



# ILLINOIS STATE UNIVERSITY PERSONAL PROTECTIVE EQUIPMENT PROCEDURE



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## 1. PURPOSE AND SCOPE

A primary goal of Illinois State University is to furnish to each of its employees a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm. Each Illinois State University employee shall comply with occupational safety and health rules, regulations, and procedures which are applicable to his/her own actions and conduct. Therefore, Illinois State University shall ensure that personal protective equipment (PPE) for eyes, face, head, and extremities are provided, used, and maintained in a sanitary and reliable condition. This procedure defines the safety requirements as they pertain to personal protective equipment.

This Personal Protective Equipment (PPE) procedure applies to all Illinois State University personnel. PPE is designed to protect the employee from health and safety hazards that cannot practically be removed from the work environment. It is the last means of defense. It should be used only when the hazards cannot be eliminated through engineering and/or administrative controls.

## 2. RESPONSIBILITIES

Everyone involved in a Personal Protective Equipment Program has certain responsibilities. It is very important that every individual is familiar with his/her responsibilities.

### a. ENVIRONMENTAL HEALTH AND SAFETY

- Review and update the Illinois State University Personal Protective Equipment Procedure to conform to current CFR standards.
- Monitor compliance with standards set forth in the program by periodic inspections.
- Assisting Supervisors with:
  - Providing training as set forth in this procedure.
  - Provide guidance for the proper selection and use of appropriate personal protective equipment.

### b. SUPERVISORS

- Where feasible, supervisors should work to develop engineering and/or administrative controls to reduce the dependence on personal protective equipment.
- Supervisors shall evaluate anticipated work conditions, via the Job Hazard Assessment, to determine what, if any, personal protective equipment is required to protect the worker while performing his/her job duties.

- Supervisors shall ensure that all employees are trained on the appropriate personal protective equipment.
- Supervisors shall ensure that appropriate personal protective equipment is worn when required.

### c. EMPLOYEES

- Employees will be required to understand and properly wear the provided personal protective equipment when work assignment or operations present the risk of exposure to potential hazards.
- Employees are responsible for inspecting the personal protective equipment each day before the start of their shift. If, upon inspection, the personal protective equipment is defective or damaged it must be replaced.

## 3. DEFINITIONS

**Abrasion Resistant** - the ability of the glove material to withstand the scuffing action on the substrate to which it is exposed.

**Breakthrough Time** - the elapsed time between initial contact of the chemical on the glove surface and the analytical detection of the chemical on the inside of the glove.

**Degradation Characteristics** - when the material of the glove itself begins to breakdown.

**Face Shield** - a device worn in front of the eyes and a portion of, or all of, the face. Its main function is to protect the eyes and face.

**Goggle** - a device, with contour-shaped eyecups or facial contacts with glass or plastic lenses, worn over the eyes for the protection of the eyes and eye socket.

**Hard toe footwear** – Footwear designed with a steel or composite toe insert to protect the foot from impact and compression.

**Helmet** - a rigid device that is worn to provide protection for the head, or portions thereof, against impact, flying particles, or electric shock, or any combination thereof; and which is held in place by a suitable suspension.

**Laceration Resistance** - the ability of the glove material to resist cuts from sharp objects.

**Protective Footwear** – Footwear designed to protect the foot from puncture and light impact. Must be completely enclosed, no mesh allowed, and water resistant. (i.e. leather work boots)

**Safety Glasses** - protective glasses made with safety frames, tempered glass or plastic lenses, temples and side shields which provide eye protection from moderate impact.

**Side Shield** - a device of plastic or other material fixed firmly to the safety glasses to protect the eye from side exposure.

**Suspension** - the internal cradle of the helmet which holds it in place on the head and is made up of headband and crown straps.

## 4. TRAINING

- The employee's department shall provide training and retraining to each employee who is required to use PPE for his/her job function. If requested, the Environmental Health and Safety Department can assist with training.
- Each employee shall be trained to know and understand the following:
  - When PPE is necessary.
  - What PPE is necessary.
  - How to don or put on the PPE.
  - How to doff or remove the PPE.
  - Limitations of the PPE.
  - Proper care and maintenance.
  - How to read and understand the Job Hazard Assessment.
- The supervisor shall provide training during the following situations:
  - Upon initial assignment.
  - When changes in the workplace render previous PPE training obsolete.
  - When employees no longer demonstrate proficiency with their assigned PPE.

