

# **Personal Protection**

## **WAC 296-800-160**

### **1.0 Introduction**

SU will provide most required personal protective equipment (PPE). The employee may be required to provide PPE that is of a personal nature and that may be worn off the job. An employee who comes to work without their PPE may be sent home on their own time to retrieve the equipment.

### **2.0 Hazard Assessment**

Each supervisor is responsible for conducting regular hazard assessments. The process involves looking for and identifying potential hazards in the workplace to determine whether PPE is needed and what type. The Environmental Health & Safety Coordinator is available to assist in this process.

PPE alone is not to be relied on to provide protection for employees. PPE may be used after all other reasonable means of reducing hazards have been explored. Take active steps to eliminate all identified hazards through the use of other methods, materials, processes or engineering controls. A periodic review of the hazard assessment should be conducted.

The hazard assessment or review must be documented, in writing or electronic form and approved by the Environmental Health & Safety Coordinator. The hazard assessment must contain the following information:

- Name of the Department
- Name of person certifying that a workplace hazard assessment was done
- Date(s) the workplace hazard assessment was done
- Statement identifying the document as the certification of hazard assessment of PPE for the workplace

Sample evaluation forms can be found in Appendix A.

### **3.0 Selection and Use of PPE**

Following the hazard assessment, appropriate PPE must be selected to protect against injuries or damage from the hazards that could not be otherwise eliminated.

PPE must meet the most current ANSI (American National Standards Institute) standard. Eye protection must meet ANSI Z87.1 - 1989. Head protection must meet ANSI Z89.1 - 1986. Foot protection must meet ANSI Z41 - 1991. The safety equipment vendor must supply upon your request, written evidence that PPE purchased by Seattle University meets these ANSI standards. Before each day's use, employees must carefully inspect PPE, clothing and equipment to make sure they are clean and undamaged. Those items found to be defective must be taken out of service.

## 4.0 Training

Employees must be trained so that each employee knows what PPE is required for the various work areas or tasks that s/he may be assigned. Employees should know:

- When PPE is necessary
- What PPE is necessary
- How to put on the equipment correctly
- How to adjust and remove equipment
- The limitations of the PPE
- Proper care, maintenance, lifespan, and disposal of the PPE

The supervisor must keep training records. Training records should include the name of the employee and the date(s) of the training. The SU Safety Training List may be used to track employee training. See Safety Programs

The supervisor is responsible for assuring compliance with this policy. Retraining may be necessary when an employee does not use the equipment as directed by the manufacturer and according to code requirements.

## 5.0 PPE Standards

### 5.1 Occupational Head Protection

Employees must wear appropriate head protection whenever exposed to hazards that could cause head injuries, such as, from flying, propelled, or falling objects or materials. Head protection must meet ANSI Z89.1 Caps with metal buttons or metal visors may not be worn around electrical hazards.

Persons working around machinery or in locations that present a hair-catching hazard or fire hazard must wear caps or another type of head covering that completely covers the hair.

Note 1: The following is the Washington State definition of hair that is considered hazardous:

- Hair is as long as the radius of pressure rolls with exposed in-running nip points. Hair is twice as long as the circumference of exposed revolving shafts or tools in fixed machines.

Note 2: Employees must wear a hair covering of solid material when the employee is exposed to an ignition source and may run into an area containing class 1 flammable liquids, such as ether, benzene, or combustible atmospheres if their hair is on fire.

### 5.2 Eye and Face Protection

The Washington Industrial Safety & Health Act standard requires employees to use 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.

Further, each affected employee must use eye protection that provides side protection when there is a hazard from flying objects. Employees who wear prescription glasses will be provided with safety eye wear that fits over the glasses. Employees may, at their own expense, opt to purchase their own prescription safety glasses that meet ANSI standards.

- Proper eye protection must be worn whenever there is a reasonable possibility that an eye injury could occur.

- Suitable eye protection may include safety glasses, goggles, face shields or approved dark glasses. The degree and type of hazard indicates the type of eye protection.
- Eye protection is required in operations involving welding, drilling, chipping, hammering, sawing, chemical handling, weed-whacking, or other hazardous equipment and operations.

### **5.3 Hand Protection**

Employees must use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption of harmful substances, cuts or lacerations, abrasions, punctures, chemical burns, temperature extremes, harmful radiation or other material handling hazards. Hands must be kept out of the immediate cutting area or point of operation of any cutting type of equipment, such as the paper cutter.

### **5.4 Foot Protection**

The State of Washington requires employees to wear “substantial” footwear made of leather or other equally firm material whenever there is a danger of injury to the feet through falling or moving objects, or from burning, cutting, penetration, electrical, or like hazard. Footwear must meet ANSI standard Z41-1991 specifications.

