Environmental Health & Safety Policy Manual		
Issue Date 8/24/2009	*Updated: 5/8/2024*	Policy # EHS-400.03
Personal Protective Equipment		

1.0 PURPOSE:

To protect the health of employees and students, and to maintain compliance with local, state, and federal requirements, appropriate personal protective equipment (PPE) is required in areas where there is a risk of injury or exposure to hazardous substances.

The PPE program provides the LSU Health Sciences Center (LSUHSC) community with the necessary information to identify work situations that require the use of PPE, and information on the procurement, use, maintenance, and disposal of PPE.

2.0 SCOPE:

The use of appropriate PPE applies to all faculty, staff, students, visitors, contractors, and volunteers. PPE includes all clothing and work equipment designed to protect employees from workplace hazards.

Where possible, all personnel should work to develop engineering and/or administrative controls to reduce dependency on PPE.

3.0 RESPONSIBILITIES:

3.1 Environmental Health and Safety Department (EH&S) shall:

- Provide technical support and assist departments in implementing an effective PPE program.
- Provide training for PPE instruction as needed.
- Review/ revise the PPE program for compliance with applicable regulations.

3.2 Supervisors/ Principal Investigators (PI) shall:

- Conduct assessments of operations where a reasonable expectation of exposure to hazards is anticipated. When the assessment identifies that a hazard exists, they shall implement appropriate protective measures, including engineering/administrative controls and/or PPE.
- Determine required PPE and order adequate supplies.

- Train employees on the proper use, care, and cleaning of PPE. Maintain records of this training.
- Ensure employees wear the correct PPE for each job.
- Properly maintain all PPE. Replace defective or damaged PPE immediately.

3.3 Faculty, Staff, Students, Visitors and Volunteers shall:

- Wear PPE assigned when required.
- Maintain and store PPE in a clean and sanitary condition.
- Inspect & ensure PPE is always in good operating condition; never wear defective PPE.
- Dispose of potentially contaminated PPE properly. Do not wear potentially contaminated PPE outside the work area (i.e., laboratory).
- Report unsafe or unhealthy work conditions and job-related injuries/illnesses immediately.

4.0 IMPLEMENTATION REQUIREMENTS:

4.1 General

There are three general methods for controlling exposure to hazardous substances: engineering controls, administrative controls, and PPE.

- Engineering controls eliminate or reduce exposure to a chemical or physical hazard through the use or substitution of engineered machinery or equipment. Some examples include self-capping syringe needles, ventilation systems such as fume hoods, sound damping materials to reduce noise levels, safety interlocks, and radiation shielding.
- Administrative controls, also known as work practice controls, are changes in work procedures, such as written safety policies, rules, supervision schedules, and training, with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations.
- PPE includes all clothing and work accessories designed to protect employees from workplace hazards.

The preferred method for reducing exposures is the use of engineering controls, with administrative controls as the next option. If neither is sufficient to reduce exposures to an acceptable level or if combined controls further enhance effectiveness, PPE shall be used.

Protective equipment, including PPE for eyes, face, ears, head, and extremities; protective clothing; respiratory devices; and protective shields and barriers shall be provided and used in the following circumstances:

- Where determined by a Supervisor/PI or Safety Specialist that PPE is necessary to protect the health and safety of employees from hazards of

processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

- Where determined by a Supervisor/PI that engineering and/or administrative controls alone do not reduce exposure potential to a safe level.
- Where development or installation of engineering controls are pending.
- During short term, non-routine operations where engineering controls are not practical.
- During emergency situations such as spills, ventilation malfunctions, etc.

4.2 Assessment to Determine Required PPE

The Supervisor/PI will assess jobs to determine the hazards and then develop engineering controls, administrative controls, and/or PPE to reduce risk to an acceptable level. To facilitate this assessment, a Job Safety Analysis (JSA) can be performed. A JSA is a systematic method of identifying hazards and control measures to safely perform a specific task. For more information, refer to the EHS-400.04 Job Safety Analysis Policy. If it is determined that hazards are present or are likely to be present which necessitate the use of PPE, then the supervisor/PI shall:

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

4.3 PPE Selection

Selection of PPE shall be based upon the body part that needs protection and on provision of a level of protection greater than the minimum required to protect the exposed employee from the potential or observed hazards. Defective or damaged personal protective equipment shall not be used at any time and will be repaired or disposed of immediately.

4.3.1 Maintenance and Disposal of PPE

Maintain and dispose of PPE in accordance with manufacturer's guidelines. Potentially contaminated PPE shall not leave the lab or work area to minimize the possibility of spreading hazardous materials to general/public assembly areas such as cafeteria, lobby, and lounge areas. Reusable PPE must be properly cleaned and inspected regularly.

4.3.2 Body and Clothing Protection

Protective laboratory coats, gowns, or uniforms must be worn to prevent contamination of personal clothing. Always wear protective apparel if there is a possibility that personal clothing could become contaminated or damaged with hazardous or infectious material. Personal clothing should fully cover the body.

Appropriate lab coats should be worn, buttoned, with the sleeves rolled down. Washable or disposable clothing worn for laboratory work with especially hazardous chemicals/biologicals can include special laboratory coats, aprons, jumpsuits, and scrubs. Gowns with tightly fitted wrists or elasticized sleeves should be worn for work in Biological Safety Cabinets.

