



# Personal Protective Equipment (PPE) Safety Program

ENVIRONMENTAL HEALTH & SAFETY



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## Personal Protective Equipment (PPE) Safety Program

### A. Introduction And Purpose

To protect University Employees who work in areas where physical hazards or the potential for physical hazards exist. In certain job classifications there might be Personal Protective Equipment (PPE) needed to protect the Employees while performing various duties. The Program also provides direction to Departments, Supervisors, and Employees about their responsibilities in the selection, use, care and disposal of PPE.

### B. Background Information

The Oregon Occupational & Safety Health Administration (OR-OSHA) 1910.132 and American National Standards Institute (ANSI) standards require protection for the head, eyes, ears, skin, feet, hands, respiratory system, and/or body, etc. under certain hazardous working conditions.

### C. Policy

This is a general PPE policy to reinforce the need to protect Employees from known hazards in the workplace and to outline the process for accomplishing this. Wearing Personal Protective Equipment does not eliminate the hazardous condition through engineering and/or administrative control strategies. A general rule to follow is "use of Personal Protective Equipment (PPE) is required when there is a reasonable probability that injury or illness can be prevented by such equipment."

Reasonable engineering controls, such as increased ventilation, better guarding or soundproofing, etc. are preferable to PPE. When Employees are required to wear PPE, the cost of that equipment will be considered a Department expense.

Once the PPE Hazard Assessments are completed the only time they will need to be updated is if there is a change in the job duties that require a modification in the PPE being used by the Employee exposed to the possible new hazards. At that time the PPE Hazard Assessment will be updated to reflect those changes and the Employees retrained on changes in PPE for the job.

### D. Personal Protective Equipment Hazard Assessment

PPE and devices should be required only when it is impossible or impractical to eliminate a hazard or control it at its source through engineering design. If it is not possible or feasible to eliminate hazardous conditions, PPE will be used to establish a barrier between the exposed Employee and the hazard to reduce the probability and severity of an injury.



OR-OSHA requires PPE Hazard Assessments of workplace jobs to help identify individual job related hazards. PPE Hazard Assessment Forms for each job are being developed and reviewed by Departments in conjunction with the Environmental Safety and Health (EHS) Office.

These PPE Hazard Assessment Forms will be reviewed by the Supervisor and train the Employee prior to the beginning of any new job task to determine the appropriate use of PPE. The correct PPE will be available at each Department through each Supervisor.

## **E. Responsibilities**

- 1. Department** – Departments will be responsible for:
  - a. Carrying out the PPE Program elements in accordance with this written document, along with job specific elements.
  - b. For funding PPE Program expenses, including obtaining the proper PPE needed for each job duty with hazard exposures according to the PPE Hazard Assessments.
  - c. Will be supportive in helping the Supervisors collaborate with EHS to develop and review PPE Hazard Assessments as needed.
- 2. Environmental Health and Safety** – EHS will be responsible for review and administration of the PPE Safety Program guidelines.
- 3. Supervisor** – Supervisors involved with Employee and Student/Temporary Employee PPE will be responsible for:
  - a. Identifying Employees who have job duties that historically require PPE.
  - b. Providing PPE training to Employees for job duties with known hazards.
  - c. Maintaining Employees' job-specific PPE training records.
  - d. Ensuring Employees are aware of and following this written PPE Program and job-specific training.
  - e. Enforce the proper use of PPE by Employees, Students, and Visitors.
  - f. Work with EHS to develop the PPE Hazard Assessments for various jobs in the Department.
  - g. Regularly assessing Employees' job duties for previously unidentified hazards and work with EHS in evaluating the need for a change in the PPE type and/or use.
- 4. Employee** – Employees using required job related PPE will be responsible for:
  - a. Following the UO's Written PPE Program.
  - b. Adhering to PPE training procedures.
  - c. Properly wearing and using required PPE.
  - d. Reporting defective PPE.



- e. Reporting an unidentified hazard to your Supervisor that might call for changes in the PPE being used.

## **F. Personal Protective Equipment Policy**

PPE and clothing provided by the Department are the property of the University. All items that are issued are only for use by Employees for work-related purposes. They are not to be sold or transferred to third parties. Upon the end of the PPE and clothing life-cycle or employment termination, all items must be returned to the Supervisor.

Follow the required PPE and clothing procurement procedures of the individual Departments. Supervisors are responsible for keeping clothing and PPE equipment records.

Required PPE is provided at no cost to the Employee. Some additional PPE or other necessary clothing will be provided as needed for each Employee. Specific policies relating to job specific PPE are outlined in each Department's PPE procedures.

### **1. Footwear**

Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or from object piercing the sole, and where employee's feet are exposed to electrical hazards. In line with the OR-OSHA PPE standard, the following examples of trades required to wear safety shoes or boots during normal performance of job duties include:

- a. Stores Personnel
- b. Carpenters
- c. Electricians
- d. Equipment Repair Shop
- e. Plumbers
- f. Mechanics (Pipe Fitters, Steam Fitters, Welders, Sheet Metal Workers, HVAC Technicians)
- g. Trades Maintenance
- h. Exterior Maintenance & selected Grounds Workers
- i. Laborers, Heavy Equipment Operators & selected Shop Personnel

Other trades or specific tasks may be assessed by a Supervisor and EHS to also require protective footwear.

### **2. Eye**

OR- OSHA requires that appropriate eye protection be provided to and worn by Employees whose jobs expose them to eye injury hazard exposures that include flying



particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation, etc.

The minimal acceptable form of eye protection is safety glasses that meet ANSI standard Z87.1-1989 "American National Standard Practice for Occupational and Educational Eye and Face Protection".

Different styles of eye protection are available in the Department where it is required. Visitors will be required to use safety glasses and be provided at the entrance to locations requiring their use by the Department of those areas.

