



Personal Protective Equipment (PPE) Policy

GENERAL

The UNCW Environmental Health & Safety Department (EH&S) is authorized by [UNCW Policy 05.600](#) to develop and manage comprehensive environmental, health and safety programs. Additionally, they are tasked to identify and address regulatory requirements. In that spirit, this Personal Protective Equipment (PPE) Policy has been developed to ensure the proper selection, use and care of PPE through work area hazard assessments and appropriate employee training by ensuring that PPE is provided and used when appropriate. This policy is intended to meet the Occupational Safety and Health Requirements for General Industry outlined in 29 CFR 1910.132.

SCOPE

This policy applies to all university employees regardless of status or type of employment. It may be used as minimum guidelines for contractors and/or vendors that are expected to maintain their own safety program.

APPLICATION

This written policy outlines responsibilities, training and inspections with regard to the use of Personal Protective Equipment (PPE). The policy outlines types of Personal Protective Equipment.

RESPONSIBILITIES

Each department is responsible for:

1. The Supervisor shall identify the appropriate PPE based on the hazards of the task/ work area. By using the Hazard Assessment form found in *Appendix D*
2. Providing and paying for required PPE. State on N.C. Policy Link:
(<http://oshr.nc.gov/policies-forms/workplace-wellness/personal-protective-equipment>)
3. Assure appropriate equipment is available
4. Enforcing the proper use of PPE
5. Maintaining PPE in a clean and reliable condition (clean, sanitary, replace worn or defective parts)
6. Training employees (Departments Supervisors shall be responsible for training record keeping and record retention.)

TRAINING

The EH&S Department shall provide general training every three (3) years and the department shall provide department-specific training as needed so employees understand the purpose and function of the program (knowledge, skills, application, use, maintenance) and shall include the following:

1. When PPE is needed
2. What PPE is needed
3. How to properly don, doff, adjust, wear and remove the PPE
4. Useful life *and* limitations of the PPE
5. Proper care, storage and disposal of the PPE

Employee Retraining

1. There shall be retraining with any change in job assignments, change in machines, equipment or process that presents a new hazard or a change in energy control procedures
2. Retrain when inspection reveals a need or whenever the employer sees a need
3. Retraining shall be completed no less than every three (3) years

Retraining shall reestablish proficiency and introduce new or revised control methods

INSPECTION

Employees shall inspect PPE before each use to ensure it is in proper working order.

TYPES OF PERSONAL PROTECTIVE EQUIPMENT

Eye and Face Protection

Faculty, staff, students, contractors and visitors shall wear the appropriate eye and face protection when involved in activities where there is the potential for eye and face injury from:

- Handling of hot solids, liquids or molten metals
- Flying particles from chiseling, milling, sawing, turning, shaping, cutting, etc.
- Heat treatment, tempering or kiln firing of any metal or other materials
- Intense light radiation from gas or electric arc welding, glassblowing, torch brazing, oxygen cutting, laser use, etc.
- Repair or servicing of any vehicle
- Handling of chemicals and gases

Eye protection choices include the following:

Safety Glasses

Ordinary prescription glasses do not provide adequate protection. Eye protection must conform to the American National Standards Institute (ANSI), Standard Z87.1-1989. Look for this stamp on the inside of the safety glass frame. Prescription safety glasses are recommended for employees who must routinely wear safety glasses in lieu of fitting safety glasses over their personal glasses. All safety

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glasses should have side shields. Whenever protection against splashing is a concern, "Chemical Splash Goggles" must be worn. *See APPENDIX A*

Goggles

Goggles are intended for use when protection is needed against chemicals or particles. Impact protection goggles which contain perforations on the sides of goggle are not to be used for chemical splash protection, therefore are not recommended. Splash goggles which contain shielded vents at the top of the goggle are appropriate for chemical splash protection and also provide limited eye impact protection. Goggles only protect the eyes and offer no protection for the face and neck.

Face Shields

Full-face shields provide the face and throat and partial protection from flying particles and liquid splash. For maximum protection against chemical splash, a full face shield should be used in combination with chemical splash goggles. Face shields are appropriate as secondary protection when implosion (e.g., vacuum applications) or explosion hazards are present. Face shields which are contoured to protect the sides of the neck as well as frontal protection are preferred.

Eye Protection for Intense Light Sources

(welding, glassblowing, gas welding, oxygen cutting, torch brazing, laser use, etc.)

