

UNIVERSITY OF TOLEDO

SUBJECT: PERSONAL PROTECTIVE EQUIPMENT

Procedure No: S-08-032

PROCEDURE STATEMENT

Appropriate personal protective equipment (PPE) will be made available to all persons on campus as necessary to protect them from illness or injury that may result from exposures at the University of Toledo.

PURPOSE OF PROCEDURE

To ensure that appropriate PPE is available to those that have need for it and that PPE is appropriate for the task and identified risks. To provide safe working conditions for University of Toledo employees and to comply with Occupational Safety & Health Administration (OSHA) standards.

PROCEDURE

The department manager/Director is responsible for conducting hazard assessments, ensuring that appropriate PPE is available for department employees and visitors; that staff are educated to the need, use and care of PPE and; that PPE is being used when and where appropriate.

Personal protective equipment includes, but isn't limited to:

- Gloves
- Face and eye protection - safety glasses, goggles, face shields
- Head protection - hard hats, or bonnets
- Hearing protection - ear plugs and muffs
- Protective footwear - safety shoes, rubber boots
- Respiratory protection
- Safety belts and harnesses
- Special clothing - heat and/or chemical resistant materials, etc.

Note: PPE does not take the place of effective engineering and/or administrative controls at the University of Toledo

HAZARD ASSESSMENT AND EQUIPMENT SELECTION

The University of Toledo will assess the workplace to determine the nature of hazards which may be present, and assign appropriate PPE. Workplace supervisors and the Safety & Health Department will be charged with these responsibilities.

Supervisors will be responsible for the following:

1. Conducting a hazard survey of the work area to identify sources of hazards. Sources include impact, penetration, compression, chemical, heat, dust, electrical sources and light radiation.
2. Document survey. See Appendix A for a sample assessment form.
3. Reassessing hazards as needed.
4. Selecting, purchasing and issuing appropriate PPE (contact Safety & Health for selection guidelines).
5. Ensuring defective or damaged equipment is not used.
6. Ensuring required PPE is used by employees.

The **Safety & Health Department** will be responsible for the following:

1. Assisting in a hazard survey of the work area to identify sources of hazards as requested by supervisors.
2. Assisting in the reassessing of hazards as needed or requested.
3. Providing technical assistance in the selection of appropriate PPE.

ACQUISITION:

All new personal protective equipment items are to be approved by the Safety & Health Department prior to routine purchase and/or stocking. The requester may proceed with initial purchase and use as necessary for their operations but is to consult with the Safety & Health Department for assistance in determining need and in initial product selection. Personal protective equipment shall meet the appropriate standards promulgated by the American National Standards Institute (ANSI).

The cost of PPE is an operational cost factor to be covered by the individual department unless some other funding means have been established.

Signs required by this plan will be provided and installed by Facilities Maintenance.

AVAILABILITY:

1. Master Cabinet locations will be approved by the Safety & Health Department, and compliance monitored during Environmental Safety Rounds.
2. Every department having need for PPE MUST have at least one or more approved cabinet(s), located within their department wherein all PPE appropriate for that department will be kept. This housing will be located so as to be accessible to all individuals who may have need of it's contents and will have the "PPE" sign affixed to any side having a door. NOTE: This is not saying all PPE must be kept in a single location. What is intended is that there be a standard location within each department where any PPE that may be needed while in that department can be acquired by staff arriving in that area. The approved location should be as accommodating to those needing access to it as can reasonable be achieved given the size and activity levels of individual departments.
3. All other cabinets used as alternate distribution points for PPE will have a small PPE sign affixed to them .
4. The primary entry point into the department will have standard "PPE" signage indicating the location of the master cabinet within the department. Signage will be placed and worded in a manner that will direct a first time visitor to the cabinet without assistance.
5. The cabinet may have attached to it an inventory of all PPE to be available in the cabinet, adequate amounts for each item and the appropriate catalogue or stores numbers necessary to order replacement supplies.
6. The department manager is responsible for preparing an inventory level for the cabinet, assigning responsibility for routinely checking and maintaining inventory levels including the ordering of necessary replacement products, and assuring the documentation of these activities.

EDUCATION:

1. The department manager is responsible for instructing all staff and visitors in the departments of the location and content of the cabinet and any other locations where PPE is made available.
2. The department manager is responsible for ensuring that all employees have received all appropriate necessary training in the use and care of PPE.
3. Employees required to wear PPE must receive training in the proper use, fit and care of personal protective equipment. This training shall occur before the use of PPE. This training shall include, but not necessarily be limited to:
 - when PPE is necessary;
 - what PPE is necessary;
 - how to properly apply, remove, adjust and wear PPE;
 - the limitations of the PPE;
 - proper care and maintenance of the PPE;
 - the length of useful life of the PPE;
 - the proper disposal of the PPE;
 - demonstration that the employee understands the training and is able to use PPE properly.

