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.

The Director of 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

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

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.

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

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Supervisor Signature: _____

EHS Signature: _____

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Revision Date 02/2018

# 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 |

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.

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National injury data shows that 60% of workers with eye injuries were <u>not</u> wearing eye protection. For workers who were using eye protection, 40% were wearing the <u>wrong</u> eye protection for the job. It is estimated tha6-0.9(n)-3(.)5.5( )0.5( 0 Td-4(0)-4(% )0.5i-(d t)7.76(s)4..5(t)1 1 Tf0l0-2.96.02 459.72 25d

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.

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 TjEMC /L8ur hipsye o4.syPrpl!ve

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.

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.