

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

Personal Protective Equipment (PPE) Self Inspection Checklist

Guidelines: This checklist covers the regulations issued by the U.S. Department of Labor - Occupational Safety and Health Administration (OSHA) under the general industry Standards 29 CFR 1910.132, 1910.133, 1910.135, 1910.136 and 1910.145 and the construction standards 29 CFR 1926.95, 1926.96, 1926.100 and 1926.102. All of these regulations were adopted by reference by the New Jersey Department of Labor, Public Employees Occupational Safety and Health (PEOSH) Program. Since PEOSH regulations were adopted by reference by the New Jersey Department of Education (N.J.A.C. 6A:19-1.3(a)), the regulations also apply to students in vocational programs. The construction standards (those with a CFR 1926 reference) only apply to temporary work sites associated with construction, alteration, demolition and/or repair including painting and decorating.

This checklist also covers some of the regulations issued by the New Jersey Department of Education, N.J.A.C. 6A:26-12.5 and 6A:19-10.7. In addition, the checklist covers adopted amendments N.J.A.C. 12:100-4.2 on the topic of employer payment for personal protective equipment (PPE) for public employees.

Implementation of some of the regulations may not be the individual classroom teacher's responsibility. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Any question marked with the symbol (⊗) indicates a history of previous violations in vocational schools.

Engineering or administrative controls are the preferred methods for abating safety and health hazards in the vocational classroom setting. Examples of these include redesigning equipment; installation of guards, barriers or shields; substitution of less hazardous materials; or physically altering mechanical processes to eliminate hazards.

When engineering controls are not feasible, personal protective equipment should be used whenever there is a reasonable probability that injury might occur. Personal protective equipment includes but is not limited to safety glasses, goggles, hard hats, gloves, safety shoes and heat or electrically resistant clothing. Respiratory protection, hearing protection and PPE for construction site lasers are addressed in separate checklists.

This checklist does not cover the OSHA General Industry standard on Electrical Protective Equipment (29 CFR 1910.137) or the Construction Standards dealing with safety belts, lifelines, lanyards and safety nets (29 CFR 1926.104 and 1926.105). The checklist also does not cover the specific types of eye protective devices required for different hazards specified in N.J.A.C. 6A:26-

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12.5(e). Consult the actual standard in Appendix E, Text of Selected Regulations in the Safe Schools Manual for this information.

General Requirements	<u>Please Circle</u>
1. Has a hazard assessment been conducted of the workplace to determine if hazards are present, or are likely to be present, that would require the use of PPE? [29 CFR 1910.132(d)(1)] <i>Note:</i> The OSHA standard has a non-mandatory Appendix B which contains example procedures for conducting a hazard assessment.	Y N N/A DK
2. Is there a written certification of hazard assessment which includes: the workplace evaluated, the person certifying that the evaluation has been performed, and the date(s) of the hazard assessment? [29 CFR 1910.132(d)(2)]	Y N N/A DK
3. Has PPE been selected to protect employees and students from the hazards identified in the hazard assessment? [29 CFR 1910.132(d)(1)(i)]	Y N N/A DK
4. Have employees and students been informed of the PPE selection decisions? [29 CFR 1910.132(d)(1)(ii)]	Y N N/A DK
5. Has the employer paid for protective equipment, including PPE that is used to comply with the amended OSHA standards [29 CFR 1910.132(h)(1), 1915.152(f)(1), 1917.96, 1918.106, and 1926(d)(1)]?	Y N N/A DK
6. Is PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers provided to students and teachers to prevent injury or impairment by exposure to chemical hazards, radiological hazards, or mechanical irritants through absorption, inhalation or physical contact? [29 CFR 1910.132(a) and 1926.95(a)]	Y N N/A DK
7. Has PPE been selected to ensure it fits everyone properly? [29 CFR 1910.132(d)(1)(iii)]	Y N N/A DK
8. Is PPE maintained in a sanitary and reliable condition? [29 CFR 1910.132(a) and 1926.95(a)&(b)]	Y N N/A DK
9. Do employees and students use the PPE selected in the hazard assessment process? [29 CFR 1910.132(d)(1)(i)]	Y N N/A DK
10. Is defective or damaged PPE removed from service immediately? [29 CFR 1910.132(e)]	Y N N/A DK
11. Are all shop entrances, areas and equipment requiring the use of PPE posted with a sign indicating this requirement? [29 CFR 1910.145(c)(3)]	Y N N/A DK

