



# Personal Protective Equipment Plan

# Personal Protective Equipment Program

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## Personal Protective Equipment (PPE) Plan

### 1. Purpose

Luna Community College through various safety plans, has taken a proactive approach on providing a safe working environment by offering personal protective equipment that has been deemed necessary through a hazard assessment process at no cost to the employee.

### 2. Scope

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, respiratory devices and protective shields and barriers shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards assessment 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.

### 3. Responsibility

Department Director / Supervisor

Shall ensure that a hazard assessment has been completed to determine if hazards exist and necessitate that personal protective equipment will be used by employees before work is stated.

- a. The hazard assessment shall include at minimum;
  - i. that a required workplace hazard assessment has been performed
  - ii. identifies the workplace evaluated
  - iii. person completing the evaluation
  - iv. the date(s) of the hazard assessment
- b. Shall ensure that proper training has occurred and covers the appropriate material;
  - 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
- c. Shall be responsible for accurate training documentation, that includes the minimum information;
  - i. the name of each employee trained
  - ii. the date(s) of training
  - iii. and identifies the subject of the training.
- d. Forward a copy of training records to the Life/Safety Coordinator

## Employees

It will be the responsibility of each employee that is required the use of personal protective equipment in their job operations do so as they have been trained in its use. PPE shall be maintained as per training or manufacturer recommendations.

## Life/Safety Coordinator

Assist Department Directors/Supervisors in completing any of the required documents or in conducting training and finding training materials/resources. Keep a back-up copy of training records provided by each department.

## Employer

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.

When the employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required, the employer shall retrain each such employee.

Circumstances where retraining is required include, but are not limited to where:

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

The employer is not required to pay for non-specialty safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eyewear, provided that the employer permits such items to be worn off the job-site.

The employer is not required to pay for:

- a. Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots
- b. Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.

The employer must pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE.

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound manufacturing practices.

## Appendix A

### Hazard Assessment

Hazard Assessment Checklist & Selection Criteria for use of Personal Protective Equipment

Building \_\_\_\_\_ Department \_\_\_\_\_

Room Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Task Evaluated \_\_\_\_\_ Performed By \_\_\_\_\_

Date \_\_\_\_\_ Title \_\_\_\_\_

Departments should use only PPE assessments that apply to their activities. If you have any questions about this form or performing a walk-through survey, please contact the Life/Safety Coordinator at ext. 1109.

#### **Eye and Face Protection**

<b>Hazards to Consider</b>	<b>Required PPE</b>
Splash / spatter / spray of chemicals or other harmful/irritant liquids	Chemical goggles, safety glasses with side shields or safety glasses covered by full-face shield
High pressure cleaning or spraying	Safety glasses with side shields or safety glasses covered by full-face shield
Grinding / Drilling – any flying particles or projectiles	Goggles or safety glasses with side shields
Power tools – air or electric	Safety glasses with side shields
Typical Laboratory – chemical splash	Chemical goggles, safety glasses with side shields or safety glasses covered by full-face shield
Acetylene welding, cutting, burning, molten metals	Cutting goggles with appropriate filter lens number (see Appendix C)
Arc Welding and cutting	Welding hood with appropriate filter lens number (see Appendix C)
Chipping, grinding or machining – flying particles	Goggles, safety glasses with side shields or full face shield (face shield required for heavy grinding)
Other identified hazards	Consult with Life/Safety Coordinator for assistance in identifying appropriate PPE

#### **Head Protection**

<b>Hazards to Consider</b>	<b>Required PPE</b>
Work under elevated work platforms, suspended loads or low overhead clearance	Hard hats – ANSI compliant

