

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

1.0 PURPOSE

The Indiana University (IU) Personal Protective Equipment (PPE) program is to:

- 1.1 Describe the hazard assessment process used to determine personal protective equipment needs for each task or job description
- 1.2 Clarify the university's roles and responsibilities in providing PPE to employees
- 1.3 Reduce or eliminate employee injuries through compliance with PPE requirements
- 1.4 Provide employees with information on obtaining appropriate PPE
- 1.5 Comply with Indiana Occupational Safety and Health Act (IOSHA) and other applicable state and federal regulations

2.0 REGULATORY REFERENCE

IOSHA 29 CFR 1910.132, Personal Protective Equipment

3.0 SCOPE

This program is applicable to all Indiana University employees. A "university employee" is defined as any individual who receives compensation from the university for work performed. It includes part-time and hourly employees. Per IOSHA, the program covers protection for eyes, face, head, and extremities, protective clothing, and respiratory protection. Respiratory protection and hearing conservation are defined in greater detail in specific Indiana University programs. Per IOSHA, PPE shall be provided by the university and used and maintained by the employee.

4.0 ELEMENTS OF THE PROGRAM

4.1 Job Hazard Analysis

The Job Hazard Analysis (JHA) will be performed based on IOSHA's 1910 Subpart I, Appendix B, and Non-Mandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection. Categories of hazards to be addressed are:

- 4.1.1 Impact
- 4.1.2 Penetration
- 4.1.3 Compression
- 4.1.4 Chemical
- 4.1.5 Heat
- 4.1.6 Harmful Dust
- 4.1.7 Light (Optical) Radiation
- 4.1.8 Drowning
- 4.1.9 Falling

IOSHA's job hazard assessment guidelines are included in Appendix B1.

4.2 Controlling Hazards

Personal protective equipment should not be used alone to protect employees from the hazards identified by the job hazard analysis. Engineering controls should always be the prime means of protection where feasible. Administrative controls, such as Standard Operating Procedures, should also be used. Both engineering controls and administrative controls are preferred, as they can protect all employees in the area, whereas PPE protects only the employee using it.

4.3 Selection of PPE

Once the job hazard analysis has been completed and specific PPE requirements have been determined, selection of each item of PPE should be made in such a manner that the PPE will protect the specific employee. "One size does NOT fit all." It is the employer's responsibility to ensure that the selections are adequate to provide for the needs of all employees.

4.4 Maintenance of Personal Protective Equipment

Each employee will properly maintain his/her PPE. This includes appropriate sanitation of the equipment, routine maintenance of the equipment, and notifying the supervisor when PPE needs replaced. PPE provided by the university is to be used only when working at the university. If such PPE is used outside the scope of employment, the employee is responsible for costs associated with maintenance and repair of the PPE.

5.0 ADMINISTRATION/COMPLIANCE/RESPONSIBILITIES

5.1 Administration and Responsibilities

The PPE program is administered by the Office of Environmental, Health, and Safety Management (EHS). This includes maintaining the written program, performing and documenting all job hazard analyses, determining the PPE required for each job, and making recommendations to each individual department for PPE selection.

Individual departments, both academic and administrative, are responsible for providing employees with the PPE defined by the JHA.

Employees are responsible for using the assigned PPE as trained and maintaining the PPE in good condition.

5.2 Compliance

All Indiana University employees shall comply with the requirements of this program. Departments shall provide the required PPE to affected employees. Employees shall use and maintain all required PPE. Failure to do so may result in disciplinary action. Failure of supervisors to enforce PPE use may also result in disciplinary action.

6.0 REQUIRED TRAINING AND RECORDKEEPING

Certain types of PPE, including respirator use and hearing conservation, have specific training requirements and these are addressed in those specific programs.

For most PPE it is the responsibility of the individual supervisor to provide training. Training must include a discussion of the specific job hazards, the PPE required, and how to use and maintain that PPE. Training must occur, and the employees demonstrate an understanding of the PPE before being allowed to work under hazardous conditions. Retraining will be required at any time the job hazards change (i.e., the employee's work assignments change), whenever the employee fails to properly use the PPE, or when the type of PPE changes.

