

**PERSONAL PROTECTIVE EQUIPMENT PROGRAM PURPOSE:** The purpose of this program is to protect our employees by ensuring that Personal Protective Equipment (PPE) is provided, used, and maintained in a sanitary and reliable condition whenever it is necessary due to hazards from processes or in the work environment. To the extent that it is possible and feasible, the town will remove or eliminate hazards or exposures through engineering means to eliminate the need for PPE.

This program covers eye and face protection, head protection, foot protection, hand protection, and electrical protection. Respiratory hazards and hearing hazards are covered by other programs, but they will also be included in the Hazard Assessment described below.

This program covers the responsibilities of department heads, supervisors and workers, assessment of hazards, selection and use of personal protective equipment (PPE), and training.

**RESPONSIBILITIES:** The Department Head in each of their respective department's will be responsible for assessing the hazards and exposures that may require the use of PPE, determining the type of equipment to be provided, and purchasing the equipment. Input from managers, supervisors, and employees will be obtained and considered in selecting appropriate equipment.

Managers/supervisors will be responsible for training employees in the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where it is required. Employees are responsible for following all provisions of this program and related procedures. They are expected to wear PPE when and where it is required.