

ENVIRONMENTAL HEALTH & SAFETY
THE UNIVERSITY OF TEXAS AT TYLER



PERSONAL PROTECTIVE
EQUIPMENT (PPE) PROGRAM

2023

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Introduction:

The University of Texas at Tyler Environmental Health and Safety department has developed this Personal Protective Equipment Program to ensure a safe work environment and to protect the health and safety of University Staff and any contractors or vendors working on University property. This program was written with guidance from OSHA guidelines, the University of Texas System Construction Safety Program, and on-site Job Hazards Analyses.

Purpose:

The purpose of the University Personal Protective Equipment (PPE) Program is to ensure that University employees, contractors, and students who perform construction type work protect themselves from injury in the workplace.

Application:

This program applies to any UT Tyler employee, student, or contractor performing work where they could encounter hazards to the eyes, face, head, feet, or hands.

Notice:

It is the policy of UT Tyler to maintain a safe and healthy work environment. Personal protective equipment (PPE) is a necessary part of campus safety in minimizing individual exposure to workplace hazards. PPE should be used in conjunction with engineering controls, work practice controls, and administrative controls. PPE should not be the primary means to control a hazard as it is the last line of defense to protect the user from the hazard. PPE includes clothing and accessories designed to protect against safety and health hazards.

Definitions:

'PPE' - refers to the personal protective equipment worn by workers, students, contractors and visitors to reduce their risk of exposure to hazards. PPE includes such items as:

- i. eye protection (goggles, glasses);
- ii. hearing protection (ear plugs, earmuffs);
- iii. respiratory protection (respirators, face masks, cartridge filters);
- iv. foot protection (safety boots);
- v. head protection (hard hats);
- vi. clothing and body protection (aprons, safety harnesses); and

Roles and Responsibilities:

Environmental Health & Safety (EHS) has overall responsibility for the program administration including the training, evaluation, inspections, and audits. EHS conducts periodic audits of the workplace to ensure that this program is being effectively implemented. EHS has the final authority over all safety issues and may halt operations or practices it considers an imminent danger at any time.

1. Environmental Health & Safety (EHS) will:
 - Assists in the selection of appropriate PPE. If a task exposes an employee to hazards which cannot be eliminated through engineering or administrative controls, EHS will assist the supervisor and project manager to identify and select PPE suitable for the specific task performed, conditions present and frequency and duration of exposure. Employees need to give feedback to the supervisor about the fit, comfort and suitability of the PPE being selected. Employees are provided reasons for selection of PPE.
 - Assists supervisor and site managers in assuring all PPE obtained meets regulatory and this procedure's requirements.
 - Performs Worksite Hazard Assessments – The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE. Sources of hazards include but are not limited to: hazards from impact/motion, high/low temperatures, chemicals, materials, radiation, falling objects, sharp objects, rolling or pinching objects, electrical hazards and workplace layout.
 - Certifies in writing the tasks evaluated, hazards found, and PPE required to protect employees against hazards and ensures exposed employees are made aware of hazards and required PPE before they are assigned to the hazardous task. Assessment shall include certifier's name, signature, dates, and identification of assessment documents.
2. Project Managers (Supervisors) will:
 - Supervisors and managers shall regularly monitor employees for correct use and care of PPE and obtain follow-up training if required to ensure each employee has adequate skill, knowledge, and ability to use PPE.
 - Supervisors and managers shall enforce PPE safety rules following the guidance of UT Tyler EHS.
3. Employees, contractors, and students will:
 - Complying with the correct use and care of PPE.
 - Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.
 - Reporting and replacing defective PPE, which shall not be used.
 - Wearing of required PPE is a condition of employment.

General

Employee owned equipment is NOT permitted, except for safety toe footwear and prescription safety glasses, or unless otherwise approved by management. UT Tyler is responsible for the assurance of its adequacy, maintenance and sanitation of those items.

All PPE issued shall be at no cost to the employee and PPE shall be used and maintained in a sanitary and reliable condition.

All employees will know and follow the procedures outlined in this Program.

Eye Protection

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapours. Eye and Face PPE must comply with ANSI Standard Z87.1-2015 (Z87+), *Occupational and Educational Personal Eye and Face Protective Devices*.

