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## **I. Scope**

The purpose of the Personal Protective Equipment Policy (PPE) is to minimize injury to University employees through the proper use and care of personal protective equipment. The Program is most effective if administered and enforced by supervision at each facility or department where employee protection is required. It is designed to insure that employees receive the correct PPE that they need, in the right size or style, understand its care, use and disposal and that it is readily available to them.

## **II. Hazard Evaluation and Control**

1. Periodic job surveillance shall be conducted to identify changing needs for the use of PPE. Changes that may effect the need or use of PPE may include changes in the process, changes in the equipment (or material), changes in chemicals, changes in personnel, changes in the surrounding environment and changes in the way tasks are performed. When such changes are identified, Risk Management and Safety should be notified to further assess the need for PPE. Risk Management and Safety will always be available for these assessments.
2. When assessing the need for PPE, the feasibility of engineering and administrative controls shall be considered first, as they are generally considered more permanent and eliminate the potential for human error.

## **III. Personal Protective Equipment Selection**

- A. Selection of PPE should be made in consultation with Risk Management and Safety and must provide protection against the particular hazards for which they are selected. Medical consultation will be sought where appropriate.
- B. The following factors shall be considered when selecting PPE:
  - Chemical hazards
  - Physical hazards
  - Task requirements
  - Potential for PPE failure
  - Maintenance requirements
  - Interferences
  - PPE durability
  - Duration of use
  - Regulatory requirements/certification
  - User's size and physical abilities (for fit, comfort and individual needs)
  - User acceptance

## **IV. Training**

- A. All employees who are required to use PPE shall receive adequate and documented training. The training may be conducted during the annual Hazard Communications Training, Bloodborne Pathogens Training or on an individual or group basis. Training shall include the following elements:
1. When it is necessary to wear PPE.
  2. What PPE is necessary.
  3. How to properly don, doff, adjust, and wear the PPE.
  4. The PPE's limitations.
  5. Proper care, maintenance, useful life and the disposal of the contaminated PPE.
- Risk Management and Safety may be contacted to schedule training.
- B. All persons successfully completing PPE training will then demonstrate to his/her supervisor that they understand the above elements.

## **V. Responsibilities**

### **A. Risk Management and Safety Responsibilities:**

1. Develop and maintain the Personal Protective Equipment Policy.
2. The selection of personal protective equipment.
3. Provide training to employees.
4. Provide technical support for departments and/or employees.

### **B. Supervising Department Responsibilities:**

1. Consult with Risk Management and Safety for the selection of personal protective equipment.
2. Meet with each employee must and have them demonstrate that they know and understand how to don, doff, adjust, care for, maintain and store the PPE that they are required to wear on the job. The method of demonstrating may be performance oriented, but should be through

one on one interaction with the supervisor. Each individual department must keep adequately documented records of these certification tests. See Appendix B of this policy for the appropriate documentation form (or ask Risk Management and Safety for copies of the form).

3. Assuring that each employee's PPE fits properly. If it does not, the supervisor is responsible for replacing it. Contact Risk Management and Safety for assistance.
4. Assuring that each employee routinely check their PPE for visible damage.
5. Notify Risk Management and Safety when changes have occurred in the process, chemicals or equipment used which may change the departmental personal protective equipment needs. With the assistance of the department, Risk Management and Safety will then evaluate the PPE needs for the department.
6. Schedule annual training by contacting Risk Management and Safety.

**C. Employee Responsibilities:**

1. Attend annual training.
2. Comply with policy requirements.
3. Inspect his/her PPE daily.
4. Understand the following about his/her PPE:
  - a) When it is necessary to wear PPE.
  - b) What PPE is necessary.
  - c) How to properly don, doff, adjust, and wear the PPE.
  - d) The PPE's limitations.
  - e) Proper care, maintenance, useful life and the disposal of the contaminated PPE.
5. Contact his/her supervisor when questions arise.

