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Personal Protective Equipment (PPE) Program

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Purpose

The purpose of this written program is to assure compliance with the Occupational Safety and Health Administration (OSHA) and that the appropriate personal protective equipment (PPE) is selected and provided to employees. It is the goal of UNC Pembroke to use engineering controls as the primary method for protecting employees. However, when additional protection is necessary, appropriate PPE shall be worn.

Scope

This Personal Protective Equipment (PPE) Program applies to all UNC Pembroke employees. All employees are required to follow the minimum procedures outlined in this program. Any deviations from this program must be immediately reported to the Environmental Health and Safety Office.

Definitions

1. **Eye/Face Protection:** Equipment that is designed to protect the eyes and face. Examples of hazardous exposures to the eyes and face include flying particles, molten metal or sparks, liquid chemicals, acids or caustic liquids, potentially injurious light radiation (lasers, welding), and biological exposure.
2. **Foot Protection:** Equipment that is designed to provide protection to the feet. Work activity that could cause injury to the feet include exposure to falling or rolling objects, objects piercing the sole, harmful chemicals, or electrical hazards.
3. **Head Protection:** Equipment that is designed to protect the head from potential injury from falling objects, electrical hazards, or contact with overhead surfaces that could cause injury.
4. **Hand Protection:** Equipment that is designed to protect the hands from exposure to harmful substances, severe cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.
5. **Hearing Protection:** Equipment that is designed to protect the wearer's hearing during exposure to high noise levels.
6. **Respiratory Protection:** Equipment that is designed to protect the respiratory system of the wearer from harmful dusts, fogs, fumes, mists, gases, sprays, or vapors.

7. **PPE:** Devices worn by employees to protect against hazards in the environment.
8. **PPE Hazard Assessment:** The process of identifying hazards in the workplace and selecting appropriate PPE to protect employees against the hazards identified.

Program Responsibilities

Executive Leadership

The University of North Carolina at Pembroke has legal responsibility for compliance with all occupational safety and health standards.

Environmental Health and Safety Office

- Planning and recommending programs that adhere to all applicable federal, state, and local laws and regulations pertaining to environmental health and safety;
- Assisting supervisors with implementing environmental health and safety programs in their areas;
- Curtailing or stopping work that poses a clear and imminent danger to the health or safety of the University community; and
- Periodically reviewing the program and updating it as needed to ensure compliance with all applicable federal and state regulations.

Departmental Management

- Ensure that responsibilities assigned within this program are carried out within their administrative departments;
- Designate employees responsible for the implementation of this program within their department;
- Actively support this program to demonstrate overall safety culture development; and
- Ensure adequate funding is available to support this program.

Supervisors

- Review and ensure understanding of this program and its applicability to your department;
- Ensure employees comply with all provisions of this program;
- Ensure employees receive training appropriate to their assigned tasks and maintain documentation; and
- Take prompt action including disciplinary action when unsafe conditions or acts are observed.

Employees

Every UNC Pembroke employee is responsible for conducting himself/herself in accordance with this program. All employees shall:

- Adhere to all safety policies, programs, procedures, and practices while performing his/her duties in a safe manner; and
- Notifying their immediate supervisor of unsafe working conditions, potential hazards, and accidents as soon as possible.

PPE Hazard Assessment/Selection

Each work environment will be assessed to identify and remediate recognized hazards. The work environment may include construction sites, machine shops and laboratories. In most instances, these areas will have posted signage indicating the required PPE to gain access to the work environment. Additional hazard assessments will be required for each specific hazardous job task in which engineering or administrative controls are not effective at eliminating hazards. In most situations, the manufacture's instructional manual or safety data sheet (SDS) will provide PPE hazard assessment and selection information. In other situations, where engineering or administrative controls are not effective at eliminating recognized hazards, the following hazard assessments steps must be completed.

1. An onsite evaluation of employee's job task should be documented and certified on the PPE Hazard Assessment form;
2. The form should be submitted to Environmental Health and Safety Office for safety consultation, analysis, and recordkeeping purposes;
3. The appropriate PPE should be selected;
4. The selected PPE, requirements for wearing, maintenance, and storage should be communicated to the employee; and
5. The PPE fit should be inspected and tested in a controlled environment.

