Personal Protective Equipment

Keene State College Policies and Procedures

Personal Protective Equipment

Section Menu

Introduction

Keene State College strives to engineer out potential hazards, so as to minimize worker exposures. However, in reality, not all hazards can be abated entirely. As a last line of defense, Keene State College recognizes the need for personal protective equipment.

Personal Protective Equipment (PPE) is any outer shell that a worker dons to protect him or herself from a certain hazard. Examples that Keene State College uses are:

- *Eye Protection* – Protects from chippings, dust, lights
- *Ear Protection* – Protects ears from noise damage
- *Hardhat* – Minimizes injury to the crown of the head
- *Safety toed shoes* – Protects feet from rolling, dropped, or any crushing actions.
- *Gloves* – Minimizes injuries to the hand

The above are just some examples of the common PPE worn on the job at Keene State College.

Scope and Application

Every employee of Keene State College that is exposed to a real or potential hazard is required to don the applicable PPE. Not wearing your PPE, even for a short span of time, is unacceptable as it jeopardizes your safety and health. It may also result in disciplinary action.

All PPE will be initially provided to the real or potentially exposed employee as follows:

Eye Protection

- Physical Plant employees have access at any time to approved safety glasses. Stock is kept in Central Stores. (both tinted & clear)
- Other departments: eye protection will be purchased by supervisor. EHS Coordinator can assist as necessary to evaluate appropriate types of eye protection.
- Replacement of stock during the year must be approved by the supervisor or EHS Coordinator.
- Prescription safety glasses are available. Contact EHS Coordinator for details of this program.

Ear Protection

- Ample amounts of ear plugs will be provided for everyone
- Each employee will receive one set of muffs. Replacements of earmuffs must be approved by the supervisor

Hardhat

- In accordance with manufacturers guidelines, hardhats will be replaced every five years
- Impacted hardhats will be replaced immediately
- Safety toed boots/shoe program*
- An annual reimbursement of $60 (or up to $120 for a 2 year use period)
- Replacements during the year must be approved by your supervisor or EHS Coordinator

Gloves

- Workers will be supplied with ample amounts of work gloves

Dust mask/respirator

- Workers will be supplied with ample amounts of dust masks
- Respirators will be provided in accordance with the Respirator Program procedure.

Purpose of Policy

The purpose of this policy is to educate employees about the PPE that Keene State College supplies, and how to use, care for, and select appropriate PPE for the job task.

Responsibilities within the PPE Program

In order for this PPE policy to work, everyone needs to be involved. The employee is ultimately responsible for use and care of their PPE, but needs assistance in purchasing and reinforcement of safe work practices. Keene State College strives to work with employees to select PPE that is safe and comfortable to ensure use each and every time.

Administration

- Provide funding for PPE
- Encourage PPE usage
- Recognize the need for training
- Set an example by wearing PPE in the field

Supervisors

- Require PPE to be worn when needed

- Set an example by wearing PPE in the field
- Assist in training workers about PPE
- React promptly when a worker inquires about PPE
- Ensure that PPE is being worn when needed
- Ensure that adequate PPE is supplied to the workers

Environmental Health and Safety Coordinator

- Ensure that adequate PPE is supplied to the workers
- Conduct PPE training
- Set an example by wearing PPE in the field
- Conduct PPE Hazard Assessments
- Ensure that PPE is being worn when needed

Employees

- Wear PPE when required
- Maintain and inspect PPE before use
- Don’t use damage PPE
- Attend and participate in PPE training

Selection Process

Before selecting PPE for use, the specific job it will be used for will be assessed using the PPE Hazard Assessment Form. The EHS Coordinator, a competent supervisor, or the safety and health committee can do this assessment.

After the form is filled out, it will be sent to the safety and health committee complete with a recommendation report. This process will ensure that employees are receiving the right PPE for the job, and all hazards have been looked at.

When PPE has been selected, the employee will be informed of why it is

needed, and shown the results of the PPE Hazard assessment form. Then the employee will be fit for the specific PPE that they will require. Bringing in PPE from home will not be allowed without approval from the safety and health manager.

Training

Annual PPE training will be provided to each exposed employee. This training will be required, and will include the following:

- *Knowing when to use PPE* – Help them understand how to identify hazards
- *Knowing what PPE is necessary* – Communicate the different types of PPE
- *How to wear the PPE* – Demonstrate putting on, adjusting, and taking off PPE
- *The limits of the PPE* – Communicating the limits of each piece of PPE
- *Care, maintenance, life, and disposal of PPE* – Explaining how to clean, inspect, replace, and dispose of PPE

The above training will end with each employee signing off that they understand what they have been taught. Retraining will need to occur whenever the following happens:

- Employee(s) don’t comprehend initial training
- Employee, or group of employees demonstrate a lack of knowledge regarding PPE
- The workplace hazards change
- The PPE changes
- Management identifies a need for retraining

In the event that respiratory protection is used, employees will need to undergo specific additional training on the use of respiratory protection.

Care and Maintenance

All employees are responsible for the care and maintenance of their PPE. This

will usually include:

- Inspection for defects
- Cleaning & disinfecting
- Repair procedures
- Storage

If a question arises about the care and maintenance of their PPE, they need to contact their supervisor or the Environmental Safety and Health Coordinator.