

1. PROGRAM STATEMENT

Personal protective equipment (PPE) will be utilized to protect employees from workplace exposures that could result in injury or impairment in the function of any part of the body when hazards can neither be eliminated nor minimized through engineering or administrative controls. Exposures may occur through absorption, inhalation, or physical contact. PPE are considered a last line of defense and should be used in conjunction with guards, engineering controls, and sound manufacturing practices.

2. REFERENCES

- a. Occupational Safety and Health Administration (OSHA) 29 CFR 1910
 - i. .132, General
 - ii. .133, Eye and Face Protection
 - iii. .135, Head
 - iv. .135, Foot
 - v. .138, Hand
 - vi. 1910 Subpart I App. B – Nonmandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection

3. SCOPE

This policy applies to University of North Alabama (UNA) employees, including full time, part time, adjunct, and student workers.

4. PROCEDURES

- a. General
 - i. The workplace will be assessed to determine if hazards are present, or likely to be present, which require the use of PPE.
 - ii. If such hazards are noted, PPE will be provided to affected employees. These employees will be instructed to use the PPE and trained as described in Section 8 of this Policy.
 - iii. The workplace assessment will be conducted using the form in **Attachment 1**, *Certification of Hazard Assessment for Personal Protective Equipment*, hereafter referred to as the “Hazard Assessment”. Hazard Assessments will be conducted jointly by the Environmental Health and Safety (EHS) Department and the affected department.
 - iv. Each department will maintain copies of the completed Hazard Assessments to be used for training and/or retraining.
 - v. It is recommended that department heads conduct an annual review of PPE use and requirements with all personnel in their division to ensure compliance with these guidelines. A record of these checks should be maintained for 3 years in the department.

- vi. If an employee reports for work without required PPE, the employee shall not be allowed to perform the work that requires PPE until the PPE has been secured.

5. CLEANING AND MAINTAINANCE

- a. PPE shall be inspected, cleaned and maintained by employees at regular intervals and as recommended by the manufacturer so it can be discarded, changed, and/or decontaminated as necessary.
- b. PPE which cannot be decontaminated is to be disposed of in a manner that protects employees from exposure to hazards.

6. RESPONSIBILITIES

- a. Environmental Health and Safety Department
 - i. Conducting or assisting departments to conduct Hazard Assessments.
 - ii. Selecting and/or recommending PPE that properly fits and meets requirements.
 - iii. When requested, assisting the departments with delivery of training.
 - iv. Monitoring compliance with the Personal Protective Equipment Policy, reassessing the workplace, and providing feedback to Departments.
- b. Department Heads
 - i. Assisting the EHS Department conduct Hazard Assessments.
 - ii. Advising employees as to the required PPE for their job tasks.
 - iii. Providing proper PPE.
 - iv. Ensuring PPE is being used as defined in this Policy.
 - v. Ensuring employees are properly trained on the use of the PPE.
- c. Employees
 - i. Adhering to the requirements of this Policy.
 - ii. Inspecting all PPE prior to each use, as well as maintaining, storing, and disposing it as instructed.
 - iii. Wearing PPE as instructed.
 - iv. Notifying their supervisor when new PPE is necessary or when there are any changes which might impact the type of PPE they utilize.

7. Payment for Protective Equipment

- a. PPE will be provided at no cost to employees.
- b. UNA is not required to pay for:

- i. PPE that has been lost or intentionally damaged.
- ii. Non-specialty safety-toe protective footwear and non-specialty prescription safety eyewear if the employee is allowed to wear it away from the workplace.

8. SPECIFIC PPE REQUIREMENTS

a. Head Protection

- i. Head protection shall be worn in areas where there is a potential for injury to the head from impact, flying or falling objects, or electrical shock.
- ii. Protective helmets shall comply with ANSI Standards Z89.1-1997, "American National Standard for Personnel Protection-Protective Headwear for Industrial Workers-Requirements", Z89.1-2003, and Z89.1-2009, "American National Standard for Personnel Protection-Protective Headwear for Industrial Head Protection." Helmets for protection against electrical shock shall comply with ANSI Z89.2-1971.

b. Eye and Face Protection

- i. Suitable eye or face protection shall be provided where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially injurious light radiation, or a combination of these. All protective devices shall comply with the requirements of American National Standards Institute's (ANSI) Z87.1-2020, *American National Standard For Occupational And Educational Personal Eye And Face Protection Devices*.
- ii. Employees who require prescription lenses should be provided with eye protection that incorporates the prescription into its design, or wear protective devices over the prescription lenses.
- iii. The chart found in **Attachment 2, Eye and Face Protection Selection Chart**, provides general guidance for the proper selection of eye and face protection.

c. Hand Protection

- i. Appropriate hand protection is required when hands are exposed to hazards such as those from skin absorption of harmful substances, cuts, severe abrasions, punctures, chemical burns, and temperature extremes.
- ii. The type of hand protection used shall be based on the performance characteristics of the glove relative to the task(s) to be performed, dexterity required to perform the task, duration of use, and the hazards or potential hazards identified.

