



TOWN OF ROCKY HILL:
2024 Personal Protective Equipment Program

PURPOSE:

The purpose of this program is to protect the employees of the Town of Rocky Hill from occupational hazards within the workplace by providing the proper personal protective equipment (PPE). Engineering and administrative controls shall be used as the primary controls for protecting employees. When additional protection is necessary, appropriate PPE shall be worn. This program includes PPE for eye, face, head, foot, and hand protection. If respirators and/or hearing protection are necessary, their use will be covered by departmental Respiratory Protection Programs and the Town's Hearing Conservation Program, respectively.

RESPONSIBILITY:

Department Directors will be responsible for coordinating this program and ensuring that:

1. Hazard assessments are conducted.
2. Appropriate PPE is assigned.
3. Affected employees receive training.
4. Documentation is maintained.

Department supervisors should inform their respective Department Director of changes in PPE requirements when there have been new procedures/processes identified that require different PPE. Department supervisors should also consult with their respective Department Director prior to purchasing any new PPE.

PPE HAZARD ASSESSMENTS:

Each job/task performed will be assessed to determine what eye, face, head, foot, and hand hazards, if any, are presented; and the proper PPE that should be worn. The assessments will include observation of the following sources of hazards:

1. Impact/Collision: Flying particulate, falling or dropped materials, unsecured materials, low overhead clearance, vehicular activity, moving machine parts.
2. Penetration: Sharp objects, cutting tools, power and impact tools, sharp edges, animal or insect hazards, breakable materials.
3. Compression: round or tubular materials, stacked materials, vehicular activity, falling or dropped materials.
4. Chemical: Irritants, carcinogens, splashing, burns, flammable materials.
5. Temperature Extremes: Burns, sparks, splashes from molten materials.
6. Harmful Dust: Compressed air usage, grinding, chipping, polishing, sanding, cutting, blasting.
7. Light Radiation: Welding, cutting, brazing, lasers, furnaces, lasers, high glare, high intensity light.

The PPE Hazard Assessment Certification shall be completed for each job/task and will serve as certification that a hazard assessment has been performed. The person conducting the hazard assessment will also survey jobs that are non-routine or periodic. In some cases, these

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assessments may not be completed until the jobs are scheduled. Hazard assessments will be updated/evaluated whenever conditions or procedures change.

CERTIFICATION OF PPE HAZARD ASSESSMENT:

Employers are required to evaluate hazards in the workplace to determine if PPE is required. The employer must also certify, in writing, that a hazard assessment has been conducted. Appendix A can be used to assist with the hazard assessment.

APPENDIX A – Certification of PPE Hazard Assessment

APPENDIX B – CIRMA Bulletin re: Tick Bites and Employer Responsibilities

APPENDIX C – CAES Fact Sheet re: The Prevention of Tick Bite and Tick-Borne Disease

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APPENDIX A - CERTIFICATION OF PPE HAZARD ASSESSMENT

This certifies that the workplace has been evaluated for hazards to determine if personal protective equipment (PPE) is required.

Work Location/Department _____ Equipment/Task _____

BODY PART	TYPES OF HAZARDS	PPE REQUIRED (Check all that apply)
Eyes / Face	<input type="checkbox"/> Dust <input type="checkbox"/> Projectiles <input type="checkbox"/> Twigs, stray objects <input type="checkbox"/> Chemicals <input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Intense Light <input type="checkbox"/> Other: _____	<input type="checkbox"/> Safety glasses with side shields <input type="checkbox"/> Splash proof goggles <input type="checkbox"/> Face shield <input type="checkbox"/> Filter lenses <input type="checkbox"/> Other: _____
Head	<input type="checkbox"/> Falling objects <input type="checkbox"/> Fixed objects <input type="checkbox"/> Electrical shock <input type="checkbox"/> Hair entanglement <input type="checkbox"/> Other: _____	<input type="checkbox"/> Hard hat <input type="checkbox"/> Hair net <input type="checkbox"/> Soft cap <input type="checkbox"/> Other: _____
Hands	<input type="checkbox"/> Tools <input type="checkbox"/> Chemicals <input type="checkbox"/> Splinters <input type="checkbox"/> Poison ivy <input type="checkbox"/> Sharp objects <input type="checkbox"/> Extreme heat or cold <input type="checkbox"/> Blood <input type="checkbox"/> Other: _____	<input type="checkbox"/> Canvas gloves <input type="checkbox"/> Chemical resistant gloves <input type="checkbox"/> Nitrile gloves <input type="checkbox"/> Food prep gloves <input type="checkbox"/> Cut-resistant gloves <input type="checkbox"/> Heat resistant gloves <input type="checkbox"/> Cryogenic gloves <input type="checkbox"/> Other: _____
Feet / Legs	<input type="checkbox"/> Impact <input type="checkbox"/> Falling or rolling objects <input type="checkbox"/> Sharp objects <input type="checkbox"/> Slippery or wet surfaces <input type="checkbox"/> Chemical <input type="checkbox"/> Extreme heat or cold <input type="checkbox"/> Other: _____	<input type="checkbox"/> Closed toe shoe <input type="checkbox"/> Closed toe boot <input type="checkbox"/> Safety toe shoe <input type="checkbox"/> Safety toe boot <input type="checkbox"/> Chemical resistant overboot <input type="checkbox"/> Slip resistant closed toe shoe <input type="checkbox"/> Other: _____
Body	<input type="checkbox"/> Chemical splash / dust <input type="checkbox"/> Chemical dust <input type="checkbox"/> Sharp objects <input type="checkbox"/> Scalding liquids <input type="checkbox"/> Heat / Cold <input type="checkbox"/> Abrasion <input type="checkbox"/> Radiation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Long-sleeve shirt <input type="checkbox"/> Long pants <input type="checkbox"/> Kevlar chaps <input type="checkbox"/> Cotton coverall <input type="checkbox"/> Fire resistant coverall <input type="checkbox"/> Tyvek coverall <input type="checkbox"/> Chemical resistant coverall <input type="checkbox"/> Other: _____