The radiation produced by welding covers a broad range of the spectrum of light. Exposure to ultraviolet light (UV-B) from welding operations can cause "welders flash", a painful inflammation of the outer layer of the cornea. Arc welding or arc cutting operations, including submerged arc welding, require the use of welding helmets with an appropriate filter lens. Goggles with filter plates or tinted glass are available for glassblowing and other operations where intense light sources are encountered, including but not limited to, gas welding or oxygen cutting operations. Spectacles with suitable filter lenses may be appropriate for light gas welding operations, torch brazing or inspection.

*Information on the purchase of prescription eyewear can be found in *Appendix A*.

Hand Protection

Employees shall use hand protection when exposed to hazards including:

- Skin absorption of harmful substances
- Lacerations
- Severe cuts
- Severe abrasions
- Punctures
- Chemical burns
- Thermal burns
- Harmful temperature extremes

Wear proper hand protection whenever the potential for contact with chemicals, sharp objects or very hot or cold materials exists. Select gloves based on the properties of the material in use, the degree of protection needed and the nature of the work (direct contact necessary, dexterity needed, etc. Leather gloves may be used for protection against sharp edged objects, such as when picking up broken glassware or inserting glass tubes into stoppers. When working at temperature extremes, use insulated gloves. Materials such as Nomex and Kevlar may be used briefly up to 1000 F. Do not use gloves containing asbestos. Asbestos is regulated as a carcinogen under OSHA. When considering chemical gloves, note that glove materials will be permeated (pass through) by chemicals. The permeation rate varies depending on the chemical, glove material and thickness. Double gloving is recommended when handling highly toxic or carcinogenic materials. Before each use, inspect the gloves for discoloration, punctures and tears. Before removal, wash gloves if the glove material is impermeable to water. Observe any changes in glove color and texture, including hardening or softening, which may be indications of glove degradation.

Body Protection

Employees working around hazard materials or machinery shall not wear loose clothing (e.g. saris, dangling neckties, necklaces) or unrestrained long hair. Loose clothing, jewelry and unrestrained long hair can become ensnared in moving parts of machinery or contact chemicals. Finger rings can damage gloves and trap chemicals against the skin.

Cotton lab coats (preferable to rayon or polyester coats) should be worn to protect your clothing from becoming soiled and to provide limited protection against minor splashes of chemicals and radioactive materials. Assure that hazardous chemicals, radioactive materials or toxic dusts are not carried home with you on your street clothes by using lab coats, disposable protective clothing or work clothes which remain at the workplace. Tyvek coveralls can be used over street clothes for protection against particles and low hazard liquids, but do not provide complete protection against liquids. Lab coats will also not resist liquid penetration and if splashed with chemicals, should be removed immediately.

Vinyl or rubber aprons and sleeves should be used when dispensing corrosive liquids (e.g. hydrofluoric acid, phenol, etc.). Where metal organic liquids or other materials, which may self-ignite on contact with air, are used Nomex lab coats are recommended along with face shields. Where contact with hazardous materials with your protective clothing is likely, such as during spill cleanup or pesticide application, polyethylene-coated Tyvek or similar clothing should be used to provide additional protection. The limitations of the protective clothing must always be understood, particularly in situations where contact with the material is likely.

Employees should know the appropriate techniques for removing protective apparel, especially any that has become contaminated. Special procedures may need to be followed for cleaning and/or discarding contaminated apparel. Chemical spills on leather clothing accessories (watchbands, shoes, belts and such) can be especially hazardous because many chemicals can be absorbed in the leather and then held close to the skin for long periods. Such items must be removed promptly and typically be discarded to prevent the possibility of chemical burns.

Foot Protection

Safety toe footwear shall conform to the requirements and specifications of ASTM-F 2413 March 2005, "American Standard Test Method"

Wear proper shoes, not sandals or open toed shoes, in work areas where chemicals are used or stored. Perforated shoes, sandals or cloth sneakers should not be worn in areas where mechanical work is being done.

Safety shoes are required for protection against injury from heavy falling objects (handling of objects weighing more than fifteen pounds which, if dropped, would likely result in a foot injury), against crushing by rolling objects (warehouse, loading docks, etc.), and against laceration or penetration by sharp objects.

The state personal protective equipment policy stipulates that employees who are required to wear safety shoes will be eligible for departmental reimbursement up to \$80.