4.3.3 Eye and Face Protection

The Supervisor/PI shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, bioaerosols, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious radiation. Personnel are understanding and wear the appropriate eye and face protection for the task being conducted. Eye or face protection products shall have ANSI Z87.1 rating. It is important to note ordinary prescription glasses do not serve as eye protection in the laboratory. Types of Eye and Face Protection include:

- Safety Glasses: the minimum requirement for working with or around hazardous materials in labs or protection from flying particles and objects. Safety glasses do not provide adequate protection against a chemical splash hazard.
- Chemical Safety Goggles: required for protection against liquid splashes and chemical vapors.
- Laser Safety Goggles: shall be worn when potential exposure to lasers, ultra-violet light, infrared light, or intense visible light. Reference Safety Procedures for Non-Ionizing Radiation or contact the Radiation Safety Officer for additional information.
- Face Shields: shall be worn in addition to and combination with safety glasses or goggles whenever a splash hazard is present such as when working with cryogenics, corrosives, molten metals, or large volumes of liquids. Use face shields with throat protection and safety glasses with side shields when handling explosive or highly hazardous chemicals.
- Blood or Infectious materials: when potential impact into mucous membranes of the face is anticipated, a mask and goggles or face shield must be used.

4.3.4 Head Protection

The Supervisor/PI shall ensure that each affected employee wears a protective helmet when working in areas with a potential for injury to the head from falling objects, penetration, overhead beams/pipes, and overhead loads. Other head hazards that would require the use of protective headwear include extreme cold, chemicals, and electrical shock.

4.3.5 Foot Protection

The Supervisor/PI shall ensure that each affected employee uses protective footwear when working in areas with a danger of foot injuries due to falling or rolling objects, objects piercing the sole, and where employee's feet are exposed to electrical hazards. Wet conditions and chemicals are hazards that should also be considered when choosing protective footwear. Wear closed-toe shoes always in locations where chemicals are stored and in labs.

4.3.6 Hand Protection

The Supervisor/PI shall select and require employees to use appropriate hand protection when employee hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burn, thermal burn, and harmful temperature extremes. The EHS chemical safety web page provides useful **links** on laboratory glove selection.

The Supervisor/PI 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 or use, and the hazards and potential hazards identified.

4.3.7 Hearing Protection

PIs/Supervisors will contact EH&S if any employee works in an area where sound levels equal or exceed a time weight average (TWA) of 85 decibels or in which sound levels exceed 115 dB at any time to ensure the employee is enrolled in a hearing conservation program.

4.3.8 Respiratory Protection

The Supervisor/PI will ensure that all employees are provided with respirators when such equipment is necessary to protect the health of the employees. Use of a respirator requires a medical evaluation and fit-fit test. See EHS – 200.08 Respiratory Protection Program for more information.

4.4.1 Payment for Protective Equipment

LSUHSC will provide all PPE at no cost to employees. LSUHSC must pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE. LSUHSC is not required to pay for:

- Non-specialty PPE (e.g., safety toe protective footwear and non-specialty prescription safety eyewear) if the employee wears such items off the jobsite.
- Everyday clothing, such as long-sleeve shirts, long pants, street shoes, normal work boots or ordinary clothing.
- Items used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and

sunscreen.

Where an employee voluntarily provides adequate protective equipment they own, LSUHC may allow the employee to use it and is not required to reimburse the employee for that equipment or pay to replace the equipment. However, the Supervisor/PI must ensure the equipment is properly maintained.

5.0 EMPLOYEE TRAINING AND EDUCATION:

5.1 Initial Training

Prior to conducting work requiring the use of personal protective equipment, employees must be trained on the basics of PPE use. Any training format may be used as long as an in-person and hands-on session is incorporated.

5.2 Refresher Training

When a Supervisor/PI has reason to believe that an affected employee who has already been trained does not have the understanding and skill required, the employee shall be retrained. Circumstances where retraining is required include, but are not limited to the below circumstances:

- Changes in the workplace render previous training obsolete.
- Changes in the types of PPE to be used render previous training obsolete.
- Inadequacies in an affected employee's knowledge or use of assigned PPE.

5.3 Training Elements

Initial training shall include the following:

- When PPE is necessary.
- What type of PPE is necessary.
- How to properly don, doff, adjust, and wear the PPE.
- Limitations of the PPE.
- The proper care, maintenance, useful life, and disposal of the PPE.

Document training using Appendix B, PPE Training Certification Form.

6.0 RECORDKEEPING:

Supervisor/PI shall maintain a copy of employee training records for a minimum of three years.

7.0 REFERENCES:

OSHA Regulation 29 CFR 1910 Subpart I - Personal Protective Equipment

8.0 APPENDICES:

- Appendix A - JSA 1-00, State of Louisiana
- Appendix B - PPE Training Certification

APPENDIX A

JSA FORM
JSA WORKSHEET (FORM JSA 1-00)

STATE OF LOUISIANA JOB SAFETY ANALYSIS TRAINING GUIDE	JOB:	DATE:	
	TITLE OF PERSON WHO DOES JOB:	SUPERVISOR:	ANALYSIS BY:
DEPARTMENT:	LOCATION:		REVIEWED BY:
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:			APPROVED BY:

SEQUENCE OF BASIC JOB STEPS	**POTENTIAL ACCIDENTS OR HAZARDS**	**RECOMMENDED-SAFE-JOB-PROCEDURES.**

JSA 1-00 STATE OF LOUISIANA

APPENDIX B
LSUHSC Personal Protective Equipment Training Certification

_____, has received and demonstrated
Printed Name of Employee and Employee ID number

understanding of the PPE training given by: _____
Name of Trainer

_____ _____
Signature of Trainer Date

The following personal protective equipment are available and have been assigned for use	
Check Applicable boxes	**Identify specific assigned PPE**
{ }Eye and Face Protection	
{ }Head Protection	
{ }Foot Protection	
{ }Hand Protection	
{ }Respiratory Protection	
{ }Other Protection	