

**University of Louisiana at Monroe (ULM)**  
**Hazard Communication Program**

**Personal Protective Equipment (PPE)**

The University of Louisiana at Monroe (ULM) is committed to providing a safe environment for all students, faculty, staff, and visitors. Whenever possible, workplace hazards should be eliminated or reduced through the use of proper work practices, and other engineering and administrative controls. When hazards cannot be eliminated or adequately controlled, the use of personal protective equipment (PPE) may be required. The Office of Facilities and Environmental Health & Safety is available to assist in the development, implementation, and administration of PPE policies.

Several tools are available to assist supervisors with the hazard assessment process. OSHA's PPE Assessment information is located here:

[https://www.osha.gov/dte/library/ppe\\_assessment/ppe\\_assessment.html](https://www.osha.gov/dte/library/ppe_assessment/ppe_assessment.html) . ULM's PPE Hazard Assessment Form is located online here:

[https://www.ulm.edu/safety/documents/haz\\_assess\\_form\\_ppe.doc](https://www.ulm.edu/safety/documents/haz_assess_form_ppe.doc) .

The physical, chemical, and/or toxic properties of the material typically dictate the type and degree of protection required. However, additional items, such as the specific job task, likelihood of exposure and worker comfort, must also be considered when selecting personal protective equipment.

**Assessment**

Each supervisor shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. Each supervisor shall verify that the required Job Hazard Assessments have been performed through a written certification that identifies the

PPE shall be of such design, fit and durability as to provide adequate protection against the hazards for which they are selected. PPE should be reasonably comfortable and shall not unduly encumber the employee's movements necessary to perform their work. Supervisors shall ensure that all personal protective equipment, whether employer-provided or employee-provided, complies with the applicable OSHA standards for the equipment. Each supervisor is responsible for periodically re-evaluating the selection and use of PPE in work areas under their control. Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the university at no charge.

Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

Eye and Face Protection ANSI Z87.1-1989

Head Protection ANSI Z89.1-1986

Foot Protection ANSI Z41.1-1991

Hearing Protection ANSI 53.19

Hand Protection (There are no ANSI standards for gloves. However, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.)

Respiratory Protection (There are no ANSI standards for respirator or mask. However, selection must be based on tasks to be performed.)

Body (Torso) Protection (There are no ANSI standards for body protection. However, selection must be based on tasks to be performed.)

### **Cleaning and Maintenance of PPE**



## **Responsibilities**

### **Supervisors**

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves:

1. Providing appropriate PPE and making it available to employees;
2. Ensuring that employees are trained on the proper use, care, and cleaning of PPE;
3. Ensuring that PPE training forms are signed and given to the Director of Facilities or Campus Directors;
4. Ensuring that employees properly use and maintain their PPE and follow the PPE policies and rules;
5. Notifying the Office of Facilities and assigned campus safety coordinators when new hazards are introduced or when processes are added or changed;
6. Ensuring that defective or damaged PPE is immediately disposed of and replaced.

### **Employees**

The PPE user is responsible for following the requirements of the PPE policies. This involves:

1. Properly wearing PPE as required;
2. Attending required training sessions;
3. Properly caring for, cleaning, maintaining, and inspecting PPE as required;
4. Following PPE policies and rules;
5. Informing the supervisor of the need to repair or replace PPE.

## **Procedure**

1. Personal Protective Equipment shall be used in accordance with all rules and guidelines from the Occupational Safety and Health Administration (OSHA). The University will conduct a hazard assessment of work tasks to identify the personal protective equipment required.

2. Procurement of Personal Protective Equipment (PPE)

Employees are not responsible for supplying their own personal protective equipment. The University will procure and supply employees with all necessary personal protective equipment. The employee's supervisor is responsible for following normal University procurement policies to obtain necessary personal protective equipment.

### 3. Use of Personal Protective Equipment (PPE)

Supervisors will inform and provide on the job training for employees to let them know when personal protective equipment is required. The supervisor shall train employees through on the job training on what specific personal protective equipment is required for each work task.

When using personal protective equipment, the following procedures should be followed:

- a. Prior to Use - Inspect the