## **VI. Personal Protective Equipment Use**

- A. All areas and tasks for which PPE is needed under expected routine or non-routine operating conditions should be clearly defined by each facility or department. The type of PPE required shall also be documented for each area and task associated with PPE use.
- B. PPE must be inspected prior to and as appropriate during each use for defects such as holes, tears, scratches, signs of material deterioration, cracks, poor closure or any other sign of degradation which may affect the PPE performance. PPE with defects shall be immediately removed from service and replaced or repaired.
- C. Potentially contaminated PPE shall not be worn in designated clean areas (for example offices, control rooms, lunch rooms and clean change rooms).
- 3. Potentially contaminated PPE shall be cleaned, laundered, or disposed of as deemed appropriate by each department.
- 4. A schedule for replacement of PPE shall be established if applicable.
- 5. When limitations or precautions are indicated by the manufacturer, they shall be communicated to the user.
- 6. The need for PPE which fall into the following categories shall be assessed and practices established at each location. The following requirements apply to the various types of PPE listed below.
  - 1.      HEAD PROTECTION
    - a) Hard hats shall be worn in areas where falling overhead objects, material, or electrical installations could present a hazard to employees' heads.
    - b) Bump caps are not substitutes for hard hats.
  - 2.      EYE AND FACE PROTECTION
    - a) Protection against impact, particles, chemical splash, molten materials, or flash shall be provided for face, neck, and eyes.
    - b) Contact lenses and normal prescription glasses are not

considered protective, and appropriate eye protection must be worn where eye protection is required.

- c) Protection against materials which are liquid or powder in nature would require goggles. Protection against striking objects require safety glasses or face shields.

### 3. \_\_\_ RESPIRATORY PROTECTION

- a) Respirator use shall comply with the University of Notre Dame Respiratory Protection Program.

### 4. \_\_\_ HEARING PROTECTION

- a) Hearing protection shall comply with the University of Notre Dame Hearing Conservation Program.

### 5. \_\_\_ ELECTRICAL PROTECTION

- a) Where there are potential electrical hazards, electrical protective equipment appropriate for the specific parts of the body shall be used.

### 6. \_\_\_ HAND PROTECTION

- a) The proper type of glove shall be provided to protect the employee's hand from abrasion, temperature extremes, chemical hazards, physical hazards, particulates, electrical hazards, radiation or Bloodborne pathogens where necessary.
- b) The proper type of glove must be chosen in consultation with Risk Management and Safety.
- c) Gloves must be properly examined prior to each use for their ability to protect the employee against the particular hazard.

### 7. \_\_\_ FOOT PROTECTION

- a) Foot protection with closed toes shall be worn in areas where objects could present either a chemical or physical hazard to the foot.
- b) Where safety shoes or boots are required the footwear must meet ANSI standards.

8. \_\_\_\_\_ FALL ARREST SYSTEMS

\_\_\_\_\_ a) Fall arrest system use shall comply with the University of Notre Dame Fall Prevention Policy.

9. For further information regarding any other PPE, consult with Risk Management and Safety.

**VII. PPE Maintenance, Storage and Cleaning**

A. PPE repairs may only be conducted by qualified individuals. Contact Risk Management and Safety for such approval.

B. PPE should be stored in such a manner that it is protected from factors which might degrade its performance. These factors include sunlight, heat, extreme cold, excessive moisture, chemicals, dust and physical distortion.

C. Each facility or department should establish decontamination and laundry procedures for their work environment.

D. PPE should not be taken home, unless otherwise authorized.

## **APPENDIX A**

### **PPE REQUIREMENTS FOR INDIVIDUAL DEPARTMENTS**

#### **Personal Protective Equipment Guidelines**

##### **For Laboratories**

Due to the widely diverse, ever changing tasks and conditions that exist throughout the University's laboratories it would not be feasible to keep an accurate and current list of all activities that may require the use of personal protective equipment. For this reason, Risk Management and Safety has developed the following set of guidelines that shall be followed to evaluate the need for and the proper selection of personal protective equipment for all laboratory procedures. If at any time a special circumstance exists that may require the use of personal protective equipment and it is not covered by these guidelines, Risk Management and Safety shall be contacted for instruction.