Appropriate eyewear shall be worn in locations when machinery is in operation. For specific tasks or areas that safety glasses are required please refer to the PPE Hazard Assessment Forms for those locations. In some cases more than one type of eye protection are required to be worn at the same time in a layered manner, such as a face shield over safety glasses/goggles while grinding.

Prescription safety glasses are available to those Employees who are unable to perform their work in a safe and efficient manner using over-the-glasses style. Prescription safety glasses must have permanently affixed side shields and also meet the ANSI standard Z87.1-1989.

According to the OR-OSHA PPE standard, each affected Employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design or wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription or protective lenses.

### **3. Respiratory**

Employees will use appropriate respiratory protection when adequate ventilation or substitution with non-toxic chemicals, etc., is not possible or feasible.

EHS is responsible for managing this type of PPE under the UO's Respiratory Protection Program. A Supervisor will recommend the Employee's need for a respirator to perform specific job duties based on the history of the job's PPE requirements.

Upon enrollment in the Respiratory Protection Program, the Employee will receive an OR-OSHA code required medical questionnaire to fill out. The confidential questionnaire will be evaluated by a physician and may include a physical examination by the



evaluating physician to determine the Employee's physical capability of wearing respiratory protection equipment.

Upon passing the medical evaluation, a respirator will be assigned to the Employee. EHS will conduct fit testing and provide training on its proper use and maintenance prior to the Employee performing job duties.

#### **4. Head**

OR-OSHA requires that Employees wear a protective head gear (hard hat) when working in areas where there is a potential for injury to the head from falling objects or when there is a potential for injury to the head where there are low overhead hazards or surfaces.

The requirement also mandates that a hard hat designed to reduce electrical shock hazard be worn by each affected Employee when there is danger of head injury from shock, burns and electrical explosion. The hard hat shall be made of non-melting Flame Resistant (FR) material.

Protective helmets shall comply with ANSI Z89.1-1986, *American National Standard for Personal Protection - Protective Head Gear*.

#### **5. Hand**

OR-OSHA requires that Employees use appropriate hand protection when Employee's hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; harmful temperature extremes, etc.

#### **6. Gloves**

A wide variety of gloves that should be adequate for most job hazard tasks will be available from the Department and Supervisor. Proper glove selection to be based on the job PPE Hazard Assessment.

#### **7. Coveralls**

A basic set of coveralls for Employees who work in extremely dirty and hazardous conditions will be available and authorized by the Supervisor.

**8. Rain Gear**

Quality rain gear will be available through the appropriate Department. Rain gear will be provided by the Supervisor to Employees who are required to work outside in inclement weather as a regular and substantial part of their job.

**9. Hearing**

Hearing protection will be available and worn in those areas previously designated as requiring this type of PPE. In some areas there might be a requirement to wear double protection, e.g. ear plugs and ear muffs.

Baseline and annual audiometric testing will be performed for employees with Time Weighted Average exposures that exceed 85 dBA. The costs for hearing protection devices and the testing will be at the Department's expense.

**10. Other PPE**

Other PPE such as face shields, fall protection, Flame Resistant (FR) clothing, etc. will be made available as needed or required to safely perform job duties, as determined by the PPE Hazard Assessment. These will be discussed at a time before any job duties are started.

**G. Students and Temporary Employees**

The Department is to provide PPE supplies and Supervisors train on all appropriate PPE for Student and Temporary Employees according to the jobs being performed and hazards present. These Employees who accept additional clothing as listed above are expected to regularly wear this clothing for work purposes only and comply with Department requirements.

**H. Training:**

Supervisors shall provide job specific PPE training prior to Employees performing any job duties requiring the use of any PPE to ensure that Employees are qualified to use it. Employees shall be trained to know at least the following:

1. When PPE is necessary.
2. What PPE is necessary for the specific job duty hazards.
3. The limitations of the PPE.
4. How to put on and take off (don/doff).



5. How to properly wear and adjust.
6. Proper care and maintenance of PPE.

If there is any question about PPE and how to use it, contact your Supervisor or the EHS department.

#### **I. Personal Protective Equipment Hazard Assessment Form**

A PPE Hazard Assessment Form will be used to document needed PPE to protect the Employees against job duty hazards. Appendix A is a sample form included at the end of this Written Program. EHS will work in conjunction with Supervisors to ensure all jobs at the UO are reviewed and PPE Hazard Assessments are completed. These assessments will be used in training to setup expectations for Employees to follow proper PPE usage.

#### **J. Program Review Documentation**

This PPE Safety Program is not all inclusive to what PPE an Employee might need for job specific duties. Review of this program will be conducted by EHS revisions made as necessary.

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APPENDIX A: PPE JOB ASSESSMENT AND CERTIFICATION
SUMMARY OF TASK HAZARDS AND PPE REQUIRED

Task \_\_\_\_\_ Dept. \_\_\_\_\_
Assessment Conducted By Supervisor/Worker \_\_\_\_\_ Date \_\_\_\_\_

Table with columns: GENERAL CATEGORY, SPECIFIC HAZARDS, COMMENTS, PPE REQUIRED. Rows include categories like Fall, Impact By, Contact With, Overexposure, Caught In, Under Between, Skin Contact, Inhalation, Ingestion, and Chemical/Product Used.

SPECIFIC PPE REQUIRED FOR TASK

Hard Hat / Hearing / Safety Glasses / Goggles / Footwear (type) \_\_\_\_\_ Shields (type) \_\_\_\_\_
Overalls (type) \_\_\_\_\_ Gloves (type) \_\_\_\_\_
Fall Protection (type) \_\_\_\_\_ Respirator (type) \_\_\_\_\_
Other \_\_\_\_\_ Other \_\_\_\_\_