

Reed College Personal Protective Equipment Program



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1.0 Purpose and Scope

The appropriate use of personal protective equipment (PPE) helps reduce employee exposure to hazards when used in conjunction with engineering controls, administrative controls, and sound work practices.

Reed College will use a hazard assessment to determine the types of PPE that employees wear and train employees how to use PPE. Proof of conducting the hazard assessments and training must be documented in writing. Eye, face, head, hand, and foot protection are included.

2.0 Responsibilities of Positions

2.1 Environmental Health and Safety Department (EHS)

- Assist supervisors with hazard assessments, PPE selection, and training.
- Update this written program, as needed.
- Work with employees and their supervisors to provide appropriate prescription safety glasses.

2.2 Reed College Administration

- Provide commitment, leadership, and financial resources to support this program.
- Support the use of engineering controls, the first line of defense, wherever feasible, and administrative controls, when reasonable, to reduce and eliminate hazards.
- Provide reasonable assurance that all provisions of the program are met.

2.3 Supervisors

- Conduct a hazard assessment of all work areas using the form found in Appendix A and provide a copy to the Environmental Health and Safety office (EHS).
- Work with EHS to select and purchase appropriate PPE.
- Provide and document training on selection and use of PPE.
- Work with EHS to provide prescription safety glasses to employees who need them.

2.4 Affected Employees

- Participate in the hazard assessment by sharing knowledge about the work environment, the machinery in operation, and specific jobs.
- Wear proper PPE when needed.
- Report immediately to one's supervisor hazardous conditions or changes in the workplace that affect PPE usage.
- Participate in training.
- Care for, clean, and maintain PPE as required.



- Inform the supervisor of the need to repair or replace PPE.
- Contact the supervisor to request prescription safety glasses.

3.0 Hazard Assessments

Hazard assessments attempt to identify the following sources of potential injuries:

- Motion capable of causing impact injury or entanglement
- High temperature that could cause burns or ignition
- Chemicals that could contact skin and eyes
- Light radiation from welding, cutting, brazing, furnaces, UV lights, or lasers
- Objects that could fall or be dropped
- Sharp objects that could cut or pierce
- Objects that could roll and crush the feet
- Flying particles, molten metal, or hazardous dusts that could injure the eyes
- Electrical hazards
- Vehicular traffic
- Harmful atmospheres
- Working over water

Hazard assessments will be repeated when the equipment, processes, or chemical use in the work area changes.

4.0 Selection of Personal Protective Equipment (PPE)

The information collected through the hazard assessment survey helps determine the type of PPE required for each task. Supervisors will evaluate this information based on the type, probability, and severity of each hazard involved in the task, as well as use care to select the correct size and style of PPE for the comfort and safety of the employee. All PPE must comply with ANSI Standards. Guidelines for selection of PPE is found in the table below:

Protected Body Part	Identified Hazards	Appropriate PPE: Select according to ANSI
Eyes and Face	<ul style="list-style-type: none"> • Flying particles, dust or molten metal • Liquid chemicals • Gasses or vapors • UV or IR light • Lasers 	<ul style="list-style-type: none"> • Safety glasses with side shields, goggles, face shield, welding helmet • Chemical splash goggle • Gas-tight goggles • Filter lenses, welding helmet • Laser safety goggles
Head	<ul style="list-style-type: none"> • Falling objects • Electrical conductors • Power-driven machinery • Ignition source 	<ul style="list-style-type: none"> • Hard hat, helmet • "Class B" hard hat or helmet and cap or other head covering that completely covers the hair



Foot	<ul style="list-style-type: none"> • Falling/rolling objects • Objects that puncture • Electrical conductors • Hot substances • Chemicals 	<ul style="list-style-type: none"> • Steel-toe shoes/boots, foot guards • Puncture-proof soles • “Electrical hazard” shoes • Leggings, leg or metatarsal guards • Chemical-resistant boots
Hand	<ul style="list-style-type: none"> • Chemicals • Cuts and lacerations • Punctures • Temperature extremes 	<p>Select PPE according to vendor’s glove charts, standard industry practices, and common sense.</p> <p>Consider the level of dexterity required for the job tasks.</p>

5.0 Prescription Safety Glasses

Reed College will provide employees who must wear safety goggles for prolonged periods of time or who use a full-face respirator, with prescription safety glasses or spectacle inserts, as needed, at college expense. In cases where their job duties require extensive time in the sun, these employees may also receive prescription sunglasses. Any other employee who feels that they also require prescription safety glasses should speak to their supervisor. Each request will be decided on a case-by-case basis in consultation with EHS.

5.1 Process:

Affected employees

Will contact their supervisor when requesting prescription safety glasses. If the supervisor approves use, obtain a lens prescription from their own doctor. Affected employees will work with their supervisor to obtain a suitable product. If the glasses are lost, the employee will pay for the replacement.

Supervisors

Work with affected employees to identify prescription safety glasses that will suit needs. Suitable products include polycarbonate safety glasses with side shields and safety sunglasses with side shields (if needed) on a two-year basis. Purchase product with Department Funds. Consult with EHS as needed. Complete request form in Appendix B and forward to EHS.

Prescription safety glasses can either be invoiced directly to Reed College (see Appendix B) or paid for with a P-card and charged to the department of the individual receiving the glasses.

6.0 Training Requirements

All affected employees must receive training to understand the following:

- When PPE is required



- What PPE is required
- How to properly put on, take off, adjust, and wear PPE
- How to maintain and care for PPE and check for defects
- When and how to dispose of worn out PPE

Employees need to demonstrate they understand these items and the ability to use PPE before performing work with PPE. An employee will receive retraining when they do not understand the training, exhibit inadequate skill in using PPE, or experience workplace hazards or PPE changes.

7.0 References

- Occupational Safety and Health Administration (OSHA). 1910.132 Personal Protective Equipment.
- Oregon Occupational Safety and Health Administration (OR-OSHA). Oregon Administrative Rule (OAR). 437-002-0120. Personal Protective Equipment



Appendix A: Hazard Assessment Form

Department/Workplace: _____ Revised Date: _____

Supervisor Signature: _____ Date: _____

TASK	HAZARD	EYE PROTECTION	GLOVES	HEARING PROTECTION	CLOTHING/ BODY	OTHER PPE



Appendix B: Prescription Safety Glasses Form

_____ is authorized by Reed College
(Employee Name)

to obtain prescription safety glasses according to the following specifications:

Frames: With permanent side shields

Lenses: Polycarbonate

Tinting/Coatings: Check either or both (if both boxes are checked, two pairs of glasses are authorized):

- ☐ One pair, no tint
- ☐ One pair, tinted (sunglasses)
- ☐ One pair, other coating, specify

Reed College will not pay for the cost of eye examinations.

Supervisor Signature

EHS Review

Date: _____

Billing:

- ☐ Purchased with Personal Credit Card
- ☐ Invoice
- ☐ Purchased with Reed P-Card

Vendor:

Remit invoices to the following address.

Reed College
Environmental Health and Safety
3203 SE Woodstock Blvd.
Portland, Oregon 97202-8199