1. When handling chemicals, radioactive materials and biohazardous materials eye protection is required.
2. When chemicals, radioactive materials or biohazardous materials are handled, gloves are required. Nitrile, latex or neoprene gloves are acceptable. However, some chemical applications may be specific and not all glove materials will perform in the same manner. Risk Management and Safety should be consulted for specific toxic chemical protection.
3. When radioactive or biohazard materials are handled lab coats are required.
4. When handling cryogenic materials, approved insulated gloves and goggles are required.
5. When a procedure will include grinding, sawing, milling, sanding or breaking solid materials safety glasses or face shields are required.
6. When working in a biosafety-level 3 (BsL-3) lab, upon entering the anteroom, the operator shall don a full body Tyvek suit with feet, a surgical mask, head covering, goggles and either nitrile, latex or neoprene gloves. A second pair of gloves shall be used when the operator works in the BsL-3 Biosafety Cabinets.
7. It is the responsibility of the Principal Investigator to contact Risk Management and Safety when new hazards are introduced to the laboratory so that specific personal protective equipment needs may be met.

# **Personal Protective Equipment Guidelines**

## **Athletics - Custodial Services**

Custodians shall wear nitrile or neoprene gloves while using cleaning chemicals. If a splash hazard potential exists, goggles shall be worn.

When working without a ladder at heights greater than 6 feet not contained by appropriate guard railing, approved fall protection is necessary.

Employees operating gas powered blowers shall wear hearing protection consistent with the University's Hearing Conservation Program.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

## **Personal Protective Equipment Guidelines**

### **Athletics - Facilities**

Neoprene or nitrile gloves shall be worn any time employees handle chemicals. Any time a splash hazard potential exists, goggles shall also be worn.

Hearing protection shall be worn by employees who operate any lawn care equipment (riding or hand held), including lawn mowers, edgers, trimmers, weed wackers and chain saws. For all hand held equipment, safety glasses shall also be worn.

A face shield and hearing protection shall be worn by employees while they are using grinding wheels.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

## **Personal Protective Equipment Guidelines**

### **Athletics - Ice Rink**

Employees shall wear nitrile or neoprene gloves when handling cleaning chemicals and when a splash hazard potential exists, goggles shall also be worn. When testing battery levels on the electric resurfacer, employees shall wear both goggles and rubber gloves.

A face shield shall be worn when employees use the grinding wheel. Safety glasses shall be worn while sharpening skates.

Abrasion resistant gloves shall be worn when changing resurfacer blades.

Steel toed boots shall be worn when employees use the ice edger and the glass lifter.

Hearing protection shall be worn, consistent with the University's Hearing Conservation Program, while employees are in the compressor room.

The use of back supports are recommended while employees lift dasher boards.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Building Services**

Nitrile or neoprene gloves shall be worn any time employees handle chemicals. Any time a splash hazard potential exists, goggles shall also be worn.

When stripping floors or scrubbing shower rooms employees are expected to wear slip resistant booties over their shoes, as provided by Building Services.

When employees change light bulbs, goggles shall be worn.

Hard hats are required in designated areas of the warehouse.

Steel-toe shoes are required for employees of the warehouse when working in the warehouse or when carrying heavy loads.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Campus Security**

Security Officers, Police Officers and Alarm Technicians shall comply with the Universal Precautions (see Bloodborne Pathogens Policy) when handling or potentially coming into contact with Potentially Infectious Materials which. Nitrile or latex gloves shall be worn any time such potential is foreseen. Any time a splash hazard potential exists goggles and/or face shields shall be worn.

When Alarm Technicians are working without ladders at heights greater than 6 feet where no guard rails (or equivalent) exist, appropriate fall protection is necessary.

Respirators are supplied to selected officers to be used in the event of a biological weapons, or equivalent event. Respirator use shall comply with the University of Notre Dame's Respiratory Protection Program.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

## **Personal Protective Equipment Guidelines**

### **Cedar Grove Cemetery**

When handling chemicals, nitrile or neoprene gloves shall be worn. When a splash hazard potential exists, goggles shall also be worn.

