

 WAKE FOREST UNIVERSITY	SAFETY_007	Revision Date: 11/29/2014
	PERSONAL PROTECTIVE EQUIPMENT	Developed by: Environmental Health & Safety
Effective Date: November 2002		Approved by: Associate Vice President, Strategy and Operations <i>Emily Reese</i> 11/29/14

1. PURPOSE

The Personal Protective Equipment (PPE) Program has been developed to provide the University with the necessary information to identify work situations that require the use of PPE, the proper selection and use of PPE, and documentation of this information. PPE devices are not to be relied on as the only means to provide protection against hazards, but to be used in conjunction with guards, engineering controls, and safe practices. If possible, hazards will be abated through engineering controls with PPE to provide protection against hazards which cannot reasonably be abated.

2. REGULATION

29 CFR Part 1910 Subpart I - Personal Protective Equipment.

3. DEFINITIONS

PPE – Personal Protective Equipment - protective equipment for eyes, face, head, and extremities, protective clothing, and protective shields and barriers

Space Hazard Assessment – WFU procedure to assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment or engineering controls.

4. RESPONSIBILITIES

Environmental Health and Safety (EHS)

Develop Space Hazard Assessment forms, to be completed by Departments, in order to identify hazards that may require the use of PPE.

Review Space Hazard Assessments to ensure compliance with PPE Standard.

Review, and amend as necessary, the PPE Policy.

Conduct training, as required, on the correct use of PPE.

Assist with and supervise selection of PPE based on Space Hazard Assessments and Hazard Communication Program.

Supervisors and Departments

The supervisor shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the supervisor shall:

- 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

- Communicate selection decisions to each affected employee

- Select PPE that properly fits each affected employee.

The supervisor shall verify that the required workplace hazard assessment has been performed through a written certification.

Supervisors and department heads are responsible for ensuring employees PPE is kept clean and properly maintained.

Employee Responsibility

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment.

Employees shall not perform work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

PPE must be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is especially important for eye, face, and ear protection. PPE is to be inspected, cleaned and maintained by employees as part of their normal job duties to ensure adequate protection.

Any employee who does not comply with mandated PPE requirements as determined by either the EHS Office or a supervisor is in violation of this policy and is subject to disciplinary action.

5. PROCEDURE

PPE includes all clothing and work accessories designed to protect employees from workplace hazards. PPE should not be used as a substitute for engineering, work practices, and/or administrative controls to protect employees from workplace hazards. PPE should be used in conjunction with permanent protective measures, such as engineered guards, substitutions of less hazardous chemicals, and prudent work practices.

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall 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 irritants 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.

University employees who currently utilize PPE or have the potential to encounter hazards to the eyes, face, head, feet, hands, or who conduct work involving electrical or fall hazards, as identified during the Space Hazard Assessment of the workplace, will be required to participate in the PPE Program. PPE will be selected and used to protect employees from the hazards and potential hazards that are likely to be encountered. Respiratory protection and hearing protection are covered under separate programs.

6. TRAINING

Environmental Health and Safety will provide overview training during orientation for new employees who will be required to use protective equipment. Supervisors and department heads are to provide training to include:

1. When PPE is necessary.
2. Types of PPE.
3. How to wear assigned PPE.
4. Limitations of PPE.
5. Proper care, maintenance and disposal of assigned PPE.

Training records will be maintained in the EHS.

If EHS or a supervisor has reason to believe an employee does not have the understanding or skill required to properly wear PPE, retraining will be required. Circumstances where retraining is required may include changes in the workplace, changes in the type of PPE being used or newly assigned job responsibilities requiring additional or different PPE.

7. REVISIONS

REVISION	REVISION DATE
Revision- change of signing authority to Associate Vice President, Strategy and Operations and change of EHS Office to EHS.	1/22/2015