### **Hand and Arm Protection**

<b>Hazard to Consider</b>	<b>Required PPE</b>
Handling caustic or acidic chemical	Neoprene, shoulder-length neoprene, rubber gloves
Tools or materials likely to cause scrapes, cuts or brushes	Metal mesh, leather, Kevlar or coated gloves cut resistant gloves, puncture resistant arm guards
Extreme cold	Thermal lined, or other cold weather gloves
Heat	Hot mill or leather gloves
Blood borne Pathogens	Surgical, Latex, Synthetic
Power tools – chain saws, impact tools	Anti-vibration gloves
Exposure to high voltage, electrical lines	
Other identified hazards	May consult with the Life/Safety Coordinator for assistance in identifying appropriate PPE

### **Foot, Leg, and Body Protection**

<b>Hazards to Consider</b>	<b>Required PPE</b>
Chemical mixing, molten metal, cryogenic materials/gases	Shop coats, coveralls, long sleeve shirts work shirts, heavy weight pants, chemical boots, etc
Hazards to feet related to sharp or heavy objects / equipment	Metatarsals guards, toe guards, safety shoes/boots

### **Hearing Protection**

<b>Hazards to Consider</b>	<b>Required PPE</b>
Exposed to loud noise from machines, tools, etc. levels above 85dBA in 8 hr TWA	Ears muffs or ear plugs with sufficient noise reduction rating to lower exposure below 85dBA
Some high noise levels, even if below the 8hr TWA may require hearing protection	Ears muffs or ear plugs with sufficient noise reduction rating to lower exposure below 85dBA

### **Respiratory Protection**

If respiratory PPE is required for any job performance, the employer must develop a respiratory program that meets the requirements of OSHA standard 29 CFR 18910.134.

## Appendix B

### Verification of Training for Personal Protective Equipment

I, (PRINT) \_\_\_\_\_ have received and understand the material presented concerning a job hazard assessment and personal protective equipment requirement for protection. My training included a discussion that covered the following topics:

1. What PPE must be worn in the work place
2. When PPE must be worn
3. How to inspect PPE for wear and damage prior to use
4. How to properly don, doff, adjust, and wear PPE
5. The limitations of PPE
6. The proper care, maintenance, useful life and disposal of the PPE

I have been afforded the opportunity to ask questions about the use of PPE and I have had a “hands on” exercise using the PPE properly.

Department: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor/Facilitator: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C

### Filter Lenses for Protection against Radiant Energy

Operations	Minimum(*) Electrode Size 1/32 in.	Arc Current	Minimum Protective Shade
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Shielded metal			
arc welding	Less than 3 .....	Less than 60 ...	7
	3-5 .....	60-160 .....	8
	5-8 .....	160-250 .....	10
	More than 8 .....	250-550 .....	11
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Gas metal arc			
welding and			
flux cored			
arc welding		less than 60 ...	7
		60-160 .....	10
		160-250 .....	10
		250-500 .....	10
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Gas Tungsten			
arc welding		less than 50 ...	8
		50-150 .....	8
		150-500 .....	10
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Air carbon	(Light) .....	less than 500 ..	10
Arc cutting	(Heavy) .....	500-1000 .....	11
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Plasma arc welding		less than 20 ...	6
		20-100 .....	8
		100-400 .....	10
		400-800 .....	11
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Plasma arc	(light) (**) .....	less than 300 ..	8
cutting	(medium) (**) .....	300-400 .....	9
	(heavy) (**) .....	400-800 .....	10
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Torch brazing		.....	3
Torch soldering		.....	2
Carbon arc welding		.....	14

### Filter Lenses for Protection Against Radiant Energy

Operations	Minimum(*) Plate thickness-inches	Plate thickness-mm	Minimum(*) Protective Shade
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Gas Welding:

Light	Under 1/8 .....	Under 3.2 .....	4
Medium	1/8 to 1/2 .....	3.2 to 12.7 .....	5
Heavy	Over 1/2 .....	Over 12.7 .....	6

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Oxygen cutting:

Light	Under 1 .....	Under 25 .....	3
Medium	1 to 6 .....	25 to 150 .....	4
Heavy	Over 6 .....	Over 150 .....	5

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