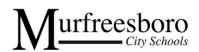


ADMINISTRATIVE DIRECTIVE

Administrative Directive Title: Personal Protective Equipment	AD Number: 3.201.3	Adopted: June 2007 Former Descriptor: BO11
Policy References: Board Policy 3.201 – Safety	Revised: 2/11; 2/14; 9/18; 11/24	

- 1 This procedure outlines the proper use and maintenance of Personal Protective Equipment (PPE)
- 2 in compliance with the Tennessee Occupational Safety and Health Administration (TOSHA)
- 3 standards to ensure the safety and health of all employees. This procedure applies to all employees
- 4 who are required to wear PPE as part of their duties, including those in instructional, maintenance,
- 5 custodial, and other relevant roles.
- 6 Supervisors are responsible for conducting hazard assessments to identify the need for PPE in
- 5 specific tasks or environments. PPE may include items such as gloves, safety goggles, face shields,
- 8 respirators, hearing protection, and safety footwear. The school district will provide employees
- 9 with the necessary PPE at no cost, ensuring that it meets TOSHA standards for safety and
- 10 effectiveness.
- 11 Employees are required to wear the assigned PPE whenever performing tasks that require it or
- when working in designated PPE-required areas. PPE must be used as instructed and in accordance
- with training provided. Employees are responsible for inspecting PPE before each use and
- reporting any damage or wear to their supervisor. Defective or damaged PPE should not be used
- and must be replaced immediately. PPE must be cleaned, maintained, and stored according to the
- manufacturer's instructions to ensure it remains effective. Employees must store PPE in a
- designated area to prevent damage or contamination.
- All employees required to use PPE will receive training on the proper selection, use, maintenance,
- and limitations of the equipment. Training will also cover recognizing hazards and understanding
- when PPE is necessary.
- 21 Any employee who fails to wear or maintain required PPE may be subject to corrective action in
- accordance with the school district's safety policies.
- 23 Employees are required to sign an acknowledgment form upon receiving their assigned PPE. This
- 24 form will confirm that the employee has received the equipment, understands its use, and has been
- 25 trained in its application. A copy of the acknowledgment form will be maintained in the
- 26 employee's personnel file, and the original will be kept by the employee for reference.

Legal References
Tennessee Occupational Safety and Health Act of 1972 (TOSHA)



Personal Protective Equipment **Acknowledgment of Receipt Form**

I, (Employee Name), acknowledge that I have received the following Personal Protective Equipment (PPE) for my assigned duties:				
PPE Item	Quantity	Date Issued		
By signing below, I confirm that: 1. Receipt of PPE:				
 I have received all necessary PPE for my p condition. I understand that it is my responsibility to a all training and instructions for its correct 	use this PPE wher			
 Training: I have been trained on the proper selection accordance with TOSHA standards. I understand the specific hazards associated PPE to protect my health and safety. 				
 Maintenance and Reporting: I am responsible for inspecting my PPE becondition. I will immediately report any damage, defeated and I understand that I must not use defect 	ects, or issues with			
 4. Compliance with Administrative Directive 3.2 I have read and understand Administrative requirements for Personal Protective Equithin the organization. I understand that it is my responsibility policies, and failure to comply with these 	tive Directive 3. Juipment and ass to adhere to the	sociated safety procedures directive and any related		
I am aware that failure to properly use or maintain the or illness, and may lead to corrective or disciplinary r I recognize that I play a critical role in ensuring my oven vironment by following all PPE guidelines and directions.	neasures, up to an	nd including termination.		
Employee Signature:		Date:		

Supervisor Signature: ______ Date: _____