



DEEP

Dealer Employee &
Environment Program

GUIDING DEALERSHIPS ON THE ROAD TO SAFETY

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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APPENDIX A

[PPE REGULATION \(29 CFR 1910.132\)](#)

RESPONSIBILITIES & PROCEDURES

The DEEP Safety Supervisor will:

1. Implement, update, and maintain the written PPE Program.
2. Ensure compliance with all aspects of the facility PPE Program and the OSHA Standard.
3. Develop and maintain a PPE Hazard Evaluation Program.
4. Provide a written certification identifying hazards and indicating employees are aware of these hazards.
5. Provide information and training to employees.
6. Ensure PPE is available, maintained and updated.
7. Audit facility periodically to determine employee proficiency in the PPE Program.
8. Determine frequency of refresher training.
9. Ensure on-site contractor compliance.
10. Maintain recordkeeping.

Employees will:

1. Comply with all aspects of the PPE Program, including reading the PPE Evaluation and completing the required certification.
2. Refer to the written PPE Program or DEEP Safety Supervisor when more information is needed on job hazards.
3. Use PPE appropriately and properly maintain their PPE.
4. Notify the DEEP Safety Supervisor of any changes in job functions or equipment which would require a new hazard evaluation.
5. Notify the DEEP Safety Supervisor of any changes in medical conditions or physicality that would affect the employee's use of a particular PPE.

Personal Protective Equipment Program

The PPE Program has been developed to provide a working procedural document to evaluate specific hazards in the workplace, assign protective equipment and provide information on these hazards.

Personal Protective Equipment

Upon request, employees and their designated representative, on-site contractors, the Assistant Secretary (OSHA) or Director (NIOSH or DHHS) will be provided with a copy of the PPE Program for review.

Hazard Evaluation

Pursuant to OSHA 29 CFR 1910.132, a formal hazard evaluation is to be conducted for all dealership maintenance and repair operations. The hazard evaluation will provide the mechanism to determine specific personal protective equipment requirements.

The hazard evaluation process should be conducted by individuals who have a knowledge of the facility operations as well as knowledge of safety hazards and PPE.

The evaluation should be conducted in the form of a facility walk-through observing employees working, doing their respective jobs. The evaluation should be focused on the area and type of operation or job function. An example would be using a bench grinder. The operation or job function would be "Bench Grinder," the location would be the in the Service Department, the hazards may be flying metal, pieces or debris and the PPE would be safety glasses. The employees involved should be identified for training and safety equipment allocation.

PPE Certification

A certification statement should be made to document that a formal hazard evaluation of the facility was conducted. The certification should indicate the facility which was evaluated, the primary operations, identified hazards, recommended protective equipment, the name of the person or persons conducting the evaluation, and the date of completion.

Employee Information and Training

All employees are to be trained on the specific PPE they are to use, which was identified in the hazard evaluation.

Employees are to be trained in the following issues:

1. An understanding of the hazard evaluation process.
2. How to obtain PPE.
3. How to use specific PPE.

Personal Protective Equipment

4. Limitations of PPE.
5. Maintenance of PPE.

RECORDKEEPING

Documentation of the hazard evaluation and PPE training, as well as types of PPE available, must be maintained by the dealership. This includes a certification by the dealership that the hazard evaluation was done, by whom and when, as well as certification by the employees that the training was completed in relation to the hazard evaluation. Certifications should be kept current with changes in hazardous conditions, required PPE, new types of PPE, and new employees.

Note: For additional information on respiratory protection, please see that section in the manual.