Hearing protection and safety glasses are required for employees while using hand-held or ridding lawn care or trimming equipment. This includes lawn mowers, leaf blowers, lawn trimmers, brush trimmers and chain saws. See the University's Hearing Conservation Program for more information on hearing protection requirements.

Employees shall wear a face shield and hearing protection while using the grinding wheel.

Nitrile or neoprene gloves and tyvek suits shall be worn while employees apply herbicides or use parts cleaners and degreasers. Any time a splash hazard potential exists goggle shall also be worn.

Back supports are recommended when employees are aligning tombstones.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Central Receiving**

Steel toe shoes are required for all material handlers.

Hard hats are required for all personnel while working or walking within the storage racks inside the warehouse. Lines are marked to indicate the hard hat boundaries.

Back supports are strongly recommended for material handlers while loading and unloading materials.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Freimann Life Science**

While employees use cleaning chemicals, nitrile or neoprene gloves shall be worn. When a splash hazard potential exists, goggles or a face shield shall also be worn.

When employees use bleach dip/soak tank requiring the removal of equipment from the solution, shoulder length vinyl gloves and goggles or a face shield shall be worn.

While employees spray descalers and acids, a face shield or goggles and either nitrile or vinyl gloves shall be worn.

Safety goggles are required for contact wearers when bedding or dumping cages.

When employees dump soiled bedding or cages, particulate masks and vinyl gloves shall be worn.

Non-skid shoes or non-skid slip-ons over shoes shall be worn when working in wet areas or mopping animal rooms.

Any time employees are handling animals, vinyl gloves shall be worn and it is recommended that a particulate mask be worn.

Any time inhalation anesthetics or immersible anesthetics are used, nitrile gloves shall be worn.

When loading or unloading the autoclave, insulated mitts shall be worn.

When removing cages from the cagewash machines, rubber coated insulated mitts shall be worn.

When applying insecticide powder, goggles, N95 masks, nitrile gloves and full tyvek suits shall be worn.

When working with ABSL-2 hazards, disposable gowns, particulate masks, and nitrile or vinyl gloves shall be worn.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

## **Personal Protective Equipment Guidelines**

### **Food Services**

#### **Dining Halls, Support Facility and all satellite operations**

Nitrile or neoprene gloves shall be worn any time employees handle chemicals. When a splash hazard potential exists, goggles shall also be worn.

When employees change light bulbs, goggles shall be worn.

Safety glasses shall be worn during ice carving operations.

Thermal insulated gloves shall be worn when employees handle hot objects, reach into ovens, work with steamers, placing pans in hot wells or other similar activities involving hot objects, steam or water.

When trained employees handle or clean up blood or potentially infectious materials, nitrile, latex or neoprene gloves and goggles shall be worn and the Universal Precautions shall be observed (see Bloodborne Pathogens Policy).

Cut-resistant gloves shall be worn by employees who change meat slicer blades or perform basic maintenance duties on other blades.

Hard hats shall be worn in designated areas (such as the Food Services Support Facility's Warehouse or other designated hard hat areas).

Fall protection is required when employees work without ladders or without approved railings at elevations exceeding 6 feet high.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Food Services**

### **Maintenance**

Goggles are required while employees solder.

Neoprene or nitrile gloves and goggles are required while employees de-lime, clean drains and use chemicals.

Hearing protection and a face shield is required when employees use the grinding wheel.

Hearing protection and safety glasses are required while employees use machine or wood shop equipment and power tools (including table saws, drill presses, scroll saws, sanders, skill saws, pneumatic tools, planners and edgers).

Goggles shall be used when changing light bulbs.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Golf Courses**

When handling chemicals, neoprene or nitrile gloves shall be worn. When a splash hazard potential exists, goggles shall also be worn.

When the Spray Technician applies pesticides, an approved respirator, (see Respiratory Protection Policy), a Tyvek suit, rubber gloves and goggles shall be worn.

Hearing protection shall be worn by employees who operate any lawn care equipment (riding or hand held), including lawn mowers, edgers, trimmers, weed wackers and chain saws. For all hand held tools, safety glasses shall also be worn.

