

# Personal Protective Equipment

Policy 303.4

## 1 Introduction

### 1.1 Occupational Safety and Health Act

1.1.1 The Occupational Safety and Health Act of North Carolina (OSHANC) requires that public employers, including State agencies, "[a]cquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees." As mandated by OSHANC, the State has adopted "occupational safety and health standards promulgated under the federal act," including those applicable to personal protective equipment ("PPE"). The applicable federal regulation requires that the employer provide (and that employees use):

1.1.2 Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, ... wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

### 1.2 Hazard Assessment and Equipment Selection

1.2.1 North Carolina OSHA (NCOSHA) requires that an assessment of the workplace to determine if hazards are present, or likely to be present, that will necessitate the use of Personal Protective Equipment (PPE). It is the responsibility of each area or department supervisor to perform a hazard assessment of the work site. If such hazards are present, or likely to be present, supervisors will:

1. Select and have each affected employee use the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
2. Communicate selection decisions to each employee; and
3. Select PPE that properly fits each affected employee.

1.2.2 Supervisors will verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated, the person certifying that the evaluation has been performed, the dates of the hazard assessment and signatures certifying the completion of the hazard assessment. Contact the Occupational Safety and Health Office at Extension 4007 for additional information.

1.2.3 At no time shall defective or damaged PPE be used.

## 2 Scope

## 3 Definitions

## 4 Policy and Procedure Statements

### 4.1 Personal Protective Equipment

4.1.1 In compliance with the provisions of the following policy statement shall apply to personal protective equipment.

4.1.2 The State of North Carolina as an employer will furnish, at no cost to the employee, certain personal protective equipment required by the job. Included in this policy is the "General Personal Protective Equipment Guide" as established by the North Carolina Department of Labor. The State's policy in providing this equipment is noted in each equipment category.

### 4.2 Employees Whose Physical Conditions Necessitate Special Personal Protective Equipment

4.2.1 Personal Protective Equipment ("PPE") must be used at all times when employees are exposed to workplace hazards requiring the use of PPE, as evidenced by hazard assessments of their work areas. If an employee who is required to wear PPE has a chronic physical condition that requires custom designed and constructed PPE, as certified in writing by the employee's health care provider, that employee should present the health care provider's certification to his/her supervisor in return for authorization to obtain such custom-made PPE at the University's expense. Employee custom-made or specially designed PPE must meet current applicable American National Standards Institute ("ANSI") standards, as prescribed by NCOSHA.

4.2.2 The University reserves the right to identify and use designated vendors/suppliers in providing custom-made PPE for employees whose condition requires such PPE.

### 4.3 Employee Owned Equipment

4.3.1 Where University employees provide their own protective equipment, as authorized by their supervisors, the equipment must meet all applicable rules, procedures, standards, codes, and regulations specified in this section.

### 4.4 Training

4.4.1 Supervisors will provide training to each employee who is required to use PPE. Each employee will be trained in the following areas:

1. When PPE use is necessary,
2. What PPE is necessary,
3. How to properly apply, remove, adjust and wear PPE,
4. The limitations of PPE, and
5. The proper care, maintenance, useful life and disposal of PPE.

4.4.2 Note: Each employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

4.4.3 If the supervisor has reason to believe that any employee who has received prior training does not have the understanding and skill required to use specific PPE, the supervisor shall provide additional training to the identified employee. Circumstances where additional training is required, includes but are not limited to the following situations:

1. Changes in the workplace, rendering previous training obsolete;
2. Changes in the type of PPE to be used, rendering previous training obsolete; and
3. Inadequacies in an identified employee's knowledge or use of assigned PPE indicates the employee has not retained the required understanding or skill.

4.4.4 The supervisor shall verify that each identified employee has received and understood the required training using a written documentation ( training record) that contains the name of each trained employee, specific training dates and the training subject.