Safety Glasses

Safety glasses, with side shields, that meet ANSI Z-87.1-2015 standards with “high Impact lenses” are required to be worn by all employees, subcontractors and visitors while on construction sites at UT Tyler campuses:

- In all work zones or by everyone when in the vicinity of loading or unloading equipment, performing mechanic or maintenance work, test stand operations, operating equipment such as forklifts, welding or performing any type of work which has the potential to inflict an eye injury.
- In any office, restroom, or any other building while performing any type of work where a potential eye injury may be present.
- Visitors will be provided with visitor glasses. In the absence of approved prescription safety glasses, “Over the glass” type safety glasses or goggles, must be worn over the non-safety glasses until approved prescription safety glasses are obtained.
- Workers assisting welders must wear absorbent safety glasses that protect the wearer from ultra-violet (UV) and/or infrared rays (IR).
- Dark shaded lenses (sunglasses) darker than a # 1 shade are prohibited to be worn indoors unless welding or assisting a welder.
- A doctor must support “exceptions for medical reasons” in writing to exempt safety eyewear requirements.
- Safety glasses are not required:
 - Inside offices.
 - Parking lots when traveling from vehicles or to and from office buildings by way of main doors that do not pass through shops.
- Safety Glasses must be stamped ANSI Z87. Eye Protection (Safety Glasses) shall be worn 100% of the time in construction areas. Additional eye and face protection shall be provided by employers for any employee when work operations create an exposure to

airborne particles, chips, sparks, radiation, etc. The additional eye protection must be designed to prevent any airborne material from penetrating the opening between the protection and the eyes.

Goggles

- Chemical splash proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, etc., and/or as recommended on the Material Safety Data Sheet of the material being handled.
- Dust proof goggles shall be worn when blowing equipment down with air or while performing other jobs where safety glasses are not adequate to prevent airborne particles from entering the openings around the lenses and side shields.

Face Shields

- Full face shields shall be worn over safety glasses when operating handheld or stationery grinders with abrasive or wire wheels, while chipping paint or concrete or performing jobs where there is the potential for flying objects striking the face and safety glasses or goggles would not provide adequate protection.

Head Protection

Employees must wear protective helmets when working on campuses or in areas where there is a potential for injury to the head from employee-initiated impact or impact from falling or other moving objects. Helmets must comply with ANSI Standard Z89.1-2014 (shall be ANSI stamped Z89.1-1997, Type I, Class E, G and C), *American National Standard for Industrial Head Protection* for head protection or be equally effective.

- Employees must wear protective helmets on UT Tyler campuses where there is a potential for injury to the head from falling objects.
- Hardhats will not be altered in any way.
- Do not paint or apply unauthorized stickers, name plates, etc.
- Do not drill, cut, bend or apply heat.
- Do not alter the suspension system.
- Hardhats will be inspected by the employee regularly for cracks, chips, scratches, signs of heat exposure (sun cracks), etc.
- Defective hardhats will be replaced immediately.
- Hardhats shall not be placed in rear windows of vehicles where they will be exposed to the sun or become projectiles during an accident.
- A supply of hardhats must be made available to visitors.
- Employees will be trained in the use, care and maintenance of head protection equipment.
- Hard Hats shall be worn 100% of the time in construction areas when work is being done overhead, with the brim forward (or as allowed by the manufacturer). "Cowboy" style hard hats shall not be allowed (even if ANSI stamped).

Hearing Protection

Hearing protection is required to be worn by all employees, subcontractors and visitors while in posted "High Noise" areas. Refer to UT Tyler Hearing Conservation Program for more information. Warning signs will be posted in areas known or suspected to have noise levels exceeding 85 dBA either constantly or intermittently. When signs are not posted, employees shall wear hearing protection when noise caused by machinery, tools, etc., prevents normal conversations to be heard clearly. Portable radios, cell phones or any other electronic devices shall not be used by the general work force for any reason while in the construction areas. Use by supervision, project management, and safety persons is allowed for work related and emergency communications only. Music devices with or without earpieces are strictly prohibited by anyone while in the construction areas.

Types

- Molded Inserts (ear plugs)
- Canal Caps (head band type)
- Muff, either headband or hard hat mounted Earmuffs and earplugs shall be provided to the employee in sizes and configurations that will be comfortable to the employee.

Care and Maintenance

- Inspect hearing protection prior to each use.
- Hearing protection must be kept clean to prevent ear infections.
- Most earplugs used today are disposable and must be discarded when they become dirty, greasy or cracked.
- Earmuffs that have deteriorated foam inserts, cracked seals or are defective must be replaced.

Fit

- Due to individual differences, not everyone can wear the same type of hearing protection. A variety of styles may have to be tried before one is found to be comfortable and provide adequate protection.
- Employees shall be instructed how to obtain the proper fit.

