INTRODUCTION (Purpose and Intent):

1. To insure Physical Plant personnel has been trained on the proper use of approved Personal Protective Equipment (PPE), and use such equipment whenever engaged in or exposed to potentially hazardous working conditions.

STATEMENT OF POLICY

1. This policy initiates the correct use of the appropriately approved personal protective equipment whenever there is a potential for exposure, either real or assumed, to hazardous working conditions, or where a hazardous condition exists and a need is indicated for using personal protective equipment to adequately reduce the hazard to its employees, visitors and/or contractors. Department directors or appropriate supervisory personnel are responsible to insure that necessary equipment is provided and used.

A. Personal Protective Equipment

1) The University, specifically the Division of Environmental Health and Safety, will assist and recommend personal protective equipment for the Physical Plant where personnel is exposed to hazards associated with job responsibilities.

B. Head Protection

1) All employees shall be provided with an approved safety hat when exposed to an area or operation where such equipment is necessary to protect the employee from recognized hazards, such as a possible danger of impact from falling or flying objects, striking fixed objects or from contact with an electrical source.

2) Safety hats shall not be altered by drilling or cutting to place name tags or decals.
3) Headline assemblies must be in good repair and should be exchanged whenever they become broken or weakened.

C. Protective Footwear

1) Refer to SPP0004.

D. Eye and Face Protection

1) Approved eye and face protection must be worn whenever warranted by exposure. Some examples of situations where eye and face protection shall be worn are as follows:

a. Arc or gas welding, brazing and cutting.

b. Machining or woodwork which causes flying particles.

c. Using pneumatic tools or power actuated tools.

d. Splashes from molten metals or substances, hot or corrosive liquids, acids and caustics.

e. Power lawn mowers and tree trimmers.

f. Power chippers.

g. Sledging, chipping, hammering, scaling, drilling, grinding, sanding, etc.

h. Where danger of an electrical arc exists.

E. Hearing Protection

1) All employees shall be provided with and required to wear an approved hearing protective device when exposed to noise which exceeds those levels established by the State of Florida.

F. Respiratory Protection

1) All employees shall be provided with and required to wear an approved respirator when exposed to potentially dangerous toxic substances in the workplace.
2) Every consideration will be given to the use of effective engineering controls to eliminate or reduce exposure to respiratory hazards and to comply with OSHA's standard for Respiratory Protection, 29CFR 1910.134.

G. Hand and Body Protection

1) All employees are recommended to use an approved piece of personal protective clothing in those areas of operations where such equipment is necessary to protect the employee from recognized hazards.

2) Special clothing may be required to protect an employee from dust, fire, heat, vapors, moisture and corrosive liquids as well as temperature changes.

Appropriate gloves will be provided and their use required in an area where the employee is exposed to injury to the hands or fingers from material, machinery, heat, chemical, electrical contact, sharp objects, etc.

H. Safety Belts, Nets and Lifelines

Employees required to work in areas where they are exposed to heights and subject to injury from falls shall be provided suitable protection equipment.

III. Personal Protective Equipment

1. The University, specifically the Division of Environmental Health and Safety, will assist and recommend personal protective equipment for Departments and Divisions of the University with personnel exposed to hazards associated with job responsibility.

A. Requisitioning New Personal Protective Equipment

1) It is the responsibility of the Departmental Supervisors to fill out the Personal Protective Equipment Approval Request form and submit it to the Department of Environmental Health and Safety prior to the purchase of any PPE not already approved by Environmental Health & Safety.

B. Job Protective Equipment Survey Form
1) It is the responsibility of each Departmental Supervisor to complete the Job Protective Equipment Survey Form for each job task that would require personal protective equipment and submit this form to the Department of Environmental Health and Safety for approval.

2) The Physical Plant Safety Committee will review the Job Equipment Survey Forms annually to determine any changes or updates.

IV. GUIDELINES FOR DETERMINING APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT

1. Physical Plant employs people in a wide variety crafts, trades and services. Many of these positions need careful evaluation to determine job hazard exposures and safety equipment necessary for protection. The guidelines that follow are used to determine appropriate personnel protection.