### 4.5 General Personal Protective Equipment Guide

Equipment	Funding	Guide
Eye Protection Safety Glasses	100% State funded except that employees who wear prescription glasses pay for the cost of the exam	As required to protect employee from eye hazards, such as optical radiation or glare when only frontal protection is required. Shaded or special purpose lenses may be required.
Safety Glasses with side shields	100% State funded except that employees who wear prescription glasses pay for the cost of the exam	As required to protect employee from flying fragments, objects, large chips, particles, sand, dirt, etc. For severe exposure, add face-shield over safety glasses.
Goggles Chemical/Dust Nuisance	100% State funded	As required to protect employee from chemical splashes, mist, sprays or nuisance dust. For severe exposure, add face shield over goggles.
Welding Goggles- Indirect Ventilation	100% State funded	As required to protect employee against hazards of welding, cutting, and brazing operations.
Cup Goggles - Direct Ventilation	100% State funded	As required to protect employee against eye hazards.
Cup Goggles - Indirect Ventilation	100% State funded	As required to protect employee against eye hazards
Welding Helmet	100% State funded	As required to protect employee against eye hazards of welding, cutting, and brazing operations.
Face Shield	100% State funded	As required to protect employee's eyes and face.
Hard Hat	100% State funded	As required to protect employee's head against impact and falling or flying objects. Class A - used in construction and general industry where there is no exposure to high voltage, electrical shock or burns.

		Class B - use to protect the head against high voltage electricity. Reference: ANSI-Z89.1-1986
Hard Hat Liners	100% State funded	As required to protect employee against the cold weather if hard hat is worn.
Respirators	100% State funded	As required to protect employee from airborne contaminants.
Gloves	100% State funded	As required to protect employee from physical, biological, chemical, radiation, or electrical hazards. Gloves used for electrical protection must be marked as to class of equipment and whether or not they are ozone-resistant, and shall meet the (ASYM) D 120-87 Specification for Rubber Insulating Gloves.
Coverall or Aprons Canvas	100% State funded	As required to protect employee from contact with hazardous substances when canvas provides adequate protection.
Non-Porous (Plastic/Rubber)	100 % State funded	As required to protect employee from contact with hazardous substance when plastic or rubber is needed to provide adequate protection.
Leather or Other Flame Resistant Material	100% State funded	As required to protect employee from hazardous substances when leather is needed to provide adequate protection and when leather or other flame-resistant material is required to protect employee from fire hazards.
Body Protection - Personal protective footies, vest, aprons, coats, pants, coveralls and suits in a range of suitable materials and sizes	100% State funded	As required to protect employee against biological, radiation, physical, or chemical hazards. Base selection on information in the workplace hazards control program. Reference: Appropriate OSHA-NC standard(s) purchase request.
Foot Protection Safety Shoes	State funds for on pair per year, cost not to exceed dollar amount established by the Office of State Budget and Management, which includes inflationary cost increase. (See Safety Procedures for more information)	As required to protect employee working in areas where there is a danger of foot injuries due to falling or rolling objects piercing the sole or where protection is needed against electrical hazards. In general, does not apply to office employees. NOTE: Protective footwear purchased shall comply with ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear." (See Foot Protection Section For More Information).
Rubber and Specialized Safety Boots	100% State funded	As required to keep employee's feet dry when employee routinely works in wet locations such as flooded ditches and to protect from electrical hazards or other hazards requiring specialized safety boots.
Safety Belts, Harnesses and Life Lines	100% State funded	As required to protect employees from falling while working at elevated (10ft. or greater) locations not protected by standard guardrails or safety nets or as required when working in confined spaces.
Safety Nets	100% State funded	As required to protect employees working over 25 feet above ground or water surface where other protective devices are impractical and conventional fall protection system cannot practically be made use of.
Ear Protection	100% State funded	As required to protect employee against hearing loss due to noise.
Life Ring	100% State funded	As required to protect employee from drowning
Life Jacket (flotation vest)	100% State funded	As required for employees working over or near water where the danger of drowning exists.

