

**Marshall Municipal Utilities**  
**HAND AND ARM PROTECTION POLICY**  
Effective August 1, 2018

**Purpose**

To establish a program that will provide the necessary equipment for hand and arm protection and ensure its use.

**Objective**

1. Reduce the possibility and probability of injuries by minimizing the risk of injuries to the hands and arms by requiring chemical and/or Kevlar lined gloves in indentified risk areas utilizing a pre-job hazard assessment.
2. Encourage employees to wear hand and arm protective equipment even where the hazard is minimal.
3. Assure that appropriate protection is worn.

**Procedure**

Gloves shall be worn by employees when their hands are exposed to hazards listed below. A hazard assessment shall be performed before each task to determine the need and type of hand protection. Protective equipment as required in the following section may be obtained through the warehouse. Each supervisor shall be responsible for the availability and use of the proper hand protective devices by his/her employees. Employees provided with hand protection are responsible for its maintenance and proper use. Protective equipment that is worn by more than one employee must be maintained in a clean, sanitary condition.

**Protection**

The governing factor on the wearing of hand protection is the danger or potential of hand injuries from, but not limited to, skin absorption from harmful substances, severe cuts or lacerations, severe abrasions, punctures, sprays or splashes of hot or corrosive materials or chemicals, and harmful temperature extremes. When the risk of injury includes the arm, protective sleeves may be appropriate. Office environments and break rooms are excluded only when no hazard is present.

Listed below are common situations that require protection:

1. Using tools or materials that might scrape, bruise, or cut the hands and/or arms such as grinding, sanding, sawing, hammering, material handling, etc.
2. Handling chemicals that might irritate skin or coming into contact with blood or other body fluids, such as pouring, mixing, cleaning, and painting operations.
3. Tasks that involve exposure to human waste or sewage.
4. Work procedures that require employees to place their hands near extreme temperatures such as welding operations.
5. Handling recyclable materials including glass or plastic containers, aluminum cans, paper and cardboard, etc.
6. Work procedures that require employees to place their hands near exposed electrical wiring or components such as building maintenance, utility work, construction, wiring, arc or resistance welding. **(Note: The requirements established in this policy shall be followed in conjunction with the *MMU insulating rubber gloves and sleeves policy*).**

The above operations are to be considered basic areas in which hand and/or arm protection is required. Other operations may require the wearing of additional hand and/or arm protective equipment.