



PPE



- iii. Examples of tasks and operations where a hard hat is required include, but not limited to:
  - 1. Construction sites.
  - 2. Spaces where there is insufficient room to stand upright or where low hanging obstacles are present.
  - 3. Working in the proximity of an operating overhead crane/hoist or other piece of overhead operated equipment.
  - 4. When working at a location that requires the use of hard hats.
- iv. Accessories, such as winter liners and chinstraps, shall be provided as conditions warrant.
- v. Hard hat suspensions and sweatbands should be cleaned regularly with mild detergent and inspected for damage.
- vi. Hard hat suspensions shall be changed if there are signs of wear and tear.
- vii. Stickers, labels, tape and any other adhesive objects shall not be placed on a hard hat unless authorized.

5. Slip-on toecaps are appropriate protection for guests, contractors and/or vendors that need access to the designated areas.

e. **Hand Protection**

- i. Proper PPE shall be used if employees are exposed to hazards including but not limited to:

1. Abrasive and sharp edges and surfaces
2. Chemicals
3. Heat
4. Vibration
5. Medical emergencies

- ii. Types of hand protection:

1. Gloves
2. Barrier Creams
3. Hand pads
4. Finger shields
5. Tapes

- iii. Cut resistant gloves for use when working with sharp objects using a knife

- iv. Cut resistant gloves for use when working with sharp objects such as metals, woods to prevent further injury.

- f. **Restrictions** - Gloves should not be used while working on rotating or moving equipment that can catch the glove and pull it and the employee's hand into hazardous areas.

- g. **Protective Clothing** - Additional hazards or environmental exposures may require employees to wear protective clothing including but not limited to:

- i. Arm Sleeves
- ii. Wristlets
- iii. Protective suits

- vii. Reflective Vests - Class II vests (working on roads with speed limits between 25 – 40mph) or Class III vests (working on roads with speed limits over 40 mph)
- viii. Fire rated (FR) protective clothing will be required when working on electrical panels where arc flash is a hazard (per FNPA 70E).

6. **VISITORS & OTHER PERSONNEL** - Visitors, contractors (personnel not under the direct supervision of the College), and other personnel will be required to comply with all administrative controls and PPE requirements specified in this policy.
7. **POLICY EVALUATION** - The HR Environmental Health and Safety Specialist will conduct periodic evaluations of the workplace to ensure that the provisions of this policy are being implemented. The evaluation will include regular consultations with employees who utilize PPE, their supervisors, site inspections and review of records. Identified problems will be noted and addressed by the HR Environmental Health and Safety Specialist. These findings will be reported to management, and the report will list plans to correct deficiencies and target dates for the implementations of those corrections.
8. **DOCUMENTATION AND RECORDKEEPING** - Copies of training will be retained. These records will be updated as new employees are trained and as existing employees receive refresher training. Training records shall be maintained at the affected department and in the HR Office.
9. **POLICY REVIEW AND UPDATE**