



Personal Protective Equipment Plan

Florida Institute of Technology (Florida Tech)
Environmental Health & Safety (EHS)
150 W University Blvd, Melbourne, FL 32901
Email: ehs@fit.edu
Website: <https://www.fit.edu/office-of-environmental-health-and-safety/>

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Revision History

Revision Number	Revision Date	Revised By	Description of Change
00	TBD	Juliette Jones	Initial creation and implementation.
01	June 2, 2020	Juliette Jones	Heading modification

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Introduction

Florida Tech is committed to providing a safe and healthful environment for all employees, students, and visitors.

Every day work hazards include but are not limited to chemicals, sharp edges, flying objects, sparks, dust, falling objects, and noise. OSHA requires protection of employees from these hazards. The preferred methods of protection include engineering controls, work practice and administrative controls. Examples of these include putting up barriers to prevent access to a hazard or operating loud machinery at times when there are no employees on site.

When these methods are inadequate or unfeasible for protection, personal protective equipment (PPE) must be provided to workers by their employer. PPE include eye protection, gloves, lab coats, hard hats, hearing protection, respirators, foot protection, and full body suits. Hearing protection and respirators are covered under Florida Tech's Hearing Conservation Plan, and Respiratory Protection Plan; other areas for PPE fall under the Chemical Hygiene Plan, Radiation Safety and Bloodborne Pathogen Plan.

This Plan has been developed in accordance with the regulations set forth in the [Occupational Safety and Health Administration's \(OSHA\), 29 CFR 1910.132: Personal Protective Equipment](#).

Responsibilities

Environmental Health and Safety (EHS)

- Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE when needed.
- Periodically re-evaluating the suitability of previously selected PPE when needed.
- Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

Department Leads/Employee Supervisors

- Conducting hazard assessments to determine the presence of hazards which necessitate the use of PPE.
- Selecting, purchasing, and providing appropriate PPE and making it available to employees.
- Reviewing, updating, and conducting PPE hazard assessments whenever a job changes, new equipment is used, there is an accident, it is requested by a supervisor or employee, or at least annually.
- Maintaining records on PPE assignments and training.
- Maintaining records on hazard assessments.
- Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
- Ensuring that PPE training certification and evaluation forms are signed and given to EHS.
- Ensuring that employees properly use and maintain their PPE and follow Florida Tech's PPE plan rules.
- Notifying EHS when new hazards are introduced or when processes are added or changed.
- Ensuring that defective or damaged PPE is immediately disposed of and replaced.

Employees

- Properly wearing PPE as required.
- Attending required training sessions.
- Properly caring for, cleaning, maintaining and inspecting PPE as required.
- Following Florida Tech's PPE plan and rules.
- Informing the supervisor when PPE needs repair or replacement.

Hazard Assessment

Before selecting proper PPE, a work area should be assessed for physical and health hazards. This process is called hazard assessment. Physical hazards include moving objects, electrical connection, extreme and fluctuating temperatures, high intensity lighting, rolling objects, pinching objects, and sharp edges. Health hazards include acute and chronic exposure to chemicals, dust, biologicals, and radiation.

Hazard assessments will be conducted by the department heads and/or supervisors. A Hazard Assessment Form (see Appendix A-1) will be used to determine what occupational hazards are present. The form includes the person's name performing the assessment, location of assessment, and the date of assessment. These forms will be stored in the office of assigned department heads and/or supervisors. EHS can assist supervisors/department heads with hazard assessment and training as requested.

Hazard assessments must be reviewed/audited/performed whenever a job changes, new equipment is used, there is an accident, or at least annually.

Selection of Appropriate PPE

Once the hazards of a workplace have been identified, the supervisors/department heads will determine if the hazards can first be eliminated or reduced by methods other than PPE such as engineering controls.

If such methods are not adequate or feasible, the supervisors/department heads will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the PPE regulations, as follows:

- Eye and Face Protection: ANSI Z87.1 (USA Standard for Occupational and Educational Eye and Face Protection)
- Head Protection: ANSI Z89.1
- Foot Protection: ANSI Z41.1
- Hand Protection: there is no ANSI standard for gloves, but OSHA recommends that selection be based upon the tasks to be performed and the performance and construction characteristics of the glove material. For protection against chemicals, glove selection must be based on the

chemicals encountered, the chemical resistance and the physical properties of the glove material.

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by Florida Tech at no charge. Careful consideration will be given to the comfort and proper fit of PPE to ensure that the right size is selected and that it will be used. In situations where multiple PPE are required, they will be checked for mutual compatibility before selection.

Training on Proper Use of PPE

Employees required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented using the PPE Training Form (Appendix A-2) and kept on file with department heads/supervisor. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using. The need for retraining will be indicated when:

- an employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- new equipment is installed
- changes in the work place make previous training out-of-date
- changes in the types of PPE to be used make previous training out-of-date

Maintenance of PPE

It is important that all PPE be kept clean and properly maintained. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. PPE should be properly stored when not in use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.


Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

Defective or damaged PPE will not be used and will be immediately taken from use for repair or discarded and replaced. Improperly fitted, defective, and damaged PPE will provide no protection from hazards.

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

Appendix

Hazard Assessment Form

			
PERSONAL PROTECTIVE EQUIPMENT			
HAZARD ASSESSMENT			
Date of Hazard Assessment:			
Person Performing Hazard Assessment:			
Location of Job	Task/Position	Hazards	PPE Required

PPE Training Form

PERSONAL PROTECTIVE EQUIPMENT:

PPE TRAINING FORM

PERSON(S) PERFORMING TRAINING SESSION: _____

DATE(S) OF TRAINING: _____

FULL NAME OF EACH EMPLOYEE TRAINED: (or attach list)

SUBJECT(S) OF TRAINING:

ITEMS COVERED DURING TRAINING:

___ When PPE is necessary

___ What PPE is necessary

___ How to properly put on, take off, adjust, and wear PPE

___ Limitations and useful life of the PPE

___ Proper care, maintenance, replacement, and disposal of PPE

___ Other, please specify:

METHOD OF TRAINING:

EMPLOYEE UNDERSTANDING OF TRAINING WAS DEMONSTRATED BY: _____

EMPLOYEE ABILITY TO USE PPE WAS CONFIRMED BY: _____