

# University of Wisconsin La Crosse

## Environmental Health and Safety Policy

Subject: Personal Protective Equipment (PPE)  
Original: December 2016  
Last Update: June 2021

### I. PURPOSE

This policy provides for the proper selection and use of Personal Protective Equipment (PPE) at the University of Wisconsin La Crosse (UWL). PPE is barrier clothing or gear worn to protect the eyes, face, head, hands, feet, and body from hazards. This Policy is based on requirements of Occupational Health and Safety Administration (OSHA) Standard 29 CFR 1910.132.

### II. SCOPE

A PPE assessment must be conducted in non-office work environments to identify hazards to employees that could warrant use of PPE. PPE must be recognized as a last resort barrier to a hazard. In that context, PPE should be used to supplement or complement other controls. These other primary controls are elimination of hazard, substitution to less hazardous option, application of engineering controls, and use of administrative controls. This best practice is widely known as the Hierarchy of Controls.

### III. RESPONSIBILITIES/ROLES

#### Department Chair, Manager, Supervisor Responsibilities

- Complete hazard assessment and determine what hazards are present, or likely to be present.
- Assure the adequacy of the PPE; proper fit protection, maintenance, and sanitation.
- Ensure every affected employee knows how to use their PPE correctly and that they use the required PPE when performing work tasks identified in the hazard assessment.
- Prevent the use of PPE that is defective or damaged. Defective or damaged PPE must be replaced.
- Never assign a work task for which PPE is required but not available.

#### Employees

- Follow applicable program requirements and communicate with their supervisor when there are safety issues not specifically addressed by the hazard assessment.
- Never perform a task for which PPE is required but not available.
- Always wear, use, clean, store, and maintain required PPE correctly.
- Never use PPE that is defective or damaged.

#### Environmental Health and Safety (EHS)

- Assist Department Chairs, Managers, and Supervisors with completing hazard assessments, employee training, and provides assistance with implementing policy requirements.

## **IV. PROGRAM ELEMENTS**

### **1. PPE Hazard Assessments**

Individuals with Department Chair, Manager, Supervisor responsibilities can acquire assistance from EHS with completing and updating PPE hazard assessments. The hazard assessment needs to be updated when changes occur to the work task or work environment. A PPE hazard assessment will also be conducted for new equipment, processes, and tasks where new job hazards are introduced.

The assessment will include selecting appropriate PPE based upon any recognized chemical hazards, radiological, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

A Hazard Assessment Survey and Analysis form is included with this policy.

### **2. General PPE Requirements**

If PPE is needed when performing tasks, signage can, but is not required to be posted to indicate the type of PPE. These signs should be posted at entrances to the applicable areas to remind employees and others of the need to wear PPE. An example area is a science laboratory where hazardous materials are in use.

### **3. Specific PPE Requirements**

PPE needs are identified on the Hazard Assessment Survey and Analysis form. This form considers hazards, current controls in place, and additional protective requirements.

UWL will consider the following factors when evaluating PPE needs.

- Eye and face protection will be designated when there is a potential to encounter hazards such as flying debris, chemical splashes, and harmful light. Face shields used for splash protection must be used in conjunction with either safety glasses or goggles.
- Head Protection will be designated when there is a danger of injury from falling objects, fixed objects (i.e., low clearance), electrical shock, and burns.
- Hand and arm protection will be designated when skin may be exposed to harmful substances, chemical or thermal burns, electrical dangers, bruises, abrasions, and cuts or punctures.
- Torso protection will be designated with exposures to hot splashes from molten metals or other hot liquids, impact from tools or machines, and hazardous chemicals.
- Hearing protection will be designated when an employee is exposed to noise above 85 dBA as a time weighted average over an 8 hour workday.

### **4. Care, Maintenance, Use and Limitations of PPE**

UWL will apply the following methods to the care and maintenance of PPE.

- Reusable PPE should be kept and stored in locations that prevents damage and maintains cleanliness.
- Follow manufacturer's instructions in cleaning and maintaining reusable PPE.
- Replace defective or damaged PPE immediately.
- Discard defective or damaged PPE.

UWL will apply the following practices to the use of PPE.