Hand Protection

Gloves

- UT Tyler shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.
- UT Tyler shall base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

- Gloves are required to be worn when performing work which may expose the hands to extreme temperatures, cuts and abrasions or exposure to chemicals.
- Welding: Welding gloves made of leather or other heat resistant materials shall be worn when performing arc welding or oxy/gas cutting.
- Chemical: Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify gloves as personal protection equipment when handling.
- Refer to the specific chemical's Material Safety Data Sheet for the correct glove type.
- Persons assigned to working with chemicals, i.e., solvent vats, shall be issued their own individual gloves for hygiene purposes.
- Leather: Leather gloves should be worn when working with sharp materials or when handling rigging equipment.
- Cut-resistant: Cut-resistant gloves prevent or reduce cuts from knives, tools, blades or sharp edges.
- Cloth: Cloth gloves should be worn when handling objects or materials, which could cause blisters, splinters, cuts, etc.
- Heat Resistant: Heat resistant gloves shall be worn when handling hot bearings, races or other materials or objects that have been heated beyond ambient temperatures.
- Insulated: Insulated gloves shall be worn to prevent frostbite in extreme cold climates.
- Glove Inspections:
 - Gloves shall be inspected before each use for holes, tears and worn areas.
 - Chemical gloves shall be periodically air tested for pinholes by twisting the cuff tightly, applying low air pressure to expand the glove, and then submersing in water to check for bubbles.
 - Defective gloves shall be discarded immediately.
- Exception: employees working around stationary rotating equipment are exempt from wearing gloves.

Foot Protection

Safety footwear shall be worn by all employees with regularly assigned duties at UT Tyler campuses.

Facilities and Construction Sites: Leather safety toed boots, either lace up or pull up, shall be worn.

- The boot must provide ankle protection and have soles designed to protect from punctures with defined heels for climbing ladders.
- Metatarsal guards will be worn when duties present a hazard of equipment or material crushing the foot.
- All safety footwear must meet ASTM F 2413-11 standards.
- Toe types can be Aluminum Alloy, Composite Material, and Carbon Fiber
- Sandals, open-toed shoes, dress loafers, high-heels, and all athletic style shoes (including those with ANSI markings) are **prohibited**.

*All employees that are required to wear safety toed shoes can get a voucher for Cavender's or a procard from EHS. Receipts must be turned in. The amount of the voucher allotted to each employee for safety boots at the beginning of a fiscal year, is up to \$100.00.

Fall Protection

Personal fall protection is required when performing certain elevated jobs in excess of six feet, or less depending on client requirements. Consult UT Tyler Fall Protection Program.

Electrical Protection

Consult UT Tyler Electrical Safety Program.

Other clothing:

Shirts shall not have noticeable holes and shall be free of profane, inflammatory, sexually explicit or discriminatory messages. Sleeve length shall cover the ball of the shoulder and shirt length shall reach waist of pants. Shirts shall not provide snag points.

Pants shall be full length. Holes must not be large enough to provide snag points or offer measurable amounts of exposed skin.

Monitoring

Supervisors and site managers monitor worksite tasks for changes in or the introduction of new hazards. If new hazards are discovered, they will conduct a new hazard assessment for appropriate PPE. They will monitor the effectiveness of the PPE Procedure and makes recommendations to management to improve the procedure.

Training:

Each employee who requires PPE shall be properly trained. Training shall include:

- When PPE is necessary.
- What PPE is necessary?
- How to properly don, doff, adjust and wear PPE.
- The limitations of PPE.
- How to maintain PPE in a sanitary and reliable condition.

Retraining

Retraining is required when:

- The workplace changes, making the previous training obsolete.
- The type of PPE changes.
- When the employee demonstrates lack of use, improper use or insufficient skill or understanding in PPE selection, necessity, use and limitations.

Record Retention:

Training shall be documented, and records kept at the local office. The training documentation shall include:

- Name of employee(s) trained
- The dates of training
- The training subjects

Annual Compliance Review

The Safety Organization will review the program annually to determine how the program can be improved. EH&S will strive to keep all programs up to date, with accurate information that employees, and outside contractors can rely on.

Revisions

Date	Author/Reviewer	Description/Reason for Change
12/14/2021	T Bay/P Tate	New Program
2/18/2022	T Bay/P Tate	Added toe types & purchase information
7/7/2023	T Bay/K Stapp	Update logo, date, & formatting.