REMOVAL:

1. PPE is to be taken off in the area of use.
2. Disposable PPE should never be washed or disinfected for reuse.
3. No person shall wear PPE outside of the area of use EXCEPT if required by the need to transport a hazardous material outside of the original area of use.
4. All PPE should be disposed of to the appropriate waste stream.
5. Hands should be washed after removal of gloves.

ENFORCEMENT:

1. The department manager is responsible for enforcing the appropriate use of PPE within their department and during any activities being performed by their department staff regardless of location.
2. Failure to comply with PPE policies in the use of personal protective equipment is to be treated as a breach of this plan and acted upon by the department manager or employee's supervisor.
3. Failure to comply with PPE policy by individuals not within the purview of the department manager, but working within their department, shall be addressed by contacting Safety & Health.
4. Exceptions to the provisions of this policy will be made with Safety & Health Committee approval.

LATEX SENSITIVITY

IDENTIFY WORKERS WITH LATEX SENSITIVITY

- Refer all employees with skin or respiratory problems related to employment to University Health Services (UHS) on the Health Science Campus, and Student Medical Center (SMC) on the Main Campus.
- A nurse evaluates the employee and refers to specialists for allergy testing.
- Based on the evaluation, work practice modifications may be suggested if latex allergy is diagnosed. If the employee can be accommodated in his/her home department, there is no need to contact Human Resources. If the employee needs job modification or reassignment, contact Human Resources for assistance.

ASSESS THE WORK ENVIRONMENT

- The manager assesses the work environment for presence of latex-containing products.
- The most dangerous products are those that are powdered and those that are made by a "dipped" process (gloves and balloons). Aerosols from these products remain in the environment and on clothing causing serious problems for the latex allergic employee.
- Assess whether powdered products can be removed and if non-latex products can be substituted.

REVIEW OF JOB REQUIREMENTS

- The manager reviews the employee's job requirements to determine the risk of latex exposure.
- The manager contacts Human Resources to assess work assignment options.

INFORMATION SHARING

- The employee informs co-workers of his/her latex allergy. Signs and symptoms of an allergic reaction and what to do should be outlined.
- Transport employees having an allergic reaction to the Emergency Department.
- Type I allergic persons should carry an Epi-Pen for emergencies and wear a medic alert bracelet or necklace.
- Type IV allergic persons may require special gloves and should have a prescription from their treating health care provider.
- Medical information is provided to Human Resources when accommodation is required.

MONITOR THE ENVIRONMENT

- New products for the workplace should be evaluated for latex content. Every effort should be made to purchase latex free products.
- Any new employee to the work area must be informed of the latex allergic employee's condition by the affected employee.
- The manager must check with the allergic employee to determine if the environmental plan is effective in controlling latex exposure and allergic symptoms. If symptoms recur, the employee should be referred to the UHS nurse on the Health Science Campus or the SMC nurse on the Main Campus for additional evaluation.
- When off site activities such as meetings or altered work assignments require the participation of the latex allergic employee, the alternative work areas must be assessed for latex exposure risk.

GUIDELINES FOR MANAGERS WITH TYPE I LATEX ALLERGIC EMPLOYEES

In the hospital environment the best accommodation possible for the latex allergic employee is to create a "latex safe" environment. It is impossible to assure an environment "free" of latex proteins.

To establish a "latex safe" environment, follow these steps:

ASSESS the work environment and the surrounding areas for latex products. The most dangerous products are those that are powdered and those that are made by a "dipped" process such as gloves and balloons. Aerosols from these products can remain in the environment and on clothing and can cause serious problems for the latex allergic person.

INFORM all co-workers of the employee's latex allergy. Co-workers should know the signs and symptoms of an allergic reaction (facial flushing, red eyes, hives, shortness of breath, wheezing). Establish emergency protocols for obtaining assistance should a severe reaction occur. The latex allergic person must have medicine on hand to take at the onset of a reaction.

MONITOR the environment. New products for the workplace should be evaluated for latex content. When off site activities such as meetings or altered work assignments require the participation of the latex allergic employee, the alternative areas must be evaluated for latex exposure risk.

For specific assistance and workplace evaluation, contact the UHS nurse or a SMC nurse.

Source: Safety & Health Committee

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