## 5. RECORDKEEPING

- Records shall be maintained which indicate that training has been completed for all employees who are required to wear PPE.
- Training records shall include:
  - Date of the training session.
  - Name and job title of attendees.
  - Name of person conducting training.
- Training records shall be maintained for at least 5 years.

## 6. PPE SELECTION

Selection of PPE shall be based on the Job Hazard Assessment form. The Job Hazard Assessment form must be completed for all workplace functions to determine if hazards are present or are likely to be present that require the use of personal protective equipment or when changes in the workplace render previous Job Hazard Assessment obsolete. See attachment 1.

- Eye and Face protection
  - Where eye and face protection are warranted, the selected protection shall be adequate to protect against machines or operations which create the risk of eye or face injuries due to physical, chemical and/or radiation agents.
  - Hazards associated with the potential for flying objects shall utilize eye protection with side shields.
    - Detachable side shields are permissible but must meet ANSI Z87.1.
  - Personnel who are required to wear safety eyewear and need prescription lenses to conduct their work shall be provided with protective eyewear that can be worn over the employee's prescription lenses.
  - Eye and face equipment must comply with ANSI Z87.1.
- Respiratory Protection
  - Refer to the Illinois State University Respiratory Protection Program.
- Head Protection
  - Employees working in areas where there is the possible danger of head injury from the impact of falling or flying objects, striking against objects, electric shock

and/or burns, or any combination of these hazards will be protected by hard hats.

- All head protection shall comply with specifications contained in ANSI Z89.1.
- Bump caps are not recognized by ANSI and are not a valid form of head protection.
- Hard hats may not be altered in a way that will reduce their efficiency.

▪ Foot Protection

- Employees, who are exposed to hazards that may cause foot injuries due to falling or rolling objects or objects piercing the sole, shall be required to wear protective foot ware. More specific protective features will be noted on the Job Hazard Assessment.
- All hard-toed footwear shall comply with ANSI Z41.

▪ Hand Protection

- Hand protection must be selected, provided and worn when employees are exposed to hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, harmful temperature extremes, or any other hazard identified by the Job Hazard Assessment.
- Supervisors and employees must be cautious of allergic reactions to natural rubber latex in the workplace. When such allergic reactions exist, supervisors should provide employees with non-latex gloves.

▪ Hearing Protection

- Refer to Illinois State University Hearing Conservation Procedure.

▪ Protective Clothing

- Employees working in areas where there are workplace hazards that could cause bodily injury from exposure of chemicals, electrical arc flashes, cuts and/or abrasions, and contact with potentially infectious materials shall be required to wear protective clothing.
- The protective clothing provided must be constructed of material that will protect against the specific hazard in the workplace.

## **7. PPE MAINTENANCE AND STORAGE**

- PPE must be maintained in a sanitary and reliable condition.
- PPE must be inspected before each use. Any defective or damaged equipment must be replaced.

## **8. JOB HAZARD ASSESSMENTS**

- Job Hazard Assessments must be completed by the supervisor/foreman for all generalized job tasks done within their job classification.
- The Job Hazard Assessment must be documented in writing using the form provided in attachment I.
- When the Job Hazard Assessment is completed it must be submitted to the Environmental Health and Safety Office for approval.
- Upon approval of the Job Hazard Assessment, all affected employees must be re-trained on any new personnel protective equipment.
- The Job Hazard Assessment shall be available for review by all employees and a copy will be kept in the supervisor/foreman office.
- All employees affected by the Job Hazard Assessment must use all personnel protective equipment required in the hazard assessment.