- Supervisors will ensure employees wear required and properly fitted PPE.
- Supervisors will ensure PPE is used correctly for the intended application.
- Supervisors will ensure employees understand how to inspect, don, doff, adjust, and wear PPE.
- With limited exceptions, such as minimally used specialty PPE, employees will not share PPE. Any shared PPE must be cleaned and disinfected prior to sharing.

UWL will apply the following limitations during the use of PPE.

- Supervisors will ensure employees understand PPE is designed for specific hazards and that PPE has its limits as the last barrier of defense from a hazard.
- Supervisors will ensure employees understand that damaged PPE minimizes PPE protection or can create additional hazards.

## **V. TRAINING**

### **1. Initial Training**

Awareness training will be provided to all employees upon initial assignment and periodically thereafter to maintain proficiency. Training will cover listed topics.

- 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.
- Employee demonstrating the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.
- How to acquire PPE.

### **2. Refresher Training**

Supervisors will ensure retraining for employees when changes in the workplace render previous training obsolete, or when the employee has not retained the required skills/knowledge needed.

### **3. Training Documentation**

Supervisors should retain original training records and provide a copy to EHS. EHS will manage training documentation for courses taken through any EHS managed Learning Management System.

## **VI. APPROVAL**

The Personal Protective Equipment Policy is effective immediately. All University of Wisconsin La Crosse employees shall fulfill their responsibilities as designated within this written standard.

## Personal Protective Equipment (PPE) Hazard Assessment Survey and Analysis





Department/Work Area: \_\_\_\_\_ Job/Task(s): \_\_\_\_\_

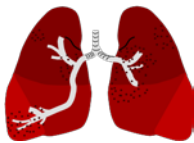



**CERTIFICATION:** I certify that I personally performed the above Hazard Assessment on the date indicated. *This document is a Certification of the Hazard Assessment.*

Completed By: Supervisor Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: EHS Name Printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### The Following Hazards Have Been Noted

Part of Body	Hazard	Required PPE	Notes
<b>Hands</b> 	<input type="checkbox"/> Penetration sharp objects <input type="checkbox"/> Penetration animal bites <input type="checkbox"/> Penetration rough objects <input type="checkbox"/> Chemical(s): _____ <input type="checkbox"/> Extreme cold <input type="checkbox"/> Extreme heat <input type="checkbox"/> Blood or other body fluids <input type="checkbox"/> Electrical shock <input type="checkbox"/> Vibration-power tools <input type="checkbox"/> Impact <input type="checkbox"/> Other: _____	<input type="checkbox"/> Cut resistant gloves <input type="checkbox"/> Leather or other general purpose work gloves <input type="checkbox"/> Chemical resistant gloves Type: _____ <input type="checkbox"/> Insulated (i.e. dry ice) gloves <input type="checkbox"/> Heat/flare resistant gloves <input type="checkbox"/> Nitrile gloves <input type="checkbox"/> Insulated rubber gloves <input type="checkbox"/> Anti-vibration gloves <input type="checkbox"/> Impact gloves <input type="checkbox"/> Other: _____	
<b>Eyes and Face</b>  	<input type="checkbox"/> Impact-flying objects, chips, sand, dirt <input type="checkbox"/> Nuisance dust <input type="checkbox"/> UV light-welding, cutting, torch brazing, soldering <input type="checkbox"/> Chemical splash liquid <input type="checkbox"/> Chemical irritant mists <input type="checkbox"/> Hot sparks grinding <input type="checkbox"/> Splash molten metal <input type="checkbox"/> Glare/High Intensity lights <input type="checkbox"/> Laser operations <input type="checkbox"/> Other _____	<input type="checkbox"/> Safety glasses w/side shields <input type="checkbox"/> Chemical goggles <input type="checkbox"/> Impact goggles <input type="checkbox"/> Welding goggles <input type="checkbox"/> Welding helmet/shield <input type="checkbox"/> Shaded safety glasses <input type="checkbox"/> Shaded safety goggles <input type="checkbox"/> Face Shield <input type="checkbox"/> Laser spectacles or goggles <input type="checkbox"/> Other: _____	
<b>Ears</b> 	<input type="checkbox"/> Exposure to noise levels ( <input type="checkbox"/> >85 dBA 8-hour TWA) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Ear muffs, plugs or ear caps <input type="checkbox"/> Other: _____	

