

UNIVERSITY OF MAINE AT PRESQUE ISLE

181 Main Street  
Presque Isle, Maine 04768

## Personal Protective Equipment Policy

Written 2010  
In Compliance With Federal OSHA Regulations

Purpose:

To better protect our personnel from occupational hazards in the areas of safety and health.

Objective Primary Hazard Identified:

OSHA has determined that workers involved in a wide range of occupational jobs are exposed to a significant risk of death or injury from various objects in the workplace. Employers are expected to protect employees who could be injured by workplace hazards.

## Workplace Hazard Assessment

Procedure – Each department using machines/equipment, involved in processes or material/substance handling is responsible for conducting a job hazard assessment. This effort is to be a co-effort involving workers and supervisors.

### Content Items Include

Section A	Gloves
Section B	Eye Protection
Section C	Hearing Protection
Section D	Respirator Protection
Section E	Safety Harness or Lanyard
Section F	Seat Belts / Shoulder Harness
Section G	Head Protection
Section H	Foot Protection / Leg Protection

### Enforcement:

Failure to comply with personal protective equipment policies will be subject to progressive disciplinary actions as outlined in the Employee's Union Contract.

## **Section A – Gloves**

### **Coverage**

Every employee assigned to FM shall use protective gloves in the following situations:

- When coming into contact with or working around human body fluids including blood, vomit, etc.
- When cleaning bathrooms, water fountains, sink traps, etc.
- When handling recyclable material including including glass or plastic containers, tin and aluminum cans, paper and carton containers, etc.
- During rubbish or trash pickups.
- When handling extreme hot or cold temperatures.
- When handling solvent and other identifiable toxic substances.
- When lifting or carrying heavy objects or any item that may have sharp edges.

### **Issuance:**

Appropriate protective gloves are available from the shift supervisor where hand protection is required. It is the staff member's responsibility to obtain the proper protective hand wear from his/her supervisor as needed, and replace as needed.

### **Types currently being used:**

- Heavy duty work gloves (long arm protection type)
- Latex gloves
- Utility (general duty type) rubber gloves
- Miscellaneous

### **Maintenance**

Each employee issued gloves is responsible for their care, maintenance and daily inspection.

## **Section C – Eye Protection**

Every employee assigned to FM shall use protective eyewear in the following situations:

- Working on stationary machines or equipment.
- Working with portable power hand tools.
- Pouring or transferring chemicals (solvents, etc.)
- Working while looking up (painting ceilings, fixing ceiling grid, etc.)
- Using hand tools for the purpose of impact, cutting, etc.
- Using toxic substances such as mastics, acids, etc.
- Using powdered actuated tools.
- Blowing compressed air with a nozzle.
- Job types in which the eyes might be in danger.
- Driving or riding on powered lawn cutting equipment including hedge trimmers and weedwackers.
- Operating chainsaws, including those assisting. Your hardhat should have a face shield attached.
- Breaking up concrete, rock, hardtop, etc., with hand tools.
- Pouring and using chemicals. If glasses are used, they should have side shields when there is the possibility of flying chips, etc., from the side.

### **Issuance**

Protective eye gear is available from the shift supervisor in two forms: safety glasses and goggles. It is each staff member's responsibility to obtain the proper protective eyewear from his/her supervisor. All eye protection issued must be ANSI approved.

### **Replacement**

All employees are provided with safety eyewear at the time of employment. If lost or damaged, the employee is to notify his/her supervisor and obtain a replacement. Types being used are currently:

- Spectacle type with side shields
- Chemical slash goggles
- Full face shields
- General use goggles

### **Maintenance**

Each employee issued eye protection is responsible for the care, maintenance and daily inspection of eye protection.

## **Section C – Hearing Protection**

### **Coverage**

Every employee assigned to FM shall use hearing protection in the following situation and/or when appropriately needed:

- When using any machine or piece of equipment with an 85 dB or higher reading.
- Using powered actuated tools (hammer, drills, etc.)
- On all riding lawn equipment.
- Operating chainsaws, leaf blowers, and chipper machines (including those assisting).
- Wet vacs
- Brush clipper, string trimmers, post hole diggers, etc.
- Stump grinders.

