

Personal Protective Equipment

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I. PURPOSE

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.

II. SCOPE

All employees are included within this program. A copy of this written program will be available for review by interested employees.

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 is included.

III. 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.

IV. RESPONSIBILITIES

A. Reed College Administration

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

B. Supervisors

- Conduct a hazard assessment of all work areas using the form found in Appendix A and provide a copy it 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 Human Resources to provide prescription safety glasses to employees who need them.

C. 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.

D. Environmental Health and Safety

- Assists supervisors with hazard assessments, PPE selection, and training.
- Updates this written program, as needed.

E. Human Resources

- Works with employees and their supervisors to provide appropriate prescription safety glasses.

V. 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 or brazing, furnaces, UV lights, 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.

VI. 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. They will use care to determine that they select the correct size and style of PPE for the comfort and safety of the employee. All PPE will comply with ANSI Standards. Guidelines for selection of PPE is found in the table below¹:

Protected Body Part	Identified Hazards	Appropriate PPE: Select according to ANSI
Eye and Face	1) Flying particles, dust or molten metal 2) Liquid chemicals 3) Gases or vapors 4) UV or IR light 5) Lasers	1) Safety glasses with side shields, goggles, face shield, welding helmet 2) Chemical splash goggle 3) Gas-tight goggles 4) Filter lenses, welding helmet 5) Laser safety goggles
Head	1) Falling objects 2) Electrical conductors 3) Power-driven machinery 4) Ignition source	1) Hard hat, helmet 2) “Class B” hard hat or helmet 3) and 4) Cap or other head covering that completely covers the hair
Foot	1) Falling/rolling objects 2) Objects that puncture 3) Electrical conductors 4) Hot substances 5) Chemicals	1) Steel-toe shoes/boots, foot guards 2) Puncture-proof soles 3) “Electrical hazard” shoes 4) Leggings, leg or metatarsal guards 5) Chemical-resistant boots
Hand	1) Chemicals 2) Cuts and lacerations 3) Punctures 4) Temperature extremes	Select PPE according to vendor’s glove charts, standard industry practices, and common sense. Consider the level of dexterity required for the job tasks.

VII. 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 would also receive prescription sunglasses. Any other employee who feels that he/she also requires prescription safety glasses could request an evaluation. Each request will be decided on a case-by-case basis.

Process:

Affected employees

- Will contact their supervisor when requesting prescription safety glasses.
- Obtain a lens prescription from his/her own doctor and provide a copy to Human Resources.
- If the employee receives these safety glasses, he/she must wear these glasses as their only glasses while on the job.
- If the glasses are lost, the employee will pay for the replacement.

Supervisors

- Consult with Human Resources about those employees requesting prescription safety glasses.
- Complete request form in Appendix B.

Human Resources

- Evaluate prescription safety glasses requests.
- Supply polycarbonate safety glasses with side shields and safety sunglasses with side shields (if needed) on a two-year basis. If the glasses should break in the course of the employee's duties, the college will replace them.

The vendor the college uses is:

Crown Optical & Safety

2933 E Burnside St., Portland, OR

503-232-5006

The cost per pair of glasses will be approximately \$125.00-\$250.00 depending on single vision, bifocal, or trifocal correction, and other special prescription needs.

VIII. TRAINING REQUIREMENTS

All affected employees receive training to understand the following:

1. When PPE is required
2. What PPE is required
3. How to properly put on, take off, adjust, and wear PPE
4. How to maintain and care for PPE and check for defects
5. 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 she/he does not understand the training, exhibits inadequate skill in using PPE, or workplace hazards or PPE changes.

IX. APPENDIX A: HAZARD ASSESSMENT FORM

Department: _____ **Initial date:** _____

Revised date: _____

Supervisor Signature: _____

TASK	HAZARD	EYE PROTECTION/ GLOVES	OTHER PPE	

X. APPENDIX B: PRESCRIPTION SAFETY GLASSES FORM

Date: _____

_____ 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: To be completed by Human Resources. 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

Human Resources Approval

Billing:

Remit invoices to the following address.
Reed College
Environmental Health and Safety
3203 SE Woodstock Blvd.
Portland, Oregon 97202-8199

Vendor:

Crown Optical & Safety
2933 E Burnside St., Portland, OR
503-232-5006