

Environmental Health &
Safety
Muncie, IN

Personal Protective Equipment Program



**BALL STATE
UNIVERSITY**

W E F L Y

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Personal Protective Equipment Program

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Personal Protective Equipment Program

A. Purpose and Policy

The purpose of this program is to provide information about personal protective equipment (PPE) that is appropriate to use while performing work duties. This program will address the general PPE used on campus and gives general guidelines to use with all potential PPE used on the campus of Ball State University (BSU).

BSU is committed to the responsibility of providing a work environment that is free from recognized hazards for its employees. Consistent with this duty is the PPE Program, which has been drafted by the Environmental Health and Safety (EHS) Office. The PPE Program will be evaluated and updated on an as needed basis. This program will be made readily available to employees, student employees, union representatives, and any individual representing the Occupational Safety and Health Administration (OSHA).

B. Introduction and Scope

PPE includes clothing, work accessories, and equipment designed to protect employees from work place hazards that may be encountered during a work-shift. PPE must not replace engineering, administrative, and procedural controls for safety. All PPE should be used in conjunction with all of these controls to ensure a safe working environment. Employees and/or students must wear PPE in areas that designate the use of PPE. A supervisor can also instruct employees to wear PPE when potential hazards are encountered with a job function. The EHS Office can assist with evaluating situations for the most appropriate and effective use of PPE.

C. Definitions

Engineering Controls – Controls that isolate or remove the hazard or potential hazard from the workplace.

Eye/Face Protection – Equipment designed to provide protection to the face and eyes during exposure to airborne hazards.

Foot Protection – Equipment designed to provide protection to the feet and toes during exposure to situations with the potential for foot injuries.

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Hand Protection – Equipment designed to provide protection to the hands during exposures to potential hazards to sharp objects.

Hazard Assessment – The process used to identify hazards in the workplace and select appropriate PPE to protect employees from workplace hazards.

Head Protection – Equipment designed to provide protection to the head.

Personal Protective Equipment (PPE) – Specialized clothing or equipment worn or used by an employee for protection against a known hazard.

Respiratory Protection – Special equipment designed to provide protection to the employee from potential inhalation hazards.

D. Responsibilities

It is the responsibility of BSU to provide employees with adequate PPE to safely and effectively perform their job tasks. All PPE that is issued to employees will be at no cost to the employee.

It is the responsibility of the supervisor of each department to provide appropriate PPE to the employee and to ensure that the employee is adequately trained to use the PPE. A supervisor can obtain further assistance from the EHS Office with questions, proper selection, hazard assessments, and training.

E. Program Components

1. Hazard Assessment

For proper selection of PPE in the work area a hazard assessment should be performed to determine all known and potential hazards that may be encountered. The EHS Office can assist with this evaluation. Once the hazard assessment is complete, the next step is to implement the control measures necessary to prevent exposures and injuries.

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2. Head Protection

The most common protective device for the head is a hard hat, which protect the head from impact, penetration, and electrical shock. Head protection is necessary in areas where there is a risk of injury from moving, falling, or flying objects or if the employee is working near high-voltage equipment.

3. Eye and Face Protection

Appropriate eye and face protection should be worn where there is a potential for injury to the eyes or face from particles suspended in air. Eye and face protection should also been worn for toxic chemicals, thermal/radiation hazards, and lasers. Eye and face protection include(s) safety glasses, goggles, face shields and welding helmets.

4. Body Protection

A variety of protective clothing is available to employees that work around hazards such as heat, splashes, impacts, abrasions, acids, and radiation. There are a number of different protective clothing options that include but not limited to laboratory coats, long pants, aprons, coveralls, Tyvek suits, and electrical protective suits. The right body protection depends on the hazards that will be encountered.

5. Hand Protection

Hand protection is necessary when an employee is handling caustic/toxic chemicals, biological substances, electrical equipment, cold or hot materials, and anything that could irritate or burn the skin. Hand protection may also be necessary for materials that have the potential to cut, sprain, puncture, or vibrate. Due to the extensive list of the different type of gloves, it is important to know the hazards of the situation. Unfortunately, not all gloves will cover all the possible hazardous situations an employee may encounter.

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6. Foot Protection

To help protect feet and legs from being injured, employees should wear closed-toed shoes preferably boots and/or approved safety shoes. These types of shoes are designed to reduce injuries from impact, compression, and puncture. In some situations, employees may need to wear foot protection that will protect against static electricity, sparks, electricity, corrosive materials, and oily slippery surfaces.

7. Hearing Protection

When employees are exposed to loud noises above eighty five (85) decibels or greater for an eight (8) hour period of time, hearing protection is required. Hearing protection is mandated for noise ninety (90) decibels and over. The most common types of hearing protection devices used by BSU employees are earmuffs and foam earplugs. For more information please refer to the Hearing Conservation Program.

8. Respiratory Protection

At BSU, respirators are used to prevent exposure to hazardous dust and chemicals. Respirator use requires training and an annual fit test, which is provided by the EHS Office. For more information please refer to the Respiratory Protection Program.

F. Conclusion

This program is designed to provide general information about PPE and the steps to take to reduce injuries. Specific questions about PPE can be submitted to the EHS Office for further evaluation. All PPE should be provided at no cost to the employee while employed at BSU. It is important to wear PPE when it is required and always maintain it in good working condition.