

2018

PERSONAL PROTECTIVE EQUIPMENT

Associated Students, Incorporated
California State University, Long Beach

Revised: August 1, 2018



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Purpose

The purpose of this program is to establish minimum performance requirements of OSHA 29CFR 1910 – subpart I (Personal Protective Equipment) when doing daily work.

This program is created to set guidelines about when PPE is necessary; what PPE is necessary; how to properly use PPE; the limitation of the PPE; and the proper care, maintenance, useful life and disposal of the PPE.

Eye protection, face protection, head protection, hand protection, foot protection and protective clothing are covered in this program. ASI provides dust masks, earplugs and earmuffs for occasional uses.

Respiratory and hearing protection are required to be covered individually in accordance to its respective requirements.

Policy

It is ASI's policy to implement, train the employees and enforce the Personal Protective Equipment program. This program will meet or exceed the requirements set by OSHA in 29 CFR 1910 – subpart I (Personal Protective Equipment). A copy of this program will be maintained at ASI's website, and it is available to employees and pertinent personnel.

Application and Requirement

ASI will provide personal Protective equipment such as safety glasses (including prescription glasses), foot protection, gloves, hardhats, earplugs, earmuffs, coveralls, dust masks, face-shields. Each employee will be responsible for the proper use and maintenance of the PPE.

When employees provide their own protective equipment, the employer shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.

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

The employer shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitates the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the employer shall:

- Select, and have each affected employee use the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
- Communicate selection decision to each affected employee.
- Select PPE that properly fits each affected employee.

The employees shall verify that the required workplace hazard assessment has been performed 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, which identifies the document as a certification of hazard assessment.

Responsibilities

Associate Director, Facilities Operations and the Employee Training & Safety Coordinator

- Review this program annually along with the managers to ensure its continued effectiveness.
- Approve and conduct training programs for all employees.
- Maintain documentation of all training.

Managers

- Oversee and enforce the Personal Protective Equipment program
- Maintain documentation of all training.
- Make necessary decisions, including making any corrective actions, to assure the effectiveness of the program.
- Select and approve appropriate Personal Protective Equipment.

Supervisors

- Enforce the Personal Protective Equipment program in their department.
- Maintain documentation of all training.
- Make necessary decisions in assuring the effectiveness of the program.
- Assure all employees have received proper training and equipment.

Employees

- Comply with the Personal Protective Equipment Program.
- Proper use and maintenance of the Personal Protective Equipment.

Subcontractors

- Comply with ASI's Personal Protective Equipment Program.
- Copy of this program will be provided to all subcontractors.
- A signed copy or original of ASI'S STATEMENT OF TRAINING will be provided to ASI.

Job Hazard Analysis

On a yearly basis, or whenever there is a change in operation/s, or there is a new operation in the department or work area, the Employee Training & Safety Coordinator, with the help of the manager/supervisor, will assess their work areas for any new hazards. The result of this hazard assessment will be documented in the Job Hazard Analysis and will be used as a background to determine the type of personal protective equipment required. The final recommendation will be reviewed by the Associate Director of Facilities Operations and the Employee Training & Safety Coordinator, and changes will be implemented.

Personal Protective Equipment:

There are many operations at ASI. Each operation involves a variety of hazards, and therefore requires different personal protective equipment. The following are some personal protective equipment used at ASI:

Eye Protection:

In the Job Hazard Analysis, all operations at ASI may involve hazard exposure to the eyes. The hazards range from dust, liquids splashes to flying debris.

To reduce the risk of eye injury, we provide eye protection to the employees, so that there is no need for the employee to provide their own protective equipment. The Manager/ supervisor is in charge to distribute and to replace the required eye protection. Employees who wear prescription safety glasses will be reimbursed as needed.

Eye protection is a major requirement of the Personal Protective Equipment Program at ASI. In areas or activities where there is a potential for an eye injury, as such, employees are required to use some form of eye protection. Prescription eyeglasses are accepted as eye protection.

Face Protection:

In some extreme conditions, such as welding and grinding, there is a lot of flying materials that could injure an employee's face. Therefore, face protection is required in this operation. Face protection must fulfill the requirements stated in the 29 CFR part 1910.133 paragraph (b).

Head Protection:

Head injuries including bumping into objects, or falling debris.

To prevent head injuries ASI provides hardhats.