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12. Has the employer conducted an incident energy analysis for arc-flash hazards, particularly for students working with enclosed electrical equipment? [NFPA 70E (130.1)}
Note: Incident energy analysis should be based on the working distance between both the employee’s face and chest areas and a prospective arc source for the specific task to be performed. Arc-rated clothing and other PPE should be used by the employee based on the incident energy exposure associated with the specific task. Also, incident energy increases as the distance from the arc flash decreases, so additional PPE should be used for any parts of the body closer than the safe distance determined by incident energy analysis. [NFPA 70E (130.5)] Y N N/A DK
13. Is hearing protection provided for students working within the defined arc flash boundary? [NFPA 70E (130.7)] Y N N/A DK
14. Are “heavy-duty” leather gloves provided for students requiring hand PPE for arc-flash protection? [NFPA 70E (130.7)] Y N N/A DK

Training

15. Has training been provided to each employee or student who is required to use PPE? [29 CFR 1910.132(f)(1)] Y N N/A DK
16. Has training on PPE included all of the following elements: when PPE is necessary; what PPE is necessary; how to properly don, doff, adjust, and wear PPE; the limitations of the PPE; and the proper care, maintenance, useful life and disposal of the PPE. [29 CFR 1910.132(f)(1)(i) to (v)] Y N N/A DK
17. Have trained employees and students demonstrated an understanding of the training and the ability to use PPE properly before being allowed to perform work requiring the use of PPE? [29 CFR 1910.132(f)(2)] Y N N/A DK
18. Are employees and students retrained when there is reason to believe that they do not have the understanding or skill to use PPE properly? [29 CFR 1910.132(f)(3)] Y N N/A DK
19. Is retraining conducted whenever the following conditions exist: changes in the workplace render previous training obsolete and changes in the types of PPE to be used render previous training obsolete? [29 CFR 1910.132(f)(3)(i) to (iii)] Y N N/A DK

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20. Is there a written certification for each person who has received PPE training including: a statement indicating the person understood the training; name of person trained; date(s) of the training; subject of the certification? [29 CFR 1910.132(f)(4)] Y N N/A DK
21. Is annual training on all aspects of the eye protection program provided to all school personnel responsible for implementing the eye safety policies and program? [N.J.A.C. 6A:26-12.5(g)] Y N N/A DK

Head, Foot and Hand Protection

22. Are protective helmets used wherever there is the possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns? [29 CFR 1910.132(a), 1910.135(a), 1926.95(a) and 1926.100(a)] Y N N/A DK
23. Do protective helmets purchased prior to July 5, 1994 meet the American National Standard Safety Requirements for Industrial Head Protection, ANSI Z89.1-1969? [29 CFR 1910.135(b) and 1926.100(b)(2)] Y N N/A DK
24. Do protective helmets purchased after July 5, 1994 meet the American National Standard for Personnel Protection--Protective Headwear for Industrial Workers--Requirements, ANSI Z89.1-1986? [29 CFR 1910.135(b)(1)] Y N N/A DK
25. Is protective footwear used wherever there is the danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where feet are exposed to electrical hazards? [29 CFR 1910.132(a), 1910.136(a) and 1926.95(a)] Y N N/A DK
26. Does protective footwear purchased prior to July 5, 1994 meet the requirements of the American National Standard for Men's Safety-Toe Footwear, ANSI Z41.1-1967? [29 CFR 1910.136(b)(2)]
Note: The OSHA construction standard 29 CFR 1926.96 requires all protective footwear to comply with this ANSI Standard. Y N N/A DK
27. Does protective footwear purchased after July 5, 1994 meet the requirements of the American National Standard for Personal Protection--Protective Footwear, ANSI Z41-1991? [29 CFR 1910.136(b)(1)] Y N N/A DK

