



Environmental Health and Safety

Personal Protective Equipment (PPE) Policy

1910.132 - General requirements

Revised Date: June 14, 2023
Author: Dean Manley

Purpose

Personal protective equipment (PPE) is designed to provide employees working in a hazardous environment with a protective physical barrier between themselves and a perceived hazard. When administered properly, PPE will minimize employee exposure to hazards that can cause serious workplace illnesses and injuries. It is the policy of St. Lawrence University to provide appropriate PPE to employees who may be subjected to a hazardous environmental condition.

Application and Scope

Personal protective equipment must be used to protect employees from hazards and irritants. Some of the most common workplace hazards and irritants that require PPE include but are not limited to: chemical, radiological, biological, mechanical, thermal, and atmospheric conditions. The procedures herein address PPE requirements in accordance with the Occupational Safety and Health Administration part 1910.132 (OSHA) guidelines. For the scope of this policy, PPE refers to head, face, eye, hand, foot, ear, torso, and leg protective equipment. For information regarding respiratory protection, please see St. Lawrence's official RPP. For information regarding hearing protection see St. Lawrence's Hearing Conservation Program. This policy applies to all St. Lawrence University (SLU) employees, and will cover personnel responsibilities, necessary procedures, hazard assessment criteria, PPE selection, and training requirements.

Responsibilities

Supervisors and Department Heads Shall:

- Provide adequate training to each employee who is required to use PPE.
- Instruct in the proper care, maintenance, useful life, and disposal of PPE.
- Maintain current and accurate records of PPE assigned to each employee.
- Conduct job hazard assessments to determine what PPE must be used by their staff.
- Update job hazard assessments annually or as job tasks or work equipment changes.

SLU Employees Shall:

- Assist supervisors in the selection of PPE when necessary.
- Assist supervisors in Job Hazard Assessment when necessary.
- Provide departmental training in compliance with OSHA and state guidelines.
- Exercise authoritative responsibilities to stop work when in the presence of unsafe acts.
- Enforce this policy and provide updates regularly.

Procedures

Job Hazard Assessments (JHA):

A Job Hazard Assessment is an appropriate first step to take when determining which PPE to mandate in a specific area. A JHA is the process of identifying any and all hazards that pose a safety risk to employees working in a given environment. This practice is required by law and focuses on the relationship between the worker, the task, the tools, and the work environment. JHAs shall be conducted by the department supervisor.

Examples of hazard sources to consider while conducting a JHA include but are not limited to: sources of motion, hot/cold temperatures, chemical exposure, sharp objects, light radiation from welding, falling objects, particulate matter that may be inhaled, and electrical hazards.

Certification of JHA:

Once completed, the JHA must be verified through a written certification that identifies the workplace evaluated, the person certifying that the evaluation has been performed, the date(s) of the hazard assessment, and the document as a certification of hazard assessment. The supervisor should maintain updated records of all JHA certifications.

Note: A PPE Hazard Assessment Certification Form can be found on SLU's Environmental Health and Safety website and in the appendices at the end of this policy.

Selecting PPE:

PPE is selected after being deemed necessary by a Job Hazard Assessment. A supervisor's PPE selection must be clearly communicated to all affected employees prior to purchase to ensure it will meet the needs of those using it. All PPE provided by the university must be certified and in compliance with OSHA and ANSI standards when applicable. Supervisors are encouraged to consult with an EHS member prior to selecting PPE when questions or concerns arise. PPE may also be selected based on the requirements listed in an MSDS sheet. Care should be taken when selecting PPE for employees, as PPE that fits well and is comfortable will yield a higher rate of use by employees.

Training and Enforcement

Employees who are required to wear PPE for their job duties must be provided with training in the selection, proper use, and care of PPE prior to working with it. Training records must be documented and maintained by the department supervisor and should include a brief description of what the training covered, the names of the employees trained, the date of training, the name of the department, and signatures of participants.

PPE training curriculum shall include:

- What/When/Why PPE is necessary.
- How to properly don, doff, adjust, and wear PPE.
- Limitations of PPE.
- Proper care, maintenance, useful life, and disposal of PPE.
- Basic understanding of a Job Hazard Assessment.

Each affected employee must show an understanding of the training provided and demonstrate the ability to use the PPE properly prior to working on their assignment. Show-and-tell competence demonstrations are appropriate for most situations. The supervisor reserves the right to train and retrain employees in PPE requirements as they see fit best.

Circumstances that require new training or re-training include but are not limited to:

- Changes in the workplace.
- Updates to the PPE policy.
- Changes in the types of PPE being used.
- Inadequacies in the affected employee’s knowledge or use of assigned PPE.

St. Lawrence University reserves the right to enforce the procedures listed herein and to hold employees who fail to adhere to the above standards accountable.

