PERSONAL PROTECTIVE EQUIPMENT

13.0
The purpose of this program is to ensure that, where applicable, the appropriate and necessary personal protective equipment (PPE) is selected and provided to employees to protect from illness or injury.

Personal protective equipment such as protective clothing, respiratory devices (respirators), shields, and barriers shall be used to protect against chemical, radiological, biological, or mechanical hazards and irritants capable of causing injury or impairment through absorption, inhalation, or physical contact. It is the policy of Arkansas Tech University that personal protective equipment be provided, used, and maintained in a sanitary and reliable condition.

This policy implements the personal protective equipment (PPE) requirements of the Occupational Safety and Health Administration (OSHA) regulations, 29 CFR 1910.132 - 29 CFR 1910.140. This policy applies to ALL employees of the Facilities Management Group at Arkansas Tech University.

PPE shall comply with appropriate ANSI standards, when standards exist.

13.1 ASSIGNMENT OF RESPONSIBILITIES

A. The Supervisors shall be responsible to ensure that employees in their departments are properly trained on the use and care of their PPE. Each employee shall be trained to know at least the following:

1. When PPE is necessary
2. What PPE is necessary
3. How to properly adjust and wear the PPE
4. The limitations of the PPE
5. The proper care, maintenance, and disposal of the PPE

Supervisors shall also be responsible for performing a hazard assessment and determining the hazards that are present or likely to be present on special job assignments. The Supervisor shall do the following:

1. Select the types of PPE that the affected employee will use for the hazards identified in the hazard assessment
2. Communicate selection decisions to each affected employee
3. Ensure every affected employee knows how to use their PPE correctly before performing their work task
4. Ensure every affected employee uses the required PPE when performing tasks identified in the hazard assessment that require the use of PPE
5. Prevent the use of PPE that is defective or damaged. Defective or damaged PPE must be replaced
6. Never assign a task for which PPE is required but not available

*(REFER TO APPENDIX G-1: PPE HAZARD ASSESSMENT FORM)*

C.

Employees shall be responsible for the following pertaining to PPE:

1. Never perform a task for which PPE is required but not available
2. To use and care for their assigned PPE correctly
3. Never use PPE that is defective or damaged. Immediately notify the Occupational Safety Coordinator and/or your Supervisor if your PPE is no longer functional
4. Be subject to disciplinary action for failure to abide by the Facilities Management Group's personal protective equipment policy
5. Each affected employee must demonstrate an understanding of the training provided, and the ability to use the PPE properly, before performing any work requiring the use of PPE

D.

The Occupational Safety Coordinator shall be responsible for the following pertaining to PPE:

1. To ensure the policy remains current in accordance with Local, State, and Federal guidelines and industry “best practices.”
2. To ensure that training on the proper use and care of the PPE is provided
3. To verify that each affected employee has received and understood the required training through a written certification that must contain the name of each employee trained, the date(s) of training, and identify the subject of certification if applicable to that PPE. Examples would be special PPE requirements such as electrical, respiratory, welding, etc.
4. Provide PPE (obtain, purchase, rent, etc.)
5. Test employee understanding
6. Enforce the requirements
13.2 SPECIFIC PROTECTION GUIDELINES

A. EYE AND FACE PROTECTION

Safety glasses, goggles, and prescription eye wear must meet the ANSI Z.87 standard.

Each affected employee shall:

1. Use appropriate eye and face protection equipment when performing a work task that will expose the worker to hazards from flying objects or particles, molten metal, fumes, chemical liquids, gases, vapors, dusts, acids, caustics, and other potentially injurious chemical or physical hazards. Eye protection is required for any work task that is overhead & above eye level.
2. Use appropriate eye protection equipment with filter lenses that have a shade number appropriate for the work being performed when exposed to an eye hazard from potentially injurious light radiation, welding, or other hot work activities.
3. When wearing prescription lenses, wear eye protection that incorporates the prescription in its design such as prescription safety glasses or wear eye protection that can be worn over the prescription lenses.
4. Face shields are to be worn in addition to safety glasses when grinding, chipping, or similar activities. Face shields are also required for any kind of pressure washing or any work task that will result in a high splash factor.
5. Dark tinted lenses are not permitted inside dark or enclosed buildings. Indoor/outdoor and clear are the only acceptable lenses permitted indoors.

(REFER TO APPENDIX G-2: EYE/ FACE PROTECTION SPECIFICS)

B. HEAD PROTECTION

Hard hats and helmets must meet the ANSI Z.89.1-1969 and ANSI Z.89.1-1971 (for electrical) standards.