Per Office of State Personnel

#### Respiratory Protection

Numerous NIOSH regulations exist for use of respiratory protective equipment by campus employees. The ASU Respiratory Protection program is contained in Policy 11.

## 4.6 Foot Protection

4.6.1 Steel toed protective footwear must comply with the most current ANSI standard for protective footwear, that provides impact and compression protection, and can include puncture protection, metatarsal protection or electrical conductive/insulating protection. Impact protection would be required for carrying or handling packages, objects, parts or heavy tools which could be

dropped or where objects might fall on the feet. Compression protection would be required when working with the aid of skid trucks, hand trucks or other equipment moving devices around bulk rolls or around heavy pipes that could roll over on employee's feet. Puncture protection would be required when sharp objects such as nails, tacks, screws, large staples, scrap metal, etc., could be stepped on by employees.

4.6.2 One pair of steel toed shoes will be provided by the University for each covered employee (See Acquiring Safety Shoes for more information). Certain Categories are known to need steel toed safety shoes and are listed below (NOTE: This is NOT a complete listing):

4.6.3 For additional information, contact your supervisor or the Occupational Safety and Health Office.

<b>Job Classification</b>	<b>When Needed</b>
Automobile mechanics, helpers	At all times
Carpenters and helpers	At all times
Dishwashers	At all times
Electricians	At all times
Faculty, Instructors	When teaching involves heavy machinery or material lifting
Grounds Workers	At all times
Housekeepers	When lifting, maintenance, using heavy machinery
Laborers, Movers	At all times
Locksmiths	At all times
Machine operators	At all times
Maintenance mechanics	At all times
Maintenance workers	At all times
Meat cutters	At all times
Painters	At all times
Plumbers	At all times
Print Shop personnel	At all times
Procurement personnel	At all times
Roofers	At all times
Safety & WC Office	When lifting, in construction, maintenance, warehouse areas
Steam Plant personnel	At all times
Truck drivers	At all times
Warehouse personnel	At all times
Welders	At all times
Other Workers	When lifting, performing maintenance, using heavy machinery, on construction sites

## 4.7 Acquiring Safety Shoes

4.7.1 Employees who are required to wear steel toed safety shoes as determined by the results of a hazard assessment in their workplace may either acquire them through a vendor/shoemobile program set up annually by the Purchasing Department or purchase them from an outside vendor and be reimbursed. In the latter case, the employee must pay the full amount (cost) at the time of purchase. Return the signed receipt, marked "Paid in Full" to the department for processing, reimbursement purposes. Departments must initially complete a procurement request or small check request (with budget code and attached list of employees authorized to purchase steel toed safety shoes). Forward the completed procurement request and attached list to Purchasing Department. Forward the completed small check request and attached list to the Payroll Department. A copy of the authorized steel toed safety shoe purchase list should also be forwarded to the Occupational Safety and Health Office. To complete processing an employee must:

1. Return a copy of the paid, dated purchase receipt received from the outside vendor/shoemobile salesperson to the department. Note: Purchase amounts in excess of the state approved limit must be paid by the employee at the time of purchase. Departments should then forward copies of the employee returned receipts, marked "APPROVED FOR PAYMENT" to the Purchasing Department or to the Payroll Department to formally process department billing procedures OR
2. Have your department complete a procurement request and forward it to the Purchasing Department. Be sure to include

budget code and attach copies of "PAID IN FULL" employee receipts to the procurement request, marked "REIMBURSEMENT TO (EMPLOYEE'S NAME) FOR PAYMENT OF SAFETY SHOES FROM (STORE NAME)."

NOTE: The cost of reimbursement should not exceed the state approved limit per employee per fiscal year.

## **5 Additional References**

## **6 Authority**

## **7 Contact Information**

## **8 Original Effective Date**

## **9 Revision Dates**

September 24, 2008