LP 4.17

Effective:
3/4/2025

Revised:

Policy Owner:
Board of Trustees

Policy Administrator:
VP for Finance and Administration

Affected Parties:
Employees

Table of Contents:

Personal Protective Equipment (LP4.17)

1 Purpose

1.1 The purpose of the Personal Protective Equipment (PPE) Policy is to protect Lander University employees from recognized hazards when hazards cannot be completely eliminated.

2 Scope

2.1 This Personal Protective Equipment Policy applies to all Lander University employees, staff, and contractors who work on Lander University property.

2.2 This policy delineates the steps to be taken to minimize injury resulting from various occupational hazards present at all work areas by protecting workers using PPE when hazards cannot be eliminated.

3 Responsibilities

3.1 Safety and Regulatory Compliance Officer

The Safety and Regulatory Compliance Officer has overall responsibility for policy implementation to ensure that:

3.1.1 The policy is maintained and updated, as needed.

3.1.2 The policy is implemented as intended.

3.1.3 A PPE Hazard Assessment is completed as described in Section 8 of this policy.

3.1.4 Proper PPE is available and selected, as needed.

3.1.5 The suitability of previously selected PPE is periodically reevaluated.

3.1.6 Employees are properly trained as described in Section 11 of this policy.

3.2 Facilities Operations Manager

The Facilities Operations Manager is responsible for:

3.2.1 Ensuring that this policy is implemented.

3.2.2 Enforcing this policy, when necessary.

3.2.3 Ensuring that proper PPE is available.

3.3 Supervisors

All supervisors are responsible for ensuring that:

3.3.1 Ensuring that all aspects of this policy are implemented in their areas of responsibility.

3.3.2 Proper PPE is available to employees, as needed.

3.3.3 Employees wear all required PPE.

3.3.4 Employees properly maintain and store the PPE.

3.3.5 Defective PPE is immediately disposed of and replaced.

3.3.6 The Safety and Regulatory Compliance Officer is notified when new hazards are introduced or when processes are introduced or changed.

3.4 Employees

All employees are required to:

3.4.1 Wear proper PPE, as required.

3.4.2 Attend required training sessions.

3.4.3 Properly maintain, clean, and inspect PPE, as required.

3.4.4 Follow Lander University's PPE policies and procedures.

3.4.5 Inform their supervisor of any need for repairing or replacing PPE.

3.4.6 Report all hazard to their supervisors.

4 General Procedures

4.1 PPE shall be used in conjunction with guards, engineering controls, and other methods to minimize employee exposure to hazards.

4.1.1 Hazards shall be abated first via the hierarchy of controls (See Appendix A), with PPE to provide protection against hazards that cannot reasonable be abated otherwise.

4.2 PPE shall be maintained in a sanitary and reliable condition.

4.3 PPE shall be issued at no cost to employees.

4.4 Employee-owned PPE is not permitted, except for prescription safety glasses.

4.4.1 Lander University retains responsibility for ensuring the adequacy, maintenance, and sanitation of prescription safety glasses owned by employees.

4.5 Refer to the following sections for general guidelines on utilizing eye/face, head, and hand protections.

4.6 Refer to the Walking-Working Surfaces Policy for more information on the use of personal fall arrest systems.

4.7 Refer to the Electrical Safety Policy and the Lockout/Tagout Policy for more information on working with hazardous energy.

4.8 Refer to the Hearing Conservation Program for more information on the use of hearing protection.

5 Eye Protection

5.1 Employees shall use appropriate eye or face protection when exposed to hazards (e.g., flying particles, liquid chemicals, acids or caustic liquids, chemical gases or vapors).

5.2 Eye and face PPE must comply with ANSI standard Z87.1-2003.

5.3 Safety Glasses

5.3.1 Safety glasses side shields that meet ANSI standard Z87.1-2020 with high-impact lenses shall be worn by all employees, subcontractors, and visitors, as indicated on the PPE Hazard Assessment.

