Personal Protective Equipment Policy
University of Wisconsin-Platteville
Reviewed 4/2016

The goal of this Personal Protective Equipment (PPE) Program is to have an in depth evaluation of the equipment needed to protect against the hazards at the workplace. The purpose of this PPE program is to document the hazard assessment, protective measures in place and PPE in use at this University. PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards, engineering controls, and sound manufacturing practices. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards that cannot reasonably be abated otherwise.

This written program complies with OSHA’s 29 CFR 1910.

Outside Contractors, Employees

Hazard Assessment
All employees’ jobs will have an assessment completed on tasks performed as part of their assigned employment duties. In order to achieve this, a Job Safety Analyses (JSA) will be conducted and injury/illness records will be reviewed also. A walk-through survey of workplace areas where hazards exist or may exist to identify sources of hazards to employees will be done. The following basic hazard categories will be considered:

- Impact
- Heat or extreme cold
- Penetration
- Harmful dust
- Compression (roll over)
- Chemical
- Electrical

Other observations will include:

- Sources of motion (i.e. machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects)
- Sources of high temperatures that could result in burns, eye injury or ignition of protective equipment, etc.
- Types of chemical exposures
- Sources of harmful dust
• Sources of light radiation (i.e. welding, brazing, cutting, furnaces, heat treating, high intensity lights).
• Sources of falling objects or potential for dropping objects
• Sources of sharp objects that might pierce the feet or cut the hands
• Sources of rolling or pinching objects that could crush the feet.
• Layout of workplace and location of co-workers
• Certain electrical hazards such as electric shock or burns from electric arcs, blasts, or heat

After the observations have been conducted, the data and information for use in the assessment of hazards to analyze the hazards and enable proper selection of protective equipment.

Selection Guidelines
Once hazards have been identified and evaluated through hazard assessment, the general procedure for selecting protective equipment is to
1. Become familiar with the potential hazards and the type of protective equipment (PPE) that are available, and what they can do.
2. Compare types of equipment to the hazards associated with the environment.
3. Select the PPE that meets selection requirements found in the OSHA regulations and ensures a level of protection greater than the minimum required to protect employees from the hazards.
4. Fit the user with proper, comfortable, well fitting protection and instruct employees on care and use of the PPE. It is very important that the users are aware of all warning labels for and limitations of their PPE.

Workplace hazards will be reassessed as necessary to identify and evaluate new equipment and processes, review accidents records, and reevaluate the suitability of previously selected PPE. This reassessment will take place as needed, but at least annually.

Elements that will be considered in the reassessment include:
• Adequacy of PPE program
• Accidents and illness experience
• Levels of exposure
• Adequacy of equipment selection
• Number of person hours that workers wear various protective ensembles
• Adequacy of training/fitting of PPE
• Program costs
• The adequacy of program records
• Recommendation for program improvement and modification
• Coordination with overall safety and health program

Employee Training
Training will be provided for each employee who is required to use personal protective equipment. Training includes:

- When PPE is necessary
- What PPE is necessary
- How to wear assigned PPE
- Limitation of PPE
- The proper care, maintenance, useful life, and disposal of assigned PPE

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they are allowed to perform work requiring the use of the equipment. Employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

If the Risk Management Officer has reason to believe an employee does not have the understanding or skill required, the employer must retrain. Since an employee’s supervisor is in the best position to observe any problems with PPE use by individual employees, the Risk Management Officer will seek this person’s input when making this determination. Circumstances where retraining may be required include changes in the workplace or changes in the types of PPE to be used, which would render previous training obsolete. Also, inadequacies in an affected employee’s knowledge or use of the assigned PPE, which indicates that the employee has not retained the necessary understanding or skills, would require retraining. The Risk Management Officer certifies in writing that the employee has received and understands the PPE training. Employees are expected to comply with this program.

**Cleaning and Maintenance**

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty, or fogged lenses could impair vision. PPE is to be inspected, cleaned and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection. Supervisors are responsible for ensuring compliance with cleaning responsibilities by employees. If PPE is for general use, the Risk Management Officer has responsibilities by employees. If PPE is for general use, the Risk Management Officer has responsibility for cleaning and maintenance. If a piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the immediate attention of his or her supervisor or the Risk Management Officer. It is against work rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE that cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

**PPE Specific Information**

*Eye and face protection - Goggles and face shields*
It is the policy of UW-Platteville that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved goggles/face shields to help prevent eye and face injuries, including those resulting from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation, for example. Employees in the following designated work areas are required to wear goggles face shields: see JSA’s

All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy. All employees who work in designated work areas and/or job assignments are responsible for wearing company provided goggles/face shields to comply with this policy. All employees required to wear goggles/face shields must routinely inspect and properly care for their goggles/face shields.

Foot Protection - Safety Shoes
It is the policy of the company that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear safety shoes to help prevent foot injuries, ankle injuries, slips, and falls.
Employees in the following designated work areas are required to wear ANSI-approved safety shoes or safety shoes that have been demonstrated to be equally effective. See JSA’s
Contractors are required to wear safety shoes if assigned to work in the designated work areas.

Hand Protection
It is the policy of the company that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear gloves to help prevent hand injuries, including cuts, burns chemical exposure, for example. Examples in the following designated work areas are required to wear protective gloves: See JSA’s
All Supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy. All employees who work in designated work areas and/or job assignments are responsible for wearing company provided gloves to comply with this policy.
All employees required to wear protective gloves must routinely inspect and properly care for their assigned gloves (if the gloves are not disposal).

Head Protection
It is the policy of the company that as a condition of employment, all regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved hard hats to help prevent head injuries, including those resulting from falling objects, bumping the head against a fixed object, or electrical shock. Employees in the following designated work areas are required to wear hard hats: See JSA’s
All supervisors and managers are responsible for ensuring employees under their charge are in compliance with this policy. All employees who work in designated work areas and/or job assignments are responsible for wearing company provided hard hats to comply with this policy. All employees required to wear hard hats must routinely inspect and properly care for their hard hats.