

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

September 2004

1.0 OBJECTIVE

To clearly specify how Personal Protective Equipment (PPE) is to be selected and used by the employees of West Chester University of Pennsylvania (WCU) for employee protection against the chemical, biological, radiological and physical hazards present in their work environments and to meet the requirements of regulatory standards.

2.0 SCOPE

This program covers the use and selection of some elements of personal protective equipment that may be required in addition to standard work clothing.

A health hazard assessment is required to establish the necessity for wearing PPE. Environmental Health and Safety will oversee and/or provide consulting assistance to the University Department Managers in completing a health hazard assessment during the development of the task's Job Safety Analysis (JSA). A Health Hazard Assessment has been provided in Appendix A to assist departments in completing the hazard assessment.

The Department Manager completing the assessment will identify the workplaces that have been evaluated, the dates of the hazard assessment(s) and sign (certify) the document. If it is determined that a need for PPE exists, the type of PPE used will be based upon the hazards of the task and the work environment of the site. The PPE selected for the task will be listed in the JSA.

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ATTACHMENTS

Appendix A Personal Protection Equipment Program Health Hazard Assessment

3.0 GENERAL REQUIREMENTS

- 3.1 This program covers the use of any Personal Protective Equipment used to protect the wearer from bodily contact with physical, biological, and chemical hazards present in the work place. This equipment may include:

- 3.1.1 Eye and face protection – WCU will ensure employees wear safety glasses with side-shields, goggles, and/or face shields when employees will be working in areas that expose them to hazards such as flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potential injurious light radiation.
- 3.1.2 Foot protection – WCU will ensure that employees wear protective footwear when working where falling, rolling or sharp objects pose a danger of foot injuries and where employees’ feet are exposed to electrical hazards.
- 3.1.3 Head Protection – WCU will provide and ensure that employees wear protective helmets, when working in areas where there may be falling objects. Employees must also wear helmets that reduce the hazard of electrical shock when working near exposed electrical conductors which could contact the head.
- 3.1.4 Respiratory protection – WCU will provide and ensure that employees wear the appropriate respiratory protection when employees may be exposed to harmful dusts, fogs, fumes, gases, mists, smokes, sprays and vapors.
- 3.1.5 Hearing protection – WCU will provide and ensure that employees wear the appropriate hearing protection when noise levels in various workplaces exceed 90 dBA.
- 3.1.6 Hand protection – WCU will provide and ensure that employees wear hand protection in order for the employees to protect their hands from hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns and harmful temperatures.
- 3.1.7 Protective clothing - WCU will provide and ensure employees wear protective clothing, including gloves and garments designed to protect against hazards such as harmful dusts and chemicals.

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- 3.2 It shall be the policy of the university to utilize appropriate engineering controls whenever available to reduce the potential for exposure to hazards present in the work place which would require the use of PPE. PPE shall be used in addition to or in place of, such engineering controls whenever reduction of hazards to safe levels cannot be accomplished.
- 3.3 Within WCU, this program shall be administered by the Director of Environmental Health and Safety, who shall be responsible for the management of this program.
- 3.4 Selection of Personal Protective Equipment:
- 3.4.1 The Environmental Health and Safety Department will be responsible for the selection of proper PPE, utilizing guidelines set forth in this PPE Program, and shall make that selection based upon the hazards to which the employees are likely to be exposed. Selection will also be based on the equipment's protective properties related to the specific conditions of the environment in which it will be used.
- 3.4.2 The selected Personal Protective Equipment will conform to the appropriate OSHA, NIOSH, MSHA and ANSI standards.
- 3.4.3 Every University Department Manager will be responsible for maintaining an adequate inventory of PPE including a variety of sizes and brands to provide for proper fit.
- 3.4.4 The University Department Managers must have the appropriate equipment readily available and provide it as necessary to their WCU personnel. The manager will not distribute defective or damaged personal protective equipment.
- 3.4.5 Should hazards be found which would preclude the use of the Personal Protective Equipment available at the work site, or should

employees or subcontractors not be trained, fitted or medically approved to use the protection available at the work site, employees shall not be permitted to enter the work site.

3.4.6 When WCU hires a subcontractor to perform activities known or suspected to contain health hazards which may require the use of Personal Protective Equipment, the Project Manager, shall have the responsibility for notifying subcontractors of site conditions, in order for them to properly equip themselves to perform work on site. The Project Manager will be responsible for enforcing this paragraph on site.

3.5 Employee Training

3.5.1 University Department Managers will be provided training on PPE in addition to receiving direction on how to complete the Health Hazard Assessment. Managers will ensure that their employees who are required to use Personal Protective Equipment will successfully complete a Personal Protective Equipment Training Program that shall include, but not be limited to the following topics:

- 3.5.1.1 The contents of this PERSONAL PROTECTIVE EQUIPMENT PROGRAM.
- 3.5.1.2 Hazards potentially present at work sites and their relationship to the type of PPE to be used, stressing that the selection of PPE is based upon the hazards present.
- 3.5.1.3 Various types of PPE available and their use and limitations. Explanation of degradation, penetration, and permeation as routes of chemical entry into protective clothing.
- 3.5.1.4 Inspection procedures prior to and during use.
- 3.5.1.5 Proper decontamination and disposal, or proper cleaning and post-use inspection.
- 3.5.1.6 Maintenance and storage.

- 3.5.1.7 Proper fitting, donning and doffing procedures.
- 3.5.1.8 Limitations during temperature extremes, including facts and symptoms of heat and cold induced medical emergencies.

Note: The Department Manager must forward copies of training attendance sheets to the Environmental Health and Safety Department for recordkeeping purposes.

