PURPOSE
This procedure outlines general requirements for the use, care and selection of head, eye, face, 
hand, ear, and foot protection for Drew University employees, contractors and visitors.

REFERENCES
OSHA 1910.130-134
Attachment #1 Personal protective Equipment Survey Form
Attachment #2 General Personal Protective Equipment Listing

RESPONSIBILITIES
General
● Engineering controls shall be used to minimize workplace hazards. When engineering 
controls are ineffective and or unfeasible, personal protective equipment (PPE) shall be used 
in accordance with this procedure by all individuals on Drew University premises.
● The University will provide training and all required equipment to its own employees.
● All personnel are required to wear applicable protective equipment in designated areas and 
operations.

Supervisor or Site Equivalent
● Perform an annual hazard assessment in respective facilities and areas, which should include 
a review of existing hazards/potential hazards. The assessment shall include a review of the 
selection of PPE, communications to affected employees, and the selection of properly fitting 
PPE.
● Ensure the practices established by this procedure are followed. Periodically audit operations 
to ensure performance.
● Ensure that employees are trained regarding the safe use of PPE.
● Ensure that all PPE are appropriate and suitable for the intended purpose.
● Coordinate update of applicable PPE Survey Form (see attachment #1).
● Identify new tasks/procedures requiring use of PPE.
● Implement the program as provided in this procedure.
● Ensure that all employees are trained in accordance with the training outlined above.
● Consult Drew Environmental Health & Safety (EHS) for advise on the selection all new 
types of PPE.
● In conjunction with Drew EHS ensure that new types of PPE are used properly.
● Provide required PPE to employees.

Employee
● Use PPE in accordance with this procedure and training received and strictly adhere to these 
practices.
● Report any malfunction or problem with PPE to his/her supervisor.
Contractor/Visitors

- Required to wear the same level of PPE worn by Drew employees in same work area.

PROCEDURE

A. General Requirements

1. Assess all jobs, tasks, processes, and procedures requiring the use of PPE in accordance with OSHA Standards. **On an annual basis this PPE survey form should be reviewed/revised for all areas.**
2. All PPE must be suited for the specific task identified in the assessment.
3. All personnel must be trained in the hazards of their job and trained on the PPE provided for their protection.
4. Take into consideration equipment application and durability and comfort when making the proper selection and fitting.
5. Provide Employees with properly selected and fitted PPE.
6. Post appropriate warning signs in designated areas.
7. See Attachment #2 for personal protective equipment listing. All other respiratory requirements can be found on the Material Safety Data Sheet.
8. Clean, maintain, and store all PPE in accordance with Manufacturers specifications.

B. Eye & Face Protection

1. Use eye and face protection when there is possibility of a hazard causing injury or illness to the eyes or face. Hazards include, but are not limited to: Flying objects (particles), glare, corrosive liquids, irritant gases, injurious radiation.
2. Eye and face protection shall be in the form of safety glasses, goggles, and/or face shields pursuant to the level of hazard presented.
3. Protection shall fit comfortably, fit snugly, be shatter resistant and be able to be cleaned and disinfected.
4. Safety glasses used for eye protection shall have side shields (where necessary) and meet ANSI standards (i.e. marked with ANSI Z87.1).
5. Dark sunglass tinted glasses will only be allowed for individuals working outdoors. Specific types of tinted glasses are allowed/required however, for specific conditions such as working with yellow lights, UV or laser protection etc.
6. Employees who wear corrective lenses have the following options:
7. Prescription safety eyewear.
8. Designated eye protection areas include inside all laboratories unless otherwise designated.

C. Head Protection

Head protection in the form of a hardhat or helmet shall be worn in areas where there is a potential for injury to the head from falling objects or electrical shock.
Head protection shall fit properly and meet the requirements of ANSI Z89.1. Helmets shall never be marked, painted, drilled or sanded.

**D. Hand and Body Protection**

Hand and Body protection will be provided to employees who could be exposed to applicable hazards including: potential skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes.

Hand and Body protection shall be based on evaluation of performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards.

Consult MSDS for specific glove recommendations for chemicals.

**E. Foot Protection**

Foot protection shall be worn when working in areas where there is a hazard due to falling, rolling or piercing objects, or where employees are exposed to electric hazards. Foot protection shall meet the requirements of ANSI.Z41 or ASTM F2412-05.