Safety glasses are required while employees use hand-held equipment and work with shop tools.

A face shield shall be used when operating grinding wheels.

An approved welding mask, an apron and gloves shall be worn during welding operations.

Hard hats shall be worn by employees while trimming tree limbs or cutting down trees or their branches.

When working at heights greater than 6 feet without a ladder or withing approved guard railings, a fall harness is required.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Health Services**

While collecting specimens and during all patient handling procedures which involve open wounds, surgery, bandaging or injections, gloves and gowns (or aprons) shall be worn. A face shield or goggles shall also be worn during minor surgical procedure and care of open wounds.

While cleaning up potentially infectious materials the Universal Precautions shall be followed (see the Bloodborne Pathogens Policy) and shall include the use of rubber gloves. When a potential splash hazard exists, goggles shall also be worn.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Landscape Services**

When handling chemicals, neoprene or nitrile gloves shall be worn. When a splash hazard potential exists, goggles shall also be worn.

When employees operate lawn care equipment (including mowers, tractors, edgers, trimmers, leaf blowers and chain saws) hearing protection shall be worn and all components of the University's Hearing Conservation Program shall be met.

Safety glasses are required while employees use hand-held tools and lawn equipment, in addition to hearing protection.

When operating the grinding wheel, employees shall wear a face shield and hearing protection, consistent with the University's Hearing Conservation Program.

An approved welding mask, a welding apron and insulated gloves shall be worn during welding operations.

Hard hat shall be worn by employees while trimming tree limbs or cutting down trees or their branches.

When working at heights greater than 6 feet without a ladder or without approved guard railing, fall harnesses shall be worn.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

## **Personal Protective Equipment Guidelines**

### **Machine and Wood Shops**

Hearing protection shall be worn at all times while equipment is running in the shop (see the Hearing Conservation Program).

Approved safety glasses with side shields shall be worn while operating shop equipment.

Face shields shall be worn by employees while operating grinding wheels.

Goggles shall be worn by employees while using chemicals that present a splash hazard potential.

Nitrile or neoprene gloves are required for employees while handling chemicals.

An approved welding face shield and approved insulated gloves are required during welding operations.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Preventive Maintenance**

When handling chemicals or plunging toilets, neoprene or nitrile gloves shall be worn. When a splash hazard potential exists, goggles shall also be worn.

Safety glasses and hearing protection shall be worn by P.M. Techs while they are using any tools which saw, drill, sand or grind (including; Band saws, circular saws, lathes, hand drills, drill presses, roto hammer drills and reciprocating saws).

Face shields and hearing protections shall be used when employees use grinding wheels.

Safety glasses shall be used when employees chip ice, use pressure washers, lawn care equipment (including weed trimmers, edgers, leaf blowers, lawn mowers, etc) and while sharpening blades.

When using the bucket truck, both the “ground man” and the person in the bucket shall wear a hard hat.

When working without ladders or without approved guard railing at elevations greater than 6 feet high, an approved fall harness shall be worn.

Goggles shall be used by employees while changing light bulbs or repairing the fixtures.

When employees remove bees nests, goggles shall be used and appropriate full coverage clothing should be worn.

While using a welding torch, employees shall wear a welders’ shield or Welders’ goggles and protective gloves.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Risk Management and Safety**

When handling chemicals, radioactive materials, blood or potentially infectious materials, neoprene or nitrile gloves shall be worn. When a splash hazard exists, goggles shall also be worn.

While visiting or working with other departments on campus, employees shall adhere to the personal protective equipment requirements that have been set forth in this policy for that respective department.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

## **Personal Protective Equipment Guidelines**

### **Rockne Memorial Pool**

When employees scrub the pool deck or clean the showers with acid, a full faced respirator with acid gas cartridges, Neoprene gloves and boots are required.

When changing acid tanks employees are required to wear goggles and Neoprene gloves.

When changing chlorine tanks, filling caustic tanks and working on acid lines (acid line plumbing maintenance activities) employees are required to wear a full face respirator with acid gas cartridges, Neoprene gloves and a protective apron.