5.3.2 Workers assisting welders shall wear absorbent safety glasses that protect the wearer from ultra-violet (UV) and/or infrared (IR) rays.

5.3.3 Dark-shaded lenses (sunglasses) darker than a #1 shade shall not be worn indoors unless welding or assisting a welder.

5.4 Goggles

5.4.1 Chemical splash-proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, and similar liquids and/or as recommended on the safety data sheets (SDS) of the materials being handled.

5.4.2 Dust-proof goggles shall be worn when blowing equipment down with air or while performing other jobs where safety glasses are not adequate to prevent airborne particles from entering the openings around lenses and side shields.

5.5 Face Shields

5.5.1 Full face shields shall be worn over safety glasses when performing jobs where there is the potential for flying objects to strike the face and where safety glasses or goggles would not provide adequate protection, including:

5.5.1.1 When operating handheld or stationery grinders with abrasive or wire wheels.

5.5.1.2 While chipping paint or concrete.

5.5.1.3 When changing propane tanks.

6 Head Protection

6.1 Employees shall wear a protective hard hat or bump cap when working in an area in which there is the potential for injury to the head from falling objects or from being struck on the head.

6.2 Employees shall wear a protective hard hat or bump cap when utilizing a scissor lift or boom lift when there is a risk of striking the head on overhead objects.

7 Hand Protection

7.1 Gloves shall be worn when performing work which may expose hands to extreme temperatures, cuts and abrasions, or chemicals.

7.2 Bloodborne Pathogens (BBP): Appropriate protective gloves shall be worn when handling actual or other potentially infectious materials (OPIM).

7.3 Welding: Welding gloves made of leather or other heat-resistant materials shall be worn when performing arc welding or oxy-gas cutting.

7.4 Chemical: Impervious (chemical-resistant) gloves shall be worn when handling chemicals when the SDS specifies gloves as needed PPE when handling.

7.5 Glove types may include the following:

7.5.1 Leather: Leather gloves shall be worn when working with sharp materials or when handling rigging equipment.

7.5.2 Cloth: Cloth gloves shall be worn when handling objects or materials which could cause blisters, splinters, cuts, or similar injuries.

7.5.3 Heat-resistant: Heat-resistant gloves shall be worn when handling hot bearings, races, or other materials or objects that have been heated beyond ambient temperatures.

7.5.4 Insulated: Insulated gloves shall be worn to prevent frostbite in extreme cold climates.

7.5.5 Rubber: Rubber gloves include those made of nitrile and natural rubber.

7.5.6 Barrier: Any glove that creates a barrier between the hand and the hazard.

7.6 Glove Inspections:

7.6.1 Gloves shall be inspected before each use for holes, tears, and worn areas.

7.6.2 Chemical gloves shall be periodically air tested for pinholes by twisting the cuff tightly, applying low air pressure to expand the glove, and then submersing the expanded glove in water to check for bubbles.

7.7 Defective gloves shall be discarded immediately.

7.8 Gloves are prohibited while working with rotating machinery to avoid their becoming entangled in rotating parts.

8 PPE Hazard Assessment

8.1 To assess the need for PPE, a PPE Hazard Assessment must be completed by taking the following steps:

8.1.1 Identify job classifications for which exposures occur or could occur.

8.1.2 Conduct a walk-through survey of workplace areas in which hazards exist or may exist.

8.1.3 During the walk-through survey, observe and record the following hazards along with PPE currently in use (type and purpose) including:

8.1.3.1 Sources of motion: 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 (e.g., material handling equipment, forklifts, delivery trucks, automobiles).

8.1.3.2 Sources of high temperatures: Items that could cause burns, eye injury, ignition of protective equipment, and other dangerous situation (e.g., welding machines, torches).

8.1.3.3 Chemical exposure: Chemicals to which employees may be exposed (e.g., flammable liquids, corrosive liquids, solids).

