

INSTRUCTIONS

SERVICE AND REPAIR PPE HAZARD ASSESSMENT

NEII[®] FORM SC01

OVERVIEW

Personal Protective Equipment (PPE) is designed to aid in the protection against work and environmental hazards that cannot be eliminated. The Occupational Health and Safety Administration requires employers to conduct a "hazard assessment" for each job performed at the workplace. The survey results can serve as the basis for establishing PPE requirements for all similar jobs.

In 1997, the National Elevator Industries, Inc. Safety Committee developed the Service and Repair Job Hazard Analysis Form to help the industry facilitate compliance with the OSHA regulations specified above. The Service and Repair Job Hazard Analysis Form (*NEII*[®] SC01) has been renamed the Service and Repair PPE Hazard Assessment and should be utilized in conjunction with the Elevator Industry Field Employees' Safety Handbook, and is intended to help your company comply with the OSHA PPE Standard.

DEFINITION

PPE is defined as:

Protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices and protective shields and barriers.

All equipment shall be company approved and designed for the work to be performed. All PPE equipment must be used and maintained in a sanitary and reliable condition. These provisions apply to all field personnel, management personnel and visitors.

FOOT AND LEG PROTECTION

All footwear must meet industry and company requirements and protect the worker from falling, rolling or sharp objects, wet slippery surfaces and potential electrical hazards. Work shoes should be sturdy and have an impact-resistant toe.

Leggings protect the lower leg and feet from welding sparks. Safety snaps allow them to be

removed quickly. Knee guards may be required if the worker is exposed to extended kneeling.

HEAD PROTECTION

OSHA regulations mandate that all workers wear protective helmets in areas where there is a possible danger of head injury from impact, falling or flying objects, or electrical shock and burns.

Each worker is required to comply with both industry and company standards on when, where and how to fit and wear hard hats. Hard hats must comply with the "American National Standards Safety Requirements for Industrial Head Protection," ANSI Z89.1-2009, 2003, or 1997 which must be marked on the helmet's shell.

HEARING PROTECTION

OSHA has established permissible noise levels and duration of exposure for workers. When noise levels or exposure cannot be reduced to below the permissible noise level, ear protection devices must be provided and worn.

To be effective, the device used must be properly fitted. Some earplugs are disposable and should be discarded after one use. Non-disposable earplugs should be cleaned after each use.

EYE AND FACE PROTECTION

Eye and face protective equipment shall be provided when there is a potential for injury from flying particles, liquid chemicals, gases, electrical shock/arc, and radiant energy. Companies are required to provide a type of eye protection suitable for the work to be performed.

Eye and face protection can include goggles, glasses and face shields. Eye protection devices must comply with Industry and company standards.

RESPIRATORY PROTECTION

The company shall provide appropriate respiratory devices, where required. They are to

INSTRUCTIONS

SERVICE AND REPAIR PPE HAZARD ASSESSMENT

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be used by all affected workers in accordance with the company's respiratory program.

All respiratory devices must be approved by the Department of Health and Human Services National Institute for Occupational Safety and Health for the contaminant or situation to which the worker is exposed.

PERSONAL FALL ARREST SYSTEM

The company will provide each worker an appropriate personal fall arrest system to be used, where required. Safety harnesses, lifelines, and shock absorbing lanyards are to be used when guardrails and safety nets are not available or feasible, and there is a fall exposure over 6 feet.

HAND PROTECTION

If there is a potential for cuts, abrasions, burns and skin contact with chemicals, gloves, suitable for the hazard, shall be worn.

OSHA REGULATIONS

A job hazard assessment for PPE is required by 29 CFR Subpart I, Section 1910.132 through 138. Additional PPE requirements can be located in 29 CFR Subpart E, Section 1926.95 through 107 and other regulations such as Subpart G, K and M. The Service and Repair PPE Hazard Assessment establishes the minimum PPE requirements for Elevator Industry personnel performing service and repair work.

COMPETENT PERSON

OSHA requires that the company analyze specific PPE requirements for workers on each job or project. A competent person (superintendent, field engineer, mechanic or mechanic-in-charge) must review the job prior to start up to identify additional hazards. A PPE Hazard Assessment is required to be completed by a competent person, which is:

a person who is capable of identifying existing and predictable hazards in the surroundings

or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

ASSESSING WORKPLACE HAZARDS

The employer must assess the workplace hazards to determine where PPE is required. Use of the Service and Repair PPE Hazard Assessment Form (*NEII*[®] SC01) is recommended to help the elevator company comply with OSHA regulations. The assessment process is outlined as follows:

- A competent person should conduct a hazard assessment to identify hazards which require PPE and/or to verify the PPE used by the worker is sufficient. This should be noted and documented as written certification of the assessment.
- Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
- Issue and train each employee on the use and care of the required PPE and insure that each employee has properly fitted PPE.
- Appropriate equipment should be issued to the employee prior to start up or at new hire orientation by the employer. [see Elevator Industry Field Employee Safety Handbook.] The employee may be required to provide some PPE.

TRAINING

OSHA requires the company to provide training to each employee who is required to have PPE and to know:

- when PPE is necessary;
- what PPE is necessary;

INSTRUCTIONS

SERVICE AND REPAIR PPE HAZARD ASSESSMENT

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- how to properly wear, fit, adjust, and remove PPE;
- the limitations of the PPE; and
- the proper care, maintenance, useful life and disposal of the PPE.

If the company has reason to believe the trained worker does not have the understanding and skill required by the company to use the PPE, the company should remove the worker from the job until the worker is adequately trained.

Each company is required to certify that each worker has been trained or retrained if there is a job assignment change which presents a new hazard or, the need for retraining is identified. Documentation on the date, type of training and worker's name should be retained as documentation.

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