Each affected employee shall:

1. Wear protective helmets when working in areas where there is a potential for injury to the head from falling objects or “bump” hazards, impact or electrical shock and burns.
2. Hard hats shall be worn correctly at all times with webbing and bills facing forward.
3. Hard hats shall be inspected daily and replaced when defects are apparent.
C. HAND PROTECTION

Each affected employee shall:

1. Wear the appropriate gloves for hand protection when the hands are exposed to hazards from severe cuts, lacerations, abrasions or punctures, chemical or thermal burns, harmful temperature extremes, and skin absorption of harmful substances.
2. Employees shall base the selection of hand protection on the hazards of the task(s) to be performed, conditions present, duration of use.
3. Cut resistant gloves shall be worn when the hands are exposed to hazards from cuts, lacerations, or abrasions such as box knives, scrapers, and sharp tools used for landscaping, or putty knives.
4. Leather gloves shall be worn when performing work tasks that involve concrete, rebar, handling of metal, such as sheet metal or tin, or fencing of any kind.
5. Protective gloves should be inspected before each use to ensure that they are not torn, punctured or made ineffective in any way.

(REFER TO APPENDIX G-3: HAND PROTECTION SELECTION SPECIFICS)

D. HEARING PROTECTION

Each affected employee shall:

1. Wear appropriate hearing protection in environments where noise levels equal or exceed the OSHA Occupational Noise Exposure Standard (29 CFR 1910.95) 8-hour time weighted average (TWA) of 85 dBA.
2. Wear hearing protection when operating grinders, air tools, jackhammers, hammer drills, power-actuated tools, cut-off saws, hedge trimmers, weed eaters, lawn mowers of any kind, backpack blowers, leaf blowers, backpack vacuums, and similar equipment.
3. Wear hearing protection when working inside any chiller/mechanical room and inside the power plant when noise levels are high.

E. PROPER CLOTHING

Each affected employee shall:

1. Arrive on the work site clothed appropriately for their work tasks.
2. Arrive on the work site in the uniform that is provided to the employee by the Facilities Management Group administration.
3. Tank tops, sleeveless shirts, cut-offs and/or shorts (unless specifically approved by the Facilities Management Group administration) are prohibited.
4. Understand that wearing inappropriate clothing to the work site can result in the employee being sent home without pay.

**F. FOOTWEAR**

Each affected employee shall:

1. Wear protective footwear when working in areas where there is danger of objects falling on or rolling across the foot, piercing the sole, and where the feet are exposed to electrical or chemical hazards.
2. Wear shoes that completely cover the foot with no open toes or open heels. Shoes such as flip flops, crocs, or sandals of any kind are prohibited except for administrative office staff whose job does not require entry into shops or work areas.
3. Wear footwear related to their specific work tasks such as electrical, etc. Any employee dealing with electrical volts must be in footwear that meets the ANSI Z41 standard for electrical hazards (EH).
4. Footwear should be slip resistant. Footwear that is puncture proof, chemical resistant, or waterproof will provide an extra layer of protection.

**G. VESTS**

Each affected employee shall:

1. Wear a reflective vest at all times when working within 50 feet of any road, driveway, or high traffic area that is utilized by passing vehicles.

**H. RESPIRATORY PROTECTION**

Any employee that requires a special respirator MUST receive additional/ specialized training before being allowed to wear the respirator.

Each affected employee shall:

1. Wear the appropriate respirator for the work task when the employee may breathe air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors.
2. Wear an N-95 dust mask when cutting or grinding on concrete materials, cleaning in enclosed environments, or for situations where there is an ample amount of dust or fine particles.
3. Not perform any job with a respirator above an N-95 dust mask without notifying the Supervisor and the Occupational Safety Coordinator prior to beginning the work.
4. Wear the appropriate respirator when work tasks will involve exposure to crystalline silica dust from grinding, cutting, chipping, jack hammering, mixing, drilling, sawing, sand blasting, or crushing sand, stone, rock, concrete, brick, block, or mortar.

(REFER TO RESPIRATORY PROTECTION (14.0) FOR SPECIFIC DETAILS)

I. FIRE RETARDANT/ARC FLASH CLOTHING

(REFER TO THE ELECTRICAL & LOCKOUT/TAGOUT POLICIES (29.0 & 30.0) FOR SPECIFIC DETAILS)

**NOTE** Institutional Services Assistant employees please refer to APPENDIX G-4 for a detailed description of ISA personal protective equipment requirements.

**NOTE** Lands and Grounds employees please refer to APPENDIX G-5 for a detailed description of your departments personal protective equipment requirements.