8.1.3.4 Harmful dust: Dusts that could enter the lungs through breathing.

8.1.3.5 Sources of light radiation: Examples include welding, brazing, cutting, furnaces, heat treating, and high intensity lights.

8.1.3.6 Potential of being struck by falling objects: Sources of falling objects or potential for dropped objects (e.g., material handling machinery, warehouse storage racks).

8.1.3.7 Sharp objects: Sharp objects that might pierce the feet or cut the hands (e.g., nails, screws,).

8.1.3.8 Electrical hazards: Certain electrical hazards which are present in the workplace.

8.1.4 Following completion of the walk-through survey, the data and information gathered during the survey shall be organized to analyze the hazards and enable the selection of proper PPE to address each hazard, as described in Section 9 of this policy.

8.1.5 The PPE Hazard Assessment shall be documented via a written certification that identifies the workplace evaluated, the person certifying the performance of the evaluation, the date(s) of the hazard assessment, and the fact that the document is a certification of hazard assessment.

8.1.6 The PPE Hazard Assessment shall be completed at least once every twelve months.

9 PPE Selection

9.1 Following the identification and evaluation of any hazards via the hazard assessment, the general procedure for selecting PPE is to:

9.1.1 Become familiar with the potential hazards and the types of PPE that are available and their capabilities for hazard protection.

9.1.2 Compare the types of PPE to the hazards associated with the environment.

9.1.3 Select the PPE that ensures a level of protection greater than the minimum required to protect employees from the hazards.

9.1.4 Fit the user with proper, comfortable, well-fitting protection and instruct employees on the care and use of the PPE.

9.1.4.1 It is essential that PPE users are made aware of all warning labels for and limitations of their PPE (see the employee training guidelines outlined in Section 11 of this policy for a detailed description of training procedures)

10 Reassessment

10.1 PPE Hazard Assessments shall be completed as often as necessary to identify and evaluate new equipment and processes, to review accident records, and to reevaluate the suitability of previously selected PPE, including, at a minimum:

10.1.1 When a new job is introduced.

10.1.2 When the requirements of a job change.

10.1.3 When new equipment is introduced and/or used.

10.1.4 When there has been an accident.

10.1.5 When a supervisor or employee requests it.

10.1.6 Annually.

10.2 If such methods are not adequate or feasible, then the supervisor will determine the suitability of the PPE presently available and, as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect employees from the potential hazards.

10.3 Care shall be taken to recognize the possibility of multiple and simultaneous exposures to a variety of hazards.

10.4 Adequate protection against the highest level of each of the hazards shall be recommended for purchase.

10.5 Elements to be considered in the reassessment include:

10.5.1 The adequacy of the PPE program.

10.5.2 Experience with and the incidence of accidents and illnesses.

10.5.3 Levels of exposure (this implies appropriate exposure monitoring).

10.5.4 The adequacy of equipment selection.

10.5.5 The number of hours that workers wear various PPE ensembles.

10.5.6 The adequacy of training with and fitting of PPE.

10.5.7 The adequacy of program records.

10.5.8 Recommendations for program improvement and modification.

10.5.9 Coordination with the overall safety and health program.

10.6 Supervisors and managers shall monitor worksite tasks for changes in hazards or the introduction of new hazards.

10.6.1 If new hazards are identified, supervisors and managers advise the Safety and Regulatory Compliance Officer, who then conducts a hazard assessment for appropriate PPE.

10.6.2 The Safety and Regulatory Compliance Officer shall evaluate the effectiveness of the PPE and make any necessary changes.

11 Training

11.1 Employees who require or may need to wear PPE shall be properly trained and the PPE must be fitted to each affected employee. Training shall include information about:

11.1.1 Situations in which wearing PPE is necessary.

11.1.2 The type(s) of PPE necessary for specific work situations.

11.1.3 The proper donning, doffing, adjusting, and wearing of PPE.

11.1.4 The limitations of PPE.

11.1.5 The useful life and disposal of PPE.

11.1.6 The cleaning and maintenance of PPE in a sanitary and reliable condition.

11.1.7 The reporting and replacement of defective or damaged PPE, which shall not be used.

11.2 Retraining is required when:

11.2.1 When workplace changes make previous training obsolete.

11.2.2 The type of PPE changes.

11.2.3 The employee demonstrates lack of use, improper use, or insufficient skill in or understanding of PPE selection, including necessity, use, and limitations.