When Refinishing the floors the following is required:

- a) When applying seal with the T-Bar, a half-face respirator and neoprene or nitrile gloves shall be worn.
- b) During mopping activities, either a full-face respirator or a half face respirator with a face shield shall be worn.
- c) All procedures with a potential for splashing require the use of a a full face respirator or a half face respirator with a face shield or goggles.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner be each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

## **Personal Protective Equipment Guidelines**

### **Rolf's Aquatic Pool**

When employees acid wash the pool deck using 20% or less Muratic acid solutions goggles, acid-resistant boots and neoprene gloves are required. For stronger solutions a full face respirator is additionally required.

When scrubbing the shower stalls with “sparkle” neoprene gloves and goggles are required.

When scrubbing shower areas with the foam applicator neoprene gloves are required.

When changing acid tanks employees are required to wear goggles and Neoprene gloves.

When changing chlorine tanks employees are required to wear a full face respirator (or a half face respirator with acid gas cartridges with goggles) and neoprene gloves. When handling the caustics in this process a protective apron and boots shall also be worn. When using muratic acid in the system an approved acid resistant suit, a full face respirator with acid gas cartridges and neoprene gloves are required.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner be each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

## **Personal Protective Equipment Guidelines**

### **Rolf's RecSports Center**

Custodians shall wear nitrile or neoprene gloves while using cleaning chemicals. If a splash hazard potential exists, goggles shall be worn.

When working without a ladder at heights greater than 6 feet not contained by appropriate guard railing, approved fall protection is necessary.

When resurfacing the gym floor, nitrile or neoprene gloves, goggles and a half face respirator shall be worn during Chemical application procedures. Additional air movement shall be utilized during this process.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

## **Personal Protective Equipment Guidelines**

### **Snite Museum**

When handling chemicals, nitrile or neoprene gloves shall be worn. When a splash hazard potential exists, goggles shall also be worn.

Employees shall wear safety glasses and hearing protection (consistent with the University's Hearing Conservation Program) while operating machine and wood shop equipment which involves sawing, sanding and drilling.

When working with UV-IR light sources, employees shall wear eye protection that certified to protect against the UV and/or IR hazards.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

## **Personal Protective Equipment Guidelines**

### **St. Michael's Laundry**

When handling chemicals, nitrile or neoprene gloves shall be worn. When a splash hazard potential exists, goggles shall also be worn.

While employees clean the dry cleaner still or are changing out the valves, Nitrile or Neoprene gloves shall be worn and a half face respirator with organic cartridges shall be worn consistent with the University's Respiratory Protection Program.

When employees handle or clean up blood or potentially infectious materials or handle bedding and other garments that are potentially contaminated with human bodily fluids, latex, neoprene or nitrile gloves shall be worn and if a splash hazard exists, goggles shall also be worn.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Student Activities**

When handling chemicals, nitrile or neoprene gloves shall be worn. When a splash hazard potential exists, goggles shall also be worn. Goggles shall also be worn by employees while changing light bulbs.

Employees shall wear safety glasses and hearing protection (consistent with the University's Hearing Conservation Program) while operating machine and wood shop equipment which involves sawing, sanding and drilling.

A face shield is required for employees while operating the grinding wheel.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **Transportation Services**

Nitrile or neoprene gloves shall be worn by mechanics while they are handling solvents. When a splash hazard exists, goggles shall also be worn.

A face shield shall be used by mechanics while they operate the grinding wheel.

Mechanics shall wear steel toed shoes with a slip resistant sole while conducting work activities.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# **Personal Protective Equipment Guidelines**

## **University Libraries - Building Services**

When handling chemicals, neoprene or nitrile gloves shall be worn. When a splash hazard potential exists, goggles shall also be worn.

Safety glasses shall be worn by the Lead Maintenance Assistant while he/she uses the hammering power drill.

Personal protective equipment shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged it shall be replaced. In addition, sizes must be considered when ordering or requesting personal protective equipment. Should any questions or concerns arise, Risk Management and Safety will be available for consultation.

