



## Personal Protective Equipment Program

### Purpose & Scope

The purpose of this program is to establish guidelines for Fayetteville State University employees who may encounter workplace hazards that require personal protective equipment (PPE) as prescribed in the Occupational Safety and Health Administration's (OSHA's) PPE Standard – 29 CFR 1910.132. This program applies to all employees that must wear PPE.

### Program Statement

It is the responsibility of Fayetteville State University to protect students, faculty, and staff from anticipated hazards. This program establishes a minimum standard for the use of personal protective equipment within Fayetteville State University to ensure compliance with OSHA standards.

### Definitions

**Eye & Face Protection** – Equipment designed to provide protection to the face and eyes during exposure to such hazards as flying particles, molten metal or sparks, liquid chemicals, acids or caustic liquids, or potentially injurious light radiation (i.e. lasers, welding, etc.)

**Foot Protection** – Equipment designed to provide protection to the feet and toes during exposure to such hazards as falling or rolling objects, chemical or liquid exposures, piercing objects through the sole or uppers, and/or where the employee's feet are exposed to electrical hazards.

**Hand Protection** – Equipment designed to provide protection to the hands during exposures to potential hazards such as sharp objects, abrasive surfaces, temperature extremes, and chemical contact.

**Hazard Assessment** – The process used to identify hazards in the workplace and to select the appropriate personal protective equipment to guard against potential hazards (see Hazard Assessment Guidelines at the end of this program).

**Head Protection** – Equipment designed to provide protection to the head during exposure to potential hazards such as falling objects, striking against low hanging objects, or electrical hazards.

**Personal Protective Equipment** – Any devices or clothing worn by the worker to protect against workplace hazards. Examples include respirators, gloves, chemical splash goggles, safety glasses, lab coats, etc.

**Projectiles** – Flying objects such as large chips, fragments, particles, sand, and dirt. Activities that produce these hazards include chipping, grinding, masonry work, woodworking, sawing, drilling, chiseling, riveting, and sanding.

## Roles & Responsibilities

**EHS Officer/Professional** is responsible for the following:

- Ensures that a written program is in place
- Reviews the program periodically and monitors to ensure compliance with this program
- Coordinates training for applicable employees on personal protective equipment
- Oversees the effectiveness of the program
- Conducts or assists with periodic job hazard assessments as needed
- Provides technical assistance on proper care, use, selection, maintenance, and disposal of PPE
- Ensures that employees receive appropriate training and that training is documented

**Manager/Supervisor** is responsible for the following:

- Ensures that employees comply with the guidelines established by this program
- Ensures that designated employees complete required training prior to wearing PPE
- Conducts or assisting with periodic job hazard assessments
- Provides appropriate PPE as determined by the hazard assessment
- Shows employees how to wear, don, and doff provided PPE
- Notifies the EHS Officer / Professional when new hazards are introduced that may impact PPE requirements

**Employees** are responsible for the following:

- Complies with this program
- Completes required training
- Appropriately uses, maintains, and disposes of PPE
- Notifies the supervisor/manager of concerns or problems with assigned PPE

**Contractors** are responsible for the following:

- All contractors hired at FSU shall have their own written PPE program that fulfills all regulatory requirements or follow the guidance in this program

## Implementation

### Job Hazard Analysis

JHA's are conducted in cooperation with the department supervisor/manager to identify employee health & safety training needs, engineering and administrative controls, and proper selection of PPE.

- The JHA is designed to aid in the selection of appropriate PPE and to mitigate hazards that may arise during certain assigned tasks.
- Individual employee needs are taken into account in the JHA
- JHA's are documented and identified as a certification of hazard assessment.
- Results from the JHA are communicated to affected individuals.

## **PPE Selection**

Consideration is given to comfort and fit of PPE in relation to the assigned task to ensure that the PPE is effective and will be used properly. Required PPE is provided; employees do not procure their own PPE unless they want to, and it is approved by EHS. PPE meets the appropriate industry standards:

- Eye and face protection must comply with ANSI Z87.1-2010
- Head protection must comply with ANSI Z89.1-2009
- Foot protection must comply with ANSI Z41-1999
- No industry standard is available for hand protection. However, selection must be based on performance characteristics of the hand protection in relation to the associated tasks and hazards. Glove selection guides are available from glove vendor websites.

## **Cleaning and Maintenance**

Users are responsible for cleaning and maintaining PPE. PPE is inspected, cleaned, and maintained at regular intervals to ensure adequate protection and performance. Damaged or compromised PPE is not used. If it cannot be repaired, it must be disposed of in an appropriate manner, normally the trash. PPE that cannot be decontaminated is disposed of as follows:

- PPE that is contaminated with a hazardous chemical is disposed of in the appropriate chemical waste container.
- PPE that is contaminated with radioactive material is disposed of in a solid waste container designated for that radioactive material.
- PPE that is contaminated with biological materials is disposed of in the appropriate biohazard waste container.