11.3 Training shall be documented and records retained by the Safety and Regulatory Officer.

11.4 The training records shall include all of the following:

11.4.1 The name of the employee(s) trained.

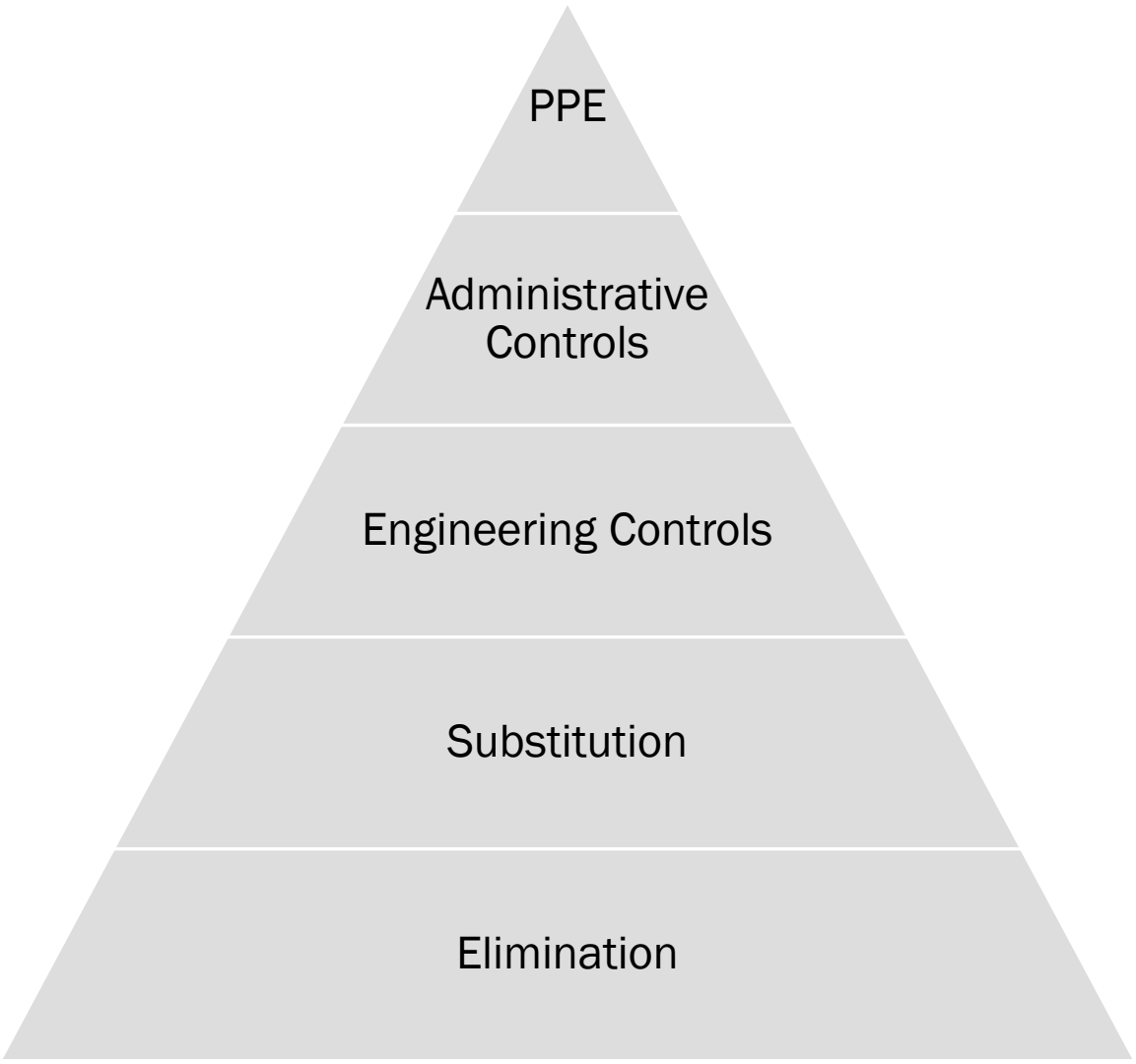
11.4.2 The date(s) of training.