3.6 Maintenance

- 3.6.1 Personal Protective Equipment will be issued to each affected employee to use to protect the employee from the hazards identified in the hazard assessment. It shall be the responsibility of all employees to properly inspect, clean, store and maintain in good working order all PPE issued to them. Whenever problems or defects are discovered in any of the issued PPE, the employee shall inform their Department Manager of the discrepancy, and the defective PPE shall be returned to the designated area in exchange for PPE in proper working order.
- 3.6.2 The Department Manager shall maintain an adequate stock of PPE and cleaning supplies and insure that such supplies are available to employees.
- 3.6.3 The Department Manager will conduct annual inspection of all PPE issued to employees to ascertain that they are being properly stored, maintained, cleaned, correctly used, and conscientiously worn.
- 3.6.4 The University Safety Committee shall review all aspects of this Personal Protective Program whenever needed, and at least annually, to assure its effectiveness. Changes subject to “conditions of work” will be discussed at the appropriate union’s Meet and Discuss session.

3.6.5 Whenever modifications in PPE needs are required through changes in work scope, equipment changes or modification, revision of federal regulations or standards, or any action that would necessitate a change in any of the contents of this Personal Protective Equipment Program, such changes shall be made, and everyone affected by those changes notified and retrained, if necessary. All such modifications shall be made in writing, and the nature of the modification noted and dated.

APPENDIX A
HEALTH HAZARD ASSESSMENT

**PERSONAL PROTECTIVE EQUIPMENT PROGRAM
HEALTH HAZARD ASSESSMENT**

Department: _____ Task: _____

Supervisor (Print): _____

Supervisor (Signature): _____

Date: _____

I certify that on the above date I performed a hazard assessment of the above task. This document constitutes the certification of that hazard assessment.

Job Questionnaire		Hazardous Activities	Required PPE
Eye and Face Protection			
<input type="checkbox"/>	Do employees perform tasks, or work near employees who perform tasks that might produce airborne dust or flying particles?	Sawing, cutting, drilling, sanding, grinding, hammering, chopping, abrasive blasting, punch press operations	Chemical goggles or safety glasses with side-shields and full face shield.
<input type="checkbox"/>	Do employees perform tasks, or work near employees who perform tasks, that might produce airborne particles?	Pressurized spraying or high speed pressure cleaning	Safety glasses with side shields or safety glasses with side shields covered by a full-face shield.
<input type="checkbox"/>	Do employees handle, or work near employees using hazardous liquid chemicals or encounter blood splashes?	Pouring, mixing, painting, cleaning, battery charging, health care services	Chemical goggles or safety glasses with side shields covered by a full face shield
<input type="checkbox"/>	Are employees' eyes exposed to other potential physical or chemical irritants?	Installing fiberglass insulation, compressed air or gas operating, etc.	Safety glasses with side shields
<input type="checkbox"/>	Are employees exposed to intense light?	Welding, cutting, etc.	Safety glasses worn under appropriate welding helmet, tinted safety glasses with side shield
Foot and Leg Protection			
<input type="checkbox"/>	Can tools, sharp objects, heavy equipment or other heavy objects roll, fall onto, or strike employee's feet?	Construction, plumbing, building maintenance, trenching, utility work, grass cutting, etc.	Metatarsal guards, toe guards, combination foot/toe guard, safety shoes
<input type="checkbox"/>	Do your employees handle or work near employee who handle hazardous chemicals?	Chemical store rooms	Leggings, chemical resistant shoe covers
<input type="checkbox"/>	Do your employees work with or near exposed electrical wiring?	Building maintenance, utility work, construction, wiring, work on or near communications, computers, or other high tech equipment	Safety shoes

Hand and Arm Protection			
<input type="checkbox"/>	Do hands come in contact with tools or materials that might scrape, bruise, or cut?	Grinding, sanding, sawing, hammering, material handling	Metal mesh, leather, canvas, kevlor material, cloth
<input type="checkbox"/>	Are chemicals, blood or other body fluids handled that may contact skin?	Pouring, mixing, painting, cleaning, health care services	Chemical and liquid resistant gloves
<input type="checkbox"/>	Do work procedures require hands and arms near extreme heat or cold?	Welding, baking, cooking, drying, handling cryogenic material	Leather, aluminized aramid fiber
<input type="checkbox"/>	Are hands or arms placed near exposed electrical wiring or components?	Building maintenance, utility work, construction, wiring, work on or near communications computers	Electrical insulating rubber gloves
Head Protection			
<input type="checkbox"/>	Are employees working with any type of equipment or materials overhead of other employees?	Work stations or traffic routes located under catwalks	Hard Hat
<input type="checkbox"/>	Are employees handling or manipulating objects above head level without safety guards installed to protect from falling objects?	Construction, confined space operations, building maintenance, wiring, work on near communications computers or her high tech equipment	Hard Hat
<input type="checkbox"/>	Do employees work in areas with a probability of falling objects?	Construction sites, tree trimming, trenches/excavations	Hard Hat
Hearing Protection			
<input type="checkbox"/>	Are your employees exposed to loud noise from machines, tools, music systems, etc?	Machining, grinding, sanding, pneumatic equipment, generator, ventilation fans, motors, punch and brake presses, etc	Earmuffs or ear plugs
Respiratory Protection			
<input type="checkbox"/>	Are your employees exposed to dusk, mist, vapors, airborne biological diseases?	Machining, grinding, sanding, painting, working with solvents, hazardous chemicals, asbestos, lead	Respiratory protection is required. Contact EHS for additional evaluation.