

Safety & Risk Management Policies and Procedures

Title: Personal Protective Equipment (PPE) Program (**Job Hazard Assessment**)

Date: January 2009

Rationale: In 1994, the Occupational Safety and Health Administration (OSHA) released a safety standard regarding personal protective equipment. (29 CFR 1910 subpart I).

Goals: To provide protection to Southwestern University employees from the risk of injury by creating a barrier against workplace hazards.

Program: This program contains information regarding:

- Responsibilities for a variety of different roles on campus
- Important components covering job hazard assessments, proper selection of PPE, employee training, and recordkeeping.
- Serious consideration should be given to reducing these hazards by the use of engineering controls and/or administrative controls prior to choosing PPE alone. Personal protective equipment should be used in conjunction with engineering and administrative controls.
- PPE is considered the last line of defense and is subject to human error.

Responsibilities

- Supervisors
 - Supervisors have the primary responsibility for the implementation and maintenance of this program within their work areas/units. This includes:
 1. Providing appropriate PPE to employees.
 2. Updating and maintaining the job hazard assessment forms.
 3. Ensuring employees are trained on the proper selection and use of PPE associated with their job duties. (Supervisor responsibility)
 4. Ensuring their employees properly use, wear, and maintain their PPE whenever they are conducting tasks identified in this program as needing PPE.
 5. Ensuring defective PPE is removed from service and replaced.
 6. Correcting/implementing any deficiencies noted during evaluation/audits.
- Employees
 - The employee is responsible for following the components of this program.
 - Selecting and wearing PPE as identified in the hazard assessment and/or as instructed by their supervisor.
 - Attending and fully participating in training programs and Supervisor instruction.
 - Caring for, cleaning, and maintaining their PPE in good clean condition.
- Director of Campus Safety & Risk Management
 - Responsible for the development of this program.
 - Provide assistance to Departments in the hazard assessment process – conduct industrial hygiene monitoring and assessment when necessary.

- Maintain recordkeeping requirements that the Safety Office provides.
- Provide and conduct classroom training programs – PPE selection, proper use, & care.
- Conduct program evaluations/audits to determine the effectiveness of this program.

Program Components

- **Job 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 (assistance from the Safety Office). If health hazards are identified that are not controlled by engineering controls, an industrial hygiene assessment may be conducted by the Safety Office. The attached Hazard Assessment Certification Form shall be completed by the Supervisor and forwarded to the Safety Office 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 (safety shoes).
- 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:
 1. When PPE is necessary to be worn – hazard assessment form
 2. What type of PPE is necessary
 3. How to use/wear PPE properly
 4. Limitations of PPE
 5. Proper care, maintenance, useful life and disposal of PPE
- Recordkeeping
 - Written records shall be maintained to document:
 1. Training of employees
 2. Hazard Assessment Certification

Job Hazard Assessment Guide - PPE

- Southwestern University shall assess the workplace to determine if hazards are present **or** 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 and to determine the appropriate personal protective equipment is available from the Safety Office*).
- **Classroom training will be provided by the Safety Office upon request. On site and/or in-the-field PPE training and instructions is the responsibility of the Supervisor.**
- 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 the Hazard Assessment Certification Form**

E. **Select, provide, and train employees on PPE**

F. **Reassess as needed**