11.4.3 The type(s) of training.

12 Policy Revision History

- First draft of policy submitted by Finance and Administration on 1/6/2025.
- Review by Policy Coordinator on 1/28/2025.
- Reviewed by Board of Trustees Policy Committee on 2/12/2025.
- Submitted for full board review by Policy Coordinator on 2/19/2025.
- Approved by Lander University Board of Trustees on 3/4/2025.

APPENDIX A: HIERARCHY OF CONTROLS



1. **Elimination** – Elimination of the hazard - Preferred
2. **Substitution** – Substitution of the hazard, if the hazard cannot be eliminated
3. **Engineering Controls** – Separating the employee from the hazard
4. **Administrative Controls** – Used with other controls and instructs employees to work safely
5. **PPE** – Last line of defense

APPENDIX B: PPE ASSESSMENT FORM (EXAMPLE)

Check which applies	Type of Assessment		Fill in the relevant information below.
		Single employee's job description	Name of employee:
			Position/Title:
		Job description for a class of employee	Position/Title:
			Location:
Assessor:		Title:	Date:

Eye Hazards	Tasks may include: Working with chemicals, UV light, chipping, sanding, grinding, welding, etc.		
		Description of hazard(s)	Required PPE
	Chemical		
	High Heat/Cold		
	Flying debris/Dust		
	Impact		
	UV/IR Radiation		
	Other		
	Other		
Head Face Neck Hazards	Tasks may include: Working below areas where tools or materials could fall, working on electrical, working in confined spaces.		
		Description of hazard(s)	Required PPE
	Chemical		
	Dust or flying debris		
	Impact		
	UV/IR		

	Electrical shock		
	Other		
	Other		
Foot Hazards	Tasks may include: Chemical exposure, hot work, heavy material handling, construction, electrical exposed to rolling or falling objects, etc.		
		Description of hazard(s)	Required PPE
	Chemical		
	High heat/cold		
	Impact/ compression		
	Electrical		
	Puncture		
	Slick, wet surfaces		
	Other		
Hand Hazards	Tasks may include: Chemical exposure, handling sharp objects, hot work, impact tools, etc.		
		Description of hazard(s)	Required PPE
	Chemical		
	High heat/cold		
	Impact/compression		
	Electrical contact		
	Cut/abrasion/puncture		
	UV/IR		
	Other		

Body Hazards	Tasks may include: Chemical exposure, abrasive blasting, welding/hot work, exposure to sharp objects, traffic hazards, electrical arc, etc.		
		Description of hazard(s)	Required PPE
	Chemical		
	High heat/cold		
	Electrical contact/arc		
	Cuts/abrasions		
	Traffic		
	Other		
	Other		
Fall Hazards	Tasks may include: Working from unprotected heights greater than four feet		
		Description of hazard(s)	Required PPE
	Fall hazard		
	Other		
Noise Hazard	Tasks may include: Exposure to noise greater than 85 dBA 8-hour TWA		
		Description of hazard(s) and noise level	Required PPE
	Noise hazard		
	Other		

Respiratory Hazard	Tasks may include: Exposure to materials that exceed the permissible exposure limit (PEL) for that material		
		Description of hazard(s)	Required PPE
	Chemical		
	Particulate		
	Other		

Personal Protective Equipment Hazard Assessment Certification

PPE assessment for tasks required have been reviewed.

Location: _____

Date: _____ By: _____

Date: _____ By: _____