

General Requirements for Personal Protective Equipment

OVERVIEW

This section describes procedures for ensuring that employees, students and visitors are protected from hazards through the use of personal protective equipment (PPE). (WAC 296-800-160)

Personal protective equipment is designed to protect the body from absorption, inhalation, physical contact, and extreme temperature hazards. Such hazards have the potential to cause bodily injury or impairment.

Personal protective equipment includes, but is not limited to:

- Eye and face protection
- Head protection
- Hand protection
- Protective footwear
- Respiratory protective devices
- Hearing protectors

REQUIRED USE

University administrators, faculty, and supervisors are to ensure employees, students, and visitors have and use proper personal protective equipment in potentially hazardous situations.

RESPONSIBILITY

University

The University selects and provides PPE when required by provisions in this section.

Supervisors

Supervisors evaluate workplaces to identify hazards requiring the use of personal protective equipment.

Supervisors ensure employees are provided with and are trained in the proper use of personal protective equipment.

Employees

Employees and students are responsible for using PPE as described in this and other sections of the *Safety Policies and Procedures Manual* or whenever warranted by hazardous conditions.

Employees are to contact their supervisor or Environmental Health and Safety (EH&S) with questions or concerns regarding workplace hazards and PPE.

HAZARD ASSESSMENT

Supervisors must assess their workplaces to determine if hazards are present, or are likely to be present, which require the use of PPE.

General Requirements for Personal Protective Equipment

HAZARD ASSESSMENT (cont.)

To perform a hazard assessment, supervisors conduct a walk-through survey. Such a survey involves:

- Observing work conditions and practices.
- Obtaining information from employees.

Contact EH&S for assistance with conducting hazard assessments, if desired.

Reassessment

Conduct a hazard reassessment whenever new equipment or processes are introduced, or injury and illness records indicate the need for PPE.

Hazard Categories

General hazard categories requiring assessment include, but are not limited to:

- Impact/penetration
- Noise*
- Compression (rollover)
- Chemical contact
- Extreme heat and cold exposure
- Electrical hazards
- Light (optical) radiation
- Respirable hazards (dusts, mists, fumes, vapors)*

*Environmental Health and Safety is responsible for conducting noise (*SPPM* 3.21) and respiratory (*SPPM* 3.24) hazard assessments. Telephone 509-335-3041 to arrange for a hazard assessment.

PPE Hazard Assessment Guidelines

To assist in implementing this policy, EH&S provides PPE Hazard Assessment Guidelines upon request. The guidelines include charts to assist supervisors in assessing workplace hazards and selecting appropriate PPE.

Laboratory units should use the *Laboratory Safety Manual*, section IV, Standard Operating Procedures to assess chemical hazards and select appropriate protective equipment.

Contact EH&S for a copy of the guidelines and/or to request a review of a workplace hazard assessment; telephone 509-335-3041.

General Requirements for Personal Protective Equipment

CERTIFICATION

After surveying work areas and practices, the supervisor documents the hazard assessment.

Use the certification form in the PPE Hazard Assessment Guidelines or create a memorandum to document and certify the assessment.

This documentation must identify all of the following:

- The workplace evaluated
- The person certifying that the assessment has been performed
- The date(s) of the hazard assessment
- The document as a certification of hazard assessment

The department must retain this hazard assessment certification document.

HAZARD CONTROL

Eliminate or control identified hazards by using engineering and administrative controls when technologically and economically feasible. Environmental Health and Safety can assist departments by recommending and evaluating potential engineering and administrative controls.

Engineering Controls

Engineering controls are passive measures designed into the work environment to prevent contact with a hazard.

Examples of engineering controls are:

- Eliminating toxic substances
- Using less toxic substitutes
- Changing process design
- Installing barriers
- Isolating or enclosing hazards
- Using local ventilation

Administrative Controls

Administrative controls include:

- Work practices
- Proper housekeeping practices
- Employee training
- Worker rotation to minimize worker exposure

General Requirements for Personal Protective Equipment

PPE Use

When engineering and administrative controls are not feasible, timely, or do not completely eliminate a hazard, PPE must be used.

PPE SELECTION

Select PPE based on the types of hazards identified during the assessment.

Give careful consideration to:

- Level of protection
- Fit
- Comfort

All PPE is to be of safe design and constructed for the specific work to be performed. Eye, face, head, and foot protection must meet American National Standards Institute (ANSI) specifications.

