

UNIVERSITY OF WISCONSIN-STEVENSON POINT
PERSONAL PROTECTIVE EQUIPMENT POLICY



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PERSONAL PROTECTIVE EQUIPMENT

1.0 PURPOSE

The purpose of the Personal Protective Equipment (PPE) is to provide overall guidance on need, analysis, use and procurement of PPE.

2.0 SCOPE

Applies to all UW-Stevens Point employees, units, and departments where job task pose hazards requiring the use of PPE.

3.0 AUTHORITY

Per the State of Wisconsin Department of Safety & Professional Services, Chapter SPS 332, via 332.15, OSHA 1910.132-138.

4.0 POLICY

4.1 General Requirement

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and other protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, mechanical irritants or other hazard 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.

Employee-owned equipment: Most if not all PPE for employees should be furnished by UW-Stevens Point directly through their department. Where employees have a proven need to provide their own protective equipment, UW-Stevens Point and/or the department shall approve all such uses. All PPE must meet all requirements and the employer shall be responsible to assure its adequacy, including proper maintenance and sanitation of such equipment.

Defective or damaged personal protective equipment shall not be used. All personal protective equipment shall be of safe design and construction for the work to be performed.

4.2 Hazard Assessment

Each UW-Stevens Point department/unit must assess the workplace to determine if hazards are present for each of their positions likely to require PPE. The [*Job Hazard Analysis form*](#) (Appendix 1) may be utilized for this process. See Risk Management web site for other hazard assessment tools.

Assessment shall be completed initially and when there are additional tasks added to the position. Singular tasks may be evaluated and documented as necessary and added to the initial assessment documentations.

Once the hazard assessment is completed:

1. Complete the Job Hazard Analysis form found in EHS website. Ensure a written parts are completed that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment.
2. The applicable UW-Stevens Point Supervisor will insert the results of the assessment (e.g. PPE required for the position) into the **applicable position description**. Send updated Position Description to UW-Stevens Point Personnel Department, 133 Main. The position description will then serve as the official document that provides the authorization for the PPE per each position and therefore each employee.
3. Supervisor select and procure proper type of PPE from various vendors.
4. Train affected employees on type, use and care of PPE. Training will be specific to the PPE type; but at a minimum shall cover:
 - a. When PPE is necessary;
 - b. What PPE is necessary;
 - c. How to properly don, doff, adjust, and wear PPE;
 - d. The limitations of the PPE; and,
 - e. The proper care, maintenance, useful life and disposal of the PPE.
 - f. Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.
 - g. When the employer has reason to believe that, any affected 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:
 - i. Changes in the workplace render previous training obsolete; or
 - ii. Changes in the types of PPE to be used render previous training obsolete; or
 - iii. Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.
5. Document training (use regular EHS Training documentation form. Send copy of training documentation to EHS Office, 101 George Stien Building and maintain one copy on department file.
6. Review other policies that may provide further PPE directions such as Respiratory Protection Program, Hazard Communications, Fall Protection, etc.
7. Stock and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
8. Personnel wear and supervisors enforce use of designated PPE.

4.3 Design Standards

All UW-Stevens Point PPE shall meet applicable design standards as required by OSHA or other agency to help ensure adequacy. In addition, the type of PPE specified shall be determined and reviewed by the supervisor during the Hazard Assessment process.

4.4 Enforcement

PPE identified in the Hazard Assessment process is required to be used by the applicable employee as a condition of employment. Failure to wear PPE will result in disciplinary action up to and including termination.

4.5 Payment for PPE

All required PPE shall be provided by UW-Stevens Point to the employee at no cost. Safety boots and prescription safety glasses both have on campus purchase programs. See details below.

UW-Stevens Point per OSHA is not required to pay for everyday clothing, normal work boots, winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses and sunscreen. However, UW-Stevens Point does choose to pay for some of these items.

The employee will be responsible for paying for PPE that is lost or intentionally damaged.

A documented hazard assessment must be completed for the job or position prior to any reimbursement or payment for UW-Stevens Point PPE as discussed in Section 4.2 above.

Note - Amount purchased over the UW-Stevens Point reimbursement portion for any PPE shall be the responsibility of the employee.

Employee-owned equipment. Where an employee provides adequate protective equipment he or she owns as discussed in 4.1, the employer may allow the employee to use it and is not required to reimburse the employee for that equipment.

