



Policy and Procedure

Policy Name:	Personal Protective Equipment for Standard Precautions		
Effective Date:		Revision Date:	
Department(s)/Site(s):			
Document Owners:			
Approved By:			
Relevant Law/Standard:	California Department of Health Care Services under Title 22, California Code of Regulations, Section 53230. (Requires the review and certification of Primary Care Practitioner (PCP) sites.) Department of Health Care Services (DHCS) All Plan Letter 20-006, Site Reviews: Facility Site Review and Medical Record Review		

Purpose:

Personnel must be able to identify and locate Personal Protective Equipment (PPE) for Standard Precaution in the case of emergencies or to provide members with protective equipment to prevent the spread of potentially infectious materials or organisms.

Definition:

Personal protective equipment is special equipment you wear to create a barrier between you and germs. This barrier reduces the chance of touching, being exposed to, and spreading germs.

Policy:

PPE for protection against blood borne pathogen hazards is available on site and includes: water repelling gloves; clothing barrier/gown; face/eye protection (e.g., goggles/face shield); and respiratory infection protection (e.g., mask). It does not include general work clothes (e.g., uniforms, cloth lab coats) that permit liquid to soak through. General work clothes are appropriate only if blood/OPIM does not penetrate through employee’s work clothes, undergarments, skin, eyes, mouth, or other mucous membranes under NORMAL conditions of use.

Procedure:

I. General

- A. PPE will be provided and used in the following circumstances:
 - Where it has been determined that adequate engineering, and/or administrative controls do not reduce exposure potential to a safe level.

- Where development or installation of engineering controls are pending.
- Where it has been determined that PPE is necessary to protect the health and safety of employees.
- During short term, non-routine operations for which engineering controls are not practical.
- During emergency situations such as spills, ventilation malfunctions, damage control, activities, etc.

III. Employees shall:

- A. Use PPE in accordance with instructions and training received.
- B. Care for their personal protective equipment properly and guard against damage and contamination.
- C. Report PPE malfunctions or problems to supervisory personnel.

IV. Storage of PPE

- A. PPE shall be properly stored to protect against environmental conditions that might reduce the effectiveness of the equipment or result in contamination during storage. PPE having a shelf-life limitation shall be checked periodically to ensure compliance with the expiration date.

PPE	Location
Water repelling gloves	
Clothing barrier/gown	
Face/eye protection (e.g. goggles/face shield)	
Respiratory infection protection (e.g. masks)	

V. Maintenance of PPE

- A. PPE, including employee-owned PPE, shall be maintained in a sanitary and serviceable condition. PPE requiring specialized servicing as specified by the manufacturer shall be serviced by qualified personnel.
- B. PPE issued for exclusive use by an individual employee shall be visually inspected for defects or wear by the employee before each use. Such PPE shall be inspected frequently by the supervisor to ensure its serviceability.
- C. PPE subject to use by more than one individual, such as visitor's PPE or PPE used only occasionally, shall be cleaned and disinfected by the last individual to use it, before being made available for use by subsequent personnel. Where disinfection of PPE is not applicable (i.e., thermal gloves, leather gloves, etc.), it is recommended to wash hands or use hand sanitizer before and after use.
- D. PPE intended for emergency use shall be cleaned, disinfected, and placed in an operable condition after each use by the last individual to use it. Such equipment shall be inspected monthly to ensure its serviceable condition. Records shall be kept of these inspections.

First Name Last Name – Title

Date

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