

ARKANSAS TECH UNIVERSITY HEALTH & SAFETY POLICY

- DATE:** March 9, 2022
- SUBJECT:** Personal Protective Equipment (PPE) Policy
- PURPOSE:** The purpose of this policy is to provide guidelines on the use of personal protective equipment that when use will help protect employees from illness or injury.
- SCOPE:** This policy applies to all employees of Arkansas Tech University and Facilities Management

RESPONSIBILITY: The Occupational Safety Coordinator (OSC) shall be responsible for ensuring that this policy remains current in accordance with State and Federal guidelines and industry “best practices”. The OSC shall also be responsible for ensuring that training on the proper use and care of PPE is provided. Department supervisors shall be responsible for ensuring that employees are properly trained on the use and care of PPE. Employees shall be responsible to use and care for assigned PPE correctly and to immediately notify their supervisor or the OSC when their PPE is no longer functional.

The following PPE will be worn whenever the work conditions or situation warrants:

- A. **Safety Glasses:** Approved Z.87 safety glasses with rigid side shields will be worn at all times when there is a possibility of a foreign object(s) getting into the eye. Face shields are to be worn in addition to safety glasses when grinding, chipping, or similar activities. Tinted (sunglasses) lenses are not permitted inside dark or enclosed buildings. Employees wearing standard prescription glasses must wear prescription safety glasses with appropriate rigid side shields or if not wearing prescription safety glasses must wear “over-the-glass” type eye protection.

NOTE: Employees who wear prescription glasses should consult the “Prescription Eye Wear Policy”.

ARKANSAS TECH UNIVERSITY HEALTH & SAFETY POLICY

- B. **Hard Hats:** Hardhats meeting the requirements of ANSI Z89.1-1969 and Z89.1-1971 (for electricians) shall be utilized and unaltered. Hardhats are required when working in areas where there is a possible danger of head injury from impact, falling objects, or from electrical shock and burns. Hardhats will be worn correctly with webbing and bills facing forward. Hard hats will be free of all stickers that would potentially hide defects. See exceptions for those operations that require welding hoods. Hardhats shall be inspected daily and replaced when defects are apparent.
- C. **Proper Clothing:** Each employee must arrive at the work site ready to work and clothed appropriately. (Tank tops, sleeveless shirts, shorts, etc.) Those wearing such clothing will be removed from site and may be sent home to change.
- D. **Footwear:** Shoes must completely cover the foot with no open toes or backs. Shoes must also have skid resistant soles.
- E. **Vests:** Reflective orange or lime-green vests must be worn at all times when working within fifty feet of any road or driveway utilized by passing vehicles.
- F. **Work Gloves:** Gloves are required when handling materials. For proper glove selection, review the appropriate MSDS or contact your supervisor. Leather work gloves are recommended while performing rebar or concrete related tasks.
- G. **Respiratory Protection:** When cutting or grinding concrete materials or cleaning in enclosed environments, masks equal to NIOSH N-95 should be worn for protection. All other areas or operations will be evaluated by project supervision. If respirators are required for employees to perform assigned work, additional training is required. See your supervisor.
- H. **Hearing Protection:** Use hearing protection in high-noise areas, and at times when use of elevated voice is required. Hearing protection is required when operating lawn mowers, weed eaters, grinders, air tools, jackhammers, hammer drills, powder-actuated tools, cut-off saws, and similar tools. Hearing protection will also be required when working inside any chiller room.

ARKANSAS TECH UNIVERSITY
HEALTH & SAFETY POLICY

- I. **Live/Energized Work:** NFPA 70E requirements for Arc Flash must be utilized for all energized electrical work. Prior to working on any live/energized electrical systems, all required NFPA 70E Personal Protective Equipment (PPE) must be utilized. A Safe Plan of Action must be developed and maintained by the competent person. Only skilled employees will be permitted to work on live/energized equipment and only after being coordinated with the Assistant Director, Facilities Management and the OSC.

Ross Duncan, Occupational Safety Coordinator

Brian Lasey, Director, Office of Facilities Management