**ILLINOIS STATE UNIVERSITY  
JOB HAZARD ASSESSMENT CERTIFICATION**

<b>DEPARTMENT:</b> Click to select your department		<b>DIVISION:</b> Click to select your division	
<b>DESCRIPTION OF JOB (include location) :</b> Click to enter text			
<b>CERTIFIES BY:</b> Click to enter text		<b>DATE:</b> Click to enter a date	
<b>1. Identify <u>eye hazards</u></b> (Check box if hazard exists) <input type="checkbox"/> Chemical <input type="checkbox"/> Light/Radiation <input type="checkbox"/> Heat <input type="checkbox"/> Penetration <input type="checkbox"/> Impact	<b>1A. Describe specific <u>eye hazards</u></b> Click to enter text and press enter to start a new paragraph	<b>1B. Identify PPE required</b> List the PPE required for hazards described in 1A or check box (see Eye and Face Protection Selection chart) <input type="checkbox"/> No eye/face protection is needed. Click to enter text and press enter to start a new paragraph	
<b>2. Identify <u>head hazards</u></b> (Check box if hazard exists) <input type="checkbox"/> Burn <input type="checkbox"/> Impact <input type="checkbox"/> Chemical <input type="checkbox"/> Penetration <input type="checkbox"/> Electric	<b>2A. Describe specific <u>head hazards</u></b> Click to enter text and press enter to start a new paragraph	<b>2B. Identify PPE required</b> List the PPE required for hazards described in 2A or check box (consult ANSI.Z89.1-1986) <input type="checkbox"/> No head protection is needed. Click to enter text and press enter to start a new paragraph	
<b>3. Identify <u>foot hazards</u></b> (Check box if hazard exists) <input type="checkbox"/> Chemical <input type="checkbox"/> Penetration <input type="checkbox"/> Compression <input type="checkbox"/> Puncture <input type="checkbox"/> Impact	<b>3A. Describe specific <u>foot hazards</u></b> Click to enter text and press enter to start a new paragraph	<b>3B. Identify PPE required</b> List the PPE required for hazards described in 3A or check box (consult ANSI.Z41.1-1991) <input type="checkbox"/> No foot protection is needed. Click to enter text and press enter to start a new paragraph	
<b>4. Identify <u>hand hazards</u></b> (Check box if hazard exists) <input type="checkbox"/> Burn <input type="checkbox"/> Impact <input type="checkbox"/> Chemical <input type="checkbox"/> Penetration <input type="checkbox"/> Electric	<b>4A. Describe specific <u>hand hazards</u></b> Click to enter text and press enter to start a new paragraph	<b>4B. Identify PPE required</b> List the PPE required for hazards described in 4A or check box <input type="checkbox"/> No hand protection is needed. Click to enter text and press enter to start a new paragraph	
<b>5. Identify <u>respiratory hazards</u></b> (Check box if hazard exists) <input type="checkbox"/> Asphyxia <input type="checkbox"/> Gas <input type="checkbox"/> Dust <input type="checkbox"/> Mist <input type="checkbox"/> Fumes <input type="checkbox"/> Particulates <input type="checkbox"/> Other (describe): Click to enter text and press enter to start a new paragraph	<b>5A. Describe specific <u>respiratory hazards</u></b> Click to enter text and press enter to start a new paragraph	<b>Check appropriate box</b> <input type="checkbox"/> Full Face <input type="checkbox"/> Quarter face <input type="checkbox"/> Powered Air Purifying (PAPR) <input type="checkbox"/> Self-Contained Breathing Apparatus <input type="checkbox"/> Air line <input type="checkbox"/> Escape pack <input type="checkbox"/> None needed	<b>Cartridge Type</b> Click to enter text and press enter to start a new paragraph
<b>6. Identify <u>other hazards</u></b> List hazards. Click to enter text and press enter to start a new paragraph	<b>6A. Describe specific <u>hazards</u></b> Click to enter text and press enter to start a new paragraph	<b>6B. Identify PPE required</b> List the PPE required for hazards described in 6A or check box Click to enter text and press enter to start a new paragraph	
<b>Other Applicable or Potentially Applicable Safety Programs/ Regulations:</b>			
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Forklift Safety	<input type="checkbox"/> Machine Guarding	
<input type="checkbox"/> Bloodborne Pathogens	<input type="checkbox"/> Hazard Communication	<input type="checkbox"/> Non-Ionizing Radiation	
<input type="checkbox"/> Confined Space Entry	<input type="checkbox"/> Hazardous Materials Management	<input type="checkbox"/> Occupational Noise Exposure	
<input type="checkbox"/> Compressed Gases	<input type="checkbox"/> Heat/ Cold Stress	<input type="checkbox"/> Scaffold/ Aerial Lift Safety	
<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Ladder Safety	<input type="checkbox"/> Trenching / Excavating	
<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Lead	<input type="checkbox"/> Welding	
<input type="checkbox"/> Fire Prevention	<input type="checkbox"/> Lock-Out/ Tag-Out	<input type="checkbox"/> Other	