

Policy Title: Personal Protection Equipment			
Policy #:	FA-CPS-008		
Responsible Office:	Campus Public Safety		
Responsible Administrator:	Vice President for Finance and Administration		
Date Reviewed:	August 2014		Revisions Made? Yes ___ No <u>X</u>
Date of Next Review:	August 2017		

PURPOSE

The Personal Protection Equipment Plan / Procedure provides directions to managers, supervisors and employees at Western Oregon University about their responsibilities in this section, use, care, and disposal of personal protective equipment as detailed on OAR 437, Division 2/I Personal Protective Equipment.

AUDIENCE

WOU managers, supervisors, and employees

DEFINITIONS

N/A

POLICY STATEMENT

It is the Policy of Western Oregon University to be in compliance with OR-OSHA rules 1910.147. All employees shall be trained on proper Personal Protective Equipment needed to protect them from the probably and severity of an injury from on the job tasks.

PROCEDURES

Managers

Managers are responsible to ensure that supervisors conduct worksite/task analyses to identify hazardous conditions that may not be eliminated through engineering or administrative controls. In those tasks that expose employees to hazardous conditions which cannot be eliminated through engineering or administrative controls, managers will implement and monitor this policy to ensure area supervisors are properly training, supervising and enforcing Personal Protective Equipment (PPE) safety rules

Supervisor

Supervisors are responsible, if directed, to carry out the provisions of this plan. They will:

1. Conduct worksite/task analysis initially and as needed to assess the need for personal protective equipment. Sources of hazards include.
 - Hazards from impaction/motion, high/low temperatures, chemicals, materials, radiation, falling objects, sharps objects, rolling/pinching objects, electrical hazards, and work place layout.
2. Certify in writing the tasks evaluated, hazards found, and action recommended:
 - Engineering controls, administrative controls, PPE.
3. Select appropriate PPE. If a task exposes an employee to hazards which cannot be eliminated through engineering or administrative controls, the supervisor will identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure.
 - Supervisors are encouraged to take advantage of the services provided by Oregon OSHA consultants, our workers' compensation insurer (SAIF) consultants, private consultants and PPE suppliers for expert assistance in selecting PPE.
 - Supervisors should invite exposed employees to participate in PPE selection. Employees need to give feedback to the supervisor about the fit, comfort, and suitability of the PPE being selected.
4. Train exposed employees before they are assigned to the hazardous task.
 - a. Training should include:
 - 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; and
 - v. The proper care, maintenance, useful life, and disposal of the PPE.
 - b. After the employee(s) demonstrate correct use, care and disposal procedures of the PPE, the supervisor and employee will certify completion of training.
5. Supervise employees on safe use and care of PPE. Supervisors will regularly monitor employees for the correct use and care of PPE, and provide follow-up training if required to ensure each employee has adequate skill, knowledge, and ability to use PPE.
6. Enforce PPE safety rules. Supervisors will enforce PPE safety rules following provisions of the University's progressive disciplinary procedures.

Employees - Employees are accountable to comply with PPE safety rules including:

1. The correct use and care of PPE.
2. Reporting changes in exposure to hazardous conditions that might require a follow-up analysis of the task for PPE.
3. Reporting and replacing defective PPE.

Selection Guidelines.

A. Eye and face protections.

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are detailed in OAR 473, Division 2/I. Eye and Face PPE must comply with ANSI Z87.1-1989 or be demonstrated to be equally effective.

B. Head Protection.

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from employee-initiated impact or impact from falling or other moving objects. Protective helmets designed to reduce electrical shock hazards will be worn by each employee when near exposed electrical conductors which could contact the head. Helmets will comply with ANSI Z89.1-1986 or be equally effective.

C. Foot Protection

Employees must wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or from objects piercing the sole, and where employees' feet are exposed to electrical hazards. PPE for foot protection must comply with ANSI Z41.1991 or be equally effective.

D. Hand Protection.

Employees must use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption of harmful substance; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns and harmful temperature extremes.

Supervisors must base the selection of hand protection on evaluation of the performance characteristics of the hand protection relative to the specific tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified.

E. Respiratory Protection

Employees will wear appropriate respiratory protection when adequate ventilation or substitution with non-toxic chemicals, etc. is not possible or feasible. Respirator protection must comply with

ANSI Z288.2-1969 and provisions detailed in OAR 437, Division 2/I 1910.134.

F. Fall Protection.

Fall protection must be provided when employees are exposed to:

- (1) a vertical fall of ten feet or more over a lower level or
- (2) any height over dangerous equipment.

Fall protection will consist of either passive or active fall protection. Fall protection must comply with ANSI A10.14-1991 and provisions detailed in OAR 437, Division 3, Construction and OAR 437-02-125.

G. Electrical Protection

Electrical protective equipment such as insulating blankets, matting, covers, line hoses, gloves and sleeves must be provided to employees who are exposed to electrical hazards. Electrical protective equipment will comply with the requirements in OAR 437, Division 2/I, 1910.137

Monitoring

Supervisors will monitor worksite tasks for the changes in, or the introduction of new hazards. If new hazards are discovered, they will conduct a task analysis for appropriate PPE. A worksite analysis will be conducted at least annually for each task that requires employees to use PPE.

The safety committee will monitor the effectiveness of this plan and make recommendations to management to improve the plan.

FORMS

PERSONAL PROTECTIVE EQUIPMENT TEST

1. List the type(s) of PPE required for your task.

 2. What are the hazards you are being protected against for each type of PPE used in your job?

 3. Describe procedures for the use and care of the PPE you are using.

 4. What should you look for to determine the PPE that you are using is in good working order?

 5. What actions do you take when your PPE becomes defective?
-

Certification

I have personally trained _____ and answered all the questions pertaining to the proper use and care of PPE. I certify that he/she has adequate knowledge and ability to properly use and care for the PPE associated with his/her job.

Supervisor's Signature

Date

I have been adequately trained on the use and care of the PPE to be used by me. My supervisor has answered all questions to my satisfaction and I understand that my supervisor will be available for follow-up training if needed.

Employee's Signature

Date

AUTHORITY

OR-OSHA rules 1910.147

(https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9804)

OAR 437, Division 2/I (http://www.orosha.org/pdf/rules/division_2/div2_i.pdf)

RESPONSIBILITY

Campus Public Safety is responsible for this policy and may be contacted at 503-838-8481 or safety@wou.edu.

Services and oversight for compliance to statutes and rules is the responsibility of the Vice President of Business and Finance through Campus Public Safety / Occupational Environmental Safety division. In addition, all supervisors and managers are responsible for the health, safety, welfare and training of those employees under their supervision.

Alternate formats of this policy may be requested from the Office of Human Resources.