

Title: Procedures for the Use and Selection of Personal Protective Equipment

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Issuing Authority: VP, Facilities and Construction Management

Responsible Officer: Director Environmental Health and Safety

### **PURPOSE OF THE PROCEDURE**

This document fulfills the requirement under 29CFR 1910.132, 133, 135, 136 and 138 to provide guidelines capable of protecting employees from health and physical hazards by addressing personal protective equipment, along with procedures for appropriate use and responsibilities.

### **SCOPE OF THIS PROCEDURE**

Protective equipment, including personal protective equipment for eyes, face, head, and extremities; chemical protective clothing; respiratory devices; and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition wherever it is necessary by reason of processes or environment, chemical 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.

### **WHO NEEDS TO KNOW THIS PROCEDURE**

This program applies to all New York University Academic, Commercial and Residential Facilities operating with personnel employed by the University.

### **PROCEDURES FOR IMPLEMENTATION**

#### **Responsibilities:**

#### **Department of Environmental Health and Safety**

Environmental Health & Safety has responsibility to advise all departments on proper PPE selection relative to the hazards and job tasks of NYU employees. EHS will review this procedure on a periodic basis to ensure updated compliance.

#### **Directors or Department Chairs**

All directors and managers must provide PPE to their staff and students based upon the hazards present in their respective areas. For any questions on types of PPE the director or manager should reach out to EHS for advisement.

#### **Facilities Manager, Department Manager, Construction Manager and Supervisors**

All directors and managers must provide PPE to their staff and students based upon the hazards present in their respective areas. For any questions on types of PPE the director or manager should reach out to EHS for advisement.

#### **Maintenance and Housekeeping Personnel**

All directors and managers must provide PPE to their staff and students based upon the hazards present in their respective areas. For any questions on types of PPE the director or manager should reach out to EHS for advisement.

# UNIVERSITY PROCEDURE

## RESPONSIBILITIES

### Hazard Assessments

1. Department Heads or Department Chairs, or designees, shall assess the workplace to determine if hazards are present or likely to be present, which would necessitate the use of personal protective equipment [PPE].
2. The hazard assessment shall be completed using a hazard assessment certification form for each area in every department where hazards exist [Appendix A]. The form identifies the workplace evaluated and verifies through written documentation that an assessment has been completed. The form is submitted and filed in the Environmental Health & Safety Department [EHS].

### Equipment Selection and Use

1. Deans, Vice Presidents or designees, will select and require each employee to use the appropriate type of PPE to protect against the hazards identified in the assessments. Selection will be based on equipment specifications of the American National Standards Institute [ANSI] and/or the American Section of the International Association for Testing Materials (ASTM)
2. Employees will be informed of the PPE selections and the specified required use in the workplace.
3. PPE will be selected that fits properly and is available to any employee that may need to wear such devices in the workplace. This may require supplying various sizes of PPE [e.g., gloves in small, medium and large]. EHS can be contacted to provide assistance in the selection of the appropriate PPE.
4. Damaged and/or defective equipment must not be used.

### Training

1. Departments are responsible for identifying those employees whose job requires the use of PPE. Environmental Health & Safety will arrange train-the-trainer training for Department Heads or Department Chairs, or designees. After receiving this training, the department representative will be responsible for training each employee in the area that uses PPE.
2. Employees will be trained prior to starting positions that require the use of PPE. The training will include, but is not limited to the following:
  - a. When PPE use is necessary
  - b. What PPE use is required
  - c. How to properly don, doff, adjust, and wear PPE
  - d. Limitations of PPE
  - e. Proper care, maintenance, and disposal of PPE
3. Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly before being allowed to perform work requiring the use of such devices.
4. Employees shall be retrained when there is reason to believe that any employee who has already been trained does not have the understanding and skill required to use the PPE. This may occur in the following situations:

- a. Changes in the workplace render previous training obsolete
  - b. Changes in the types of PPE to be used render previous training obsolete
  - c. Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite skill or understanding
5. Training certification forms are to be completed by the trainer at the completion of the training [Appendix B]. These records are to be signed by the trainer and the employee on the date of the training session. The form is to be forwarded to EHS for record retention. Copies can be maintained in the departments.

### Eye and Face Protection

Each affected employee shall use appropriate eye or face protection when hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases/vapors or potentially injurious light radiation are present.