Pullovers, worn over regular shoes, are available for protection against certain chemicals. These boots are made of a stretchable rubber compound and are well suited for cleaning up chemical spills.

*Information on the purchase of prescription eyewear can be found in *Appendix B*.

Respiratory Protection

See the Respiratory Protection section of this Health and Safety manual for more information. Respirators may not be used without prior approval from a Physician or Licensed Health Care Provider. This assures that respirators are properly selected, users are properly trained and the appropriate medical exams are conducted according to OSHA regulations. Contact EH&S for further assistance at 962-3057.

Hearing Protection

See the Hearing Protection Program. Exposure to noise in excess of OSHA regulated levels requires participation in a hearing conservation program. This program includes training and audiometric exams, among other requirements. Contact EH&S at 962-3057 if you feel your noise exposure may be excessive.

Head Protection

Helmets designed to protect the head from impact and penetration from falling/flying objects and from limited electric shock and burn shall meet the requirements and specifications established in ANSI Z89.1- 1986, "Requirements for Industrial Head Protection". For more information contact EH&S at 962-3057.

Electrical Protection

Specific design and performance, use and care requirements apply to protective equipment used for isolation against electrical hazards. Persons selecting for purchase, maintaining and using such equipment (insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber) must be

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familiar with these requirements (refer to 29 CFR 1910.137). For more information, contact EH&S at 910-962-3057, for the UNCW Electrical Safety Program requirements.

Appendix A

Personal Protective Equipment Appendices

MEMORANDUM

TO: UNCW Employees
FROM: Priscilla Sykes
SUBJECT: Safety Glasses
DATE: February 1, 2019

The State of North Carolina's "Prescription Safety Spectacles" contract has been awarded to Nash Optical Plant as the vendor. They have also arranged to use local Dr. Arnold L Sobol to assist employees with frame selection/fitting, filling out the order form, and the final fitting of the finished glasses. If you bring your prescription in from another Eye Doctor, you will be charged a **\$25.00** dispensing fee, (be sure to get a receipt) which you are responsible for and will be reimbursed by your department.

Enclosed in this folder please find:

- A copy of the State Contract showing the frames available for selection.
- A NC Department of Correction Order Form
- A Quick-reference Instruction for Obtaining Safety Glasses.

You are responsible for the cost and for obtaining a current prescription.

Please take the order form and a copy of your current prescription to Dr. Arnold L. Sobol, 251 North Front Street, Wilmington (910-762-2020). They carry Titmus frames offered to State Employees and will assist you in selecting/fitting your frames. They will also fill out the order form and have your glasses returned to them for your final fitting.

Please note: **PERMANET SIDE SHIELDS ARE MANDATORY.**

Next, please take the completed order form to your department's administrative person who will then requisition a Purchase Order. Present the enclosed letter to the department supervisor and your dispensing fee receipt and request reimbursement. Your glasses will be returned (usually in 2 weeks) to Dr. Sobol and they will contact you for your final fitting.

If you have any questions, or I can be of further assistance, please call me at extension 3057.

Appendix A

N.C. DEPARTMENT OF CORRECTION NASH OPTICAL PLANT P.O. Box 600 * NASHVILLE, NC 27856 PH 252-459-6200 * TOLL FREE 1-888-388-1353 * FAX 252-459-7400						
Date		PO#				
Employee Name					Please circle:	
D i s t a n c e		Sphere	Cylinder	Axis	Prism	Glass
	R					Plastic
	L					Polycarbonate
						SV
	Add	Height	Pd Far	Pd Near	Bifocal Style	
A d d	R				Trifocal Style	
	L				Progressive Style	
Frame Name					UV	AR Coat
Color		Eye Size	Bridge	Temple		
Special Instructions					Tint	
Bill To:						
Ship to: (please print)						
Dispensing Signature: _____				Date: _____		
Address: _____				Telephone: _____		
City _____		State _____		Zip _____		

Instructions for Completing Rx Form for Safety Eyewear

1. Prescription order forms may be printed directly from the internet or obtained from the Nash Optical Plant by calling **1-888-388-1353**.
2. Employee will take the Rx form to a participating eyecare Professional who will fill out the form. (Employee is responsible for the cost of examination and fitting).
3. Employee returns the Rx form to their unit Purchasing Office for processing.
4. Purchasing Office will fax the order form with P.O. number to the Nash Optical Plant.
The plant's **fax number is 252-459-7400**.
5. Nash Optical will complete the Rx and ship the completed eyeglasses to the eyecare professional for verification.
6. The eyecare professional will contact the employee to come to their office for dispensing of eyewear. (**Note: eyeglasses cannot/will not be shipped directly to employees.**)

If additional information is needed, please call:

Nash Optical Plant
1-888-388-1353

Appendix A

Personal Protective Equipment Appendices

Lens Options & Features:

Safety Lens Prices

Feature	Cost
Single Vision (Glass or Plastic)	\$19.00
Bifocal Flat-Top (25-28mm)	\$29.00
Bifocal Flat-Top (35mm)	\$39.00
Trifocal Flat-Top (7 X 28mm)	\$55.00
Progressive Bifocal	\$90.00
Double Flat-Top Segment	\$80.00

Miscellaneous Lens Options (to be added to Safety Lens price)

Feature	Cost
Polycarbonate Lenses	\$12.00
Hi-Index Lenses	\$70.00
Transitions	\$70.00
Anti-Reflective Coating	\$30.00
Polarized Lenses	\$80.00
Photogray XXX	\$35.00
UV Coating	\$6.00
Tint (Plastic Only)	\$6.00
Polished Edges	\$10.00

Appendix A

Personal Protective Equipment Appendices

Safety Frames:



Hoya650

\$38.00

650 Bm Marble 48-16-140

650 Bm Marble 50-16-145

650 Gray Marble 48-16-140

650 Gray Marble 50-16-145



Attitude 5

(stainless steel)

\$69.00

Attitude 5 Brown 54-18-140

Attitude 5 Gray 54-18-140



Attitude6

(stainless steel)

\$69.00

Attitude 6 Violet 48-16-130

Attitude 6 Brown 48-16-130



Beta

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\$38.00

Beta Gold 56-18-140

Beta Gold 58-18-145

Beta Gold 60-18-145

Beta Gunmetal 56-18-140

BetaGunmetal 58-18-145

Beta Gunmetal 60-18-145

Classic3

\$38.00

Classic 3 Tort 53-18-145

Classic 3 Black 53-18-145



Classic4

(stainless steel)

\$65.00

Classic 4 Tort 52-19-140

Classic 4 Tort 55-19-145

Classic 4 Black 52-19-140

Classic 4 Black 55-19-145



D 490

\$38.00

D490 Black Crystal 54-16-140

D490 Black Crystal 56-16-145

D490 Brown Amber 54-16-140

D490 Brown Amber 56-16-145



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DP 600

(stainless steel)

\$38.00

DP600 Brown 52-18-140

DP600 Brown 54-18-140

DP600 Shiny Silver 52-18-140

DP600 Shiny Silver 54-18-140



DP610

(stainless steel)

\$38.00

DP610 Gray 54-18-140

DP610 Gray 56-18-145

DP610 Brown 54-18-140

DP610 Brown 56-18-145



DP 810

\$42.00

DP810 Brown 49-19-140

DP810 Brown 51-19-145

DP810 Olive 49-19-140

DP810 Olive 51-19-145



EC 550

\$38.00

EC550 GunMetal 54-18-140

EC550 GunMetal 56-18-145

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Reviewed June 2018



EX 550

\$38.00

EX550 GunMetal 54-18-140

EX550 GunMetal 56-18-145

Gamma

\$38.00

Gamma Gold 52-18-140

Gamma Gold 54-18-145

Gamma Gunmetal 52-18-140

Gamma Gunmetal 54-18-145



Rebel

(stainless steel)

\$58.00

Rebel Navy Blue 56-17-135

Rebel Gunmetal 56-17-135



Steel400

(stainless steel)

\$52.00

Steel 400 Gry Matte/Bm Matte 49-19-140

Steel 400 Gry Matte/Bm Matte 51-19-145

Steel 400 Bm Matte/Matte Silver 49-19-140

Steel 400 Bm Matte/Matte Silver 51-19-145



ZT 200

\$38.00

ZT200 Black with Crystal Carrier

ZT200 Black with Smoke Carrier

ZT200 Blue with Crystal Carrier

ZT200 Blue with Smoke Carrier

ZT200 Gray with Crystal

Carrier ZT200 Gray with

Smoke Carrier ZT200

Breakaway Lanyard

ZT200 Purple with Crystal Carrier

ZT200 Purple with Smoke Carrier

ZT200 Camo with Clear carrier

ZT200 CAMO w/tan carrier and
Lanyard

Appendix B

Personal Protective Equipment Appendices



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

PAT MCCRORY
GOVERNOR

ART POPE
STATE BUDGET DIRECTOR

December 5, 2013

MEMORANDUM

TO: Department Heads and Chief Fiscal Officers
All State Departments, Institutions and Agencies

FROM: Art Pope *Art Pope*
State Budget Director

SUBJECT: Safety Shoe Allowance Adjustment

Based on a request from the Division of Safety, Workers' Compensation and Wellness of the Office of State Human Resources, the Safety Shoe allowance for state employees is being adjusted. Effective January 1, 2014, the safety shoe allowance for state employees will increase to \$100 from \$80 per year. It is the intent of this adjustment to ensure that state employees are provided ample opportunity to purchase the proper and necessary safety shoes required by the job for adequate foot protection.

The Office of State Budget and Management and Office of State Human Resources will review the safety shoe reimbursement practice and make adjustment to reflect costs to state employees.

If you have questions, please contact your Budget Analyst at (919) 807-4700.

Appendix C

Personal Protective Equipment Appendices

Department	Foot	Eye	Ear	Head	Hand	Vests/ PFDS	Respiratory Protection
	Shall be worn at all times (No sneakers, tennis shoes, etc.)	Must meet ANSI Z87.1 standard, be kept on person at all times and used in designated areas. All eyewear shall have side shields.	Must be kept on person at all times and used in designated areas *Ear buds and radio ear phones prohibited *	Must meet ANSI Z89.1-2009 standard	Required for chemical use and handling per manufacturer's label and/or safety data sheet recommendations	PFDS shall be worn when working in or around ponds	
Landscape	Treaded sole, leather upper, above or below ankle with closed heel. Must be properly fitted.	Per manufacturers recommendations and/or operating any equipment you swing (e.g., brush axe)	Per manufacturers recommendations and/or operating any machine with a motor with the exception of the Toro equipment without additional attachments (e.g., blower)	Per manufacturers recommendations and/or operating a chain saw, chipper or pole saw or when someone is performing work 6 feet above you (e.g., scaffold, lift) and construction sites	Per equipment or chemical manufacturer's recommendations and in situations that may lead to cuts or scrapes: mostly leather or mechanics gloves	Once you leave gated area.	Nuisance mask suggested when mowing, blowing, weedeating and required per labels of pesticides, herbicides, etc. Fit testing shall be completed for respirator users.
Motor Pool	Treaded sole, leather upper, above or below ankle with closed heel. Must be properly fitted.	When performing work per OSHA regulations (changing fluids, cutting grinding, etc.)	Per manufacturers recommendations and/or operating any machine with a motor with the exception of the Toro equipment without additional attachments (e.g., blower, mower, etc)	Per manufacturers recommendations and/or operating a chain saw, chipper or pole saw or when someone is performing work 6 feet above you (e.g., scaffold, lift) and construction sites	Per equipment or chemical manufacturer's recommendations and in situations that may lead to cuts or scrapes: mostly leather or mechanics gloves	When working within 10 feet of the road or sidewalk, in parking lots and with aerial lifts	Nuisance mask suggested for dust creation activities (changing brakes, etc.)
HVAC	Steel or composite toe. Treaded sole, leather upper, above or below ankle with closed heel. Must be properly fitted.	When performing work per OSHA regulations (welding, removing or replacing ceiling tiles, cutting grinding, etc.) Goggles shall be worn for dust generation type work (cleaning boiler tubes, ect).	In mechanical rooms that require it and per equipment manufacturer's recommendation	When someone is performing work 6 feet above you (e.g., scaffold, lift) and construction sites	Per equipment or chemical manufacturer's recommendations and in situations that may lead to cuts or scrapes: mostly leather or mechanics gloves	When working within 10 feet of the road or sidewalk, in parking lots and with aerial lifts	Nuisance mask suggested for dust creation activities (clean boiler tubes, etc.)
Plumbing	Steel or composite toe. Treaded sole, leather upper, above or below ankle with closed heel. Must be properly fitted.	When performing work per OSHA regulations (snaking a drain, removing or replacing ceiling tiles, cutting grinding, etc.)	In mechanical rooms that require it and per equipment manufacturer's recommendation	When someone is performing work 6 feet above you (e.g., scaffold, lift) and construction sites	Per equipment, chemical or paint manufacturer's recommendations (rubber, nitrile, etc.) and in situations that may lead to cuts or scrapes: mostly leather or mechanics gloves. Rubber gloves shall be worn when working on sanitary sewage or pipes.	When working within 10 feet of the road or sidewalk, in parking lots and with aerial lifts	Nuisance mask suggested for dust creation activities (Removing / replacing ceiling tiles, etc.)

Appendix C

Personal Protective Equipment Appendices

Electric	Steel or composite toe. Must be Electrical hazard (EH) rated for job duties. Treaded sole, leather upper, above or below ankle with closed heel. Must be properly fitted.	When performing work per OSHA regulations (removing or replacing ceiling tiles, cutting grinding, etc.)	In mechanical rooms that require it and per equipment manufacturer's recommendation	When someone is performing work 6 feet above you (e.g., scaffold, lift) and construction sites	Per manufacturer's recommendations and in situations that may lead to cuts, scrapes or arc flashes	When working within 10 feet of the road or sidewalk, in parking lots and with aerial lifts	Nuisance mask suggested for dust creation activities (Removing / replacing ceiling tiles, etc.)
Locksmith	Steel or composite toe. Treaded sole, leather upper, above or below ankle with closed heel. Must be properly fitted.	When performing work per OSHA regulations (cutting grinding, etc.)	In mechanical rooms that require it and per equipment manufacturer's recommendation	When someone is performing work 6 feet above you (e.g., scaffold, lift) and construction sites	Per equipment, chemical or manufacturer's recommendations (rubber, nitrile, etc.) and in situations that may lead to cuts or scrapes: mostly leather or mechanics gloves	When working within 10 feet of the road or sidewalk, in parking lots and with aerial lifts	Nuisance mask suggested when sanding, grinding, removing/ replacing locks, etc.
Carpentry	Steel or composite toe. Treaded sole, leather upper, above or below ankle with closed heel. Must be properly fitted.	When performing work per OSHA regulations (cutting grinding, etc.)	In mechanical rooms that require it and per equipment manufacturer's recommendation	When someone is performing work 6 feet above you (e.g., scaffold, lift) and construction sites	Per equipment, chemical or paint manufacturer's recommendations (rubber, nitrile, etc.) and in situations that may lead to cuts or scrapes: mostly leather or mechanics gloves	When working within 10 feet of the road or sidewalk, in parking lots and with aerial lifts	Nuisance mask suggested when sanding, grinding, removing/ replacing ceiling tiles, etc.
Paint	Steel or composite toe. Treaded sole, leather upper, above or below ankle with closed heel. Must be properly fitted.	When performing work per OSHA regulations (cutting grinding, etc.)	In mechanical rooms that require it and per equipment manufacturer's recommendation	When someone is performing work 6 feet above you (e.g., scaffold, lift) and construction sites	Per equipment, chemical or paint manufacturer's recommendations (rubber, nitrile, etc.) and in situations that may lead to cuts or scrapes: mostly leather or mechanics gloves	When working within 10 feet of the road or sidewalk, in parking lots and with aerial lifts	Nuisance mask suggested when spraying paint, sanding or when dust is being created

Personal Protective Equipment Appendices

Guidelines for Hazard Assessment and Personal Protective Equipment Selection

1. Controlling hazards. PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound work practices and administrative controls.
2. Conduct a walk-through survey of the areas in question. The purpose of the survey is to identify sources of hazards to workers and co-workers.
3. Following the walk-through survey, it is necessary to organize the data and information for use in the assessment of hazards. The objective is to prepare for an analysis of the hazards in the environment to enable proper selection of protective equipment.
4. Analyze data. Having gathered and organized data on a workplace, an estimate of the potential for injuries should be made. Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. The possibility of exposure to several hazards simultaneously should be considered.
5. Selection guidelines. The general procedure for selection of protective equipment is to:
 - (a) Identify engineering controls or work practice changes that could eliminate or reduce the hazard.
 - (b) Become familiar with the potential hazards and the type of protective equipment that is available, and what it can do; i.e., splash protection, impact protection, etc.;
 - (c) compare the hazards associated with the environment; i.e., impact velocities, masses, projectile shape, radiation intensities, with the capabilities of the available protective equipment;
 - (d) select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards; and
 - (e) fit the user with the protective device and give instructions on care and use of the PPE. It is very important that end users be made aware of all warning labels for and limitations of their PPE.
6. Fitting the device. Careful consideration must be given to comfort and fit. PPE that fits poorly will not afford the necessary protection. Continued wearing of the device is more likely if it fits the wearer comfortably. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.
7. Cleaning and maintenance. It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision.

