

Custodial Operations Personal Protective Equipment

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(E3Y)

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Reference: (CS/DP No. 09.28 Issuance and use of Personal Protective Equipment)

I. PURPOSE:

To establish guidelines for the issuance, instruction on proper use and care of personal protective equipment as well as defining the responsibility of the Custodial staff in the use of their personal protective equipment.

II. RESPONSIBILITY

- A. Custodial Staff that come into contact with chemicals are issued Personal Protective Equipment (PPE) during their first week of training as a new employee. Custodial staff are responsible for the proper use and care of all Personal Protective Equipment and devices issued to them. Any malfunction of this equipment, needed replacement due to wear, or missing equipment must be promptly reported to their Supervisor.
- B. Employees are required to use their assigned Personal Protective Equipment (PPE) while on the job.
- C. Supervisors will inspect all Custodial staff's, under their supervision, Personal Protective Equipment and devices on a monthly basis to insure that it is maintained in a safe condition. Any Personal Protective Equipment (PPE) or device that is no longer safe or usable according to the manufacturer's specification will be brought to the Custodial Operations Workshop to be discarded in a secure manner.

III. TRAINING

- A. Each Custodial staff member issued Personal Protective Equipment (PPE) will receive training in the proper use and care of the equipment and devices. Training will be conducted upon initial employment and as refresher training on an annual basis (Haz Com) as well as, any requested training by the Supervisor.
- B. Employees are informed that no Personal Protective Equipment (PPE) is to be altered without prior approval from the Director or Assistant Director. Altering Personal Protective Equipment (PPE) without proper approval may result in disciplinary action.

IV. DOCUMENTATION

- A. Initial employment training for Personal Protective Equipment will be documented on the "**Custodial Operations New Employee Training**" worksheet and kept in the employees file;

thereafter, annual training will be received and documented through annual "HazCom In-service Training."

B. **Personal Protective Equipment (rubber boots, rubber gloves, face mask/respirator, ear plugs, safety gloves and goggles)** will be issued to employees and documented on the **"Uniform and Personal Protective Equipment Issue"** form with the exception of latex/disposable gloves and other frequently replaced items.

C. Supervisors will provide documentation of monthly inspections of Personal Protective Equipment on the **"Supervisor's Monthly Inspection Report"** form.

IMPORTANT INFORMATION ABOUT DAY TO DAY HANDLING OF CHEMICALS, CHEMICAL CONTAINERS AND WORK HABITS.

- **NO Chemicals are EVER to be mixed together in Custodial Operations (with the possible exception of concrete floor resurfacing as directed by a Supervisor or above)**
- **Do not put chemicals into a secondary container unless that container is used and has ALWAYS been used SOLELY for that chemical.**
- **Do not mix chemicals on cleaning cloths, sponges or mops. Never open a container of any chemical without wearing goggles and gloves.**
- **DO NOT eat, drink or smoke while using chemicals or immediately after using chemicals.**
- **Always wear appropriate PPE and wash your hands after each use of chemicals.**
- **Avoid touching your face (eyes, nose and mouth especially) during or after using chemicals.**

V. REQUIRED PPE & PROCEDURE FOR USE



1. **Safety Goggles/Glasses** – Safety goggles/glasses are designed to protect your eyes from flying debris, contamination from blood borne pathogens, splashes or over-spray from chemicals, etc.



They must be worn at all times when recommended on the product's MSDS, when you are using liquid chemicals, there is a risk of a foreign object or fluid entering the eye, during any biohazard clean up and when you are instructed to do so by your supervisor.



Examples: Preparing chemicals in a bucket, spraying windows or mirrors, sweeping or working in areas where winds or drafts might cause dust and debris to become airborne.

2. **Non-Latex / Disposable Gloves** – Disposable gloves are work to protect the hands from over exposure to chemicals. Even non-hazardous chemicals can cause irritation or dryness when used frequently. Additionally, disposable gloves can provide some protection from blood borne pathogens and the spread of infectious disease by contact.



They must be worn at all times when recommended on the product's MSDS, when in an area in which there is a possibility to come in contact with blood borne pathogens, during any biohazard clean up and when you are instructed to do so by your supervisor.

3. **Rubber / Neoprene Safety Gloves** – Safety gloves are designed to protect hands from harsh or potentially hazardous chemicals and they offer a higher level of protection than disposable gloves. They do NOT protect against sharp objects.

Every effort has been made by Custodial Operations to use "green" or non-hazardous chemicals whenever possible. However there are chemicals that may be more caustic or that you personally may be sensitive to.

Safety Gloves must be worn at all times when recommended on the product's MSDS and when you are instructed to do so by your supervisor.



4. **Coated Safety Gloves / Cut Resistant** - These gloves have a coated palm for protection against sharp objects. They are helpful when handling sharp-edged materials such as glass, sheet metal, and tinplate. These gloves are “cut resistant” NOT puncture proof or cut proof. Always use caution when handling sharp objects. Nitrile coating enhances grip in light oil applications Provides Level 2 (EN 388) hand protection - in environments that pose a risk of minor cuts and abrasions Stretch KEVLAR® liner provides cut resistance and a comfortable fit. Coated Gloves must be worn when throwing trash, picking up sharp debris or when instructed to do so by your supervisor.



5. **Face Masks / Respirators** – Paper face masks protect you from being splashed in the mouth or nose with fluids or from over spray of chemicals. They can also filter up to 95% of airborne particles in some cases (N95 respirators) and remind you not to touch your mouth or nose. This helps prevent the transfer of viruses, bacteria or chemical residue after having cleaned or touched a contaminated surface. Masks/respirators must be worn at all times when recommended on the product’s MSDS and when you are instructed to do so by your supervisor.



6. Ear Plugs / Hearing Protection –

Foam earplugs, mainly made of memory foam, which are compressed and put into the ear canal, where they expand to plug it.

N.I.O.S.H. Mining Safety and Health recommend using the **roll, pull, and hold** method when using earplugs. Roll the earplug into a thin rod, pull back on the ear canal with the finger. To get a complete seal, wait about 20 seconds for the earplug to expand inside the ear.



Research recommend using the **roll, pull, and hold** method when using memory foam earplugs. Roll the earplug into a thin rod, pull back on the ear canal with the finger. To get a complete seal, wait about 20 seconds for the earplug to expand inside the ear.

Ear Plugs must be worn when working in areas with loud machinery, when operating noisy equipment such as leaf blowers or propane burnishers, and when told to do so by your supervisor. They may be worn at any time you feel you need to do so for your hearing protection.

7. Rubber Boots – Rubber boots, also known as Wellington boots are waterproof and most often made from Rubber or PVC. They are to be worn when working around wet surfaces to protect clothing and skin from chemicals as well as the elements (water, mud, etc.) They also offer some protection against slips and falls.

Rubber boots or non-slip shoes (pre-approved by supervisor) are to be worn any time you are working in an areas with liquid on the floor or the possibility of spilling quantities of liquid on the floor as well as when instructed to by a MSDS or your supervisor.



VI. STORAGE

Employee’s PPE **must** be on the employee or on the employee’s custodial cart at all times with only two exceptions: earplugs and rubber boots.

Earplugs and rubber boots may be kept in the custodial closet to be used as needed.

VII. CERTIFICATION STATEMENT

This policy has been approved by the following individuals in their official capacities and represents Custodial Operations policy and procedures from the date of this document until superseded.

Director, Custodial Operations

Assistant Director, Custodial Operations