

**The University of Southern Indiana**  
**PERSONAL PROTECTIVE EQUIPMENT PROGRAM**

*In compliance with OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment.*

## **1.0 PURPOSE**

This policy is to serve as a standard for all full- and part-time and temporary University of Southern Indiana employees. Each affected employee shall use appropriate; eye protection; face protection; foot protection; hand protection and head protection when exposed to hazards of the eyes, face, hands, feet and head while performing their duties. The general intent of this policy is to prevent occupational diseases, injuries and fatalities.

## **2.0 SCOPE**

The scope of this policy pertains to all full- and part-time and temporary University of Southern Indiana employees who are required to wear PPE as identified by the PPE hazard assessment.

This policy does not apply to:

- University of Southern Indiana students or researchers. Personal protective equipment, training and information for students and researchers, will be administered by individual academic departments with the assistance of Environmental Health and Safety.
- Contractors, sub-contractors or any employee of such contracted companies, performing work on The University of Southern Indiana campus. The contractor shall provide their employees with personal protective equipment.

## **3.0 RESPONSIBILITIES**

### *3.1 Environmental Health and Safety*

- Develop and distribute a written PPE program.
- Perform hazard assessments for each work activity.
- Select the appropriate PPE for each work activity.
- Provide a written certification for PPE for each work activity. Revision shall be made upon change of work activities or amendments.
- Provide general training about the PPE program.
- Periodically review the PPE program and revise as necessary.

### *3.2 Departmental Supervisors*

- Attend PPE Training
- Ensure employees are wearing, cleaning and storing PPE appropriately.

### *3.3 Employees*

- Attend PPE Training
- Wear, maintain and store PPE in an appropriate manner.

## **4.0 HAZARD ASSESSMENT AND EQUIPMENT SELECTION**

The University of Southern Indiana Environmental Health and Safety, in conjunction with all departmental safety representatives, will continually assess all work activities for determination of hazardous conditions.

A written assessment will be generated, which certifies workplace evaluation; the person certifying that the evaluation has been performed; and the date(s) of the hazard assessment. If a hazardous condition exists, which cannot be avoided or engineered out by engineering controls, proper PPE will be selected. Selection of adequate and non-defective PPE shall be assigned per hazard by Environmental Health and Safety. Each selection will comply with American National Standards Institute (ANSI) for PPE. Selections shall be communicated to affected employees.

The PPE hazard assessments will be kept in Environmental Health and Safety and be reviewed annually.

## **5.0 TRAINING**

### *5.1 Training Overview*

The University of Southern Indiana shall provide training to each employee who is required to use PPE. Such employees shall be trained to know the following:

- When PPE is necessary
- What PPE is necessary
- How to properly wear and adjust PPE. (Insuring proper fit)
- The limitations of the PPE
- The proper care, maintenance, useful life and disposal of the PPE.

### *5.2 Training Opportunities*

Each affected employee must show understanding of training to their specific PPE. Environmental Health and Safety shall provide this training and upon completion, each employee shall be tested and certified in writing by the trainer. If at any time the trained employee changes work activities requiring different PPE or exhibits lack of understanding of the required PPE, the employee shall be retrained and re-certified.

### *5.3 Training Records*

All training records for PPE will be kept in Environmental Health and Safety.

## **6.0 PROCEDURES**

### *6.1 Eye and face protection. (OSHA 1910.133)*

Each affected employee shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors or potentially injurious light radiation.

### *6.2 Head Protection. (OSHA 1910.135)*

Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets shall also be worn to reduce electrical shock hazards when near exposed electrical conductors which could contact the head.

### *6.3 Foot Protection. (OSHA 1910.136)*

Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling and rolling objects or objects piercing the sole and where such employee's feet are exposed to electrical hazards.

### *6.4 Hand Protection. (OSHA 1910.138)*

Each affected employee shall wear protective gloves when working in areas where hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

## **APPENDIX A - DEFINITIONS**

**CERTIFIED IN WRITING:** Signed and dated documentation from Environmental Health and Safety

**ENGINEERING CONTROLS:** The elimination of a hazardous situation by redesign of equipment, task or environment

**HAZARD ASSESSMENT:** Evaluation of the workplace to determine if hazards are present or are likely to be present

**PPE:** Personal Protective Equipment: eye protection; face protection; foot protection; hand protection and head protection

**PROTECTIVE FOOTWEAR:** Boots or shoes which have steel toe insulation, chemical and slip resistant soles. (ANSI approved) Also toe caps for special work conditions

**TRAINER:** Representative of Environmental Health and Safety or authorized manager.

**WORK ACTIVITIES:** Job duties which fall within the scope of the individuals daily activities.