**Personal Protection Equipment Safety Program**

**Purpose and Scope**

The purpose of this program is to establish guidelines for Wichita State University employees, students, or visitors who may encounter workplace hazards that require personal protective equipment (PPE) as prescribed in the Occupational Safety and Health Administration’s (OSHA’s) PPE Standard – 29 CFR 1910.132. This program establishes a minimum standard for the use of personal protective equipment within Wichita State University to ensure compliance with OSHA standards.

**Definitions**

**Eye and Face Protection ---** Equipment designed to provide protection to the face and eyes during exposure to such hazards as flying particles, molten metal or sparks, liquid chemicals, acids or caustic liquids, or potentially injurious light radiation (i.e. lasers, welding, etc.)

**Foot Protection ---** Equipment designed to provide protection to the feet and toes during exposure to such hazards as falling or rolling objects, chemical or liquid exposures, piercing objects through the sole or uppers, and/or where the employee’s feet are exposed to electrical hazards.

**Hand Protection ---** Equipment designed to provide protection to the hands during exposures to potential hazards such as sharp objects, abrasive surfaces, temperature extremes, and chemical contact.

**Hazard Assessment ---** The process used to identify hazards in the workplace and to select the appropriate personal protective equipment to guard against potential hazards.

**Head Protection ---** Equipment designed to provide protection to the head during exposure to potential hazards such as falling objects, striking against low hanging objects, or electrical hazards.

**Personal Protective Equipment ---** Any devices or clothing worn by the worker to protect against workplace hazards. Examples include respirators, gloves, chemical splash goggles, safety glasses, lab coats, etc.

**Projectiles ---** Flying objects such as large chips fragments, particles, sand, and dirt. Activities that produce these hazards include chipping, grinding, masonry work, woodworking, sawing, drilling, chiseling, riveting, and sanding.

**Roles and Responsibilities**

**EHS Department** is responsible for the following:

* Ensures that a written program is in place
* Reviews the program periodically and monitors to ensure compliance with this program
* Ensures that employees receive appropriate training, and that training is documented
* Oversees the effectiveness of the program
* Conducts or assists with periodic job hazard assessments as needed
* Provides technical assistance on proper care, use, selection, maintenance, and disposal of PPE

**Manager/Supervisor** is responsible for the following:

* Ensures that employees comply with the guidelines established by this program
* Ensures that employees complete required training, and that training is documented
* Conducts or assisting with periodic job hazard assessments
* Provides appropriate PPE as determined by the hazard assessment
* Shows employees how to wear, don, and doff provided PPE
* Notifies EHS when new hazards are introduced that may impact PPE requirements

**Employees** are responsible for the following:

* Complies with this program
* Completes required training
* Appropriately uses, maintains, and disposes of PPE
* Notifies the supervisor/manager of concerns or problems with assigned PPE

**Contractors** are responsible for the following:

* All contractors working at WSU shall have their own written PPE program that fulfills all regulatory requirements or follow the guidance in this program

**Implementation**

**Job Hazard Analysis**

JHA’s are conducted in cooperation with the department supervisor/manager to identify employee health & safety training needs, engineering and administrative controls, and proper selection of PPE.

* The JHA is designed to aid in the selection of appropriate PPE and to mitigate hazards that may arise during certain assigned tasks
* Individual employee needs are considered in the JHA
* JHA’s are documented and identified as a certification of hazard assessment
* Results from the JHA are communicated to affected individuals

**PPE Selection**

Consideration is given to comfort and fit of PPE in relation to the assigned task to ensure that the PPE is effective and will be used properly. Required PPE is provided; employees do not procure their own PPE unless they want to, and it is approved by EHS. PPE meets the appropriate industry standards:

* Eye and face protection must comply with ANSI Z87.1-2010
* Head protection must comply with ANSI Z89.1-2009
* Foot protection must comply with ANSI Z41-1999
* No industry standard is available for hand protection. However, selection must be based on performance characteristics of the hand protection in relation to the associated tasks and hazards. Glove selection guides are available from glove vendor websites.

**Cleaning and Maintenance**

Users are responsible for cleaning and maintaining PPE. PPE is inspected, cleaned, and maintained at regular intervals to ensure adequate protection and performance. Damaged or compromised PPE is not used. If it cannot be repaired, it must be disposed of in an appropriate manner.

**Eye and Face Protection**

Protective eyewear is required in areas where potential eye hazards exist. These hazards include but are not limited to projectiles, chemicals, light radiation, and biological hazards.