# Personal Protective Equipment Guidelines

## Utilities Department Addendum

Due to the extent of Personal Protective Equipment requirements at Utilities, an addendum to this policy was created and reads as follows:

### I. POLICY STATEMENT

**The purpose of this policy is to enhance safe work practices to a level of workplace protection that not only protects personnel from serious injury, but also from minor injuries, to the practical extent possible.**

This policy covers all individuals entering the University of Notre Dame Utilities Department facilities. This includes, but is not limited to the following buildings and general areas:

Power Plant	Cooling Towers and Control Building
Power Plant Yard	Electrical Storage Garage
Chiller Addition	Coal Handling Garage
Coal Handling Facility	Substation
Coal Storage Area	Substation Control Building
Acid Storage Building	Campus Wells and Associated Buildings

The Utilities and Risk Management & Safety Departments have evaluated utilities operations in reference to the Occupational, Safety & Health Administration standards for general and construction industries to evaluate the proper types of personal protective equipment (PPE) and/or safety procedures warranted for those activities that occur throughout the Utilities Department.

**Section II** - Identifies by personnel category the minimum PPE requirements. The PPE identified in Section II, “A” through “E” covers the majority of activities typical for each personnel category.

The PPE/Safety procedure matrix in **Section III** identifies specific activity-based PPE.

In cases where an employee is not certain of the appropriate PPE required for a specific activity they are advised to error on the side of caution and consult their supervisor for guidance and/or additional training.

**This policy is mandatory and cannot be modified without the approval of the Director of Utilities.**

## II. PPE REQUIREMENTS BY PERSONNEL CATEGORY

### A. MAINTENANCE PERSONNEL

**(Including but not limited to mechanics, fuel handlers, instrument and control personnel or any other Utilities personnel performing similar activities.**

1. **Hardhats** are to be worn at all times inside the Power Plant, Chiller Addition, and Coal Handling buildings, or in any other buildings that contain risk warranting overhead protection.

Hardhats are also to be worn where overhead risks exist or work is being performed out of doors.

#### EXCEPTIONS

- a. Break Rooms, Locker Rooms, Control Rooms and offices.
  - b. Enclosed rooms that do not contain any overhead risks.
  - c. Confined workspaces where hardhats are impractical or create a more significant risk will be considered for a hardhat exception, such cases must be approved by the Maintenance Supervisor.
2. **Safety Glasses** with side shields or goggles are to be worn based on job tasks.
  3. **Department-Approved Steel-Toed Shoes** are to be worn at all times.
  4. **Hearing Protection** is to be worn at all times in the mechanical equipment areas of the Utilities Department.

#### EXCEPTIONS

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- a. Break Rooms, Locker Rooms, Control Rooms and offices.
  - b. Non-Mechanical Areas.
  - c. Enclosed rooms which do not contain any noise generating equipment with the potential to exceed 85 dBA on an 8-hr. time-weighted average (TWA).

## **B. OPERATIONS PERSONNEL**

**(Including but not limited to Watch Engineers, Shift Assistants or any other Utilities Personnel performing similar activities).**

1. **Hardhats** are to be worn at all times inside the Power Plant, Chiller Addition and Coal Handling buildings, or in any other buildings that contain risks warranting overhead protection.

Hardhats are also to be worn where overhead risks exist or work is being performed out of doors.

### EXCEPTIONS

- a. Break Rooms, Locker Rooms, Control Rooms and offices.
  - b. Enclosed rooms that do not contain any overhead risks.
2. **Safety Glasses** with side shields or goggles are to be worn based on job tasks listed in Section III.
  3. **Department-Approved Steel-Toes Shoes** are to be worn at all times.
  4. **Hearing Protection** is to be worn at all times in the mechanical equipment areas of the Utilities Department.

### EXCEPTIONS

- a. Break Rooms, Locker Rooms, Control Rooms and offices.
- b. Non-Mechanical Areas.
- c. Enclosed rooms which do not contain any noise generating equipment with the potential to exceed 85 dBA on an 8-hr. time-weighted average (TWA).