## **Eye and Face Protection**

Protective eyewear is required in areas where potential eye hazards exist. These hazards include but are not limited to projectiles, chemicals, light radiation, and biological hazards.

- Safety glasses with side protection that meets the current ANSI Z87.1 standard are the minimal allowable eye protection when protecting the eye from flying fragments, particles, and objects. Safety glasses that meet the ANSI standard will have 'Z87' stamped on the frame of the glasses.
- Persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear.
- If there is potential for an eye splash, it is required to wear goggles or a face shield over safety glasses.
- Face shields must be worn in operations where the entire face needs protection. Face shields provide added protection against flying particles, metal sparks, and chemical and biological splash hazards. Face shields are not primary eye protection and can only be used in conjunction with safety glasses or goggles.
- Eye protection fitted with appropriate filter lenses is required when injurious light radiation exists, such as laser or ultraviolet (UV) light.
- The following are activities which require eye or face protection as applicable:
  - Working in a laboratory area when a potential eye hazard exists.

- Working with hazardous chemicals such as flammables, corrosives, or other toxic compounds.
- Working in areas where projectile hazards are present.
- Working in areas where welding, torch soldering, cutting, and brazing operations are performed.
- Performing work in areas, such as air handling units, which contain a UV light source.
- Working in areas that have been designated as “Eye Protection Required”.

FSU will pay for Rx safety glasses (1per / fiscal year) if purchased from Dept of Corrections for all eligible employees. Employees are responsible for eye exam and fitting.

### **Hand Protection**

Hand protection is required to be worn in areas where potential hand hazards exist. These hazards include but are not limited to chemical agents, biological agents, radioisotopes, objects that can cause lacerations or abrasions, and extreme temperatures.

- Selection of appropriate gloves is based on performance characteristics, conditions of use, and duration of use.
- Glove materials must be appropriate for protection from the identified hazard.
- Guidance for glove selection is available from the EHS Officer / Professional and from the glove vendor’s website.
- Gloves are replaced when damaged or contaminated.
- Employees must develop practices that reduce the potential for contamination during glove removal.

### **Head Protection**

Employees are required to use head protection when there is a risk of impact hazards from falling or fixed objects, penetration from impact hazards, or exposure to live electrical conductors. Head protection must meet the current ANSI Z89.1 Standards.

### **Foot Protection**

- Open toe shoes are prohibited while working in or entering a laboratory, maintenance shop, or other hazardous area.
- Safety shoes or boots must meet the current ASTM F2413-05 or ANSI Z41 standard and are required when:
  - Carrying or handling materials, objects, parts or heavy tools, which if dropped, could injure the feet.
  - Performing work where materials or equipment could potentially roll over the feet.
- Safety shoes or boots with puncture-resistant soles are required when puncture hazards are present.
- Rubber boots are required if the feet will contact chemical or biological hazards or a wet working environment.
- Safety shoes with special non-conductive and insulating soles are required when electrical hazards are present.

FSU will pay for safety shoes (1per / fiscal year) via a voucher (\$125 value) system to a local vendor (Fayetteville Footwear) for all eligible employees. If the employee wishes to purchase it through a different vendor, they must pay the entire balance up front wait for reimbursement.

## Protective Clothing

Protective clothing is worn to prevent injury from biological hazards, hazardous chemicals, electrical hazards, radioactive material, heat, sparks, impact, and cut hazards.

- Protective clothing types include but are not limited to coveralls, aprons, flame-resistant clothing, and laboratory coats.
- Protective clothing cannot be worn outside of the work area.
- Protective clothing that is chemically or biologically contaminated cannot be worn in other work areas.
- Protective clothing must be worn as designed

## Information & Training

PPE training is provided to all employees who may encounter workplace hazards that require PPE. At a minimum, training shall be given upon initial assignment, when changes in the workplace or available PPE render previous training obsolete, when inadequacies in the employee's knowledge or behavior indicate a need for retraining, or as required by regulatory guidelines. The training includes the following information:

- a) The requirements of OSHA Standard 29 CFR 1910.132;
- b) When PPE is necessary;
- c) What PPE is necessary;
- d) Where PPE is stored;
- e) How to properly don, doff, adjust, and wear PPE; (**Provided by supervisors**)
- f) Limitations of PPE;
- g) Useful life, proper care, maintenance, and disposal of PPE.

## Recordkeeping

The **EHS Officer / Professional** will:

- Provide PPE training and be responsible for maintaining training records. Records will include names of the individuals trained, type of training, date of training, and name of the trainer.
- Conduct Job Hazard Analyses and be responsible for maintaining records of those analyses. Records include the identity of the workplace or activity evaluated, the name of the person(s) certifying that the evaluation has been performed, and the date(s) of the JHA.

## Annual Review

The Personal Protective Program will be reviewed by the **EHS Officer / Professional**. The annual review will include current training and any documents associated with this program. When new tasks, procedures, and/or positions are added or modified/revised which affect PPE, the Personal Protective Program will be updated immediately to reflect these changes.