Hand Protection:

Hand hazards range from cuts, smashes to chemical exposures.

ASI provides a variety of gloves for the protection of these hazards.

Foot Protection:

In some activities such as lifting heavy objects, employees may also face foot hazards. The foot hazards include slips and falls, and objects falling on the foot.

One of our safety rules requirements is to wear safety shoes (steel toe leather shoes). Steel toe shoes are required for the maintenance and facilities services personnel.

The shoes must also meet the necessary criteria to prevent employees from slipping.

Safety shoes are provided to ASI employees in accordance to our shoe policy.

This policy will be implemented on accordance with CAL/OSHA Title 8, Section – 3385. Foot Protection.

<https://www.dir.ca.gov/title8/3385.html>

Subchapter 7. General Industry Safety Orders
Group 2. Safe Practices and Personal Protection
Article 10. Personal Safety Devices and Safeguards

§3385. Foot Protection.

(a) Appropriate foot protection shall be required for employees who are exposed to foot injuries from electrical hazards, hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions, which may cause injuries or who are required to work in abnormally wet locations.

(b) Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn.

(c)(1) Protective footwear for employees purchased after January 26, 2007 shall meet the requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05, Standard Specification for Performance Requirements for Foot Protection which are hereby incorporated by reference.

(2) Protective footwear purchased on or before January 26, 2007 shall meet the requirements of either the American National Standard for Personal Protection -Protective Footwear, American National Standards Institute (ANSI) Z41-1999, or the American Society for Testing and Materials (ASTM) F2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05, Standard Specification for Performance Requirements for Foot Protection which are hereby incorporated by reference.

Protective clothing:

In operations such as welder, the employees face hazards from the substances they use. Welder faces sparks generated from the welding operation, which can cause irritation to the skin.

To prevent exposure from those substances, ASI provides the affected employees with necessary protective clothing. Welders receive leather welder aprons, and gloves.

Maintenance of Personal Protective Equipment.

Employees are expected to use and maintain their personal protective equipment in a sanitary manner.

Maintenance of the personal protective equipment is not limited to washing and keeping the equipment clean. The employees are required to inspect the equipment before any use and to report any problems with the equipment as soon as possible.

Damaged or worn personal protective equipment is to be exchanged for new equipment. The employee must notify the manager/supervisor and show the issue with their equipment. If the personal protective equipment is lost, it will be replaced, but if the employee is too careless and losses their personal protective equipment on a regular basis, they will be charged for any further replacements.

Training Program

Associated Students Inc. will provide training on yearly basis, or as often as necessary to ensure the proper use and maintenance of personal protective equipment. This training will consist of the purpose, use and maintenance of the PPE.

The training will explain employees on the situations/environments where PPE is required, how use, obtain and/or replace it:

- New Hire Orientation - HR
- Start of job assignment (Manager/Supervisor or assignee)

Summary on Personal Protective Equipment Requirement

The following is a summary of personal protective equipment and operations or places in which employees are required to use them:

Type of PPE	Operations or Places
Eye protection	Always where there is potential flying debris. USU, SRWC, IPCDC and Recycling Center Welding (welding hood) (flash activities)
Face protection	Welding (welding hood) Grinding and/or cutting (face mask, face-shield)
Head protection	Bumping situations Falling objects
Hand protection	Maintenance operations, cleaning with chemicals
Foot protection	Lifting equipment or machinery. Cleaning with chemicals All maintenance and facilities personnel.
Respiratory protection	Dust (dust mask only when needed)
Protective clothing	Always

Enforcement

The Employee Training & Safety Coordinator and/or the Associate Director for Facilities Operations will conduct random inspections to ensure that the personal protective equipment is properly used. Any violators will receive disciplinary actions in accordance with the area's safety rules and/or the Injury and Illness Prevention Program (IIPP). Managers and supervisors will enforce the use of the Personal Protective Equipment as needed on a daily basis.

APPROVAL AND ANNUAL REVIEW:

I herewith have reviewed and approved this Safety Program. All the contents of this document have been prepared under my direction and supervision in accordance with the system designated to comply with the OSHA requirements.

Annual review:

This program has been reviewed and is current.



Jesse Avella
Employee Training & Safety Coordinator

08/09/2018
Date



Arnecia Bryant
Associate Director, Facilities Operations

8/9/2018
Date

