



Personal Protective Equipment Program

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University of Wisconsin-Milwaukee Personal Protective Equipment Program

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Personal Protective Equipment (PPE) Program

1. Purpose

This program provides general guidance for the proper selection and use of personal protective equipment (PPE) for each hazard identified at the University of Wisconsin-Milwaukee.

2. Scope

Personal protective equipment for ears, eyes, face, head, body, and extremities shall be provided by the issuing department. PPE, such as respiratory devices, hearing protection, fall protection, protective clothing, protective shields, and barriers, are to be maintained in a sanitary and reliable condition. PPE is required wherever it is necessary to handle hazards of processes, environmental, chemical, radiological, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

3. Responsibilities/Roles

The Safety Manager reviews the requirements of the PPE standard, determines applicability to the site, and assists in implementing the program requirements for UWM.

The Department Manager or Supervisor will refer to the hazard assessment to identify necessary PPE for all affected positions. Supervisors will enforce the use of correct personal protective equipment. If a hazard assessment does not identify the proper PPE for a specific task, the Department Manager and/or supervisor will coordinate with the Safety manager for discussion.

All staff members follow applicable program requirements and communicate with their supervisor when there are safety issues not specifically addressed by the hazard assessment.

Additional responsibilities for training and use of PPE indicated below.

4. Program Elements

A. PPE Hazard Assessments

The Safety Manager in conjunction with the Department Managers will perform, document, and certify that a PPE hazard assessment has been conducted to identify hazards for their respective group(s). Upon notification of work task or work environment changes by the Department Manager, the Safety Manager will review the new work tasks and environment changes conducting a new PPE hazard assessment to determine if new PPE hazards are present. A PPE hazard assessment will also be conducted for new equipment, processes, and tasks where new job hazards may be introduced. The hazard assessment should begin with a walk-through survey of the location to develop a list of potential hazards in the following basic hazard categories: impact, penetration, compression (roll-over), chemical, heat/cold, harmful dust, light (optical) radiation, and biologic. In addition to noting the basic location layout and reviewing any history of occupational illnesses or injuries, things to look for during the walk-through survey include:

1. Sources of electricity.
2. Sources of motion such as machines or processes where movement may exist that could result in an impact between personnel and equipment.
3. Sources of high temperatures that could result in burns, eye injuries or fire.

4. Types of chemicals used in the workplace.
5. Sources of harmful dusts.
6. Sources of light radiation, such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
7. The potential for falling or dropping objects.
8. Sharp objects that could poke, cut, stab or puncture.
9. Biologic hazards such as blood or other potentially infected material.

The Department Manager working with the Safety Manager will select appropriate PPE based upon any uncontrolled recognized physical or chemical hazards (See Appendix A for sample PPE hazard assessment).

OSHA standard 1910.132(d)(2) requires verification that the required workplace hazard assessment has been performed through a written certification identifying the workplace evaluated. Recertification shall be conducted and documented if job conditions and hazards have changed.

B. General PPE Requirements

If PPE is required when performing tasks in certain areas, the location will provide signage to indicate the PPE requirements. These signs will be posted at entrances to the applicable areas to remind employees, contractors, and visitors of the requirement to wear PPE while in this specific area (Ex: Signage that indicates the use of safety glasses in the wood shop). The University of Wisconsin-Milwaukee will provide PPE, at no cost to the employees, that is required to comply with the provisions in OSHA 29 CFR 1910. When employees provide their own exempted protective equipment, the employer will verify its adequacy, proper maintenance, and sanitation of such equipment. (See Appendix B for certification of personnel protective equipment hazard assessment).

Footwear is conducted in the job hazard assessment discussion. Footwear is the employee's responsibility and not provided by the department unless they take financial responsibility. General footwear is considered a closed-toe and heel shoe.

C. Specific PPE Requirements

PPE needs are determined by the PPE hazard assessment, which considers hazards, current administrative controls in place and additional protective requirements. All PPE must meet ANSI standards (Z87.1 eye and face protection, Z89.1 head protection, Z41.1 foot protection). The location will consider the following when evaluating PPE needs:

1. Eye and face protection when there is a potential to encounter hazards such as flying debris, chemical splashes, chemical fumes, molten metal, potentially infectious materials, and harmful light. Face shields used for splash protection must be used in conjunction with either safety glasses or goggles. NOTE: Affected employees wearing prescription lenses must wear eye protection that incorporates the prescription in its design or protection that can be worn over. UWM does have a Safety Prescription Glasses program. Contact US&A for more information.
2. Head protection may be required when there is a danger of injury from falling objects from above, fixed objects (i.e., low clearance), or electrical shock and burns.
3. Hand and arm protection may be required when skin may be exposed to harmful substances, chemical or thermal burns, electrical dangers, bruises, abrasions, cuts or punctures, fractures and amputations.

4. Foot and leg protection may be required when hazards such as falling or rolling objects, crushing or penetrating materials, exposure to hot or corrosive materials, and electrical are present in the workplace.
5. Body protection may be required when exposed to hot splashes from molten metals or other hot liquids, impact from tools or machines or hazardous chemicals.
6. Hearing protection may be required when an employee is exposed to industrial noise above 85 dB or electrical work involving an arc flash hazard (in conjunction with hearing protection program).

D. Care, Maintenance, Use and Limitations of PPE

1. Care and Maintenance of PPE

- a) Reusable PPE must be kept in plastic bags or storage lockers to promote cleanliness and prevent contamination or degradation.
- b) Follow manufacturer's instructions in cleaning and maintaining reusable PPE.
- c) Inspect prior to each use and replace defective or damaged PPE immediately.
- d) Discard defective or damaged PPE.
- e) When employees provide their own exempted protective equipment, the employer will verify its adequacy, including proper maintenance and sanitation of such equipment.
- f) Disposable PPE shall be used and discarded per manufacturer's

2. Use of PPE

- a) The Department Manager will ensure employees wear required and properly fitted PPE.
- b) The Department Manager will ensure PPE is used correctly for the intended application.
- c) The Safety Manager will ensure employees understand how to inspect, don, remove, adjust, and wear PPE.

3. Limitations of PPE

- a) The Safety Manager will ensure employees understand PPE is designed for specific hazards; however, PPE must be evaluated to ensure it protects against the hazard as intended.
- b) The Safety Manager will ensure employees understand that defective or damaged PPE can have a negative impact, such as dirty or scratched safety glasses or face shields can limit vision.

5. Training

A. Initial Training

The Department Manager coordinating with the Safety Manager will ensure awareness training will be provided to all employees upon initial assignment. Training will cover general PPE requirements and relevant location-specific PPE requirements. Awareness training documentation is maintained at University Safety and Assurances (See Appendix B for sample training record form).

B. Periodic Training

The Department Manager will ensure retraining for employees is completed when changes in the workplace render previous training obsolete, or when the employee was involved in a near-miss, injury, or has been documented for not wearing PPE per job task

6. References

OSHA 29 CFR 1910.132

OSHA PPE Publication 3151-12R

Program Revision Record:

Date	Comment	Reviewer/Editor

Appendix A
PERSONAL PROTECTIVE EQUIPMENT:
EMPLOYEE TRAINING CERTIFICATION

Person performing training session: _____

Date of training: _____

Full name of each employee trained (or attach a list)

<u>Print Name</u>	<u>Signature</u>

Subjects of training (example: welding, or job title hazard assessment certification): _____

Items covered during training:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- Limitations and useful life of PPE
- Proper care, maintenance, replacement, and disposal of PPE
- Other _____

Method of Training: _____

Employee understanding of the training was demonstrated by: _____