### **Issuance**

Ear plugs or muffs are available from the shift supervisor where hearing protection is required. It is the staff member's responsibility to obtain the proper protection from his/her supervisor.

### **Requirement**

Wherever equipment is labeled *Hearing Protection Required*; the employee must use protection.

### **Maintenance**

Each employee issued hearing protection is responsible for the care, maintenance and daily inspection of the equipment.

NOTE: Under our UMPI hearing conservation program, hearing protection is mandated.

## **Section D – Respirator Protection**

### **Coverage**

Every employee assigned to FM shall use approved (suited for a particular task) respirator protection in the following situations:

- When working in any environment where there is recognized high concentration of harmful foreign matter in the air.
- Any type of spray painting or ceiling applications.
- As recommended for personnel directly working around asbestos, not removal.
  1. Nonsense masks (NIOSH Standard 42 CFR Part 84) are allowable when non-oil, dusts and mists are in low concentration.

### **Medical Clearance**

Before an employee can use an air-purifying respirator, they must have been granted in writing medical qualification clearance from a physician. This clearance must be documented with the appropriate UMPI offices.

### **Fit Testing (qualifying)**

Before an employee can use an AP respirator they must be fit tested by a qualified person. This testing must be documented with the appropriate UMPI offices.

### **Insurance**

Respirators with appropriate filters and/or cartridges for specific tasks are available from the shift supervisor. Face piece sizes vary and must be fitted for each individual. Respirators are not to be worn over beards since a proper seal is not possible.

*Supervisors* - Make sure no one uses an air-purifying respirator unless they have medical clearance and fit testing.

### **Maintenance**

Employees issued respirator protection are responsible for their care, maintenance and daily inspection.

## **Section E – Safety Body Harnesses and Lanyards**

### **Coverage**

Every employee assigned to FM shall use approved safety equipment, which protects workers from injury due to falling in the following situations:

- On a roof edge doing maintenance, including the changing of floor lights, etc.
- When a workers feet are 6 feet or more above the ground floor level.
- When on building roof edges trimming or pruning trees or shrubs.
- When in trees trimming, pruning or cutting limbs.

### **Issuance**

Approved harnesses and lanyards are available from the shift supervisor. When issued, special note should be taken to insure proper fit for each individual employee.

OTE: Belts are no longer allowed, only body harnesses.

#### **Types currently being used:**

- Body Harness (OSHA 1926.502 – ANSI A10.14)
- Shock Absorbing Lanyards (OSHA 1910.66)

### **Maintenance**

Each employee is responsible for the care, maintenance and daily inspection of issued equipment.

### **Coverage**

Where appropriate, employees assigned to FM are required to use (at all times) a seat belt or shoulder harness.

## **Section G – Head Protection**

### **Coverage**

Every employee assigned to FM shall use protective hard hats in the following situations:

- In a designated hard hat areas
- When working under something where there is a chance of something falling from above
- When using chainsaws

### **Issuance**

Hard hats available from shift supervisor. It is the staff member's responsibility to obtain the proper head protection from his/her supervisor.

### **Maintenance**

Each employee issued a hard hat is responsible for its care, maintenance and daily inspection.

## **Section H – Foot / Leg Protection**

### **Coverage**

Every employee assigned to FM shall use protective foot wear (boots) in the following situations:

- When laying steel pipe in ground trenches
  - Around heavy materials that could be dropped and cause injury to the feet
  - When using a chainsaw
- NOTE: Leg protection – Chaps rated for maximum chainsaw Rpm's are also mandatory for the operator of the chainsaw.

### **Issuance**

Employees are to purchase steel toe boots.

### **Maintenance**

Each employee issued a hard hat is responsible for its care, maintenance and daily inspection.

### **Review and record keeping**

*Supervisors* – Provide program on a daily basis insuring that equipment is being used, used properly on a regular basis, and maintained on a regular schedule.

*Administration* – Provides on going and annual checks to assure the program in operative and according to program objectives.