EHS can provide additional training, such as eye safety, hand safety, etc. when requested.

All training shall be documented and entered into the EHS training database. All job hazard analyses shall be documented in the job hazard analysis database.

APPENDIX A: DEFINITIONS

Administrative Controls: Methods of controlling employee exposure to hazards by means of written operating procedures or work scheduling.

Engineering Controls: Methods of controlling employee exposure to hazards by modifying the source or reducing the quantity of contaminant released into the work environment.

Hazard Assessment: A structured study of hazards in the work place.

Impact: Workplace hazards resulting from flying fragments, objects, sand, dirt, etc.

Job Hazard Analysis: An analysis of hazards in the work place, evaluating the nature of the hazard, the probability of an accident or exposure, and the consequences of the event.

Personal Protective Equipment: Devices worn by the worker to protect against hazards in the work environment. Examples are gloves, safety shoes, safety eye wear, hard hats, hearing protectors, and respirators.

APPENDIX B: SPECIFIC PROCEDURES

This section can be used for procedures that pertain to the use of specific PPE items or situations.

Appendix B1: IOSHA Hazard Assessment Summary

Summary of IOSHA Hazard Assessment (1910 Subpart I Appendix B Summarized)

Note: Refer to IOSHA Standard for actual text.

Assessment Guidelines:

- B1.1 Conduct a walk-through survey of areas in question
- B1.2 Identify sources of hazards to workers and co-workers
- B1.3 Consider basic hazard categories
- B1.4 Impact
- B1.5 Penetration
- B1.6 Compression
- B1.7 Chemical
- B1.8 Heat
- B1.9 Harmful dust
- B1.10 Light (optical) radiation
- B1.11 Observe:
 - B1.11.1 Sources of motion – machinery or processes where movement of tools or personnel could result in a collision
 - B1.11.2 Sources of high temperatures that could result in burns, eye injury, or ignition of protective equipment
 - B1.11.3 Types of chemical exposure
 - B1.11.4 Sources of harmful dust
 - B1.11.5 Sources of falling objects
 - B1.11.6 Sources of sharp objects
 - B1.11.7 Sources of rolling or pinching objects
 - B1.11.8 Layout of workplace and location of coworkers
 - B1.11.9 Electrical hazards
- B1.12 Review injury/accident/incident data
 - B1.12.1 Organize and analyze data
 - B1.12.2 Type of risk
 - B1.12.3 Level of risk
 - B1.12.4 Seriousness of potential injury
- B1.13 Multiple simultaneous hazards

Selection Guidelines:

- B1.14 Review hazards vs. properties of PPE
- B1.15 Select PPE which ensures a level of protection greater than the minimum required to protect employees from hazards
- B1.16 Fit the user with PPE and gives instructions on care and use of PPE
- B1.17 Ensure PPE is comfortable and fits the individual

Appendix B2: Safety Eyewear Program at IU Bloomington

Indiana University Safety Eyewear Program

Applies to: All employees of Indiana University
Date issued: 9/30/99
Revised: 3/15/04
Revised: 12/12/06

This revision supersedes all previous eyewear policies issued by Indiana University.

Program Objective:

1. To comply with the Indiana Occupational Safety and Health Administration (IOSHA) regulations covering use of safety eyewear by employees at risk of eye injury.
2. To provide a safe and healthful workplace for Indiana University employees.

Indiana University Office of Environmental, Health, and Safety Management (EHS) will perform IOSHA-compliant job hazard analyses for each employee job description. The job hazard analysis will determine the need for safety eyewear for that job.

Safety eyewear may be safety glasses, goggles, face shields, welding masks, or other unique protection appropriate to the job. Eyewear may be either non-prescription or prescription as needed by the employee to safely perform the job.

When the job hazard analysis indicates the need for safety eyewear for a job, the employee shall wear the appropriate safety eyewear at all times when performing that job. Supervisors have the responsibility of ensuring that employees comply with this requirement. Failure to comply can result in formal disciplinary action for employees and/or supervisors.

Safety eyewear shall be selected as follows:

1. To meet the requirements of IOSHA, as stated in 29 CFR 1910.133, and Subpart I, Appendix B and other relevant IOSHA regulations.
2. To adequately protect against eye injury hazards, as determined by the EHS-performed job hazard analysis.
3. Employee preference among standard IU-approved choices.

