Personal Protective Equipment Program

(Job Hazard Assessment)

Southwestern University's *Personal Protective Equipment Program* is designed to provide protection to our employees from the risk of injury by creating a barrier against workplace hazards. Serious consideration should be given to reducing these hazards by the use of engineering controls and/or administrative controls. Personal protective equipment should be used in conjunction with engineering and administrative controls.

OSHA's personal protective equipment standard became effective July 5, 1994 – 29 CFR 1910 subpart I.

Summary

- Job Hazard Assessment
- Selection of PPE
- Employee Training PPE Program and PPE use
- Recordkeeping Certification and Training

Responsibilities

- Supervisors
 - Supervisors have the primary responsibility for the implementation and maintenance of this program within their work areas/units. This includes:
 - Providing appropriate PPE to employees
 - Ensuring employees their are trained
 - Ensuring their employees properly use, wear and maintain their PPE whenever they are conducting tasks identified in this program
 - Ensuring defective PPE is removed from service and replaced
- Employees
 - The employee is responsible for following the components of this program
 - Wearing PPE as identified in the hazard assessment
 - Attending training programs
 - Caring for, cleaning and maintaining their PPE in good clean condition
- Safety Officer
 - Responsible for the development and administration of this program.
 - Providing assistance in the hazard assessment process determining job hazards
 - Maintaining recordkeeping requirements
 - Providing training programs PPE selection, use, care
 - Conducting program evaluation and audits to determine the effectiveness of this program

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Program Components

- Hazard Assessment
 - OSHA requires that employers conduct inspections of all workplaces to determine the need for PPE and to assist in selecting the proper PPE for each task performed. This assessment shall be accomplished by the supervisor [with assistance from the Safety Officer] conducting a walk-through of the workplace to identify sources of hazards. The attached Hazard Assessment Certification Form shall be completed by the Supervisor and forwarded to the University Safety officer for review. At this time, a review of the task, process and associated hazards should be reviewed to determine if engineering or administrative controls can be reasonably implemented to reduce or eliminate the hazard{s} to the employee.
- Selection of PPE
 - Appropriate PPE will then be selected to protect our employees from these hazards.
 - This information will be presented to the employee by their supervisor.
- PPE
 - In most cases, PPE will be provided by Southwestern University. In limited circumstances, employees may be required to provide their own PPE.
- Cleaning and Maintenance
 - All PPE will be maintained in a clean, safe condition by the employee.
 - PPE shall be regularly inspected by both the supervisor and the employee.
 - Whenever possible, PPE will be distributed for individual use.
- Training
 - All employees who are required to use PPE shall attend the PPE training program. The training shall include:
 - When PPE is necessary to be worn hazard assessment form
 - What type of PPE is necessary
 - How to use/wear PPE properly
 - Limitations of PPE
 - Proper care, maintenance, useful life and disposal of PPE
- Recordkeeping
 - Written records shall be maintained to document:
 - Training of employees
 - Hazard Assessment Certification

Job Hazard Assessment Guide - PPE

Southwestern University shall assess the workplace to determine if hazards are present <u>or</u> are likely to be present OSHA 1910.132 [July 5, 1994]. If hazards are identified, then personal protective equipment will be selected and appropriate training will be provided to those employees. **Please note** that personal protective equipment should be the last resort to protecting our employees. Engineering & administrative controls should be given priority to remove the hazard from the job.

Supervisors are responsible for conducting the job hazard assessment – assistance to help identify job hazards, to determine the appropriate personal protective equipment, and classroom training will be provided by the University Safety Officer.

Use this guide to help conduct hazard assessments and then complete the PPE Hazard Assessment Certification Form. Completed drafts should be submitted for review to the University Safety Officer.

Assessment Guidelines

A. SURVEY

conduct a walk-through survey of all areas to identify job related hazards. Special consideration should be given to the following basic hazard categories:

- Impact
- Penetration
- Compression
- Chemicals
- Heat/Cold
- Dust harmful
- Radiation
- Particular attention shall be given to foot, head, eye, face and hand hazards but may also include assessments for hearing and respiratory hazards.

B. **SOURCES** observe and make a note of:

- Source of motion
- Sources of high temperature
- Types of chemical exposures
- Sources of harmful dusts
- Sources of light radiation
- Sources of falling objects
- Sources of rolling, pinching objects
- Sources of sharp objects or head bump hazards
- Sources of electrical hazard
- C. ORGANIZE DATA
- D. ANALYZE DATA and COMPLETE HAZARD ASSESSMENT CERTIFICATION FORM
- E. SELECT. PROVIDE AND TRAIN EMPLOYEES ON PPE
- F. REASSESS AS NEEDED