Head Protection

Employees are required to wear appropriate head protection when exposed to:

1. Falling or moving objects;
2. Hazards from exposed electrical conductors; and
3. Impact hazards.

Eye and Face Protection

Employees are required to wear appropriate eye and face protection (safety glasses, goggles, or face shields) when exposed to:

1. Flying debris;
2. Molten metal;
3. Splashes involving chemicals;
4. Harmful mists, gases or vapors;
5. Laser, ultraviolet, or other intense illumination; and
6. Splashes involving body fluids.

Additionally, safety glasses, goggles, and face shields shall provide protection from flying debris entering from the side of the protective equipment. Eye and face protection shall accommodate prescription lenses, either by fitting over prescription lenses, or by incorporating them into its design.

Prescription safety glasses with side shields are 100% State funded. Employees are responsible for the cost of their individual eye examination.

Hearing Protection

Employees should use appropriate hearing protection when required due to noise hazards associated with their job or workplace.

See the University's Hearing Conservation Program for the procedures and requirements for obtaining and using hearing protection.

Respiratory Protection

Respiratory protection is used to prevent exposure to airborne contaminants. The Respiratory Protection Program outlines specific compliance requirements for this type of PPE.

See the University's Respiratory Protection Program for the procedures and requirements for obtaining and using respiratory protective equipment.

Hand Protection

Employees are required to wear appropriate hand protection when exposed to:

1. Chemicals which may be absorbed through skin;
2. Chemicals which may damage the skin;
3. Objects which may cut or puncture the skin;
4. Biological agents, human or animal tissues, body fluids;
5. Harmful temperature extremes; and
6. Radioactive materials.

Hand protection is to be chosen according to the type of work performed. For example, gloves for chemical work should be chosen based on resistance to the specific chemicals being used. Gloves used for trash pickup should be cut and puncture resistant.

Foot Protection

Employees are required to wear appropriate foot protection when exposed to:

1. Heavy objects may fall onto the feet;
2. Objects which may penetrate the shoe and cut or puncture the feet;and
3. Electric hazards;

Examples of safety footwear include:

1. Slip-resistant shoes;
2. Steel toe shoes/boots; and
3. Steel shank boots.

Note: Per the Office of State Human Resources Personnel Policies and Regulations page (Section 6.2), the current annual [safety shoe allowance](#) for state employees is \$125 per year or \$250 maximum once every two years. The employee's department is responsible for paying any amount up to \$125 while the employee is responsible for any amount over \$125.

PPE for Electrical Work

PPE required for electrical work includes, but is not limited to, insulating blankets, matting, covers, line hose, gloves, and sleeves. Specific information for electrical PPE is found in the Electrical Safety in the Workplace Program.

Body Protection

In some scenarios PPE may be required to protect an employee from job-specific hazards or unique hazardous scenarios. Some examples of these types of PPE are:

1. Chemical splash aprons;
2. Protective coveralls;
3. Lab coats;
4. Disposable medical gowns;
5. Disposable shoe covers;
6. Welding aprons and/or sleeves;
7. Chainsaw chaps; and
8. High visibility safety vests.

Training

Each employee required to wear PPE must be trained. The training will consist of the following:

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

Re-training:

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

APPENDICES

Appendix A – Hazard Assessment Form

UNCP PPE - HAZARD ASSESSMENT FORM

Job Classification:		Area:	
Assessor:		Date:	



HEAD HAZARDS Tasks that can cause head hazards include: Working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall. *Check the appropriate box for each hazard:*

Burn.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Description of Hazards: _____
Chemical Splash.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Electrical Shock.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Impact.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____



EYE HAZARDS Tasks that can cause eye hazards include: Working with acids and chemicals, chipping, grinding, furnace operations, sanding, welding and woodworking. *Check the appropriate box for each hazard:*

Chemicals.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Description of Hazards: _____
Dust.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Heat.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Impact.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Light/Radiation.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____



HAND HAZARDS Tasks that can cause hand hazards include: Cutting material, working with chemicals and working with hot objects. *Check the appropriate box for each hazard:*

Burn.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Description of Hazards: _____
Chemical Exposure.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Cuts/Abrasion.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Puncture.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____



BODY HAZARDS Tasks that can cause body/other hazards include: Mixing chemicals, welding, cutting metals, noise, etc. *Check the appropriate box for each hazard:*

Chemical Exposure.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Description of Hazards: _____
Heat.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Welding.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Other	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____



OTHER HAZARDS Tasks that can affect other parts of the body or body systems include: Loud equipment, painting, grinding, sanding, working from elevated positions. *Check the appropriate box for each hazard:*

Dust / Chemical inhalation.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Description of Hazards: _____
Noise.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____
Falls.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____