- iii. Chemical protective gloves should be selected on the basis of the chemical component with the shortest breakthrough time. Check with the manufacturer to ensure the glove of interest has been tested and validated to protect against the chemical of concern.

d. **Torso/Body Protection**

- i. Torso protection shall be provided when there is a potential for bodily injury (e.g., legs, arms, back, chest) from cuts and radiation; temperature extremes; hot splashes from molten metals and other hot liquids; potential impacts from tools, machinery and materials; and hazardous chemicals.
- ii. Body protection includes laboratory coats, coveralls, vests, jackets, aprons, surgical gowns and full body suits.

f. **Foot Protection**

- i. Protective footwear (e.g., “steel-toed shoes”) which is compliant with ANSI Z41.1 standards shall be worn when there is a potential for injury to the feet from falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.
- ii. Low-heeled, closed-toe shoes shall be worn in all laboratory operations where there is likelihood of exposure to spilled chemicals.

9. Training

- a. Initial training shall be provided for each employee who is required to use PPE; it will cover at least the following elements:
 - i. When PPE is necessary
 - ii. What PPE is necessary
 - iii. How to properly don, doff, adjust, and wear PPE
 - iv. The limitations of the PPE
 - v. The proper care, maintenance, useful life and disposal of the PPE
- b. The employee shall demonstrate an understanding of the training elements and the ability to use PPE properly before being allowed to perform work requiring the use of PPE. Training will also address the importance of inspecting PPE before each use for tears, punctures, holes, cuts, cracks, embedded foreign objects and texture changes (e.g., swelling, softening, hardening, becoming sticky or inelastic).
- c. Retraining will be provided when there is reason to believe that an affected employee who has already been trained does not have the understanding and skill as required above. Circumstances where retraining is required include, but are not limited to, situations where:

- Changes in the workplace render previous training obsolete.
- Changes in the types of PPE to be used render previous training obsolete.
- Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

ATTACHMENT 1

Certification of Hazard Assessment for Personal Protective Equipment

INSTRUCTIONS: This form is to be used to document work place inspections and the specific personal protective equipment (PPE) needed by employees. This form and associated documents must be maintained for inspection by regulatory agencies and training. See the Hazard Assessment Guidelines in Chapter 10 of the Environmental Health and Safety Manual, *Personal Protective Equipment*, for further instructions. For additional assistance or to submit completed form, please contact the Environmental Health and Safety Department, 256-765-4804.

Building/Location: _____ Specific Location: _____

Assessment Conducted By: _____ Phone Number: _____

Job Title: _____ Date: _____

Specific tasks performed at this location: _____

Check all that apply in each section. Consider the presence or likelihood of exposure to these hazards:

- Impact
- Chemicals
- Compression (roll-over)
- Light (optical) radiation
- Penetration
- Heat
- Harmful dust

Overhead Hazards	Head Protection Required
<input type="checkbox"/> Suspended loads that could fall <input type="checkbox"/> Overhead beams or loads that could be hit <input type="checkbox"/> Energized wires or equipment that could be struck <input type="checkbox"/> Employees work at elevated site and could drop objects on others below <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> None	<input type="checkbox"/> Hard Hat <input type="checkbox"/> Type A (Impact & penetration resistant; low-voltage electrical insulation) <input type="checkbox"/> Type B (Impact and & penetration resistant; high-voltage electrical insulation) <input type="checkbox"/> Type C (impact and penetration resistant only) <input type="checkbox"/> None

Eye and Face Hazards	Eye and Face Protection Required
<input type="checkbox"/> Chemical splashes <input type="checkbox"/> Dust <input type="checkbox"/> Smoke and/or fumes <input type="checkbox"/> Projectiles <input type="checkbox"/> Light/radiation from gas welding <input type="checkbox"/> Light/radiation from cutting, torch brazing or soldering <input type="checkbox"/> Light/radiation from LASERS <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> None	<input type="checkbox"/> Safety glasses <input type="checkbox"/> Safety goggles <input type="checkbox"/> Impact <input type="checkbox"/> Splash <input type="checkbox"/> Face shield <input type="checkbox"/> Welding goggles/face shield (typically shade 1-3) <input type="checkbox"/> Spectacles or welding face shield (typically shade 1.5-3) <input type="checkbox"/> None