Contact your supervisor for the procurement of safety shoes.

**F. Respiratory Protection**

Wear only NIOSH approved respiratory protection. Respirators are selected by the Health, Safety, and Environmental Department with local supervision.

Selection based on material safety data sheets, specific OSHA standards, or existing industrial hygiene sampling data.

**SEE DREW UNIVERSITY’S RESPIRATORY PROTECTION PROGRAM/POLICY FOR MORE INFORMATION.**

**G. Hearing Protection**

Hearing protection should be worn when are exposed to a time weighted average (TWA) of:

- 85 decibels for 8 hours
- 90 decibels for 4 hours
- 95 decibels for 2 hours
- 100 decibels for 1 hour
- 105 decibels for ½ hour
- 110 decibels at all times

Hearing protection shall be made available for use on a voluntary basis in those areas where
employees are exposed to any noise level above 85 decibels regardless of length of exposure

Post warning signs at the entrances of well defined work areas where employees may be expose at or above a TWA of 85 decibels. Signs shall clearly indicate that the area is a high noise area and hearing protection may be required. Employees required to work in these areas must be notified.

SEE DREW UNIVERSITY’S HEARING CONSERVATION PROGRAM/POLICY FOR MORE INFORMATION.

H. TRAINING

Training shall be provided to employees initially and as required by job transfer, etc. The training shall include the following components:

Description of the nature of the hazards, and appraisal of potential effects of not wearing PPE.

Explanation of proper care and cleaning and requirements of PPE.

Discussion of PPE capabilities and their limitations

Instruction & training in actual use

Each employee should receive appropriate training prior to being assigned to an operation requiring PPE. New employees should receive training at the time of initial employment. Employees transferred into a department will be trained at the time of transfer.

All training programs shall be documented to include names of attendees, dates conducted, PPE and their protection along with acknowledgment by each participant showing their understanding of material covered in the program.
ATTACHMENT #2: GENERAL PERSONAL PROTECTIVE EQUIPMENT LISTING

The following general tasks have been identified as requiring specific types of Personal Protective Equipment (PPE). However, the use of PPE may not be limited to the list below:

A. Warehouse / Storage Areas
   a. Operations of Fork Trucks
      i. Safety Shoes
      ii. Hard Hat is required to be worn if the forklift does not have overhead guard
   b. Operations of Pallet Jacks
      i. Safety Shoes

B. Maintenance Operations
   a. Eye protection (Safety Glasses, Face Shields, or Goggles) when operating tools / equipment which may cause flying objects.
   b. Appropriate hand protection when working with sharp/objects, rough materials and corrosive materials.
   c. All applicable PPE requirements for the designated area apply to Maintenance personnel working in that area.
   d. Battery Filling Stations
      i. Gloves (nitrile or latex gloves) unless otherwise specified
      ii. Eye Protection (Safety Glasses, Face Shields, or Goggles)

C. Laboratory Operations
   a. All personnel and visitors to the lab shall wear at least appropriate eye protection (safety glasses with side shields, goggles, or face shields) and a lab coat.
   b. Transfer of corrosive materials
      i. Gloves specified by the Material Safety Data Sheet
      ii. Eye and Face Protection as specified by the Material Safety Data Sheet
   c. Transfer of Regulated Medical or Hazardous Waste
      i. Eye Protection (Safety Glasses, Face Shields, or Goggles)
      ii. Gloves (nitrile or latex gloves) unless otherwise specified
         1. Safety Shoes required when emptying any 5 gallon or greater container and moving full waste drums.
      iii. Handling of Compressed Gas Cylinders
      iv. Safety Shoes
   d. Handling of materials from autoclave
      i. Thermal Gloves
      ii. Eye Protection (Safety Glasses, Face Shields, or Goggles)

D. Health Services, Public Safety, Housekeeping or Maintenance
   a. When performing medical procedures or First Aid involving exposure to potentially infectious materials (safety glasses with side shields, disposable gloves, respiratory protection as appropriate)
   b. When handling vomitus or bodily fluids, materials suspected of containing blood or other potentially infectious materials (safety glasses with side shields, disposable gloves)