



## **Hudson Valley Community College Personal Protective Equipment Program**

### **INTRODUCTION**

The purpose of this Personal Protective Equipment Program is to protect employees from exposure to hazards and the risk of injury through the use of personal protective equipment (PPE). PPE includes all clothing and work accessories designed to protect employees from workplace hazards such as gloves, safety shoes, hard hats, safety glasses, safety goggles and face shields, and clothing such as gowns and aprons.

PPE should not be used as a substitute for engineering, work practices, and/or administrative controls to protect employees from workplace hazards. PPE should be used in conjunction with permanent protective measures, such as engineered guards, substitutions of less hazardous chemicals, and prudent work practices.

This program addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection. Respiratory protection and procedures are not covered under this program. Refer to the HVCC Respiratory Protection Program for use of respirators.

### **DESIGNATED RESPONSIBILITIES**

The Director of **Environmental Health and Safety (EHS)** is responsible for:

- Development, oversight and periodic review of this Program
- Providing initial and annual training to employees, as required
- Assisting in the completion of PPE Hazard Assessment

**College Departments** are responsible for:

- Supporting this program by ensuring employees complete training, as required
- Completing PPE Hazard Assessments, as applicable
- Providing and ensuring that employees wear necessary personal protective equipment

**Employees** are responsible for:

- Wearing and maintaining the PPE specified by their task assessment.
- Reporting defective or damaged PPE to their supervisor.
- Inspecting, cleaning and maintaining PPE.
- Not sharing PPE unless it has been properly cleaned and sanitized in accordance with the manufacturer's specifications. PPE will be distributed for individual use whenever possible.
- Attending training in how to choose, don, doff, wear, clean and maintain, and dispose of PPE.
- Understanding the limitations of PPE.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE will be selected based on a hazard assessment of the workplace to determine which hazards are present for each work task. This hazard assessment will be conducted by EHS or department supervisors and with input from employees. Supervisors should review completed assessments with all employees. Signed copies of hazard assessments will be kept onsite by each supervisor and EHS. The hazard assessment form is contained in Appendix A.

The assessment shall include all hazards, whether related to chemical use or to other safety issues. The Federal regulation, 29 CFR 1910.132, and its appendices are used as a guide for the selection of eye and face protection. Appendix B contains the eye and face selection chart used.

HVCC will provide all required PPE to employees at no cost. Prescription safety glasses and safety shoes can be obtained by contacting EHS. The employee is responsible for obtaining an eye exam and prescription; the College will provide multiple options for safety eyeglasses through a local vendor. The College will provide safety shoes at a cost of up to \$125 through a local vendor. This provides for the choice of multiple options that will allow all employees to obtain a proper fit.

HVCC will provide all other needed PPE at no cost to the employee. Contact EHS for assistance in selecting other PPE.

## **EMPLOYEE INFORMATION & TRAINING**

Training in the use of PPE will be conducted in accordance with 29 CFR 1910.132 and will typically be provided at the same time as Hazard Communication training. Additional department-specific training will be provided by supervisors regarding specific chemical and safety procedures to be followed. Supervisors should consult with

EHS and provide additional information whenever a new hazard is introduced.

Personal Protective Equipment training will include the following:

- When and what PPE is necessary (as per the hazard assessment form)
- How to properly don, doff, adjust and wear PPE
- The limitations of PPE
- The proper care, maintenance and useful life and disposal of PPE

Additional PPE training information is contained in Appendix C.

### **PROGRAM REVIEW**

This program will be reviewed periodically by EHS and revised as necessary.

# APPENDIX A

## PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT, SELECTION AND CERTIFICATION

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

Department \_\_\_\_\_ Assessment by \_\_\_\_\_

Location \_\_\_\_\_ Supervisor \_\_\_\_\_

Work Tasks	Potential Hazard	Controls/PPE Required

Supervisor Signature: \_\_\_\_\_

EHS Signature: \_\_\_\_\_

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## APPENDIX B

### 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).

(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.

## APPENDIX C

### PERSONAL PROTECTIVE EQUIPMENT (PPE) TRAINING REFERENCE

Federal and State OSHA and PESH regulations requires that the College provide PPE and training in using PPE to all employees where such equipment is necessary in order to perform their job safely.

Employees are responsible for wearing the PPE they have been provided and caring for it in accordance with the instructions they have been given.

Supervisors are responsible for ensuring that their employees wear their PPE when appropriate.

#### Instructions on the Use and Care of Personal Protective Equipment:

**Eye and Face Protection** – National injury data shows that 60% of workers with eye injuries were *not* wearing eye protection. For workers who were using eye protection, 40% were wearing the *wrong* eye protection for the job. It is estimated that more than 1,000 eye injuries occur each day and that over the course of a year, more than 100,000 of these injuries will result in some form of vision loss.