* Safety glasses with side protection that meets the current ANSI Z87.1 standard is the minimal allowable eye protection when protecting the eye from flying fragments, particles, and objects. Safety glasses that meet the ANSI standard will have “Z87.1” stamped on the frame of the glasses
* Persons whose vision requires the use of prescription (Rx) lenses must wear either protective device fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear. WSU and/or the department is not responsible for the cost of purchasing or providing prescription safety glasses
* If there is potential for an eye splash, it is required to wear goggles or a face shield over safety glasses
* Face shields must be worn in operations where the entire face needs protection. Face shields provide added protection against flying particles, metal sparks, and chemical and biological splash hazards. Face shields are not the primary eye protection and can only be used in conjunction with safety glasses or goggles
* Eye protection fitted with appropriate filter lenses is required when injurious light radiation exists, such as laser or ultraviolet (UV) light
* The following are activities which require eye or face protection as applicable:
* Working in a laboratory area when a potential eye hazard exists
* Working with hazardous chemicals such as flammables, corrosives, or other toxic compounds
* Working in areas where projectile hazards are present
* Working in areas where welding, torch soldering, cutting, and brazing operations are performed.
* Working in areas that have been designated as “Eye Protection Required”

**Hand Protection**

Hand Protection is required to be worn in areas where potential hand hazards exist. These hazards include but are not limited to chemical agents, biological agents, radioisotopes, objects that can cause lacerations or abrasions, and extreme temperatures.

* Selection of appropriate gloves is based on performance characteristics, conditions of use, and duration of use
* Glove materials must be appropriate for protection from the identified hazard
* Guidance for glove selection is available from EHS and from glove vendor’s website
* Gloves are replaced when damaged or contaminated
* Employees must develop practices that reduce the potential for contamination during glove removal

**Head Protection**

Employees are required to use head protection when there is a risk of impact hazards from falling or fixed objects, penetration from impact hazards, or exposure to live electrical conductors. Head protection must meet the current ANSI Z89.1 Standards.

**Foot Protection**

* Open toe shoes are prohibited while working in or entering a laboratory, maintenance shop, or other hazardous area
* Safety shoes or boots must meet the current ASTEM F2413-05 or ANSI Z41 standard
* Safety shoes or boots with puncture-resistant soles are required when puncture hazards are present
* Rubber boots are required if the feet will contact chemical or biological hazards or a wet working environment
* Safety shoes with special non-conductive and insulating soles are required when electrical hazards are present

**Protective Clothing**

Protective clothing is worn to prevent injury from biological hazards, hazardous chemicals, electrical hazards, radioactive material, heat, sparks, impact, and cut hazards.

* Protective clothing types include but are not limited to coveralls, aprons, flame-resistant clothing, and laboratory coats
* Protective clothing cannot be worn outside of work area
* Protective clothing that is chemically or biologically contaminated cannot be worn in other work areas
* Protective clothing must be worn as designed

**Hearing Protection**

Employees shall use appropriate hearing protective equipment when required due to noise hazards associated with their job or workplace. *See the WSU Hearing Conservation Program for the procedures and requirements for obtaining and using hearing protective equipment.*

**Respiratory Protection**

Supervisors/Managers shall ensure that their employees correctly use appropriate respiratory protective equipment when required due to inhalation hazards associated with their job or workplace. *See the* *WSU Respiratory Protection Program for the procedures and requirements for obtaining and using respiratory protective equipment.*

**Electrical Protection Equipment**

PPE required for electrical work includes, but is not limited to, insulating blankets, matting, covers, gloves, and sleeves. Please refer to the *WSU Electrical Safety Program and/or WSU Arc Flash Safety Program for the procedures and requirements for obtaining and using electrical protective equipment.*

**Information and Training**

PPE training is provided by the Manager/Supervisor to all employees who may encounter workplace hazards that require PPE. At a minimum, training shall be given upon initial assignment, when changes in the workplace or available PPE render previous training obsolete, when inadequacies in the employee’s knowledge or behavior indicate a need for retraining, or as required by regulatory guidelines. The training includes the following:

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

All training shall be documented and maintained by the Supervisor/Manager or their department and be available for audit by EHS. Records will include names of the individuals trained, type of training, date of training, and name of trainer.

**Annual Review**

The Personal Protective Equipment Safety Program will be reviewed and/or updated by the EHS Department as needed.