



6001 University Boulevard

Moon Township, Pennsylvania 15108

***SAFETY POLICIES AND PROCEDURES***

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**Safety Policy Manual – Section 1.0**

***Policy No. SM 1.9***  
**“PERSONAL PROTECTIVE EQUIPMENT”**

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**Department:** Safety  
**Section:** 1 - Safety Management

**Title:** Personal Protective Equipment  
**Number:** SM 1.9

**I. PURPOSE:**

It is the intent and commitment of Robert Morris University (RMU) to provide a safe and healthful environment for its employees and to conduct all operations within the guidelines of the Occupational Safety and Health Administration's Codes of Standards. Therefore, the purpose of this document is to establish the process that will be utilized by RMU to comply with 29 CFR Part 1910 Subpart I.

The objective of this program is to ensure proper selection and application of personal protective equipment and establish the process that will be utilized by RMU personnel to comply with applicable regulatory requirements.

**II. SCOPE AND APPLICABILITY:**

The scope of this policy covers eye, face, foot, head and hand protection and applies to all faculty, staff and other persons who may encounter hazards that cannot be eliminated by feasible engineering, administrative and work practice controls.

Respiratory protection (airborne contaminants) and hearing protection (noise) are addressed in separate policies and are not included within the scope of this PPE policy.

**III. REFERENCES:**

Occupational Safety and Health Administration (OSHA) 29 CFR 1910.132, Personal Protective Equipment – General Requirements

OSHA 29 CFR 1910.133, Eye and Face Protection

OSHA 29 CFR 1910.135, Head Protection

OSHA 29 CFR 1910.136, Foot Protection

OSHA 29 CFR 1910.138, Hand Protection

**IV. DEFINITIONS:**

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** – equipment including protective clothing, respiratory devices, protective shields and barriers utilized for protection of eyes, face, head, respiratory tract, torso and extremities from occupational hazards.

**OCCUPATIONAL HAZARD** – any condition associated with workplace processes or environment, including chemical, physical, radiological, mechanical hazards and irritants encountered in a manner capable of causing injury or impairment to any part of the body.

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## V. PROCEDURE:

### GENERAL REQUIREMENTS:

#### Eye and Face Protection (1910.133)

Personnel shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Employees shall use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slide-on side shields) meeting the pertinent requirements of this section are acceptable.

An employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or protective lenses.

Eye and face protection shall be distinctly marked to facilitate identification of the manufacturer.

Each affected employee shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation.

Protective eye and face devices purchased after July 5, 1994 shall comply with ANSI Z87.1-1989, "American National Standard Practice for Occupational and Educational Eye and Face Protection."

Eye and face protective devices purchased before July 5, 1994 shall comply with the ANSI "USA Standard for Occupational and Educational Eye and Face Protection", Z87.1-1968.

#### Head Protection (1910.135)

Employees shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.

Protective helmets designed to reduce electrical shock hazards shall be worn by each affected employee when near exposed electrical conductors which could contact the head.

Protective helmets purchased after July 5, 1994 shall comply with ANSI Z89.1-1986, "American National Standard for Personnel Protection – Protective Headwear for Industrial Workers – Requirements".

#### Foot Protection (1910.136)

Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and where the employee's feet are exposed to electrical hazards.

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All employees who complete maintenance and similar work, except administrative personnel, shall, at a minimum, wear substantial footwear. The following types of footwear are not considered substantial footwear: moccasins; canvas-type sport shoes; open-toe sandals and high heels. The employee is responsible for providing his/her own substantial footwear.

Protective footwear purchased after July 5, 1994 shall comply with ANSI Z41-1986, "American National Standard for Personal Protection – Protective Footwear".

Protective footwear purchased before July 5, 1994 shall comply with the ANSI standard, "USA Standard for Men's Safety-Toe Footwear," Z41.1-1967.

#### Hand Protection (1910.138)

Employees are required to select and use appropriate hand protection when employee's hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

The selection of the appropriate hand protection will be based on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

#### Miscellaneous

Protective equipment, including personal protective equipment for eyes, face, head and hand shall be provided, used and maintained in a sanitary and reliable condition.

When employees choose to provide their own personal protective equipment, they are responsible for obtaining approval from their Manager/Supervisor to assure its adequacy.

All personal protective equipment shall be of safe design and construction for the work to be performed.

Defective or damaged personal protective equipment shall not be used.

#### Hazard Assessment

NOTE: This hazard assessment is not intended to duplicate previous departmental hazard assessments. It is intended to ensure that non-bloodborne pathogen related hazards (eye, face, head, hand and foot) are identified and the appropriate PPE is utilized.

