

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5014

FSH Memorandum
No. 385-20

24 Aug 98

Safety
Personal Protective Equipment Program

1. PURPOSE.

a. To prescribe the polices, procedures, and responsibilities in the selection, use, and training associated with Personal Protective Equipment (PPE) and to ensure that the correct PPE is selected for the required protection.

b. To comply with the Occupational Safety and Health Administration's regulation as promulgated under 29 CFR §1910, subpart I.

2. POLICY. The policy at U.S. Army Medical Department Center and School and Fort Sam Houston is to provide a safe and healthful workplace for all employees. To fulfill this requirement, all recognized safety and health hazards will be eliminated or controlled as quickly as possible and as discussed in Fort Sam Houston Regulation 385-10, Occupational Safety and Health Program.

a. The hierarchy of controls is as follows: engineering controls, administrative controls, and PPE. The PPE will only be used when engineering and administrative controls are not possible, while awaiting engineering controls, for short term non-routine operations and for emergencies.

b. A hazard assessment/job hazard analysis will be performed to determine which hazards should be controlled by the use of PPE.

c. The selection of the proper PPE will be based on the hazard assessment/job hazard analysis.

d. All employees using PPE will be trained in its use, limitations, inspection, and care.

e. All PPE used on Fort Sam Houston (FSH) will be approved by the appropriate standard setting organization such as the American National Standards Institute (ANSI), the National Institute for Occupational Safety and Health (NIOSH), or the

Department of Army/Department of Defense for military unique items.

f. All required PPE will be furnished by the employer at no cost to the employee.

3. REFERENCES. Required publications and forms are listed in appendix A.

4. PPE-EXAMPLES. A non-inclusive list of PPE is provided at appendix B for guidance.

5. RESPONSIBILITIES.

a. The Installation Safety Office (ISO) will:

- (1) Assist in the conduct of the hazard assessment/job hazard analysis.
- (2) Assist in the selection of the proper PPE.
- (3) Assist in the training on the selection and use of the PPE.
- (4) Conduct periodic audits of PPE use and training within organizational elements.
- (5) Conduct an annual review of the PPE program.

b. The Installation Medical Authority (IMA) will:

- (1) Maintain liaison with the ISO.
- (2) Assist in the conduct of the hazard assessment/job hazard analysis, as appropriate.
- (3) Conduct air sampling, noise monitoring, and other work place assessments, as appropriate.
- (4) Assist in the selection of the proper PPE.
- (5) Assist in the training on the selection and use of the PPE, as appropriate.
- (6) Provide medical surveillance, as appropriate.

c. Commanders and chiefs of subordinate or tenant organizations will:

- (1) Direct the conduct of hazard assessments/job hazard analysis of all operations.
- (2) Provide funding and training for the required and proper PPE.
- (3) Direct the organization's Collateral Duty Safety Officer to conduct periodic inspections of the PPE.

d. First-line supervisors will:

- (1) Conduct hazard assessments/job hazard analysis of all operations. Fort Sam Houston Regulation 385-10 (paragraph 9c(1) and appendix B of this memorandum).
- (2) Attempt to eliminate the hazard through engineering or administrative controls.
- (3) Select and provide approved PPE that will provide the necessary protection from the hazards identified in the hazard assessments/job hazard analysis. Assistance/guidance is available from the ISO.
- (4) Train subordinate employees on the use, limitations, and inspection of the PPE and document the training on FSH Form 98-E, Occupational Safety and Health Training Record.

(5) Certify, in writing on FSH Form 98-E, that a hazard assessment/job hazard analysis has been conducted, the PPE selected is correct based on the potential hazards, and that training has been provided.

(6) Consideration must be given to "environmental extremes" such as hot or cold weather. For example, skull caps used with in extreme cold with hard hats or helmet liners, and sweat bands used in hot weather. Additionally, it must be noted that PPE is generally hot and uncomfortable; therefore, plan work accordingly.

e. Employees will:

(1) Wear and maintain the appropriate PPE as required.

(2) Conduct the required inspections of the PPE and report damages and/or replacement needs to the supervisors.

(3) Attend the classes on the proper wear, use, and inspection of the PPE.

The proponent of this memorandum is the Directorate of Public Safety. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Medical Department Center and School and Fort Sam Houston, ATTN: MCGA-DPS, Fort Sam Houston, TX 78234-5014.

FOR THE COMMANDER:

/S/
MICHAEL F. MERRILL
Director of Information
Management

