

PERSONAL PROTECTIVE EQUIPMENT

Document #: OCC 036.01	Distribution: External
Section: Personal Protective Equipment	Effective Date: February 2025
Total Pages: 4	Revision Date:

Purpose

This policy establishes the minimum requirement for the selection, use, and maintenance of PPE.

Scope

This policy is applicable to all employees of Temple University. This program addresses eye, face, head, foot, hand and body protection. Separate programs exist for respiratory and hearing protection under the Respiratory Protection Program and Hearing Conservation Program, respectively. This program also does not cover PPE for specialty hazards such as work with Class 3B and 4 lasers or arc flash.

Definitions

- PPE: Personal Protective Equipment
- OSHA: Occupational Safety and Health Act
- NFPA: National Fire Protection Association
- Hazard Assessment: A written document outlining the hazards and scope of a task or job and the required PPE to protect workers from those hazards.

Roles and Responsibilities

Environmental Health and Radiation Safety (EHRS)

- Assists in conducting Hazard Assessments when requested by an Appropriate Supervisor.
 - Provides guidance on the selection, use, and maintenance of PPE when requested by an Appropriate Supervisor or User.
 - Conducts periodic audits to ensure that PPE is being selected, used, and maintained properly.
-

Appropriate Supervisors

- Conducts a Hazard Assessment, before work starts, to determine what PPE is required.
- Communicates PPE selection decisions to Users.
- Provides, at no cost to the User, and makes available all required PPE identified in the Hazard Assessment.
- Replaces damaged or defective PPE found or reported by Users.
- Ensures that all Users are trained in the proper use, care and maintenance of required PPE.
- Seeks guidance from EHRS, as needed, to ensure that PPE is being selected, used, and maintained.
- Maintains records on PPE training and ensures records are available upon request.
- Complies with the requirements outlined in this policy.

Users

- Follows the instructions of their Appropriate Supervisor and EHRS in selecting, using and maintaining PPE.
- Informs the Appropriate Supervisor of the need to replace defective or damaged PPE.
- Attends required training.
- Complies with the requirements outlined in this policy.

Policy

Hazard Assessment

An Appropriate Supervisor is responsible for conducting a Hazard Assessment of their workplace to determine if hazards are present, or likely to be present, to determine the required PPE. The Hazard Assessment may be required for specific tasks, job classifications, shifts, etc. as needed to properly address unique hazards. EHRS will assist when requested.

Requirements

- The Hazard Assessment must be completed before work begins.
- Another Hazard Assessment must be conducted when a new hazard is introduced or when processes are added or changed.
- The Hazard Assessment will identify the workplace being assessed, the person conducting the assessment, findings of existing or potential hazards, and the date of the assessment.

- If the Hazard Assessment determines that hazards are present, or are likely to be present, PPE will be selected and used that will protect Users from the hazards identified.
- An example of a Hazard Assessment form is offered in [Appendix B](#).

PPE Selection and Use

- All PPE must be appropriate for the hazards identified in the Hazard Assessment.
- Defective or damaged PPE must be replaced.
- The Appropriate Supervisor will communicate required PPE selection decisions to each User.
- PPE must be selected to properly fit each affected User.
- All PPE must conform to the latest edition of the ANSI standards:
 - Eye and Face Protection ANSI Z87.1
 - Respiratory Protection ANSI Z88.2
 - Head Protection ANSI Z89.1
 - Foot Protection ANSI Z41.1
 - Electrical Protection NFPA 70E
 - 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.
 - Fall Protection ANSI Z359.1

Maintenance of PPE

- Before PPE is used it must be visually inspected by the User for damage or defects.
- If damage or defects are found, the PPE must not be used, and the User must inform an Appropriate Supervisor for the need of replacement.
- PPE must be maintained according to manufacturer specifications.
- PPE must be kept in a secure and sanitary location when not in use.

Training

Appropriate Supervisors shall provide training to each User who is required to use PPE. The topics that must be covered in this training include.

- 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.

The User must demonstrate an understanding of the above mentioned and show the ability to use PPE properly before being allowed to perform work requiring the use of PPE. If an Appropriate Supervisor has reason to believe that a User lacks understanding of the above mentioned, the Appropriate Supervisor is required to retrain. Some examples where retraining is required are listed below.

- There are changes in the workplace that render previous trainings obsolete.
- There are changes in the types of PPE to be used that render previous trainings obsolete.
- There are inadequacies in a User's knowledge or use of assigned PPE that show a lack of training retention or understanding.

Recordkeeping

- Written records must be kept of the names of persons trained, the type of training provided, and the dates when training occurred.
- The Appropriate Supervisor must maintain their employees' training records for at least 3 years.
- The Appropriate Supervisor must maintain the Hazard Assessment for each work site evaluated for at least 3 years.