The PPE Hazard Assessment Guidelines include charts to be used as a general guide in selecting appropriate PPE.

Contact EH&S to request assistance in selecting suitable PPE; telephone 509-335-3041.

EMPLOYER-PROVIDED PERSONAL PROTECTIVE EQUIPMENT

Employing and academic departments are responsible for providing and maintaining required personal protective equipment.

Department-provided PPE may include, but is not limited to:

- Respirators (*SPPM* 3.24)
- Impact safety glasses, goggles and face shields
- Prescription safety glasses (*SPPM* 3.14)
- Chemical goggles and face shields
- Welding goggles, face shields and helmets
- Laser-protective eyewear
- Hard hats
- Welding gloves
- Cut-resistant gloves
- Chemical gloves
- Electrical gloves
- Laboratory coats
- Chemical resistant coveralls
- Safety-toe footwear (*SPPM* 3.16)
- Hearing protection (*SPPM* 3.21)
- Cryogenic gloves
- Heat-resistant gloves

General Requirements for Personal Protective Equipment

EMPLOYER-PROVIDED PPE (cont.)

When an employee decides to supply any of the PPE listed above, the supervisor is responsible for ensuring that the equipment is:

- Suitable for the hazard,
- Provides the appropriate level of protection, and
- Properly maintained.

University Stores carries a wide selection of certified/approved personal protective equipment (see *BPPM* 70.35).

Contact EH&S or Purchasing Services for assistance in locating a vendor if an item is unavailable at University Stores.

EMPLOYEE-PROVIDED EQUIPMENT

Employees are to provide equipment that is personal in nature, except safety-toe footwear and extreme cold weather apparel (see *SPPM* 3.16 and 3.42).

Examples of employee-provided equipment include, but are not limited to, items such as apparel appropriate for inclement weather normally expected in the area.

TRAINING

The supervisor is to ensure that each employee assigned PPE is adequately trained.

Employees must receive information and training about:

- When, what and why PPE is necessary.
- Personal protective equipment selection criteria.
- How to properly don, remove, adjust, and wear PPE.
- Uses and limitations of PPE.
- Proper care, inspection, maintenance, useful life and disposal of PPE.

Determining Employee Understanding

Each employee must demonstrate an understanding of the training elements before being allowed to perform work requiring the use of PPE.

Determining Employee Understanding (cont.)

Acceptable methods of determining employee understanding include any of the following:

- Orally questioning the employee
- Observing the employee using the PPE in an artificial/real setting
- Administering a written test

General Requirements for Personal Protective Equipment

Retraining

An employee must be retrained when there has been either of the following changes:

- A change in the workplace, such as new equipment or processes, which render the previous training obsolete.
- A change in the type of PPE being used, requiring additional training.

An employee must also be retrained in either of the following cases:

- The written test or oral questioning indicates inadequate employee knowledge
- The use of assigned PPE indicates the employee has not retained the requisite understanding or skill.

Sources of Training Information

Training information and materials can be obtained from manufacturers, supplying vendors, and EH&S.

Training videos are available from EH&S; telephone 509-335-3041. Go to the EH&S website at:

ehs.wsu.edu/training/

Documentation

Supervisors are to document that each affected employee has received and understood the training.

The documentation must include all of the following:

- Employee name
- Subject of training
- Date(s) of training

Use the training report template included in the PPE Hazard Assessment Guidelines or create a memorandum to certify and document employee training.

Records Retention

Departments are responsible for ensuring that training documentation is retained in accordance with the University records retention schedules. See *BPPM* 60.71 and 90.01.

General Requirements for Personal Protective Equipment

INSPECTION

Employees inspect PPE before each use and after any incident that could impair the equipment's effectiveness.

Inspect PPE in accordance with the manufacturer's specifications.

Defective/Damaged Equipment

Employees and supervisors take defective and damaged equipment out of service.

The department repairs/replaces PPE in accordance with the manufacturer's specifications.

MAINTENANCE AND STORAGE

Employees maintain and store PPE in a sanitary and reliable condition in accordance with the manufacturer's specifications.

Storage

The department provides clean facilities (i.e., sealable container, locker or cabinet) for employees to store their PPE.

Cleaning

The department provides cleaning supplies specified by the manufacturer at the storage location.

ASSISTANCE

Call EH&S; telephone 509-335-3041, for assistance with the following:

- Performing hazard assessments
- Selecting PPE
- Conducting training