University Staff Temporary Employees (including student employees). USTEs working in positions requiring safety shoes and/or prescription safety glasses must still wear this equipment as necessary. Therefore they will either need to purchase their own equipment or have their departments purchase it for them through the below programs.

Decisions to provide safety shoe and prescription safety glasses coverage for USTEs will be determined by each USTE Supervisor with written authorization by the Supervisor to the EHS Department so they may be included in the master shoe allowance listing.

4.6 Requirements for Personal Protective Equipment

4.6.1 Eye and Face Protection

The supervisors should ensure that each affected employee uses 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.

The eye protection should provide side protection when there is a hazard from flying objects. Detachable side protectors (e.g. clip-on or slide-on side shields) meeting all the required performance standards that the permanent side shields meet are acceptable.

The supervisors should ensure that each affected employee uses equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation. See Appendix 2 for appropriate shade numbers for various operations.

Protective eye and face protection devices must comply with any of the following standards:

- ANSI/ISEA Z87.1-2010, Occupational and Educational Personal Eye and Face Protection Devices,
- ANSI Z87.1-2003, Occupational and Educational Personal Eye and Face Protection Devices,
- ANSI Z87.1-1989 (R-1998), Practice for Occupational and Educational Eye and Face Protection.

4.6.1.1 Prescription Safety Glasses

Each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses. Authorized full-time employees may obtain prescription safety glasses by following [Prescription Safety Glasses Obtaining Procedure](#) on EHS web site.

All prescription safety glasses shall comply with any of the ANSI/ISEA Z87.1-2010, ANSI Z87.1-2003, or ANSI Z87.1-1989 eye/face design standards. Permanently affixed side shields are required on all safety glasses. EHS may assist with review of proper design as necessary.

Above allowances subject to change based on State of Wisconsin Department of Administration prescriptions safety glasses contract and established allowances.

4.6.2 Head Protection

Each affected employee shall wear a protective helmet when working in areas where there is a potential for injury to the head from falling objects.

A protective helmet designed to reduce electrical shock hazard shall be worn by each such affected employee when near exposed electrical conductors which could contact the head.

Head protection must comply with (ANSI) Z89.1-2009, (ANSI) Z89.1-2003, or (ANSI) Z89.1-1997.

4.6.3 Hand Protection

Employees are required to use appropriate hand protection when employees' 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 shall 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.

4.6.4 Foot Protection

The employee shall use protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.

Protective footwear must comply with any of the following standards:

- ASTM F-2412-2005, "Standard Test Methods for Foot Protection," and ASTM F-2413-2005, "Standard Specification for Performance Requirements for Protective Footwear,"
- ANSI Z41-1999, "American National Standard for Personal Protection -- Protective Footwear,"
- ANSI Z41-1991, "American National Standard for Personal Protection -- Protective Footwear,"

4.6.4.1 UW-Stevens Point Safety Shoe Program

For positions identified as requiring safety shoes (steel toe or slip resistance), the following annual dollar amount shoe allowances will be covered by UW-Stevens Point for authorized full-time employees:

- \$90.00 / Year for Slip Resistant Shoes
- \$130.00 / Year for Steel Toed Safety Shoes

Safety shoes may be obtained by:

- UW-Stevens Point arranged Shoemobile. EHS will schedule and announce details of this process annually. This will be a direct bill to UW-Stevens Point for shoes within above coverages. Employees will pay for amounts above the stated allowance amounts.
- Employee purchase if not available through Shoemobile or for other just cause.
 - Employees seeking reimbursement for safety shoe purchase must:
 - Fill out a [Safety Shoe Reimbursement Request](#) e-form, located at "Safety Shoe Program" page under EHS – Main Hub. An original receipt and a proof such as copy of label or website link of the shoe must be attached to this e-form to show that purchased shoe meets the ASTM or ANSI standards.
 - EHS will evaluate shoes to ensure they meet UW-Stevens Point policy design, reimbursement rate and other specifications.

- All shoes shall meet ASTM F-2412-2005, ASTM F-2413-2005, ANSI Z41-1999, or ANSI Z41-1991 standards or applicable Slip Resistant (SR) standards as appropriate for the given position.
 - Payment Services will process and complete reimbursement to the employee.
- The Employee's departments will be billed back for each employee safety shoe purchase within the stated UW-Stevens Point covered amounts.
- Employees are required to wear purchases made through the safety shoe purchase program and expected not to annually collect excess wear not utilized on the job.