Part of Body	Hazard	Required PPE	Notes
<b>Respiratory System</b> 	<input type="checkbox"/> Nuisance dust/mist <input type="checkbox"/> Welding fumes <input type="checkbox"/> Asbestos <input type="checkbox"/> Pesticides <input type="checkbox"/> Paint spray <input type="checkbox"/> Organic vapors <input type="checkbox"/> Acid gases <input type="checkbox"/> Oxygen deficient/toxic or IDLH atmosphere <input type="checkbox"/> Other: _____	<input type="checkbox"/> Disposable dust/mist mask <input type="checkbox"/> Welding respirator <input type="checkbox"/> Respirator w/HEPA filter <input type="checkbox"/> Respirator w/cartridges Cartridge Type: _____ _____ <input type="checkbox"/> SCBA <input type="checkbox"/> Airline respirator <input type="checkbox"/> Other: _____	If respirators are required or voluntarily used, implement the necessary elements of a Respirator Protection Program.
<b>Feet</b> 	<input type="checkbox"/> Impact from heavy objects <input type="checkbox"/> Compression, rolling, or pinching objects/vehicles <input type="checkbox"/> Slippery or wet surface <input type="checkbox"/> Penetration sharp objects <input type="checkbox"/> Chemical <input type="checkbox"/> Exposure to extreme cold <input type="checkbox"/> Other: _____	<input type="checkbox"/> Toe protective safety shoes <input type="checkbox"/> Footwear with metatarsal guards <input type="checkbox"/> Slip resistant soles <input type="checkbox"/> Puncture resistant soles <input type="checkbox"/> Chemical resistant <input type="checkbox"/> Insulated boots or shoes <input type="checkbox"/> Other: _____	
<b>Head</b> 	<input type="checkbox"/> Struck by falling object <input type="checkbox"/> Struck against fixed object <input type="checkbox"/> Electrical contact with exposed wires/conductors <input type="checkbox"/> Other: _____	<input type="checkbox"/> Bump cap <input type="checkbox"/> Hard Hat Type 1: Top Impact <input type="checkbox"/> Hard Hat Type 2: Top or Side Impact <input type="checkbox"/> Hard Hat Class G: General <input type="checkbox"/> Hard Hat Class E: Electric <input type="checkbox"/> Hard Hat Class C: Conductive <input type="checkbox"/> Other: _____	
<b>Body</b> 	<input type="checkbox"/> Impact flying objects <input type="checkbox"/> Moving vehicles <input type="checkbox"/> Penetration sharp objects <input type="checkbox"/> Electrical / Arc Flash <input type="checkbox"/> Hot metal or sparks <input type="checkbox"/> Chemical(s): _____ _____ <input type="checkbox"/> Exposure to extreme cold <input type="checkbox"/> Unprotected elevated walking/working surface <input type="checkbox"/> Other: _____	<input type="checkbox"/> Chemical resistant coat, suit, apron <input type="checkbox"/> Traffic vest <input type="checkbox"/> Cut resistant sleeves <input type="checkbox"/> Flame resistant shirt, jacket, pants <input type="checkbox"/> Cotton lab coat <input type="checkbox"/> Insulated jacket, hood <input type="checkbox"/> Body harness and lanyard <input type="checkbox"/> Other: _____	
<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>	

## Personal Protective Equipment Employee Training Log

Person performing training session: \_\_\_\_\_

Date of Training: \_\_\_\_\_

Employee Name Printed	Employee Signature

Types of PPE: \_\_\_\_\_  
\_\_\_\_\_

Items covered during training:

- \_\_\_ When PPE is necessary
- \_\_\_ What PPE is necessary
- \_\_\_ How to properly put on, take off, adjust, and wear PPE
- \_\_\_ Limitations and useful life of PPE
- \_\_\_ Proper care, maintenance, replacement, and disposal of PPE
- \_\_\_ Other \_\_\_\_\_