safety Analyst,
    - 5.9.3.4.2. The report shall describe the circumstances and events causing the damage,
    - 5.9.3.4.3. Reimbursement will be authorized for replacement protective footwear if the damage occurred arising from and during the course of employment.
- 5.9.4. Prescription safety eyewear shall be provided to employees requiring prescription eyewear:
  - 5.9.4.1. If the employee's normal prescription glasses cannot be worn under goggles, safety glasses or full face shields,
  - 5.9.4.2. Annually,
  - 5.9.4.3. Prescription change,
  - 5.9.4.4. Lenses or frames are damaged,

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5.9.4.5. Through approved vendors..

**6. Supporting Documentation**

Document Title	Document Location
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**7. Document Retention**

Document Title	Filing Location	Retention
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**8. Compliance Performance Measurement** Document owner is to complete a review of this standard annually.

**9. Steward, Owner, Reviewers and Approver**

- Program Steward
- Program Owner
- Reviewing Authority
- Approver