2. Eye and Face Protection

A. Any operation that is likely to expose a person's eyes and face to harmful blows, airborne material, excessive brightness, chemical hazards, thermal or irradiation burns requires protective equipment.

1) Hazard examples:

a. Cutting action of flying chips
b. Airborne dirt and debris
c. Flying particles from cutting tools
d. Sparks
e. Harmful rays, bright light
f. Molten metal
g. Chemical splash
h. Heat
i. Glass breakage
2) Operation examples:
   a. Grinding
   b. Acetylene burning, cutting, welding
   c. Chemical handling
   d. Chipping
   e. Electric arc welding
   f. Furnace and boiler operations
   g. Laboratory work
   h. Machining
   i. Lathe operation
   j. Drill press
   k. Power saws, jointers, planners, etc.
   l. Use of acid or caustic cleaning agents
   m. Pesticide handling

3. Head Protection

   A. The worker's head must be protected against impact blows, flying particles and falling objects.

   1) Hard Hat examples:
      a. Beneath work areas where articles are likely to fall or be dropped.
      b. Construction sites
      c. Low areas where workers may bump their heads.
      d. Demolition sites.
4. Hearing Protection

A. Exposure to noise levels exceeding the time and level in the following table will require use of ear protective equipment.

<table>
<thead>
<tr>
<th>Duration per day</th>
<th>Sound level dBA*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>Slow response</td>
</tr>
<tr>
<td>8</td>
<td>90</td>
</tr>
<tr>
<td>6</td>
<td>92</td>
</tr>
<tr>
<td>4</td>
<td>95</td>
</tr>
<tr>
<td>3</td>
<td>97</td>
</tr>
<tr>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>1-1/2</td>
<td>102</td>
</tr>
<tr>
<td>1</td>
<td>105</td>
</tr>
<tr>
<td>1/2</td>
<td>110</td>
</tr>
<tr>
<td>1/4 or less</td>
<td>115</td>
</tr>
<tr>
<td>Less than 1 second</td>
<td>Impulse or impact noise</td>
</tr>
</tbody>
</table>

*dBA - Sound level measurements on A scale of sound level meter.

5. Respiratory Protection

A. When it is not feasible to render the environment completely safe, it is necessary to protect employees from contact with airborne contaminants.

1) Hazard examples:
   a. Dusts
   b. Fumes
   c. Vapors
   d. Smoke
   e. Mists
   f. Gases

2) Operation examples:
   a. Spray painting
b. Fogging

c. Sanding

d. Grinding

e. Chemical and solvent handling

f. Pesticide application

g. Tunnel and sewer work

6. Foot Protection

A. Worker's feet should be protected with proper shoes where there is any possibility of injury from dropping and falling of heavy items, or operation of equipment. Where there are slippery conditions, shoes with skid resistant soles should be worn.

1) Hazard examples:

a. Dropping of tools

b. Falling crates, boxes, pipe, etc.

c. Struck by equipment

d. Wet or greasy floors

2) Operation examples:

a. Shop operations

b. Material handling and moving

c. Construction

d. Grounds equipment operations

7. Clothing

A. Workers exposed to hazardous liquids, abrasive or bumping actions, hazardous airborne materials, temperature extremes or other items likely to cause bodily damage shall be provided with proper protective clothing, including suits, aprons, jackets, sleeves, gloves and footwear.
1) Hazard examples:
   a. Wounds
   b. Abrasions
   c. Bruises
   d. Chemical burns or irritants
   e. Sparks or molten liquids
   f. Electrical shock
   g. Radiation exposure
   h. Extreme heat or cold

2) Operation examples:
   a. Bodily contact with equipment in motion
   b. Pesticide handling
   c. Handling of spills and leaks
   d. Use of solvent cleaning agents
   e. Acids and caustics handling
   f. Welding, cutting and brazing
   g. Molten metal exposure
   h. Working with energized circuits

8. Safety Harnesses, nets and lifelines

   A. Workers subject to fall from heights shall be provided with suitable safety belts, nets and lifelines.

   Hazard examples:
   a. Heights other than normal ladder usage
2) Operation examples:

a. Roof work
b. Building ledge work
c. Scaffolding

R. D. Paradise, Director
Physical Plant

Date
5/10/99

(A:\spp0003.doc)