



<b>Policy Title:</b>	<b>Personal Protective Equipment</b>
<b>Policy Number:</b>	UNIV-417
<b>Revision Date:</b>	October 2021
<b>Policies Superseded:</b>	1864; FINA-700
<b>Policy Management Area(s):</b>	Environmental Health and Safety

**SUMMARY:**

The Occupational Safety and Health Administration (OSHA) requires Personal Protective Equipment (PPE) to be provided, used, and maintained in a sanitary and reliable condition wherever hazards of processes or chemical and radiological hazards, or mechanical processes are encountered in a manner capable of causing injury or illness through absorption, inhalation, or physical contact. Engineering controls that control the hazard can be used to eliminate of job duty hazards, and are preferred over the use of PPE. Departments are responsible for ensuring the adequacy of the equipment and ensuring that it is properly maintained, even in those cases where employees provide their own PPE. Employees must be properly trained in the use and maintenance of the assigned equipment.

**POLICY:**

**I. PERSONAL PROTECTIVE EQUIPMENT**

- A. Application - Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields or barriers, will be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical processes encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.
- B. Employee-Owned Equipment - Where employees provide their own protective equipment, the University will be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment
- C. Design - All personal protective equipment will meet the most current American National Standards Institute (ANSI) Standard or other listed OSHA performance standard and be of a safe design and construction for the work to be performed.
- D. Hazard Assessment and Equipment Selection

1. Each department or division will assess their work place to determine if job duty hazards to employees are present, or are likely to be present, which necessitate the use of engineering controls or PPE. If such hazards are present, or likely to be present, the University will:
  - a. Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment;
  - b. Communicate selection decisions to each affected employee; and
  - c. Select PPE that properly fits each affected employee.
  - d. Ensure the affected employee is properly trained in the use and maintenance of the equipment.
  - e. Ensure damaged or defective PPE will not be used.
  - f. Replace PPE when it is damaged or does not provide the proper protection from work place hazards.
2. The University will verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, and a statement that identifies the document as a certification of hazard assessment.
3. The EHS Department is available to assist in the assessments of work place and job duty hazards and maintains a listing of the most common hazards and the required PPE. This list is available at: <http://www.coastal.edu/ehs/requiredoshatrainings/> and use the Job Matrix flowchart to determine your assigned PPE.

#### E. Training

1. Each affected employee required to use PPE must receive training on how to properly wear assigned PPE, what types of PPE provide protection against the hazards identified during the assessment, when PPE must be used, the proper care and useful life of PPE and proper disposal of damaged PPE. The department or division must certify that employees have received and understood this training. Training assistance is available through EHS.
2. Each affected employee will demonstrate an understanding of the assigned PPE, and the ability to use the PPE properly, before being allowed to perform work requiring the use of PPE.
3. When the employer has reason to believe that any affected employee who has already been trained does not have the knowledge, understanding and skill required to properly use the assigned PPE, the department/division will retrain each such affected employee.

Circumstances where retraining is required include, but are not limited to: situations where changes in the workplace render previous training obsolete, changes in the types of PPE to be used render previous training obsolete, inadequacies in an affected employee's knowledge or understanding of the use of assigned PPE.

4. Each department/division will verify that each affected employee has received and understood the required training through documentation that contains the name of each employee trained, the date(s) of training, and the subject of the training.

F. Types of Personal Protective Equipment:

1. Eye and Face Protection - Appropriate eye and face protection, such as safety glasses, goggles, and face shields, must be used to protect against the hazards associated with flying particles, molten metal, liquid chemicals, acids and caustic liquids, chemical gases and vapors, or potentially injurious light (laser) radiation.
2. Head Protection - A protective helmet (hard hat) must be worn when working in areas where there is the potential for injury from falling objects or exposed energized electrical conductors that could contact the head.
3. Foot Protection - Protective footwear must be worn in areas where there is the potential for foot injuries from falling or rolling objects, from objects piercing the sole, or from exposed energized electrical conductors that could contact the feet.
4. Hand Protection - Hand protection must be worn to protect against hazards of skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, or harmful temperature extremes.
5. Respiratory Protection - Respiratory protection may be used to protect against inhalation hazards when engineering and administrative controls are not feasible or adequate. Contact the EHS Department for further assistance.

G. Roles and Responsibilities

1. Department/Division:
  - a. Conduct workplace hazard assessment
  - b. Select PPE appropriate to the hazard identified during the assessment
  - c. Provide PPE to employees
  - d. Assure affected employees are trained in elements of PPE use
  - e. Maintain certifications of hazard assessment and training
  - f. Provide, at no cost to the affected employee, all appropriate and assigned PPE
2. Supervisors:
  - a. Ensure employees understand training on appropriate assigned PPE
  - b. Ensure employees use assigned PPE when required or needed
3. EHS:
  - a. Provide assistance in conducting a workplace hazard assessment
  - b. Provide assistance in PPE selection
  - c. Provide assistance in developing and providing employee training
  - d. Conduct periodic audits of PPE programs

4. Individual affected employees:
  - a. Attend appropriate training for assigned PPE
  - b. Completely understand the proper use and limitations of assigned PPE
  - c. Use care and properly maintain assigned PPE
  - d. Notify supervision for replacement of damaged assigned PPE
  - e. Use assigned PPE when required or necessary.
  
- H. For More Information:
  1. Contact the EHS Department at 843-349-2770.
  2. Sample forms for the completion and certification of the hazard assessment and training are available through EHS.
  3. A Personal Protective Equipment Self-Audit Checklist is available through EHS.
  4. A copy of OSHA's regulation, Personal Protective Equipment, 29 CFR 1910 Subpart I at <http://www.osha.gov>