The department manager/supervisor will assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE.

The hazard assessment shall include a written certification that identifies each specific job classification evaluated; the name of the person certifying that the evaluation has been performed; and the date(s) of the hazard assessment (See Appendix A – Hazard Assessment Checklist).

If the hazard assessment identifies that such hazards are present, or are likely to be present, RMU typically will provide the necessary types of PPE to protect them from the identified hazards at no cost to the employee. However, in the case of safety-toe

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footwear, the payment decision will be left to the discretion of individual Department Heads and/or labor-management negotiations.

#### VI. RESPONSIBILITIES:

##### SAFETY MANAGEMENT SUB-COMMITTEE AND/OR SAFETY SERVICES:

Develop an organization wide PPE policy, which defines the PPE requirements.

Review and revise the PPE policy as necessary to correct noted deficiencies and reflect changes in policy, work practices, procedures and regulatory requirements.

Assist Department Heads in Job Hazard Assessments and selection of appropriate PPE.

Provide guidance and interpretations in regards to PPE issues.

##### DEPARTMENT MANAGER/SUPERVISOR:

Perform Job Hazard Assessments in areas of responsibility with the assistance of Safety Services.

Ensure that PPE policies and requirements are reviewed and implemented with department staff.

Report any noted deficiencies in the PPE program to Safety Services.

Ensure that appropriate RMU personnel receive proper training in accordance with the PPE program.

Document and maintain training records for a minimum period of five years.

##### EMPLOYEE:

Participate in PPE training. Become aware of workplace hazards and PPE requirements.

Make certain that the PPE utilized is appropriate for the hazard involved.

Be aware of procedures for selection, maintenance, inspection, wear and storage of PPE.

Comply with all PPE policies and procedures at all times. Use assigned PPE as required.

Assume responsibility for proper care, storage and maintenance of assigned PPE. Ensure that PPE is kept clean, sanitary and functional.

Report unsafe conditions or deficiencies in the PPE program to supervisors.

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#### VII. TRAINING:

Training will be provided to each employee who is required to use PPE. The training provided shall ensure that employees are informed of the following, at minimum:

When PPE is necessary;

What PPE is necessary;

How to properly don, doff, adjust and wear PPE;

The limitations of the PPE; and

The proper care, maintenance, useful life and disposal of the PPE.

Employees shall demonstrate an understanding of the specified training and the ability to use PPE properly, before he/she will be allowed to perform work requiring the use of PPE.

If an employee who has been previously trained demonstrates that he/she does not have the understanding and skill required by paragraph VII.A. of this section, then refresher training shall be provided. Circumstances where retraining is required include may include:

Changes in the workplace or type(s) of PPE to be used may 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.

Employee training will be verified through a written certificate that contains the training topic, name of each employee trained, and the date(s) of training.

#### VIII. DOCUMENTATION & RECORD KEEPING:

Departments shall retain copies of all RMU Job Hazard Assessment documents.

Training attendance sheets shall be maintained by the department.

This policy will be reviewed as deemed necessary, but at least every 3 years.

#### IX. SIGNATURES:

William J. Katip, Ph.D.  
Senior Vice President for Academic & Student Affairs

Dan W. Kiener  
Senior Vice President for Business Affairs

Appendix: Hazardous Substance Survey Form

Implementation Date: October 12, 2007 Last Reviewed/Revised: \_\_\_\_\_

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**ATTACHMENT A**

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**CERTIFICATION OF HAZARD ASSESSMENT**

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### Personal Protective Equipment (PPE) Hazard Assessment Certification Form

Hazard Source (see below for examples)	Required PPE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

Name of Department Being Assessed: \_\_\_\_\_

Name of Department Head: \_\_\_\_\_

Title of Job Classifications Being Evaluated: \_\_\_\_\_

Printed Name, Signature, & Job Title of Individual(s) Who conducted the Assessment:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date Assessment Conducted: \_\_\_\_\_

Examples of Hazardous Sources	
Eye & Face: 1. flying objects or particles 2. molten metal 3. liquid chemicals 4. acids or caustic liquids 5. chemical gases or vapors 6. potentially injurious light radiation	Hand Protection 1. danger of skin absorption of harmful substances 2. danger severe cuts or lacerations 3. danger of severe abrasions or punctures 4. danger of chemical or thermal burns 5. harmful temperature extremes
Head Hazard Sources: 1. potential of overhead falling objects 2. head contact with exposed electrical conductors	Foot Protection 1. danger of falling and rolling objects 2. danger sharp objects piercing the sole 3. danger of chemical splash of acids or caustics 4. danger of feet exposed to electrical hazards

cc: RMU Safety Officer