Name of Person Certifying Evaluation

Title

Signature

Date



Tick Bites and Employer Responsibilities Bulletin

In Connecticut, thousands of public sector employees in outdoor work places experience daily casual exposures to the risk of tick bites. Tick bites are a recognized hazard by the Department of Public Health (DPH) and Conn-OSHA; employers must try to create an environment that is hazard free ([OSHA Sec. 31-370a](#)).

Each employer is required by OSHA to assess the workplace to determine if hazards are present or likely to be present and would require engineering, administrative, or other controls, such as personal protective equipment (PPE). The employer would then need to maintain documentation indicating that the assessment has been done. This is typically illustrated through a Job Hazard Assessment (JHA). Those employees who have been identified as having an exposure to ticks must then receive training from their employers on the following information:

- 1) Areas where ticks can be located / CT land development
- 2) OSHA Duties / Citation understanding
- 3) Disease exposures / Transmission process
- 4) Tick Checks and tick removal
- 5) Employer-issued PPE / Repellants

Identify

To help identify and mitigate risk of tick bite exposures by staff in their outdoor work areas, towns should review their Job Hazard Assessments (JHA). A section of the JHA should address tick-related Personal Protective Equipment (PPE), in accordance with OSHA standard *29 CFR 1910.132(a)*.

Recommendations of body protection may include:

- Light colored long sleeve shirt.
- Light colored long pants, light colored coveralls are best.
- Socks tucked into pant legs offer the best protection, or pants bloused, strapped, taped over long socks without any exposed skin.
- Use employer selected repellents labeled for ticks having a minimum of 25% to 30% or greater DEET.
- Permethrin treated work cloths provide excellent protection.
- Cover hair with a hat.

A sample JHA for tick bites is included on the next page of this document for reference. However, for further questions and concerns regarding this process, please contact your dedicated CIRMA Risk Management Consultant.

Job Task Name: Preventing Tick Exposures & Tick Borne Diseases (TBDs)

Analysis Type:

Work Area(s):

Hazard Risk Rating:

JHA Performed By:

Next Review Date:

Task Description: Road side work zones, tree work, brush work, landscaping, grounds keeping, sanitation worker street side pickups, brush firefighting, police K-9 units, police apprehensions, police and EMS search and rescue in woodlands and brush.

Task Step	Step Description	Hazard Classification	Hazard Description	Hazard Controls	Required PPE
1	<p>Tick Bourne diseases are endemic throughout Connecticut. Based on worksite location, determine the possibility of ticks.</p> <p>Example worksite conditions:</p> <ul style="list-style-type: none"> • leaf litter • high grasses • woodland and grassland (ecotones) • streams • rivers • swamps • unmanaged outdoor landscape 	Biological	<ul style="list-style-type: none"> • Communicable Disease transmission. • Tick Bites can transmit a variety of pathogens. Some can be debilitating and life threatening. 	<ul style="list-style-type: none"> • Review NOISH recommendations on preventing Lyme disease and other TBDs. • Wear long and light colored pants-no blue jeans or dark colors. (Excluding police) • Shirt tucked into pants or wear coveralls. • Use approved tick repellants. Keep a copy of product Safety Data Sheet (SDS). • Permethrin based tick repellent is recommended (excluding bunker gear). • Use lint rollers to roll down the body when entering and exiting a work area. • Carefully remove any imbedded tick as you were trained and save for testing. Report tick bites. • Monitor health for signs and symptoms of TBDs. 	<p>Full Length Sleeve, head cover, hat, bandana, white socks over light colored pants, repellants, and lint roller.</p> <p><u>Notes:</u></p> <ul style="list-style-type: none"> • Police Uniform and dark colored clothing - focus on other elements of tick bite prevention such as repellants, lint rollers, and tick based checks. • Firefighters cannot use repellants - focus more on other elements of tick bite prevention.

Training

With any risk management initiative, proper training should be conducted on any provided PPE or policy. These procedures included in the town's tick policy may include:

- Inspection process and self-checks (before workday / end of workday)

- Removal of ticks
- Incident reporting, including need for immediate medical assistance and claims notification, and accident review.
- Proper use of PPE

Next Steps and Resources

CIRMA Risk Management can provide assistance in reviewing the town department's JHA's and tick policy. For further requests for information on this topic, please contact your CIRMA Risk Management Consultant or visit the State of Connecticut website to review up to date research studies conducted by the Department of Entomology/Center for Vector Biology and Zoonotic Diseases.

- [The Prevention of Tick Bite and Tick-Borne Disease: Tick Checks and Use of Insect Repellent](#)
- [CAES Tick Brochure](#)
- [Tick FAQ](#)