Policy Contacts

Environmental Health and Safety

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Policy Review

| Name | Date | Changes |
|---------------------------------------|---------|-------------------------------|
| Nick Ormasen, Dean Manley, Suna Stone | 6/13/23 | Final review prior to posting |
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APPENDICES



Appendix A

Personal Protective Equipment Training Form

Name of Trainer: _____

Date of Training: _____

Summary of Training: _____

Task/Assignment Description: _____

PPE Requirements: _____

| Name (Print) | Name (Signature) | Department |
|--------------|------------------|------------|
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CERTIFICATION: I certify training was conducted in accordance with the provisions of the St. Lawrence University Personal Protective Equipment Policy and that each affected employee has received and understood the training provided

Trainer Signature: _____ Date: _____

Appendix B
Electrical Protective Equipment Requirements
TABLE B1: AC Proof-Test Requirements

| Class of Equipment | Proof Test Voltage ms V | Maximum Proof Test Current, mA (Gloves Only) | | | |
|--------------------|-------------------------|--|-----------------------|-----------------------|-----------------------|
| | | 267 mm (10.5-in.) Glove | 356 mm (14-in.) Glove | 406 mm (16-in.) Glove | 457 mm (18-in.) Glove |
| 0 | 20,000 | 8 | 12 | 12 | 16 |
| 1 | 40,000 | -- | 14 | 16 | 18 |
| 2 | 50,000 | -- | 16 | 18 | 20 |
| 3 | 60,000 | -- | 18 | 20 | 22 |
| 4 | 70,000 | -- | -- | 22 | 24 |

TABLE B2: DC Proof-Test Requirements

| Class of Equipment | Proof Test Voltage ms V |
|--------------------|-------------------------|
| 0 | 5,000 |
| 1 | 10,000 |
| 2 | 20,000 |
| 3 | 30,000 |
| 4 | 40,000 |

Note for TABLE B2:

The d-c voltages listed in this table are not appropriate for proof testing rubber insulating line hose or covers. For this equipment, k-c proof tests shall use a voltage high enough to indicate that the equipment can be used at the voltages listed in Table I-4. See ASTM D 1050-90 and ASTM D 1049-88 for further information on proof tests for rubber insulating line hose and covers.

TABLE B3: Glove Tests - Water Level 1, 2

| Class of Glove | AC Proof Test | | DC Proof Test | |
|----------------|---------------|------------|---------------|------------|
| | mm | In. | Mm | In. |
| 0 | 38 | 1.5 | 38 | 1.5 |
| 1 | 38 | 1.5 | 51 | 2.0 |
| 2 | 64 | 2.5 | 76 | 3.0 |
| 3 | 89 | 3.5 | 102 | 4.0 |
| 4 | 127 | 5.0 | 153 | 6.0 |

Notes for TABLE B3:

1. The water level is given as the clearance from the cuff of the GLOVE to the water line, with a tolerance of ± 13 mm. (± 0.5).
2. If atmospheric conditions make the specified clearances impractical, the clearances may be increased by a maximum of 25 mm (1 in).

ELECTRICAL PROTECTIVE EQUIPMENT REQUIREMENTS**TABLE B4: Rubber Insulating Equipment Voltage Requirements**

| Class of Equipment | Maximum use Voltage ₁ AC (rms) | Retest Voltage ₂ AC (rms) | Retest Voltage ₂ DC (avg.) |
|--------------------|---|--------------------------------------|---------------------------------------|
| 0 | 1,000 | 5,000 | 20,000 |
| 1 | 7,500 | 10,000 | 40,000 |
| 2 | 17,000 | 20,000 | 50,000 |
| 3 | 26,500 | 30,000 | 60,000 |
| 4 | 36,000 | 40,000 | 70,000 |

Notes for TABLE B4:

1. The maximum use voltage is the a-c voltage (rms) classification of the protective equipment that designates the maximum nominal design voltage of the energized system that may be safely worked. The nominal design voltage is equal to the phase-to-phase voltage on multiphase circuits. However, the phase-to-ground potential is considered to be the nominal design voltage:
 - a. If there is no multiphase exposure in a system area and if the voltage exposure is limited to the phase-to-ground potential, or
 - b. If the electrical equipment and devices are insulated or insolate or both so that the multiphase exposure on a grounded wye circuit is removed.
2. The proof-test voltage shall be applied continuously for at least 1 minute, but no more than 3 minutes.

TABLE B5: Rubber Insulating Equipment Test Intervals

| Type of Equipment | Maximum use Voltage ₁ AC (rms) |
|-----------------------------|--|
| Rubber insulating line hose | Upon indication that insulating value is suspect |
| Rubber insulating covers | Upon indication that insulating value is suspect |
| Rubber insulating blankets | Before first issue and every 12 months thereafter ₁ |
| Rubber insulating gloves | Before first issue and every 6 months thereafter ₁ |
| Rubber insulating sleeves | Before first issue and every 12 months thereafter ₁ |

Notes for TABLE B5:

1. If the insulating equipment has been electrically tested but not issued for service, it may not be placed into service unless it has been electrically tested within the previous 12 months. Contact Suna Stone for specific requirements and recommendations.