Prescription safety eyewear shall meet the same selection criteria as for non-prescription eyewear. For safety glasses, this means the inclusion of side protection via removable side shields or side shields as an integral element of the frame design.

Provision of Safety Eyewear:

Safety glasses, goggles, face shields, welding masks and/or other face protection will be provided at the employee's department's expense when:

1. The OEHS job hazard analysis indicated the need for safety eye protection
2. When an employee to be working in an eye-risk job is initially hired
3. When the safety eyewear of a qualifying employee becomes seriously damaged or lost due to their use on the job

Prescription safety glasses will be provided when:

1. Use of prescription eyewear is necessary for the employee to safely and reliably perform the job
2. Use of safety glasses or other eyewear over the employee's prescription glasses is not feasible

Prescription safety glasses will be obtained at the employee's department's expense:

1. With a current valid lens prescription
2. When the employee is initially hired
3. When the employee's prescription safety eyewear is seriously damaged or lost due to their use on the job
4. When the employee's eyewear prescription changes significantly as indicated by a licensed optometrist or other qualified professional
5. After two years without a change in the prescription
6. When the employee's job changes to include eye-risk jobs or an EHS job hazard analysis indicates a change in safety eyewear requirements for that job

Obtaining Safety Eyewear:

Non-prescription safety eyewear may be obtained through the employee's department so long as it meets the IOSHA criteria.

Eye examinations may be obtained from the Indiana University School of Optometry or other qualified provider. Note; Effective January 1, 2004, each employee covered by IU Healthcare Plans is entitled to one eye examination per year with applicable co-payment. Since plan provisions periodically change, it is necessary to check with the health plan provider for terms of the coverage. The affected employee is otherwise responsible for payment of the eye examination fee.

Prescription safety eyewear will be obtained from the IU School of Optometry. For prescription safety eyewear, the following process must be used and the attached request form must be used:

1. EHS performs job hazard analysis (these have been completed for most job descriptions); analysis indicates need for safety eyewear
2. Manager/supervisor determines from the JHA which employees require safety eyewear
3. If non-prescription eyewear is appropriate, manager procures eyewear for employee. Note: employee must participate in selecting eyewear to ensure good fit and comfort
4. If prescription eyewear is needed, manager completes request form, including billing information and signature, then forwards form to the EHS PPE coordinator for verification and signature
5. The EHS PPE coordinator maintains records of all requests for prescription eyewear tied to the EHS job hazard analysis
6. The EHS PPE coordinator approves request if JHA on file supports the need for safety eyewear and meets the "provision of safety eyewear" criteria stated above
7. Request is returned to manager/employee
8. Employee takes signed form to optometry clinic to obtain eyewear. Employee may choose from several styles of approved safety eyewear

Safety Eyewear Option Available to Employee:

If the employee's job duties warrant tinted lenses (such as working outdoors in bright sunlight, or indoors under specific lighting conditions), the department may specify tinted lenses, and EHS will work with the optometry clinic to select the appropriate tint color and intensity.

This option must be approved by EHS indicating that the option does not interfere with or impair the employee's corrected vision and thus does not constitute an additional safety risk.

If the option is deemed by the manager and EHS to be critical to the employee's job performance, the option will be paid for by the department. Otherwise, options and any other additional costs will be borne by the employee.

Responsibilities:

