



PERSONAL PROTECTIVE EQUIPMENT PROGRAM

Effective Date: November 17, 2022

Responsible Office: Office of Risk Safety/Facilities

Division: Finance and Administration

I. PURPOSE/OBJECTIVE

To define policies concerning the OSHA Personal Protective Equipment (PPE) standards, 29 CFR 1910.132-29 CFR 1910-140

II. SCOPE

The program covers any employee or subcontractor of Grambling State University.

III. Definitions

Personal Protective Equipment (PPE) is specialized clothing or equipment used by workers to protect themselves from hazards associated within their job scope.

IV. Responsibilities

Risk Management Department

- Review this program, at least annually, to ensure that the program is current and enforced
- Designate appropriate supervisors to assist in training each employee and monitor employee use of PPE

Facility Management Supervisor

- Ensure compliance with this policy is adhered to by all employees
- Ensure employees have appropriate and adequate PPE and are conducting proper maintenance and sanitation processes

Employees

- Responsible for the maintenance of PPE issued to their care
- Report any defects in PPE to their supervisor immediately
- Wear and use PPE according to company policy and supervisor recommendations

V. Policy/Procedure

Each employee encountering hazardous conditions must be protected against the potential hazards. The purpose of PPE is to shield or isolate individuals from hazards that may be present in the workplace. Protective equipment, including PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, will 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

PPE

manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. The required PPE is provided at no cost to the employee, unless provided by the exceptions listed in the OSHA regulations.

Hazard Assessment

Supervisors will assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE.

If such hazards are present, or likely to be present, the supervisor will:

- 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 will verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated, the person certifying that the evaluation has been performed (by signing the assessment), the date(s) of the hazard assessment and identifies the documents as a certification of hazard assessment.

A reassessment of the workplace shall be completed as necessary to identify and evaluate new equipment and processes and to reevaluate the suitability of previously selected PPE. This reassessment will take place as needed, but at least every 3 years.

PPE Specific Information**Hearing Protection**

Grambling State University provides appropriate hearing protection in the form of earplugs. Hearing protection will be worn in areas that are suspected of excessive noise levels.

Eyes

All employees and visitors must wear ANSI approved safety glasses while in a location where the potential for eye injury exists, except when special-purpose eye protection is needed.

Hands

Wearing gloves prevents many minor injuries resulting from rough materials or irritating substances. Common hazards to the hands include: mechanical injuries (cuts, punctures, crushing, and scrapes); extreme heat or cold, electrical shock or burns, and skin irritation from chemicals or pathogens. Appropriate gloves must be worn when any of these hazards are present, or have the potential to be present.

Face Protection

Face Shields protect the face from flying debris as well as UV light when welding or cutting. When performing jobs where face shields are required, safety glasses or goggles may still be needed in addition to provide adequate protection to the eyes.

Fall Protection and Safety Harness

A full body harness must be worn while a person is working 6 feet or more above the ground, unless other adequate protection against falling is provided, such as guardrails. Other Protective Equipment Chemical goggles, full face shield, protective gloves and an acid proof apron will be worn for handling chemicals that may be harmful to the skin or eyes when exposure to spillage is possible. Certain materials such as acids and caustic soda require additional protection. Clothing suited to the work, the weather, and the environment in which the employee works must be worn.

Based on our hazard assessment, designated work areas and/or job assignments, their hazards, and selected protection include the following:

Hearing Protection	
Type of PPE selected:	Areas and/or Job Assignments Affected:
Ear Plugs	Grounds Personnel, During use of powered hand tools, Any other area where high noise levels are encountered
Eye/Face Protection	
Type of PPE selected:	Areas and/or Job Assignments Affected:
Safety glasses and/or face shield	Carpenter Shop, Grounds Personnel, Buffing, Grinding
Hand Protection	
Type of PPE selected:	Areas and/or Job Assignments Affected:
General Work Gloves	Manual handling of supplies during deliveries, lifting operations, handling of hazardous materials such as fuel and cleaning solvents, while working with sharp objects
Fall Protection	
Type of PPE selected:	Areas and/or Job Assignments Affected:
Full body harness	Any activity involving working at heights 6 ft or greater

Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained by the employee to who it is assigned. PPE is to be inspected, cleaned and maintained by employees at regular intervals, as part of their normal job duties, so that the PPE provides the requisite protection. Supervisors are responsible for ensuring compliance with cleaning responsibilities by employees. If PPE: is for general use, the Facility Management Supervisor has the responsibility for cleaning and maintenance.

Defective and/or damaged PPE will be reported to supervisor and removed from service.

Disciplinary Actions

Failure to comply with the PPE program will result in oral and written progressive disciplinary action. Personnel counseling will be conducted and will include re-training.

VI. Training

Each employee will attend a training session covering PPE upon employment. The employee will receive training as required by this section for use of PPE. Each such employee will be trained to know at least the following:

- When PPE is necessary
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life and disposal of the PPE

Each affected employee will demonstrate an understanding of the training as specified above and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

If the employee does not have the understanding and skill required to maintain and utilize PPE properly, the employee will be retrained. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete
- Changes in the types of PPE to be used render previous training obsolete
- Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

VII. REVISION/REVISED HISTORY