

**Administrative Procedures for Policy #1500.7 (Administration)  
Regarding Safety and Health  
Provision and Use of Personal Protective Equipment for Employees**

- I. Definitions
  - A. Personal protective equipment – According to the Occupational Safety and Health Administration (OSHA), personal protective equipment, or PPE, is designed to protect employees from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Besides face shields, safety glasses, hard hats, and safety shoes, PPE includes a variety of devices and garments such as goggles, coveralls, gloves, vests, earplugs, and respirators.
- II. CCPS will provide personal protective equipment as required by state and federal law (PPE standards are in Title 29 of the Code of Federal Regulations, Part 1910 (General Industry) and Part 1926 (Construction), and as supplemented by Maryland Occupational Safety and Health (MOSH) under Title 5 of the Labor and Employment Article of the Annotated Code of Maryland.
- III. Employee use of personal protective equipment
  - A. Procedure 1500.3 Regarding Safety in Curricular and Extracurricular Programs provides guidance regarding employee use of personal protective equipment in curricular and extracurricular areas, including Technology Education, Science, Career Technology Education, NJ ROTC, Art, Drama and Stagecraft, and Athletics.
  - B. The Director of School Facilities or his/her designee shall:
    1. Determine which employees and under what circumstances employees will wear personal protective equipment;
    2. Select the appropriate required personal protective equipment and ensure that it is purchased and available for employee use;
    3. Ensure that all personal protective equipment is appropriately maintained;
    4. Ensure that employees are adequately trained in the effective use of appropriate personal protective equipment;
    5. Ensure that employees agree to properly wear the personal protective equipment provided and whenever their duties require;
    6. Monitor, when feasible, those employees while in the performance of their jobs to ensure that all required personal protective equipment is worn as recommended; and
    7. Review the ongoing effectiveness of the process above.
  - C. Employees of Calvert County Public Schools shall:

1. Be responsible for wearing the personal protective equipment provided by the Department of School Facilities in order to ensure their personal safety while in the performance of their duties;
2. In order to avoid collateral injury, advise those in the general area of the work to be performed to either don personal protective equipment or to remove themselves to a safe distance;
3. Notify their immediate supervisor of any required personal protective equipment of which only they would have knowledge due to licensing or certification;
4. In the event that special or job specific personal protective equipment is required, request the additional equipment or notify their immediate supervisor and prior to performing the task at hand;
5. Inspect their PPE to ensure it is in proper working order and request replacement through their immediate supervisor should it be found to be in improper working order or was lost or stolen; and
6. Perform their job in conformance with established safety standards including the use and wearing of required personal protective equipment.

D. Violations of such safety standards will be treated under CCPS Policy #1750 Regarding Employee Discipline.

IV. Note: Students' use of personal protective equipment

V. Procedure 1500.3 Regarding Safety in Curricular and Extracurricular Programs provides guidance regarding student use of personal protective in curricular and extracurricular areas, including Technology Education, Science, Career Technology Education, NJ ROTC, Art, Drama and Stagecraft, and Athletics.