Personal Protective Equipment (PPE)

The standards relating to Personal Protective Equipment (PPE) for our hotels were written in June of 1994 and revised in their latest form effective January 2, 1995. The standards apply to protection for the head, eyes, face, ears, respiratory system, arms, hands, feet, and legs. PPE should not be used as a substitute for engineering, work practice, and/or administrative controls. PPE should be used in conjunction with these controls to provide for associate safety in the workplace.

Personal protective equipment includes all clothing and other work accessories designed to create a barrier against workplace hazards. The basic element of any management program for PPE should be an in-depth evaluation of the equipment needed to protect against hazards at the workplace. Management dedicated to the safety of associates should use that evaluation to set a standard operating procedure for personnel, then train associates on the protective limitations of PPE, and on its proper use and maintenance.

Using PPE requires hazard awareness and training on the part of the user. Associates must be aware that the equipment does not eliminate the hazard. If the equipment fails, exposure may occur. To reduce the possibility of failure, equipment must be properly fitted and maintained in a clean and serviceable condition.

Selection of the proper PPE for a job is important. All associates must understand the equipment’s purpose and limitations. The equipment must not be altered or removed even though an associate may find it uncomfortable (Sometimes the equipment may be uncomfortable simply because it does not fit properly).

Hazard Assessment

Each hotel is required to assess the workplace to determine if hazards exist that engineering and work practice controls can not eliminate. Associates working with those hazards that can not be eliminated by engineering or work practice controls, must use PPE as an added means of protection. Proper PPE must be selected and fitted for each affected associate.
Each hotel must certify in writing that a workplace hazard assessment has been performed. The certification is not valid until the proper information has been added and signatures are provided. This document is to be reviewed and modified at least annually or when new hazards are introduced to the workplace in which an additional assessment must be conducted. Defective or damaged PPE can not be used.

Training

Before doing the work requiring PPE, associates must be trained to know when PPE is necessary; what type is required; how it should be worn and what the limitations are, as well as know the proper care, maintenance, useful life, and disposal.

Each hotel should document all training that is conducted and have associates sign the record stating that they fully understand the training and agree to use it correctly and consistently. The date of training, associate’s name, and associate’s department should also be present on the documentation.

Head Protection

Prevention of head injuries is an important factor in every safety program. Head injuries are caused by falling or flying objects, or by bumping the head against a fixed object. Head protection, in the form of protective hats or helmets resist penetration and absorb the shock of a blow.

Although most Marriott hotels do not conduct operations that require the use of head protection, the law requires its use in some electrical, high elevation, and construction use. These may apply at one time or another to operations at your property. Consult the regulations provided in this section to determine selection, fit, inspection of head gear, maintenance, and associate training.
Section 6

Personal Protective Equipment (PPE)

Eye and Face Protection

Eye and face protection is required by OSHA where there is a reasonable probability of preventing injury when such equipment is used. Each hotel should provide a type of protector suitable for work to be performed and associates must use the protectors consistently. These stipulations also apply to supervisors and management personnel and should apply to visitors while they are in hazardous areas or hired to conduct activities that have been deemed hazardous and require this protection.

Suitable eye protection must be provided where there is a potential for injury to the eyes and face from flying particles, welding and hot metals, liquid chemicals, chemical gases or vapors, and potentially injurious light radiation or a combination of these. Eye protection must, at a minimum:

- provide adequate protection against the particular hazards for which they are designed
- be reasonably comfortable when worn under the designated conditions
- fit snugly without interfering with the movements or vision of the wearer
- be durable
- be capable of being disinfected
- be easily cleanable
- be kept clean and in good repair

NOTE: Associates should wear proper PPE while filling chemical spray bottles, preparing liquid cleaning solutions, or discarding soapy water solutions after use where splashing is a risk for injury.

OSHA and the National Society to Prevent Blindness recommend that emergency eyewash stations be placed in all hazardous locations. The laws regarding proper distance for an eyewash station from the hazardous area may vary from state to state. A good recommendation is within a ten second walk. If an associate can not walk ten seconds from a hazardous area to the eyewash station, consideration should be made to mount additional stations or relocate the existing units. Eyewash stations must also remain unobstructed and in good repair.
Each eye and face protector is designed for a particular hazard. In selecting the proper PPE, consideration should be given to the kind and degree of hazard, and the PPE should be selected on that basis. Where a choice of PPE is given, and the degree of protection is not a major issue, worker comfort may be a deciding factor. It is the usual practice, however, to consider the hazard and select PPE that eliminates or minimizes the risks of injury to associates.