## **C. UTILITIES ADMINISTRATORS/CAMPUS CONTROLS PERSONNEL**

1. **Hardhats** are to be worn at all times inside the Power Plant, Chiller Addition and Coal Handling buildings, or in any other buildings that contain risks warranting overhead protection.

Hardhats are also to be worn where overhead risks exist or work is being performed out of doors.

### EXCEPTIONS

- a. Break Rooms, Locker Rooms, Control Rooms and Offices.
- b. Enclosed rooms that do not contain any overhead risks.

2. **Safety Glasses** with side shields or goggles are to be worn based on job tasks listed in Section III.
3. **Department-Approved Steel-Toed Shoes** are not required unless Utilities administrators or campus controls personnel assume any of the activities cited in Section III that require steel-toed shoes.
4. **Hearing Protection** is to be worn at all times in the mechanical equipment areas of the Utilities Department.

EXCEPTIONS

- a. Break Rooms, Locker Rooms, Control Rooms and offices.
- b. Non-mechanical areas.
- c. Enclosed rooms which do not contain any noise generating equipment with the potential to exceed 85 dBA on an 8-hr. time-weighted average (TWA).

**D. CONTRACTORS**

1. **Hardhats** are to be worn at all times inside the Power Plant, Chiller Addition and Coal Handling buildings, or in any other buildings that contain risk warranting overhead protection.

Hardhats are also to be worn where overhead risks exist or work is being performed out of doors.

EXCEPTIONS

- a. Break Rooms, Locker Rooms, Control Rooms and Offices.
  - b. Enclosed rooms that do not contain any overhead risks.
  - c. Confined workspaces where hardhats are impractical or create a more significant risk will be considered for a hardhat exception, such cases must be approved by the Maintenance Supervisor.
2. **Safety Glasses** with side shields or goggles are to be worn based on job tasks listed in Section III.
  3. **Department-Approved Steel-Toed Shoes** are to be worn at all times by contractors performing work in the operational areas of Utilities Facilities.
  4. **Hearing Protection** is to be worn at all times in the mechanical equipment areas of the Utilities Department.

EXCEPTIONS

- a. Break Rooms, Locker Rooms, Control Rooms and offices.
- b. Non-mechanical areas.
- c. Enclosed rooms which do not contain any noise generating equipment with the potential to exceed 85 dBA on an 8-hr. time-weighted average.

**E. VISITORS**

1. **Hardhats** are to be worn at all times inside the Power Plant, Chiller Addition and Coal Handling buildings, or in any other buildings that contain risk warranting overhead protection.

Hardhats are also to be worn where overhead risks exist or work is being performed out of doors.

EXCEPTIONS

- a. Break Rooms, Locker Rooms, Control Rooms and Offices.
  - b. Enclosed rooms that do not contain any overhead risks.
2. **Safety Glasses** are not required.
  3. **Steel-Toed Shoes** are not required.
  4. **Hearing Protection** is to be worn at all times in the mechanical equipment areas of the Utilities Department.

EXCEPTIONS

- a. Break Rooms, Locker Rooms, Control Rooms and Offices.
- b. Non-mechanical areas.
- c. Enclosed rooms which do not contain any noise generating equipment with the potential to exceed 85 dBA on an 8-hr. time-weighted average (TWA).

**APPENDIX B**

***Employee PPE Knowledge Certification Form***

Department \_\_\_\_\_ Date \_\_\_\_\_

Employee \_\_\_\_\_ SS # \_\_\_\_\_

Position Title \_\_\_\_\_ Testing Supervisor \_\_\_\_\_

PPE Required \_\_\_\_\_

Purpose of PPE \_\_\_\_\_

Employee understands:	Don?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Doff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Adjust?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Limits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Care for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Maintain?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Storage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

PPE Required \_\_\_\_\_

Purpose of PPE \_\_\_\_\_

Employee understands:	Don?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Doff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Adjust?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Limits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Care for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Maintain?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Storage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

PPE Required \_\_\_\_\_

Purpose of PPE \_\_\_\_\_

Employee understands:	Don?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Doff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Adjust?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Limits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Care for?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Maintain?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Storage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I certify that the above employee understands the required items listed above as indicated by his/her performance to me, Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_