



It is the policy of Ursinus College to provide personal protective equipment (PPE) to employees whose duties require its use.

**GENERAL REQUIREMENTS:**

1. *Application.* Ursinus College shall provide protective equipment including protection for the eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers. This equipment shall be used and maintained in a sanitary condition to protect the employee from process, environmental, chemical, radiological, or mechanical hazards that can injure or impair any part of the employee=s body by being absorbed, inhaled or contacted physically.
2. *Design.* All PPE shall be of safe design and construction for the work to be performed.
3. *Employee-owned Equipment.* If employees provide their own equipment, it is the employer=s responsibility to ensure the adequacy of the equipment, including proper maintenance and sanitation.
4. *Hazard assessment and equipment selection.* Facilities supervisors shall
  - a. Assist the EH&S Coordinator in the determination of the presence of hazards which require the use of PPE. If such hazards are present or likely to be present, the College (department, office or facility) shall:
    - Select, and have each employee use, the types of PPE that will protect the affected employee from the hazard(s) identified in the hazard assessment.
    - Communicate selection decisions to each affected employee.
    - Selects PPE that properly fits each affected employee.
  - b. Verify that the required workplace hazard assessment has been performed through written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment. (See appendix for assessment form)



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5. *Defective and Damaged Equipment.* Defective or damaged PPE shall not be used.
  
  6. *Training.* a. Each worker required to use PPE must receive training in the following:
    - When and what PPE is necessary
    - How to properly wear PPE
    - The limitations of PPE
    - The proper care, maintenance, useful life and disposal of PPE
  
  - b. Each affected employee shall demonstrate an understanding of the training specified above and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE. If the College deems this not to be the case, retraining shall occur.
  
  - c. The College shall verify that each affected employee has received and understood the required through written certification that contains the name of each employee trained, the dates of training and the subject of the certification.

#### **TYPES OF PERSONAL PROTECTIVE EQUIPMENT:**

The following are general use guidelines regarding protective equipment and clothing. In several instances separate sections of this manual contain a more detailed coverage of the requirements for selection, use, and maintenance of specific protective devices. These instances are denoted with an asterisk.

1. *Eye and Face Protection\**. The College shall ensure that employees wear eye or face protection when they are exposed to flying particles, molten metal, liquid chemicals, acid or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. The eye protection must have front and side protection and fit properly. Employees who wear prescription lenses either must wear prescription PPE eye wear or be fitted with protection that can be worn over their prescription lenses. If the employee is performing work which protection from injurious light is required, the filter lenses must have a shade number appropriate for the work.
  
2. *Head protection.* The College shall ensure that employees wear hard hats where there is the potential for injury from falling or moving objects or exposed energized



- electrical conductors that could contact the head. (I.e. cutting of large trees and limbs)
3. *Foot Protection.* The College shall ensure that employees wear PPE footwear when there is the chance of injury from falling or rolling objects or from something piercing the sole of the sole.
  4. *Hand Protection.* The College shall ensure that employees wear PPE hand protection to protect against the hazards of skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns or harmful temperature extremes
  5. *Respiratory Protection\*.* Respiratory protection may be used to protect against inhalation hazards when engineering and administrative controls are not adequate.
  6. *Hearing Protection\*.* The College shall provide, and replace when needed hearing protection when the employee is exposed to an 8-hour time-weighted average noise level of 85 decibels. The College shall provide training in the use and care of protector, ensure proper fit, and ensure that the protectors are worn.
  7. *Back Supports.* Any employee whose job requires lifting shall be provided with a back support, if requested, and given training in the proper lifting techniques.
  8. *Body Harnesses and Lifelines.* Employees working at elevations or in confined spaces shall be provided with body harnesses and lifelines when working in these environments.