

**University of Louisiana at Monroe (ULM)**  
**Hazard Communication Program**

**Personal Protective Equipment (PPE)**

The University of Louisiana at Monroe (ULM) is committed to providing a safe environment for all students, faculty, staff, and visitors. Whenever possible, workplace hazards should be eliminated or reduced through the use of proper work practices, and other engineering and administrative controls. When hazards cannot be eliminated or adequately controlled, the use of personal protective equipment (PPE) may be required. The Office of Facilities and Environmental Health & Safety is available to assist in the development, implementation, and administration of PPE policies.

Several tools are available to assist supervisors with the hazard assessment process. OSHA's PPE Assessment information is located here:

[https://www.osha.gov/dte/library/ppe\\_assessment/ppe\\_assessment.html](https://www.osha.gov/dte/library/ppe_assessment/ppe_assessment.html) . ULM's PPE Hazard Assessment Form is located online here:

[https://www.ulm.edu/safety/documents/haz\\_assess\\_form\\_ppe.doc](https://www.ulm.edu/safety/documents/haz_assess_form_ppe.doc) .

The physical, chemical, and/or toxic properties of the material typically dictate the type and degree of protection required. However, additional items, such as the specific job task, likelihood of exposure and worker comfort, must also be considered when selecting personal protective equipment.

**Assessment**

Each supervisor shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. Each supervisor shall verify that the required Job Hazard Assessments have been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and job task(s), which identifies the document as a certification of hazard assessment. The hazard assessment should be repeated when new hazards are identified or introduced into the workplace, a job changes, new equipment or process is installed, or when there has been an accident.

**PPE Selection**

If workplace hazards cannot be eliminated or controlled through engineering or administrative means, supervisors shall:

- 1) Select and ensure the use of PPE that will protect employees from the hazards identified in the Job Hazard Assessment;
- 2) Communicate selection decisions to each affected employee; and,
- 3) Select PPE that properly fits each affected employee.

PPE shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are selected. PPE should be reasonably comfortable and shall not unduly encumber the employee's movements necessary to perform their work. Supervisors shall ensure that all personal protective equipment, whether employer-provided or employee-provided, complies with the applicable OSHA standards for the equipment. Each supervisor is responsible for periodically re-evaluating the selection and use of PPE in work areas under their control. Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the university at no charge.

Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991
- Hearing Protection ANSI 53.19
- Hand Protection (There are no ANSI standards for gloves. However, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)
- Respiratory Protection (There are no ANSI standards for respirator or mask. However, selection must be based on tasks to be performed.)
- Body (Torso) Protection (There are no ANSI standards for body protection. However, selection must be based on tasks to be performed.)

### **Cleaning and Maintenance of PPE**

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturer's instructions before and after each use. All breathing and hearing protection other than ear muffs are disposable but can be reused at the discretion of the employee. Any eye protection that is damaged or scratched should be replaced immediately and a supervisor notified of the situation.

Supervisors are responsible for ensuring that users properly maintain their PPE in good condition. They have the final word on any call that has to do with safety.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, it must be adequate for the work place hazards, and maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

### **Training**

Supervisors must provide documented training to all employees required to use PPE. Employees shall be instructed on use in accordance with the manufacturer's instructions. Each affected employee shall demonstrate the ability to use PPE properly and an understanding of the items listed below prior to being allowed to perform work requiring the use of PPE:

- 1) when PPE is necessary;
- 2) what PPE is necessary;
- 3) how to properly don, doff, adjust, and wear PPE;
- 4) the limitations of the PPE;
- 5) proper storage of personal protective equipment;
- 6) proper care, maintenance, useful life and disposal of the PPE.

Training of each employee will be documented using a training sign in sheet and kept on file. The document certifies that the employee has received and understands the required training on the specific PPE he/she will be using.

### **Retraining**

The need for retraining will be indicated when:

- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly);
- new equipment is installed;
- changes in the work place make previous training out-of-date;
- changes in the types of PPE to be used make previous training out-of-date.

#### F. Additional Resources

Federal OSHA PPE & Assessment Guide

## **Responsibilities**

### **Supervisors**

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Providing appropriate PPE and making it available to employees;
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE;
3. Ensuring that PPE training forms are signed and given to the Director of Facilities or Campus Directors;
4. Ensuring that employees properly use and maintain their PPE and follow the PPE policies and rules;
5. Notifying the Office of Facilities and assigned campus safety coordinators when new hazards are introduced or when processes are added or changed;
6. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

### **Employees**

The PPE user is responsible for following the requirements of the PPE policies. This involves:

1. Properly wearing PPE as required;
2. Attending required training sessions;
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required;
4. Following PPE policies and rules;
5. Informing the supervisor of the need to repair or replace PPE.

## **Procedure**

1. Personal Protective Equipment shall be used in accordance with all rules and guidelines from the Occupational Safety and Health Administration (OSHA). The University will conduct a hazard assessment of work tasks to identify the personal protective equipment required.

2. Procurement of Personal Protective Equipment (PPE)

Employees are not responsible for supplying their own personal protective equipment. The University will procure and supply employees with all necessary personal protective equipment. The employee's supervisor is responsible for following normal University procurement policies to obtain necessary personal protective equipment.

### 3. Use of Personal Protective Equipment (PPE)

Supervisors will inform and provide on the job training for employees to let them know when personal protective equipment is required. The supervisor shall train employees through on the job training on what specific personal protective equipment is required for each work task.

When using personal protective equipment, the following procedures should be followed:

- a. Prior to Use - Inspect the personal protective equipment – make sure that the PPE you are using is in good condition. Make sure that it is the right size and fits you appropriately. If you are using gloves – make sure that they don't have any cracks in the gloves and that they are not torn. If you are using a hard hat, make sure that it is not cracked and that it is in good condition. If personal protective equipment is not in good condition or if it doesn't fit correctly, notify your supervisor so that they can replace the equipment.
- b. During Use – Make sure you wear the required personal protective equipment throughout the duration of the work task. Continue to monitor and inspect the condition of your personal protective equipment during work tasks. If a piece of PPE is lost, damaged, etc. during performance of the work task, stop performing the work task, and make sure the damaged PPE is replaced prior to continuing the work task.
- c. After Use – Clean and inspect all personal protective equipment that will be reused in the future. Store the personal protective equipment in a place that is safe, dry, and well ventilated.

### 4. Maintenance of Personal Protective Equipment

All personal protective equipment shall be maintained in accordance with manufacturer's guidelines and recommendations along with all OSHA rules, guidelines, and regulations. In general, personal protective equipment will be inspected and cleaned after each use and shall be properly stored. Any defects noted in the personal protective equipment shall be repaired or the equipment shall be disposed of and replaced. During inspection, cleaning, and maintenance of personal protective equipment, each piece of equipment shall be checked to be sure that it does not have an expiration date. Some items may only be certified for a certain length of time. Once the items have exceeded their recommended date / service life, they shall be disposed of.

### 5. Disposal of Personal Protective Equipment

Some personal protective equipment is disposable and will be discarded following each use (i.e. ear plugs, latex gloves, etc.). Other personal protective equipment that is not disposable shall be discarded when it is no longer in good condition and/or when it has exceeded the recommended service life. Personal protective equipment that is in poor condition or that has exceeded its service life must be discarded. Employees should not be allowed to take the old PPE from the University in lieu of disposal. Personal protective equipment shall be discarded in accordance with all rules, laws, and regulations concerning disposal of wastes at the University.