ANTIOCH COLLEGE

Personal Protection Program

SCOPE AND APPLICATION

The objective of the Personal Protective Equipment (PPE) Program is to protect Antioch College employees from the risk of injury by creating a barrier against workplace hazards. PPE is not a substitute for good engineering and administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury or illness.

This program addresses eye, face, head, foot, and hand protection. This program excludes the use of respiratory protection and hearing protection as other programs cover these exposures.

RESPONSIBILITIES

The Safety Program Administrator is responsible for overseeing the PPE program and to assist in evaluating job duties to identify potential hazards and the appropriate PPE for each job task. The attached hazard assessment form (Appendix C) must be completed and certified by a management representative or the safety coordinator.

The Maintenance Supervisor is responsible for monitoring the use of personal protective equipment in the maintenance and housekeeping departments and ensuring that employees performing job duties that require the use of PPE are using the PPE as indicated in the hazard assessments.

Maintenance and Housekeeping staff performing job duties that require the use of PPE are required to wear the appropriate PPE, clean and maintain PPE, inspect PPE prior to use, and inform their supervisor of the need to replace worn or defective PPE.

HAZARD ASSESSMENT AND EQUIPMENT SELECTION

OSHA requires that employers conduct evaluations of all workplaces to determine the need for PPE and to assist in selecting the proper PPE for all tasks performed. The assessment must include the date of the assessment, area, department, or job being evaluated, and the name of the person conducting and certifying the evaluation (see Appendix C). Whenever conditions change in the workplace that changes the hazards, a new hazard assessment must be completed to identify and control the hazards. The survey should consider the following areas:

- Impact
- Penetration
- Compression (roll-over)
- Chemicals
- Heat
- Harmful Dust
- Light (optical) Radiation

After the evaluation has been completed, the employer must select the proper PPE to suit the hazards. All PPE will be of safe design and construction for work to be performed and shall be maintained in a sanitary and reliable condition. Only PPE that meets NIOSH or ANSI standards is acceptable for use. The PPE selection guide (Appendix D) can assist in selecting the appropriate PPE.

Examples of PPE that may be required include:

- EYE AND FACE PROTECTION – Employees must use appropriate eye or face protection when exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially damaging light radiation.
- HAND PROTECTION – Employees are required to use appropriate hand protection when hazards are encountered that could result in harmful substances being absorbed through the skin, severe cuts or lacerations, severe abrasion, punctures, chemical burns, thermal burns, or injuries caused by temperature extremes.
- HEAD PROTECTION – Employees must wear protective helmets when working in areas where there is a potential for injury from falling objects. Protective helmets designed to reduce electrical shock hazard must be worn by employees when they are exposed to electrical conductors that could come into contact with their heads.
- FOOT PROTECTION – Employees must wear protective footwear when working in areas where there is a danger from falling or rolling objects, or from objects that may pierce the sole, and when feet are exposed to electrical hazards.

CLEANING AND MAINTENANCE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. Personal protective equipment shall not be shared between two employees until it has been properly cleaned and sanitized. Whenever possible, PPE will be distributed for individual use.

Contaminated PPE that cannot be decontaminated in a manner that protects employees from exposure to hazards shall not be reused.

TRAINING

Employees must be trained to know when PPE is necessary, what type of PPE is necessary, how it is to be worn, and what the limitations of the PPE are, as well as its proper care, maintenance, useful life and disposal.

The employer is required to certify in writing that training has been carried out and that employees understand it. Each certification shall contain the name of the employee trained, the date(s) of training, and identify the subject certified.

- When the employer has reason to believe that an employee who has already been trained does not have the understanding and skill required, the employer shall retrain each such employee. Circumstances where retraining is required include, but are not limited to, situations where:
- Changes in the workplace render previous training obsolete.
- Changes in the types of PPE to be used render previous training obsolete.
- Inadequacies in an employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

Training records and hazard assessments for all employees should be maintained for three years following the end of their employment.

APPENDIX A – SPECIFIC ASSIGNED RESPONSIBILITIES

The following are specific assigned responsibilities under this Personal Protective Equipment Program. The purpose of these assigned responsibilities is to increase ownership in the program at all levels as well as ensuring implementation and compliance with the elements of the program.