### **5.5 Hearing Protection**

Hearing protection must be worn whenever an employee is exposed to high or long duration noise levels such as grinders, gas-powered machines, or air tools. Employees who are exposed to sound levels that exceed 85 dB time weighted average (TWA) will be included in our formal hearing protection program. Please refer to Hearing Conservation.

### **5.6 Respiratory Protection**

Respiratory protection must be worn whenever there is an inhalation risk. Before using a respirator, you must pass a medical evaluation and fit test. Please refer to the Respiratory Protection section for more information or contact the Environmental Health & Safety Coordinator.

## **6.0 Clothing and Jewelry**

Clean clothing sufficient to protect against the hazards of the operations being performed must be used. Loose shirtsleeves, coverall sleeves or rings, earrings, wristwatches, and other jewelry must not be worn when working with power equipment or machinery.

Long sleeves and pants must be worn when there is the risk of chemical splash or flying objects.

## **7.0 Illumination of Work**

Whenever natural light is insufficient to illuminate work operations, artificial illumination will be provided to enable the work to be performed safely.

## Appendix A. Hazard Assessment Checklist

This checklist can help you do a hazard assessment to see if employees need to use personal protective equipment (PPE).

Some work activities are more hazardous than others. This list can help identify those activities that may create hazards for your employees. Read through the list, putting a check next to any word that describes an activity in your workplace. We've grouped the activities according to what part of the body might need PPE.

<p><b>Eyes</b></p> <p><u>Work activities</u></p> <p>abrasive blasting</p> <p>chopping</p> <p>cutting</p> <p>drilling</p> <p><u>Work related exposure to:</u></p> <p>airborne dust</p> <p>flying particles</p> <p>blood splashes</p> <p>hazardous liquid chemicals</p> <p>other:</p>	<p>grinding</p> <p>hammering</p> <p>intense light/welding</p> <p>punch press operations</p>	<p>sanding</p> <p>sawing</p> <p>other:</p>
<p><b>Face</b></p> <p>Work activities:</p> <p>cleaning</p> <p>cooking</p> <p>dip tank operations</p> <p>foundry work</p> <p>Work related exposure to:</p> <p>hazardous liquid chemicals</p> <p>extreme heat</p> <p>cold</p> <p>potential irritants</p> <p>other:</p>	<p>mixing</p> <p>painting</p> <p>pouring molten metal</p> <p>siphoning</p>	<p>welding</p> <p>other</p>

<p><b>Head</b></p> <p>Work activities:  building maintenance  confined space operations  construction  electrical wiring</p> <p>Work related exposure to:  beams  exposed electrical wiring or components  falling objects  machine parts  pipes  other:</p>	<p>use of catwalks  use of conveyor belts  use of crane loads  utility work</p>	<p>other:</p>
<p><b>Feet</b></p> <p>Work activities:  building maintenance  construction  demolition  food processing</p> <p>Work related exposure to:  explosive atmospheres  explosives  exposed electrical wiring or components  heavy equipment  slippery surfaces  tools  other:</p>	<p>foundry work  logging  plumbing  trenching</p>	<p>use of highly flammable materials  welding  other:</p>
<p><b>Hands</b></p> <p>Work activities such as:  baking  cooking  dental and health care services  grinding</p> <p>Work related exposure to:  blood  irritating chemicals  tools or materials that could</p>	<p>hammering  material handling  sanding  sawing</p>	<p>use of computers  use of knives  welding  working with glass  other:</p>

scrape, bruise, or cut  
other:

**Inhalation**

Work activities such as:  
cleaning  
compressed air or gas operations  
fiberglass installation  
Work related exposure to:  
extreme heat/cold  
irritating dust  
other:

mixing  
painting  
pouring

sawing  
other:

**Hearing**

Work activities such as:  
generators ventilation fans  
grinding  
machining  
Work related exposure to:  
loud noises  
loud work environment  
noisy machines/tools  
punch or brake presses  
other:

motors pneumatic equipment  
routers  
punch or brake presses

sanding  
sawing  
use of conveyors  
other:

**General hazards**

Work activities such as:  
building maintenance  
construction  
Work related exposure to:  
working from heights of 10 feet or more  
working near water  
other:

logging  
utility work

other:

**Skin**

Work activities such as:  
baking or frying  
battery charging

Work related exposure to:  
chemical splashes  
extreme heat/cold  
sharp or rough edges

dip tank operations  
fiberglass installation

irritating chemicals  
sawing

Your name:

Name of your workplace:

Workplace address:

Dates of Hazard Assessment for PPE: