

PERSONAL PROTECTIVE EQUIPMENT

A. Introduction:

1. The use of personal protective equipment (PPE) is required in specific work areas for the protection of workers from various occupational hazards. PPE is not a substitute for adequate engineering or administrative controls. PPE typically includes: gloves, coveralls, eye protection, respirators, etc. This chapter covers the selection, care, and use of personal protective equipment at UNE, and applies to all University personnel, contractors, and subcontractors.

2. Employees who fail to wear the appropriate PPE outlined in their job description will be subject to disciplinary action by their Supervisor/Department Head.

3. All required PPE will be provided by the University of New England and no cost to the employee and will be replaced/repared/replenished as needed.

B. Responsibilities:

1. Environmental Health and Safety Department:

- a. Provide job hazard assessment (JHA) when needed to determine what PPE will be used for what tasks.

- b. Provide options for different types of PPE and ensure they work for the specified application.

- c. Work with supervisors and department heads to make sure employees are wearing the equipment properly where required.

- d. Provide training when necessary on PPE.

2. Supervisors and Department Heads:

- a. Notify EHS if a JHA is needed or if a specific job description or task needs to be evaluated for required PPE.

- b. Enforce all PPE rules and regulations for their department.

- c. Make sure all employees attend required training sessions.

- d. Communicate with EHS as needed to make any needed changes for PPE.

3. Employees/Contractors/Students

- a. Adhere to all PPE policies and procedures set forth by EHS.

- b. Attend all required training sessions on PPE.

c. Communicate to Supervisor/Department Head if an evaluation is needed of your job to access the need for PPE.

d. Report to your Supervisor/Department Head if your PPE is defective, if it does not fit, or does not work properly so you can obtain new PPE.

C. Policies, Practices, and Procedures:

1. Job Hazard Assessments: Each department is required to assess the workplace to determine potential hazards that may require protective equipment for the head, eye, face, hand, or foot. Contact EHS for assistance performing the job hazard assessment. Departments, with the assistance of EHS, are responsible for providing affected employees with properly fitted personal protective equipment suitable for protection from these hazards.

2. Gloves:

a. Each department will supply cloth, leather, rubber and other various types of gloves for distribution by choosing the appropriate material for the task being done. Consult EHS for the proper selection of glove materials for hazards involved.

b. Cloth or leather gloves should never be used when handling chemicals in any form.

c. Disposable rubber, latex, and nitrile gloves will be available in all laboratory settings and should be worn whenever handling hazardous or questionable materials. All gloves should be discarded after activities have been completed, before leaving the work area.

3. Face and eye protection:

a. Design, construction, testing and the use of devices for eye and face protection will be in accordance with the American National Standard for Occupational and Educational Eye and Face Protection, Z87 (latest edition).

b. Employees may use their own eye protection, provided it meets ANSI Standard Z87 and is so labeled or provide pertinent documentation. Employee provided PPE must be approved by the Supervisor/Department Head before use.

c. Face shields, welding masks, chemical splash goggles, and non-prescription safety glasses will be provided by departments as needed in designated locations or for designated tasks.

d. The cost of prescription safety eyeglasses, if needed on a regular basis, may be reimbursed at a set rate through individual departments.

e. Signs will be posted in designated eye protection areas.

f. Eye protection will be utilized by all individuals, including contractors, in University facilities and/or operations in which activities take place involving:

- i. Gas or electric arc welding.
- ii. Hot molten metals.
- iii. Heat treating, tempering or kiln filtering of any metal or other material.
- iv. Corrosive, toxic, or explosive material.
- v. Compressed gas.
- vi. UV lights and lasers.
- viii. Chemicals: liquid and/or solid
- ix. Unsealed sources of radioactive material.
- x. Infectious and potentially infectious material.
- xi. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid material.
- xii. Repair or servicing of mechanical equipment which is reasonably anticipated as hazardous to the eye.
- xiii. Any other operation involving mechanical or physical activities that are reasonably anticipated as hazardous to the eye.
- xiv. Employees will wear face shields when exposed to flying particles (except molten metal) exist and will wear safety glasses under face shields (including welding helmets).
- xv. Face shields will be worn when pouring cryogenic or corrosive liquids. Safety glasses or goggles for liquids will be worn under shields.
- xvi. The use of side shield is required whenever eye protection is required.

4. Foot protection:

- a. Safety shoes with composite or steel toes may be supplied for working in areas or tasks where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole and where such employees' feet are exposed to electrical hazards.
- b. Chemical resistant boots: Supervisors will consult with EHS for selection and purchase when required.
- c. Other foot protection (such as booties and shoe covers): Supervisors will consult with EHS for their particular needs.
- d. Closed toed shoes are required in all laboratory settings.

5. Other Protective Clothing: The use of aprons, chemical suits, throw-away suits, and shoe covers, etc. will be evaluated by department supervisors and EHS.

6. Respirators: Respirators will be selected, used, and maintained in accordance with the Respiratory Protection Program in Chapter 6 of the Safety Manual. No employee is to use

respiratory protection until they have been enrolled in the Respiratory Protection Program, have been medically evaluated, trained and fit tested.

7. Hearing Protection: Certain departments will supply both ear muffs and ear plugs. All ear protection used will meet the ANSI standard S3. 19 (latest edition) to attenuate levels below 90 decibels. See Chapter 15 for the Hearing Conservation Program for more specific information. Employees should have a baseline audiogram before they begin the hearing conservation program.

8. Hardhats: Hardhats meeting ANSI Z89. 2 will be worn where there are overhead hazards or severe bump exposures or in posted hardhat areas.

9. Chain Saw Chaps: Will be used during all chain saw operations.

10. Safety Belts and Lanyards: Safety belts, lifelines and lanyards will be worn by all maintenance personnel when work demands they be above 6' above the ground or solidly planked floor or when 10' above the ground or floor when working on staging or a roof. When using ladders this requirement is not in affect.

- a. All safety belt and lanyard hardware will be drop forged or pressed steel, cadmium plated.
- b. Belts and lanyards will be a minimum of 1/2" nylon or equivalent with a maximum length to provide for a fall of no greater than 6'.
- c. All lanyards will have a nominal breaking strength of 5,400lbs.
- d. Employees will be properly trained in advance on the use of fall protection.
- e. All Safety Belts and Lanyards will be inspected thoroughly before each use.
- f. Unauthorized employees will not be permitted to use fall protection.

11. Lab Coats: Lab coats shall be worn in all laboratory settings along with long pants (when feasible) and close-toed shoes. Please refer to Chemical Hygiene Plan for more information on laboratory PPE.

D. Training:

1. Each employee who is required to use PPE will be trained to know at least the following:
 - a. When PPE is necessary
 - b. What PPE is necessary
 - c. How to properly don, doff, adjust, and wear PPE
 - d. The limitations of PPE
 - e. The proper care, maintenance, useful life and disposal of PPE.

E. Record Keeping:

1. Hazard assessment records will be maintained by EHS and the department in which the employee works.
2. Training records of topics covered by this chapter will be maintained by the Department of Human Resources for a minimum of three years, unless otherwise specified.