Associates identified in each tier group are responsible for performing those specific assignments.

Manager:	Assignment:
Safety Program Administrator	*Overall Program Compliance and evaluating job duties where PPE is required based on hazards present.*

Supervisor:	Assignment:
Maintenance Supervisor	**Enforcement of PPE policy**
Housekeeping Supervisor	**Enforcement of PPE policy**
Kitchen Supervisors	**Enforcement of PPE policy**
Classroom Instructors	**Enforcement of PPE policy**
Glen Maintenance Supervisor	**Enforcement of PPE policy**

Employee:	Assignment:
Maintenance Staff	**Wear appropriate PPE, inspect and clean PPE regularly**
Housekeeping Staff	**Wear appropriate PPE, inspect and clean PPE regularly**
Kitchen Staff	**Wear appropriate PPE, inspect and clean PPE regularly**
Students	**Wear appropriate PPE, inspect and clean PPE regularly**
Glen Maintenance Staff	**Wear appropriate PPE, inspect and clean PPE regularly**

Others:	Assignment:
Alumni Volunteers	**Wear appropriate PPE, inspect and clean PPE regularly**

APPENDIX B – TRAINING ATTENDANCE SHEET

PERSONAL PROTECTIVE EQUIPMENT

29 CFR 1910.132

DATE:	
INSTRUCTOR:	
TRAINING A/V MATERIALS:	

NAME:	DEPARTMENT
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	

APPENDIX C – HAZARD ASSESSMENT FORM

Company: **Job Description:**

Date: **Assessor:**

Based on the hazard assessment for this job description, the following personal protective equipment (PPE) is required:

Eye/Face Protection Required	☐ Yes	☐ No Eye/Face Protection Required
Jobs/Tasks Requiring Eye/Face Protection		Type of PPE Required

Hand Protection Required	☐ Yes	☐ No Hand Protection Required
Jobs/Tasks Requiring Hand Protection		Type of PPE Required

Foot Protection Required	☐ Yes	☐ No Foot Protection Required
Jobs/Tasks Requiring Foot Protection		Type of PPE Required

Head Protection Required	☐ Yes	☐ No Head Protection Required
Jobs/Tasks Requiring Head Protection		Type of PPE Required

I certify that the above inspection was performed to the best of my knowledge and ability based on the hazards present on this date.

Signature: Date:

APPENDIX D – PPE SELECTION GUIDES

DESCRIPTION AND USE OF EYE/FACE PROTECTORS

- Safety Glasses – Protective eyeglasses are made with safety frames, tempered glass or plastic lenses, temples, and side shields which provide eye protection from moderate impact particles encountered in job tasks such as carpentry, woodworking, grinding, etc. Safety glasses are also available in prescription form for those employees needing corrective lenses.

- Single Lens Goggles – Vinyl framed goggles of soft pliable body design provides adequate eye protection from many hazards. These goggles are available with clear or tinted lenses, perforated, port vented, or non-vented frames. Single lens goggles provide similar protection to spectacles and may be worm in combination with spectacles or corrective lenses to ensure protection along with proper vision.

- Welders/Chippers Goggles – These goggles are available in rigid and soft frames to accommodate single or two eyepiece lenses. Welders goggles provide protection from sparking or splashing and harmful rays. Lenses are impact resistant and are available in graduated shades of filtration. Chippers/Grinders goggles provide eye protection from flying particles. The dual protective eyecups house impact resistant clear lenses with individual cover plates.

- Face Shields – These normally consist of an adjustable headgear and face shield of tinted/transparent acetate or polycarbonate materials. Face shields are available in various sizes, tensile strength, impact/heat resistance, and light ray filtering capacity. Face shields will be used in operations where the entire face needs protection and should be worn to protect eyes and face against flying particles, metal sparks, and chemical/biological splash. Face Shields should be worn in combination with safety glasses or goggles.