4.6.5 Body Protection

The supervisor shall ensure that each affected employee uses appropriate protective clothing where there is exposure to hazards such as skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, harmful temperature extremes, and sharp objects.

4.6.5.1 Hot Work Operations

The supervisors shall ensure that no employee wears clothing impregnated or covered in full or in part with flammable or combustible materials (such as grease or oil) while engaged in hot work operations or working near an ignition source.

4.6.5.2 Electrical Protective Devices

The employer shall ensure that each affected employee wears protective electrical insulating gloves and sleeves or other electrical protective equipment, if that employee is exposed to electrical shock hazards while working on electrical equipment.

4.6.6 Respiratory Protection

Using proper respiratory equipment for the task is essential to maintain employee health. Selection of a respirator shall be based on the specific hazard to which an individual is exposed.

Respiratory protection equipment shall be chosen and assigned for a specific project upon the assurance that:

- a) the respirator and cartridge are appropriate for the contaminant;
- b) the concentration of the contaminant can be safely handled by the respirator (the protection factor of the respirator is greater than the concentration present); and
- c) all the contaminants present are identified so that the proper respirator can be selected.

Other factors to be considered include warning properties of the contaminant (level at which an odor can be detected), and eye or skin effects. EHS will review hazard evaluations for determining the proper respirator for the project. All respirators and their components must be approved by the Mine Safety and Health Administration (MSHA) and the National Institute for Occupational Safety and Health (NIOSH). Respirators shall be selected from those available for fit testing. The department shall be responsible for respiratory equipment purchase.

4.6.7 Hearing Protection

Hearing protection devices shall be provided to all employees who exposed above 85 dB or that show signs of a threshold shift at no cost to the employees. Employees shall be allowed to choose from a variety of hearing protection devices and shall be trained in their use. Attenuation (amount of noise reduction) provided by the protective equipment shall be at least enough to lower noise exposures to an 8-hour time-weighted average of 85 decibels or below.

Supervisors shall ensure that hearing protectors are worn and also shall care of all hearing protectors provided to employees. Additionally, supervisors shall ensure proper initial fitting and control the correct use of all hearing protectors. See, UW-Stevens Point Hearing Conservation Program for more details.

4.7 Payment Negotiations

Payment amounts for safety shoes and prescription safety glasses by UW-Stevens Point are subject to change.

Appendix 1

[Job Hazard Analysis form](#)

Contact UW-Stevens Point EHS Department (4724) for assistance in completion of Job Hazard Analysis form.

Appendix 2

Appropriate Shade Numbers for Various Operations - OSHA 1910.133(a)(5)

Filter Lenses for Protection Against Radiant Energy			
Operations	Electrode Size 1/32 in.	Arc Current	Minimum* Protective Shade
Shielded metal arc welding	Less than 3	Less than 60	7
	3-5	60-160	8
	5-8	160-250	10
	More than 8	250-550	11
Gas metal arc welding and flux cored arc welding		less than 60	7
		60-160	10
		160-250	10
		250-500	10
Gas Tungsten arc welding		less than 50	8
		50-150	8
		150-500	10
Air carbon	(Light)	less than 500	10
Arc cutting	(Heavy)	500-1000	11
Plasma arc welding		less than 20	6
		20-100	8
		100-400	10
		400-800	11
Plasma arc cutting	(light)**	less than 300	8
	(medium)**	300-400	9
	(heavy)**	400-800	10
Torch brazing			3
Torch soldering			2
Carbon arc welding			14

Filter Lenses for Protection Against Radiant Energy			
Operations	Plate thickness-inches	Plate thickness-mm	Minimum* Protective Shade
Gas Welding:			
Light	Under 1/8	Under 3.2	4
Medium	1/8 to 1/2	3.2 to 12.7	5
Heavy	Over 1/2	Over 12.7	6
Oxygen cutting:			
Light	Under 1	Under 25	3
Medium	1 to 6	25 to 150	4
Heavy	Over 6	Over 150	5

* As a rule of thumb, start with a shade that is too dark to see the weld zone. Then go to a lighter shade which gives sufficient view of the weld zone without going below the minimum. In oxyfuel gas welding or cutting where the torch produces a high yellow light, it is desirable to use a filter lens that absorbs the yellow or sodium line in the visible light of the (spectrum) operation.

** These values apply where the actual arc is clearly seen. Experience has shown that lighter filters may be used when the arc is hidden by the workpiece.