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28. Are appropriate protective gloves used wherever there is the danger to hands of exposure to hazards like from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical or thermal burns, and temperature extremes? [29 CFR 1910.132(a), 1910.138(a) and 1926.95(a)] Y N N/A DK

Eye and Face Protection

29.⊗ Are students, employees and visitors issued and required to wear appropriate eye and face protective devices while participating or observing activities which present a potential safety hazard? [N.J.A.C. 6A:26-12.5(a); 29 CFR 1910.133(a) and 1926.102(a)(1)] Y N N/A DK

Note: Eye and face potential hazards include: caustic or explosive chemicals or materials, hot liquids or solids, molten materials, welding operations of any type, repairing or servicing of vehicles, heat treatment or tempering of metals, the shaping of solid materials and laser device operation and experimentation.

30. Do eye and face protective devices meet the requirements of the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1989? [N.J.A.C. 6A:26-12.5(b)] Y N N/A DK

Note: Regular prescription eye glasses do not meet this requirement. Goggles or other protective glasses meeting the American National Standard must be worn over-top prescription eye glasses.

31. Are emergency eye wash fountains or similar devices with a minimum of 15 minutes continuous flow of eye wash solution provided in classrooms, shops, laboratories or other area where pupils or instructors are exposed to caustic materials that can cause damage to the eyes? [N.J.A.C. 6A:26-12.5(d)] Y N N/A DK

32.* Does your school district have a eye protection policy and program that includes: [N.J.A.C. 6A:26-12.5(f)]

a) A method for continuously detecting eye hazards? Y N N/A DK

b) A program of regularly inspecting and maintaining eye protective devices? Y N N/A DK

c) Disinfection of eye protective devices between uses when the eye protective devices are shared? Y N N/A DK

d) Policy and procedures for dealing with individuals who refuse to wear eye protective devices? Y N N/A DK

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| e) | Restrictions on use of contact lenses in areas where eye hazards are present? | Y N N/A DK |
| f) | Prohibition of spectacle type eye protective devices without side shields? | Y N N/A DK |
| g) | Requirement for cover goggles for people who wear personal corrective eyewear? | Y N N/A DK |

Foundry Operations

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| 33. | Are individuals who handle molten metal provided with:
[N.J.A.C. 6A:19-10.7(a)] | |
| a) | Melter's goggles with shade No. 3 lenses? | Y N N/A DK |
| b) | Full face shield? | Y N N/A DK |
| c) | Fire resistant or fireproof apron? | Y N N/A DK |
| d) | Fire resistant or fireproof leggings? | Y N N/A DK |
| e) | Fire resistant sleeve coverings (molder's sleeves)? | Y N N/A DK |
| f) | Heat resistant, fireproof gloves? | Y N N/A DK |
| g) | Closed leather footwear with metatarsal guards or equivalent? | Y N N/A DK |
| 34. | Are crucible shanks used for pouring molten metal from the crucible equipped with a safety lock designed to prevent the crucible from dropping or slipping out of the shank while the molten metal is being poured or transported? [N.J.A.C. 6A:19-10.7(b)] | Y N N/A DK |

Definitions:

Arc-flash is an electrical explosion. The arc-flash boundary is determined based on the voltage of electrical equipment and the separation distance required. The purpose of the arc-flash boundary is to prevent second degree burns in the event of an arc-flash. [NFPA 70E (1)]

Arc-rated is another word for flame-resistant. In terms of PPE, this would include fire resistant clothing and equipment. [NFPA 70E (1)]

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