1. Employee must use eye protection, such as full-face shields, safety glasses with side shields or goggles with side vents, when there is a potential hazard from a chemical splash or flying object.
2. Any employee wearing prescription lenses while working in operations that involve eye hazards, must wear eye protection that incorporates the prescription in its design or wear protective devices that can be worn over the prescription lenses without disturbing the proper position of either the prescription glasses or the safety glasses.
3. Safety glasses will be used with filter lenses that have a shade number appropriate for the work being performed in order to protect the employee from light radiation. A list of appropriate shade numbers for various operations can be obtained through EHS.
4. Eye and face protection will comply with ANSI Z87.1-2015, "American National Standards Practice for Occupational and Educational Eye and Face Protection". The manufacturer's identification must be clearly marked on any eye or face protection used.
5. Employees who work with chemicals, perform welding or electrical work must not wear contact lenses unless all of the following conditions are met:
  - a. Employee has been cleared by a licensed optometrist
  - b. SDS of the chemicals does not contradict the use of contacts
  - c. Employee must receive and visually display appropriate tag obtained through EHS to notify emergency response of the use of contact lenses
  - d. Contact lenses must not be removed or inserted in the workplace or with gloved hands to avoid contamination
  - e. Wearers of contact lenses must also wear appropriate eye and face protection for hazards in the workplace

### Respiratory Protection

Respiratory devices must not be worn without satisfying the requirements outlined in the Respiratory Protection Program. However, N95 dust masks can be worn on a voluntary basis as a preventive measure when particulate exposure exists, but does not require a tight fitting dual cartridge respirator.

## Head Protection

Each affected employee must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects or in areas with low headroom.

1. Protective helmets must comply with ANSI Z89.1-2014, "American National Standard for Personal Protection-Protective Headwear for Industrial Workers-Requirements".
2. Employees who are exposed to electrical conductors that could contact the head must wear protective hard hats designed to reduce electrical shock.

## Foot Protection

Each affected employee must wear protective footwear when working in areas where there is danger of foot injuries from falling or rolling objects, objects piercing the sole, and where the worker's feet are exposed to electrical hazards.

1. Safety shoes and /or boots must comply with ASTM F2413-11, "American Section of the International Association for Testing Materials Standard Specification for Performance Requirements for Protective Safety Toe Cap Footwear".
2. Rubber soles or rubber boots must be worn by employees performing electrical work or exposed to electrical hazards.

## Hand Protection

Hand protection must be worn when an employee may be exposed to hazards such as those from skin absorption of harmful substances or chemicals, severe cuts or lacerations, severe abrasions, punctures, chemical burns and harmful temperature extremes.

1. Glove selection will be based on an evaluation of the performance characteristics of the hand protection, such as breakthrough times or tensile strength, relative to the task performed, conditions present, duration of use and the potential hazards identified. Employees must be aware of the danger in wearing gloves near or while operating moving machinery as well as limitation of glove materials.
2. Information on hand protection guides from the manufacturers can be obtained through EHS.
  - a. Hand protection should only be used for the duration of the specific job task where skin absorption can occur. When the said job task is completed contaminated gloves should be removed and disposed of appropriately. Contaminated gloves should not be worn outside of the work area and all protective gloves should not be worn in hallways, elevators, or any public NYU space.
3. Electrical protector gloves must be worn over insulating gloves with the following exception:
  - a. Protector gloves need not be used with class 0 gloves, under limited use conditions, where small equipment and parts manipulation necessitate unusually high finger dexterity. Extra care is needed in the visual examination of the glove and in the avoidance of handling sharp objects.
  - b. Any other class of glove may be used for similar work without protector gloves if it can be demonstrated that the possibility of physical damage to the gloves is small and if the class of the glove is one higher than that required for the voltage involved. Insulating gloves that have been used without protector gloves may not be used at a higher voltage.



Appendix B  
PPE Training Form

This certifies that \_\_\_\_\_ in \_\_\_\_\_  
[Employee Name] [Department/Job Title]

has received training on the following type(s) of personal protective equipment:

- 1.) Eye/Face Protection [ ] \_\_\_\_\_
- 2.) Hand Protection [ ] \_\_\_\_\_
- 3.) Head Protection [ ] \_\_\_\_\_
- 4.) Foot Protection [ ] \_\_\_\_\_
- 5.) PPE For Hot Work [ ] \_\_\_\_\_
- 6.) PPE For Electrical Work [ ] \_\_\_\_\_

Information Discussed During Training:

- [ ] When PPE is Necessary
- [ ] What PPE is Required
- [ ] How to Properly Don, Doff, Adjust and Wear PPE;
- [ ] Limitations of PPE
- [ ] Proper Care, Maintenance, and Disposal of PPE.

Date of the training: \_\_\_\_\_

Instructor: \_\_\_\_\_  
[Print] [Signature]

Department/Job Title: \_\_\_\_\_

**RELATED POLICIES**

NYU Environmental Health and Safety Policy

**RELEVANT RESOURCES**

OSHA PPE Standard 1910.132