Associates using corrective eyewear and those who are required by OSHA to wear eye protection must wear face shields, goggles, or spectacles of one of the following types:

- spectacles with protective lenses providing optical correction
- goggles worn over corrective lenses without disturbing the adjustment of the spectacles
- goggles that incorporate lenses mounted behind the protective lenses

Over the years, many types and styles of eye and face protective equipment have been developed to meet the demands for protection against a variety of hazards.

Goggles come in a number of different styles: eyecups, flexible or cushioned goggles, and vented and non-vented plastic eyeshield goggles. Goggles are manufactured in several styles for specific uses such as protecting against dusts and splashes, and in chipper’s, welder’s, and cutter’s models. Be sure to match the hazard with the PPE you are going to purchase for associates. Other than common rubber gloves and chemical gloves, fitting of the PPE should be done by someone skilled in the procedure.

NOTE: Cluster training sessions involving selection, fitting, cleaning, maintenance, disposal, and inspection of PPE are available through Lodging Loss Prevention. For more information, contact your Area/Regional Director of Loss Prevention.

A maintenance and inspection program is extremely important to an effective PPE program. Equipment must not only be used consistently and correctly, but must be inspected regularly for tears, excess dirt, and stresses on equipment that may compromise its effectiveness.
Ear Protection

Exposure to high noise levels can cause hearing loss or impairment. It can create physical and psychological stress. There is no cure for noise-induced hearing loss, so the prevention of excessive noise exposure is the only way to avoid hearing damage. Specifically designed protection is required, depending on the type of noise encountered and the auditory condition of the associate. This portion of the PPE standard is more commonly known as a Hearing Conservation Program.

Levels of noise and the duration of time an associate is exposed to that noise are factors that must be taken into consideration before hearing protection is required by law. Those noise levels and time averages are covered in detail in the regulatory text provided in this section.

Some earplugs are disposable, to be used one time and then thrown away. The non-disposable type should be cleaned after each use for proper protection and sanitary purposes. Plain cotton is ineffective as protection against hazardous noise.

NOTE: Preformed or molded earplugs should be individually fitted by a professional and retained and maintained by the associate to whom they were fitted.

Earmuffs need to make a perfect seal around the ear to be effective. Glasses, long sideburns, long hair, facial movements, such as chewing, can reduce protection. Special equipment is available for use with glasses or beards. For detailed information on hearing conservation, refer to the standards provided for you in the REGULATIONS portion of the section (29 CFR 1910.95).

Arm and Hand Protection

Examples of injuries to arms and hands are burns, cuts, electrical shock, amputation, and absorption of chemicals. There is a wide assortment of gloves, hand pads, sleeves, and wristlets for protection against various hazardous situations.

Each hotel should determine what hand protection their associates need by conducting a hazard assessment. Work activities throughout the hotel could be examined to determine what PPE is required, the duration of use, frequency of use, and degree of exposure to hazards and the physical stresses that will be applied.
It is also important to know the performance characteristics of gloves relative to the specific hazard anticipated; i.e., exposure to chemicals, heat, or flames. The protective equipment should be selected to fit the job. Some gloves are designed to protect against specific chemical hazards. Associates may need to use gloves - such as wire mesh, leather, latex, and canvas that have been tested and provide insulation from burns and cuts. Each associate needs to be trained on limitations of each type of PPE.

### Foot and Leg Protection

According to federal studies, the typical foot injury was caused by objects falling less than 4 feet with an average weight of 65 pounds. Most employees involved in the study were injured while performing their normal job activities at their worksites.

For protection of feet and legs from falling or rolling objects, sharp objects, hot materials, and wet and slippery surfaces, associates should use appropriate footguards and safety shoes, boots, or leggings. Aluminum alloy, fiberglass, or galvanized steel footguards can be worn over usual work shoes, although they may present the possibility of catching on something or causing an associate to trip. Caution must be taken when selecting footguards, and the increased potential for slips and trips must be considered carefully. Heat-resistant soled shoes protect against hot surfaces like those found when roofing, paving, or welding metal surfaces at your hotel.

Safety shoes should be sturdy and have an impact-resistant toe. In some shoes, metal insoles protect against puncture wounds. Safety shoes come in a wide variety of styles and materials, such as leather, rubber boots and oxfords. Safety footwear is classified according to its ability to meet minimum requirements for both compression and impact tests. These requirements and testing procedures can be found in the REGULATIONS portion of this section.

PPE can be effective only if the equipment is selected based on its intended use, associates are trained on its use, and the equipment is properly tested and maintained - and consistently worn. The best protection comes from interested managers and associates committed to sound work practices.

### Code of Federal Regulations

(Click here to get to osha.gov site for Part 1910.132 Personal Protective Equipment)