Responsible Party	Responsibility
EHS	<ul style="list-style-type: none"> • Perform job hazard analyses for all jobs/tasks, assessing eye injury hazards. • Provide managers with information on acceptable non-prescription eyewear, updating periodically. • Provide IU School of Optometry with safety criteria and acceptable features of prescription eyewear. • Maintains JHA database and database of prescription eyewear approvals. • Update safety eyewear policy as needed.
Department Managers, Supervisors	<ul style="list-style-type: none"> • Be cognizant of JHA requirements for wearing safety eyewear for all employees as appropriate. • Enforce policies requiring employees to wear safety eyewear. • Assure that appropriate and adequate safety eyewear is available to all employees in need. • Replace safety eyewear as appropriate. • Complete request form for prescription glasses; provide billing information, etc.
IU Optometry clinics	<ul style="list-style-type: none"> • Provide employee eye exams as requested and consistent with IU policy. • Provide selection of safety eyewear as approved by EHS. • Provide prescription eyewear to employees with approved requests. • Ensure that eyewear provided is designed to fully protect employee, and that eyewear fits employee comfortably and appropriately.
Employee	<ul style="list-style-type: none"> • Wear protective eyewear at all times when performing at-risk job. • Care for and maintain eyewear. • Request replacement of safety eyewear that has been seriously damaged or lost while working on job. • Replace safety eyewear lost or damaged when worn outside of job at employee's expense. • Work amicably with personnel at IU Optometry clinics when requesting eye examinations or safety eyewear.

**Request for
Prescription Safety Eyewear**

Indiana University Prescription Safety Eyewear Information

Employee Name: _____

Employee Job Title/Job Description: _____

Is authorized to:

- A. Receive new prescription safety eyewear:
 - a. Safety glasses
 - b. Safety sun glasses
 - c. Safety goggles

Note: the IU Optometry clinic does not provide prescription safety goggles or prescription welding masks, laser safety glasses, or other specialized safety eyewear.

- B. Have existing safety eyewear repaired

Job Hazard Assessment completed by EHS? Yes No
Side Shields: Permanent _____ Removable _____

If tint option is requested, provide rationale: _____

Billing Information:

Department: _____

Account Number: _____ Sub Account Number: _____
Object Code (4565 Default) _____ Sub Object Code: _____

Approvals:

Supervisor's Name (please print)	Title
_____	_____

Supervisor's Signature	Date	Phone #
_____	_____	_____

OEHSM Signature	Date
_____	_____

Comments: _____

Instructions for Requesting Prescription Safety Eyewear and Completing Request Form

All departments and employees covered by the Indiana University Safety Eyewear Program must use this form to request prescription safety eyewear. The Indiana University School of Optometry will not issue eyewear without a completed form.

The purpose of the form is to:

1. Verify that a job hazard analysis has been completed and safety eyewear is required for the job
2. Provide departmental account information for billing purposes
3. Assist in tracking safety eyewear issued to employees

To complete the form:

1. Supervisor to provide employee and billing information and appropriate department signatures
2. Form must be legible. Please print clearly.
3. Provide employee's name as officially listed with the university
4. Select and circle Section IA or IB as appropriate. For IA, new glasses, select a, b, or c. If b or c is selected, complete "describe options" section
5. Indicate whether a JHA has been completed or not
6. Include billing information and approval signatures
7. Forward completed form to IU EHS
8. 1514 E. Third Street, Bloomington, IN 47405
9. Attention: Safety Eyewear Program Coordinator

10. Safety eyewear program coordinator will verify that a JHA has been performed and is current. If not, he/she will schedule and perform a JHA before approving request
11. Safety eyewear program coordinator will approve form
12. Make copy of form for EHS records
13. Return original form to employee's manager

14. Employee's manager will forward form to employee (maintaining any desired copies)

15. Employee will schedule appointment for eye exam, if needed, and for obtaining eyewear with the IU School of Optometry

16. Employee will meet with IU School of Optometry personnel to select eyewear and have same properly fitted

Note: Any employee may purchase safety eyewear, whether required by job hazards or not. In this case, the employee will be responsible for all costs.

Appendix B4: Safety Shoes Procurement:

Note: Indiana University must provide employees with appropriate safety shoes when indicated by the job hazard analysis. The actual procurement of safety shoes may be handled differently in different departments. This section may be used for a given department to document its process.

APPENDIX C: FORMS, LINKS TO FORMS, (if applicable)

Prescription Safety Eyewear Request Form:

www.ehs.indiana.edu

APPENDIX D: ADDITIONAL REFERENCES AND RELATED PROGRAMS, (if applicable)

Indiana University Hearing Conservation Program

Indiana University Respiratory Protection Program

IOSHA 29 CFR 1910 Subpart I Appendix B, Non-mandatory Compliance Guidelines for
Hazard

Assessment and Personal Protective Equipment Selection