

PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM
UNIVERSITY OF WISCONSIN-GREEN BAY

INTRODUCTION

UW-Green Bay strives to provide its employees a safe work environment. A key to such an environment is the furnishing and proper use of adequate personal protective equipment (PPE).

Reference: 1910.132-138

The use of PPE will only be considered when all feasible engineering controls, guards and sound manufacturing practices have been incorporated to eliminate any potential risk of injury from each job. Even after the use of any PPE is decided risk reduction or elimination suggestions from staff or employees will continue to be sought and considered in light of effectiveness, cost and benefit.

GENERAL GUIDELINES

A. EVALUATION

It is the responsibility of the Safety Manager to ensure that all potential hazards of each job task are evaluated in light of the need for any PPE. All such evaluations will be documented on a "Hazard Assessment Survey and Analysis" form (see attachment) and kept on file.

B. PPE SELECTION, ISSUE, MAINTENANCE AND REPLACEMENT

In all cases it is management's responsibility to select PPE that provides adequate protection from the identified risk.

Employees will be provided whatever is required for their assigned work duties prior to performing such duties. All approved PPE will be selected and issued by the Campus at no cost to affected employees. Replacement for worn or defective PPE will also be supplied at no cost unless the PPE was rendered unusable through employee negligence or abuse. In such cases the employee will be required to share in the cost of the replacement to a degree determined by local management and the employee will be subject to appropriate corrective action for destruction of campus property.

It is the employee who uses the PPE in their daily routine who should, when properly trained, recognize when PPE needs replacement. Also, employees should be encouraged

to participate in PPE maintenance programs whenever possible.

C. TRAINING AND DOCUMENTATION

Any employee who is issued PPE will receive training that includes:

- 1) When PPE is necessary;
- 2) What PPE is necessary;
- 3) How to properly wear the PPE including how to make proper fit adjustments on PPE that is adjustable;
- 4) The limitations of the PPE;
- 5) The proper care, maintenance, useful life and disposal of the PPE.

Each employee must be able to demonstrate an understanding of this training. Documentation of the receipt of PPE and associated training must be kept on file. Documentation must include the employee's name, the date(s) of training, and the subject of the training.

Initial training will be conducted prior to any employee performing the work that requires the PPE. Refresher or follow up training will be conducted whenever it becomes evident that an employee does not demonstrate the knowledge or skill required in proper use of the PPE, or changes in the workplace or the PPE itself render previous training obsolete.

SPECIFIC PPE PROGRAMS

The following programs may note jobs or work areas where certain PPE are typical used. Such reference to certain job duties in this written program is not intended to be all inclusive since the programs and lists of affected employees may vary due to different work processes or practices. Therefore, management is responsible to maintain site-specific lists of appropriate PPE for all jobs and which employees fall within those noted jobs. Such lists should be attached to this program as supplement(s). Also the programs themselves in several cases are condensed versions of separate written programs on file.

A. EYE PROTECTION

Appropriate eye protection will be provided at campus expense for all affected employees. The campus may require the employee to pay for replacements in the event that misuse leads to the damage or loss of the issued eyewear.

Employees needing chemical splash proof eye wear that requires prescription lenses will be issued goggles that fit over their glasses.

The protective eye and face devices purchased shall comply with ANSI Standard Z87.1-03 and be marked so as to be able to identify the manufacturer.

Eye protection is considered in light of three risk factors:

- 1) Impact
- 2) Chemical splash
- 3) Light radiation

B. HEARING PROTECTION

Hearing protection is required in areas where workers are exposed to sound levels that reach or exceed 85 decibels for an eight hour period. Typical high noise areas are the main compressor room and the production floor.

Sound levels surveys are conducted whenever there are significant events that could affect sound levels. The results of these surveys shall be shared with employees as additional training materials as to why hearing protection is required in their work area.

Work areas exceeding established safe sound levels will be posted as "Hearing Protection Required", and all persons, including visitors, entering these areas will wear campus-issued hearing protection.

Proper fit and comfort is important with all types of PPE to ensure maximum effectiveness and also helps encourage use. This is very evident in hearing protection. Therefore all employees who work in areas requiring hearing protection will be given a choice of plug or muff type hearing protection.

All employees who work or have worked in a high noise level area will receive annual audiogram testing. The results of these tests will be communicated to the employee and kept on file for thirty years.

C. RESPIRATORS, SCBA, CHEMICAL EXPOSURE SUITS

All respirators must be certified by the manufacturer to meet or exceed the standards set by NIOSH AND MSHA.

All employees, who are exposed to wear or potentially wear a respirator to perform a job function, must first receive medical clearance to do so. A FIT test questionnaire and FIT test will be conducted.

Respirators shall be stored as per manufacturer instructions in areas near where they will

likely be needed.

Someone sufficiently trained in the required procedure will only perform repairs to any respirator. It may be necessary to return the respirator to the manufacturer or supplier to receive expert repair service.

Respirators will not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, a skullcap that protrudes under the face piece, or temple piece on eyeglasses.

All training is documented and kept as part of the employee's personnel file.

D. HAND PROTECTION

No one-glove type is designed to protect against all potential hand hazards. The glove needed to protect against cold temperature for an employee in the cold storage area will differ greatly from the impervious gloves worn by someone working with sanitation chemicals.

E. HEAD PROTECTION

Employees who work in areas where there is a recognized potential for injury to the head from falling objects, or who work near exposed electrical conductors which could contact the head will be provided adequate head protection. Such situations may or may not exist on a temporary or permanent basis at each plant so local management will have to assess these hazards in relation to their work environment.

Such head protection, if needed, will comply with ANSI Z89.1-2009 and be suited for the hazard present.

F. FOOT PROTECTION

Like hand protection, specialized footwear may be necessary but must be matched correctly with the hazards present. Someone exposed to hot water and cleaning chemicals will want an impervious boot while someone working in the cold storage will need protection from the cold. When dealing with chemical and fall hazards the selected footwear should comply with ANSI Z41-1999.