#### 1) Selection of the Correct Eye Protection

- a) Safety glasses with side shields – must be utilized where there is potential for flying particles and chips or other debris, when working around power tools and equipment and other impact hazards. Safety Goggles– must utilized where there is a potential for a splash from liquid chemicals, vapors or gases, molten metal.
- b) Shaded eyewear is needed for working around light radiation sources: welding, cutting, lasers, etc. Consult EHS for assistance in selecting the proper eyewear for these tasks. Shaded safety glasses with ultraviolet protection should be worn for long duration or frequent outdoor tasks such as grounds maintenance. Shaded eyewear should not be worn for indoor or low-light tasks.

#### 2) Proper Use

- a) Eye and face wear should be adjusted to provide maximum protection and comfort. Goggles or safety glasses can be worn over prescription glasses. Faceshields are not adequate for eye protection and must be worn with safety glasses (particle protection) or goggles (chemical splash protection).

Contact lenses may be worn under safety glasses but wearers should know that heavily contaminated or chemical environments may present additional hazards if chemical vapors or gases get trapped under their lenses. Proper eye protection must be utilized in conjunction with, or instead of, contact lenses.

Prescription eyewear: The College will provide prescription safety glasses with permanent side shields to those employees requiring eye wear in order to perform their job. Contact the

Department of Environmental Health & Safety at 7163 or 7787.

- 3) Limitations: eye protection may decrease peripheral vision, they may fog (use vented goggles), or if scratched and dirty will obstruct vision
- 4) Inspection & Maintenance: keep clean, inspect daily, clean with soap and warm water or a cleaning solution. Replace scratched or pitted lenses.

### **Skin and Hand Protection**

#### 1) Selection

- a) Gloves – will protect from work tasks with potential for chemical or biological contact, electrical shock, burns, abrasions, cuts, punctures. There is a wide assortment of gloves designed for various jobs.

For chemical contact, there are many glove materials and it is important to match the glove to the chemical. For general information on chemical compatibility, refer to the following guide: <http://www.hvcc.edu/ehs/health/glove-descriptions.pdf>. For more detailed information, consult the glove manufacturer's chemical compatibility tables or contact the Director of Environmental Health & Safety (7163)

- b) Suits, aprons, jackets: will protect from body splashes of chemicals or biological agents. The correct material must be used for the chemical and work tasks involved. Manufacturers of this PPE will provide guidance on appropriate use.

#### 2) Proper Use

Gloves and other PPE should fit properly and provide the degree of dexterity needed for the job. Some people have skin sensitivity to gloves, especially latex gloves. There are alternatives available, such as gloves containing powder or latex free gloves.

When putting on PPE, ensure there are no tears, holes or split seams. If damaged, replace immediately. Be aware that gloves and other protection will eventually degrade after continual exposure to chemicals. If you notice wrinkling, peeling, cracking, replace immediately.

Do not leave the work area with gloves still on!! Do not eat, drink or smoke while wearing PPE. Remove gloves as soon as your work is completed and wash your hands. Proper procedures for removal of gloves:

- a) Pinch the glove only just below the wrist and pull it off slowly, allowing it to turn inside out as it is pulled off
  - b) Use the inside of the first glove to grasp the second glove and pull off slowly, allowing the glove to turn inside out as you go
  - c) Place the gloves in a sealed container or bag and handle the same as other hazardous waste. Never re-use disposable gloves
  - d) Wash your hands
- 3) Limitations – no gloves or PPE will protect you from everything, and the material will degrade after continuous use – chemicals will eventually penetrate them, or they may be torn or punctured. Replace immediately when this occurs. Wearing gloves reduces dexterity, touch and finger movement.



- 4) Inspection & Maintenance – inspect gloves and other PPE before each use. If gloves or PPE are to be re-used, inspect after use and clean and store in accordance with the manufacturer’s recommendations. Do not re-use gloves or PPE past their service life.

#### **Foot Protection**

- 1) Selection

Use steel toed safety shoes when there is a potential of falling or rolling objects, sharp objects, molten metal, hot surfaces and when performing manual handling of heavy materials.

The College provides safety shoes to those employees who require them for their job through the Department of Environmental Health and Safety. Call 7787 or 7163 to obtain shoes.

It is important to make sure shoes fit properly; consult with the safety shoe vendor on advice on fit and appropriateness to specific work conditions.

- 2) Proper Use – follow the manufacturer’s recommendations
- 3) Limitations – the greatest protection of the foot will be under the area of the steel insert, other parts of the foot will not have as great a protection but will have some.
- 4) Inspection and Maintenance – keep footwear clean and polished to last longer. Replace broken or frayed laces and be attentive to overall wear and deterioration.