



**QUALITY CORNERS**  
GENERAL TRADING & CONTRACTING

**PPE**

**P**ERSONAL

**P**ROTECTIVE

**E**QUIPMENT

**P**ROGRAM

YOUR **FIRST**  
CHOICE GLOBAL  
**PROCUREMENT & LOGISTICS**  
SOLUTIONS PROVIDER

# SECTION 1: INTRODUCTION

OSHA's General Industry Standards, 29 CFR 1910, identify many separate-but-related standards pertaining to personal protective equipment (PPE). They include:

- 1910.132 – General Requirements
- 1910.133 – Eye and Face Protection
- 1910.134 – Respiratory Protection
- 1910.135 – Head Protection
- 1910.136 – Foot Protection
- 1910.137 – Electrical Protective Equipment
- 1910.138 – Hand Protection

**OSHA Standard 1910.132 - General Requirements** – requires employers to determine if hazards are present in the work place. Personal protective equipment is then selected based on the hazards present to protect the employees.

The standards also cover:

1. **The minimum standards of performance for personal protective equipment based on ASTM, NIOSH, or other recognized standards.**
2. **The minimum training requirements for each employee.**

# SECTION 2: PURPOSE

The purpose of Personal Protective Equipment (PPE) Program is to protect employees at all campuses from the risk of injury by creating a barrier against workplace hazards. Although PPE is not a substitute for administrative controls, good engineering, or safe work practices, it is used in conjunction with these controls to ensure the safety and health of its employees. Personal protective equipment is provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

PPE program addresses eye, face, head, foot, and hand protection. Separate programs exist for respiratory and hearing protection since the need for participation in these programs is established through industrial hygiene monitoring.

## SECTION 3: ROLES & RESPONSIBILITIES

Specific responsibilities for carrying out this program are identified by position below.

### **Safety Administrator:**

- Ensures annual review and necessary updates to Personal Protective Equipment Program
- Ensures employees training records are maintained partment Heads, Program Leaders, and Supervisors with hazard
- Assists De partment Heads, Program Leaders, and Supervisors with hazard assessments
- Maintains records on hazard assessments.
- Provides training and technical assistance to supervisors on the proper use, care, and cleaning of approved PPE.
- Provides guidance to the supervisor for the selection and purchase of approved PPE.
- Reviews, updates, and evaluates the overall effectiveness of the PPE Program.

### **Campus Safety Officers:**

- Reviews Personal Protective Equipment written program annually.
- Assists Department Heads, Program Leaders, and Supervisors with hazard assessments
- Evaluates and reviews the program effectiveness.

### **Provost, Administration, Deans, Directors:**

- Supports the overall Personal Protective Equipment Program
- Provides resources to purchase and maintain required PPE.
- Evaluates and reviews the program effectiveness and communicates concerns to the Safety Administrator or Campus Safety Officer if necessary.
- Ensures that workplace hazard assessments are completed to determine the presence of hazards which necessitate the use of PPE.

### **Department Heads, Program Leaders, or Supervisors:**

- Provides appropriate PPE and makes it available to employees.
- Ensures employees are trained on the proper use, care, and cleaning of PPE.
- Supervises staff to ensure that the PPE Program elements are followed and that employees properly use and care for PPE.
- Conducts hazard assessments to determine if PPE is necessary. This includes seeking assistance from health and safety professionals if necessary to evaluate hazards.

- *Communicates hazards to employees.*
- *Updates assessments when new hazards are introduced or when processes are added or changed.*
- *Ensures that PPE is maintained and damaged PPE is replaced.*
- *Oversees employee training.*
- *Periodically reevaluates the suitability of previously selected PPE.*
- *Evaluates and reviews the program effectiveness.*

### **Employees**

- *Learns about the hazards and safe operating procedures for the job*
- *Wears PPE when hazards are present and is required to perform tasks safely*
- *Attends required training sessions.*
- *Cares for, cleans, and maintains PPE as required.*
- *Informs the supervisor of the need to repair or replace PPE.*

## **SECTION 4: HAZARD ASSESSMENT AND EQUIPMENT SELECTION**

Our goal is to minimize the hazards of tasks and work environments through engineering controls or work practices whenever feasible. When these controls are not feasible, personal protective equipment will be chosen that will provide employees protection against the hazards.

The Assessment form shown in Appendix 1 lists tasks and environments requiring eye/head, body/torso, foot/leg, hand/arm, respiratory, and hearing/ear hazards which is used to determine the specific PPE needs within NHED campuses. Departments Head and Supervisors are responsible for hazard assessments and the selection of appropriate PPE. They will reevaluate the requirements for existing tasks or environments, identify new hazards whenever any new projects are undertaken, where environmental conditions can be expected to change (new processes, products, equipment, tasks, etc.), or when complaints are received. The use of these required personal protective devices is enforced for identified hazards and environments. Master Lists of identified hazards, environments, and PPE requirements are documented and maintained.

## Criteria used for hazard assessment and determination of required PPE is as follows:

- Eye or face protection is used when there is a hazard of flying particles, molten metal, liquid chemicals, acids or caustic liquids, harmful or irritating gases or vapors, blood borne pathogens, or potentially injurious light radiation.
- Protective footwear is used when working in areas where there is a danger of foot injury due to falling or rolling objects, or objects piercing the sole, and where there is foot exposure to electrical hazards.
- Hand protection is used when there is a hazard of skin absorption of chemicals, dermatitis, chemical burns, punctures, abrasions, bloodborne pathogens, thermal burns, or harmful temperature extremes.

## Criteria used for the selection of PPE is as follows:

- PPE selected will comply with ANSI, NIOSH, or other recognized regulatory or standards.
- Hand protection is selected based on the performance of the hand protection with respect to the hazard identified. Other considerations may include the tasks to be performed, conditions present, and the duration of use.

## SECTION 5: TRAINING

Our employees required to use PPE are trained in the following areas:

1. When PPE is necessary
2. What PPE is necessary
3. How to properly put on, take off, adjust, and wear PPE
4. The limitations of PPE
5. Proper care, maintenance, useful life, and disposal of PPE.

Employees are required to demonstrate an understanding of the training, and the ability to use PPE properly.

Retraining or refresher training may take place if:

- There is a change in the workplace or job activities
- There is a change in the type of PPE required
- There is a reason to believe that an employee does not have the skill or understanding to effectively use the required PPE

## SECTION 6: RECORDS

Records of training are documented and retained for a minimum of 3 years. Training documentation includes:

1. Date and location of training
2. Names of employees attending and their signatures
3. Name and title of person conducting the training
4. Brief summary of material covered

Records of Hazard Assessments are maintained for each work site evaluated for a minimum of 3 years.

## SECTION 7: PROGRAM REVIEW

Annual reviews of the PPE program are conducted and any changes or additions in the PPE program or hazard assessment are documented