Personal Protective Equipment Appendices

HAZARD ASSESSMENT FOR PERSONAL PROTECTIVE EQUIPMENT

Instructions: Each department shall complete this written hazard assessment of the employee’s workplace to determine required personal protective equipment upon initial hire and upon new job assignments. A copy should be forwarded to the Environmental Health and Safety for review. Environmental Health and Safety will be available to assist departments in completion of the hazard assessment and selection of appropriate personal protective equipment.

Employee: _____ **Job Classification:** _____

Department: _____ **Date:** _____

Eye and Face Protection - appropriate eye and/or face protection is required when employees are in areas where there is exposure to eye and face hazards from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors or potentially injurious light radiation. All eye protection must be ANSI/ISEA Z87.1-2010 approved.

Check the appropriate box for each hazard; provide description of hazard and PPE selected:

Chemicals _____

Dust _____

Heat _____

Impact _____

Light/Radiation _____

Respiratory Protection - appropriate respiratory protection is required when employees are in areas where effective engineering controls are not feasible to protect the health of the employee from harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. All required respirators must be NIOSH/MSHA approved. All employees who wear respirators must participate in the UNCW Respiratory Protection Program. Respirator use must be pre-approved by EH&S.

Check the appropriate box for each hazard; provide description of hazard and PPE selected:

Chemicals _____

Dust _____

Head Protection - appropriate head protection is required when employees are in areas where there is a potential for injury to the head from falling or moving objects or when they are exposed to electrical conductors which could be contacted by the head. All head protection must be ANSI approved.

Check the appropriate box for each hazard; provide description of hazard and PPE selected:

- Burn/Heat _____
- Chemical _____
- Impact _____
- Electric Shock _____

Foot Protection - appropriate foot protection is required when employees are in areas where there is danger of foot injuries due to falling and rolling objects, slip hazards or objects piercing the sole, and where employees are exposed to electrical hazards. All foot protection must be ASTM approved.

Check the appropriate box for each hazard; provide description of hazard and PPE selected:

- Chemicals _____
- Compression _____
- Puncture _____
- Impact _____
- Other _____

Electrical Protective Devices - appropriate electrical protective devices in the form of insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber are required when employees are in areas where there may be exposure to substantial electrical voltage. Arc flash protection including, but not limited to, flame resistant clothing, arc face shield and arc flash hoods must be provided accordingly.

Check the appropriate box for each hazard; provide description of hazard and PPE selected:

- Energized work ≥ 50 volts _____

Hand Protection - appropriate hand protection is required when employees are in areas where their hands are exposed to skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns or harmful temperature extremes. Appropriate gloves are dependent upon the type of chemical contaminant or physical hazard. Special care must be taken when selecting gloves for chemical exposure to assure glove is resistant to the chemical in question.

continued next page

Check the appropriate box for each hazard; provide description of hazard and PPE selected:

Chemicals _____

Burns/Heat _____

Cuts/Abrasions _____

Puncture _____

Hearing Protection - appropriate hearing protection is required when employees are in areas where there is exposure to excessive noise levels. Protection is not required unless the employee's time weighted average exposure exceeds 85 decibels (db) for an 8-hour exposure. However, it is recommended that appropriate hearing attenuators are provided to employees for use in all high noise areas (mechanical rooms, boiler rooms, etc.) as a precautionary measure.

Check the appropriate box for each hazard; provide description of hazard and PPE selected:

High noise area _____

Fall Protection - appropriate fall protection is required when employees are at risk of falling from an elevated position, as a general rule, anytime a working height of six feet or more is reached. Appropriate fall protection must also be utilized at any height when employees are in aerial lifts, powered platforms and similar devices.

Check the appropriate box for each hazard; provide description of hazard and PPE selected:

Working Height \geq 6 feet _____

Aerial lift/similar devices _____

Certification

I certify that the above hazard assessment was performed to the best of my knowledge and ability based on the hazards present on this date (fill in date): _____. I also understand a new assessment must be performed each time an employees' duties change to further assess the need for training and PPE.

Supervisor Name _____ Signature _____ Date _____