

## Personal Protective Equipment Policy

### General

This policy applies to all University of Maine employees and students engaged in work relating to their employment or research activities, during which personal protective equipment (PPE) is needed for their protection.

This policy does not specifically address requirements surrounding the use of personal floatation devices or personal protective equipment used for fall protection. For information regarding these requirements review UMaine's Fall Protection Safety Program (MP10040) and Water Craft Operation Policy

If using hearing protection or respiratory protection see UMaine's Hearing Conservation Program (MP08020) and Respiratory Protection Program (MP08030).

The purpose of this policy is to help ensure the safe assessment, selection and proper use of personal protective equipment.

### Regulatory Guidance

OSHA 29 CFR Subpart I - Personal Protective Equipment

### Requirements

Personal protective equipment (PPE) must be selected based on the hazards present in the work environment.

Personal protective equipment must be used in accordance with all manufacturer recommendations.

PPE assessments must be certified. This is done by having the supervisor performing the assessment complete a ***Workplace Hazard Assessment & Personal Protective Equipment (PPE) Certification Form*** for each job task that requires the use of PPE and send a copy to SEM. Job tasks having similar hazards, which require the same PPE, can be grouped together on a single PPE certification form (e.g. table saw operation and band saw operation).

When completed PPE assessments must be maintained by department and available for SEM or any regulatory agency review.

Costs for PPE such as, but not limited to, safety glasses, safety shoes / boots, and hard hats, should be paid for by department unless such equipment is used by the worker for personal use unrelated to work, research activities, or as outline in other UMaine employee agreements.

### General Work Clothing & Personal Protective Equipment:

Work clothing is to be appropriate for the tasks being performed. For example - loose fitting clothing should not be worn when working with or around rotating parts of equipment or machinery

Body, leg, and/or arm protection should be utilized any time the body, leg(s), and/or arm(s) are exposed to those hazards listed in the following table:

**Eye & Face, Head, Foot, & Hand Protection General Guide:**

<b>Eye &amp; Face Protection</b>	<b>Head Protection</b>	<b>Foot Protection</b>	<b>Hand Protection</b>
Required when hazards exist from flying particles/objects, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation, conducting field work, etc,	Required when there is a potential for injury to the head from falling objects or other overhead hazards, etc.	Required when working in areas where there is a danger of foot injury due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards, etc.	Required when 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, etc.

**Training:** Prior to using PPE, employees and students must be trained to understand the following:

- What PPE is needed, and when it is needed;
- How to properly put on, take off, adjust, and wear PPE;
- The limitations of the PPE;
- How to maintain & otherwise care for the PPE;
- The personal protective equipment's (PPE) useful life;
- When and how to dispose of the PPE; and
- All manufacturer recommendations.

Retraining is to be provided for those individuals who demonstrate a lack of understanding regarding any of the above topics.

**Responsibilities**

**Directors & Department Heads** must verify that supervisors comply with this policy. They are also required to ensure the completion of all necessary PPE assessments.

**Supervisors** are to verify that PPE assessments have been completed or are to be completed in accordance with this policy, and establish a recordkeeping system. If supervisors need assistance completing PPE assessments, The Department of Safety and Environmental Management provides specialized training to support their needs in this area.

**Supervisors** are to train their employees in accordance with this policy. And, ensure that PPE is being used as recommended by the manufacturer.

**Employees and students** are required to undergo training in accordance with this policy, and adhere to the guidelines and requirements taught during their training session.

### For Additional Information

- Contact the Department of Safety and Environmental Management at (207) 581- 4055.
- Workplace Hazard Assessment & Personal Protective Equipment (PPE) Certification - MF08011
- PPE Selection Guide - MG08011
- The University of Maine Respiratory Protection Program - MP08030
- The University of Maine Hearing Conservation Program - MP08020

### Document History

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