ATTACHMENT 1, continued

Certification of Hazard Assessment for Personal Protective Equipment

Hand Hazards	Hand Protection Required
<input type="checkbox"/> Chemicals <input type="checkbox"/> Sharp edges, splinters, etc. <input type="checkbox"/> Exposed electrical wires <input type="checkbox"/> Temperature extremes <input type="checkbox"/> Sharp tools, machine parts <input type="checkbox"/> Material handling <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> None	<input type="checkbox"/> Gloves <input type="checkbox"/> Chemical resistant <input type="checkbox"/> Temperature resistant <input type="checkbox"/> Abrasion resistant <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> None

Foot Hazards	Foot Protection Required
<input type="checkbox"/> Heavy materials handled by employees <input type="checkbox"/> Sharp edges or points (Puncture risk) <input type="checkbox"/> Exposed electrical wires <input type="checkbox"/> Unusually slippery conditions <input type="checkbox"/> Wading <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> None	<input type="checkbox"/> Safety shoes <input type="checkbox"/> Metatarsal protection <input type="checkbox"/> Puncture resistant <input type="checkbox"/> Electrical insulation <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> None

Additional hazards to note (may consider clothing, respirators, hearing protection):

Recommended protection for additional hazards

I certify that the above inspection was performed to the best of my knowledge and ability based on the hazards present.

Print Name

Signature

Reference: 1910 Subpart I App. B – Nonmandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection

ATTACHMENT 2

EYE AND FACE PROTECTION SELECTION CHART

Source	Assessment of Hazard	Protection
IMPACT -- Chipping, grinding machining, masonry work, woodworking, sawing, drilling, chiseling, powered fastening, riveting, and sanding	Flying fragments, objects, large chips, particles sand, dirt, etc.	Spectacles with side protection, goggles, face shields. See notes (1), (3), (5), (6), (10). For severe exposure, use faceshield.
HEAT -- Furnace operations, pouring, casting, hot dipping, and welding	Hot sparks	Faceshields, goggles, spectacles with side protection. For severe exposure use faceshield. See notes (1), (2), (3).
	Splash from molten metals	Faceshields worn over goggles. See notes (1), (2), (3).
	High temperature exposure	Screen face shields, reflective face shields. See notes (1), (2), (3).
CHEMICALS -- Acid and chemicals handling, degreasing plating	Splash	Goggles, eyecup and cover types. For severe exposure, use face shield. See notes (3), (11).
	Irritating mists	Special-purpose goggles.
DUST -- Woodworking, buffing, general dusty conditions	Nuisance dust	Goggles, eyecup and cover types. See note (8).
LIGHT and/or RADIATION --		
Welding: Electric arc	Optical radiation	Welding helmets or welding shields. Typical shades: 10-14. See notes (9), (12)
Welding: Gas	Optical radiation	Welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4. See note (9)
Cutting, Torch brazing, Torch soldering	Optical radiation	Spectacles or welding face-shield. Typical shades, 1.5-3. See notes (3), (9)
Glare	Poor vision	Spectacles with shaded or special-purpose lenses, as suitable. See notes (9), (10).

Notes to Eye and Face Protection Selection Chart:

- (1) Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be provided. Protective devices do not provide unlimited protection.
- (2) Operations involving heat may also involve light radiation. As required by the standard, protection from both hazards must be provided.
- (3) Faceshields should only be worn over primary eye protection (spectacles or goggles).

ATTACHMENT 2, CONTINUED

EYE AND FACE PROTECTION SELECTION CHART

- (4) As required by the standard, filter lenses must meet the requirements for shade designations in 1910.133(a)(5). Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.
- (5) As required by the standard, persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription (Rx) eyewear.
- (6) Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments may represent an additional hazard to contact lens wearers.
- (7) Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.
- (8) Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleansing may be necessary.
- (9) Welding helmets or faceshields should be used only over primary eye protection (spectacles or goggles).
- (10) Non-sideshield spectacles are available for frontal protection only, but are not acceptable eye protection for the sources and operations listed for "impact."
- (11) Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.
- (12) Protection from light radiation is directly related to filter lens density. See note (4). Select the darkest shade that allows task performance.