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, sand, dirt, etc.	Spectacles with side protection, goggles, face shields. For severe exposure, use face shield over primary eye protection.
CHEMICALS - Acid and chemicals handling.	Splash Irritating Mists	Goggles, eyecup, cover types, and special purpose goggles. For severe exposure, use face shield over primary eye protection.
DUST - Woodworking, buffing, and general dusty conditions.	Nuisance dust	Goggles, eyecup and cover types.

LIGHT and/or RADIATION – Welding - electric arc Welding – gas Cutting, torch brazing, torch soldering	Optical radiation	Welding helmets or welding shields. Typical shades: 10-14. Welding goggles or welding face shield. Typical shades: gas welding 4-8, cutting 3-6, brazing 3-4.
Glare	Poor vision	Spectacles with shaded or special-purpose lenses, as suitable.

Notes to Eye and Face Protection Selection Chart:

1. Care should be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards should be provided. Protective devices do not provide unlimited protection.
2. Operations involving heat may also involve light radiation. As required by the standard, protection from both hazards must be provided.
3. Face shields should only be worn over primary eye protection (spectacles or goggles).
4. As required by the standard, filter lenses must meet the requirements for shade designations in 1910.133(a)(5). Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.
5. As required by the standard, persons whose vision requires the use of prescription (Rx) lenses must wear either protective devices fitted with prescription (Rx) lenses or protective devices designed to be worn over regular prescription eyewear.
6. Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment. It should be recognized that dusty and/or chemical environments may represent an additional hazard to contact lens wearers.
7. Caution should be exercised in the use of metal frame protective devices in electrical hazard areas.
8. Atmospheric conditions and the restricted ventilation of the protector can cause lenses to fog. Frequent cleansing may be necessary.
9. Welding helmets or face shields should be used only over primary eye protection (spectacles or goggles).
10. Non-side shield spectacles are available for frontal protection only, but are not acceptable eye protection for the sources and operations listed for "impact."
11. Ventilation should be adequate, but well protected from splash entry. Eye and face protection should be designed and used so that it provides both adequate ventilation and protects the wearer from splash entry.
12. Protection from light radiation is directly related to filter lens density. Select the darkest shade that allows task performance.

HAND PROTECTION

The following is a guide to the most common types of protective work gloves and the types of hazards they can guard against:

- Disposable Gloves – Disposable gloves, usually made of lightweight plastic, can help guard against mild irritants.
- Fabric Gloves – Made of cotton or fabric blends are generally used to improve grip when handling slippery objects. They can also help insulate hands against mild heat or cold.
- Leather Gloves – These gloves are used to guard against injuries from sparks or scraping against rough surfaces. They are also used in combination with an insulated liner when working with electricity.
- Chemical Resistant Gloves – These gloves may be made of rubber, neoprene, polyvinyl alcohol, or vinyl, etc. The gloves protect hands from corrosives, oils, and solvents. When selecting chemical resistance gloves, be sure to consult the manufacturers' recommendations, especially if the gloves hand will be immersed in the chemical.
- Metal mesh Gloves – These gloves are used to protect hands from accidental cuts and scratches. They are used most commonly by persons working with cutting tools or other sharp instruments.

FOOT PROTECTION

There are many different types and styles of protective footwear and it is important to realize that a particular job may require additional protection other than listed here. Footwear that meets established safety standards will have an American National Standards Institute (ANSI) label inside each shoe.

- Steel Reinforced Safety Shoes – These shoes are designed to protect feet from common machinery hazards such as falling or rolling objects, cuts, and punctures. Steel, aluminum, or plastic materials protect the entire toe box and insole. Safety shoes are also designed to insulate against temperature extremes and may be equipped with special soles to guard against slip, chemicals, and/or electrical hazards.
- Safety Boots – Safety boots offer more protection when splash or spark hazards are present.

HEAD PROTECTION

Protective hats are made in the following types and classes.

- Type 1 – Helmets with a full brim.
- Type 2 – Brimless helmets with a peak extending forward from the crown.

- Class A – General service/limited voltage. Intended for protection against impact hazards. Used in mining construction, and manufacturing.
- Class B – Utility service/high voltage. Used by electrical workers.
- Class C – Special service/no voltage protection. Used in certain construction, manufacturing, refineries, and where there is a possibility of bumping the head against a fixed object.