

PERSONAL PROTECTIVE EQUIPMENT WRITTEN PROGRAM

Hibbing Community College

The personal protective equipment program at Hibbing Community College details the requirements for the administration of an effective and comprehensive plan to recognize, evaluate and control exposure to hazards of the eyes, face, head, and extremities. All required personal protective equipment shall be provided, maintained and used whenever the hazards of the task or environment are capable of causing injury or impairment in the function of any part of the body through absorption, or physical contact.

PROGRAM ADMINISTRATION

The Department Head or Supervisor has the responsibility and authority for the personal protective equipment (PPE) program. The responsibilities include the recognition of all tasks and environments where hazards are present or are likely to be present; identification of the specific types of PPE to be used; maintenance and replacement of defective or damaged equipment; training in the use, limitations, maintenance and care of PPE; and evaluation and review of the program effectiveness.

HAZARD ASSESSMENT AND EQUIPMENT SELECTION

Hibbing Community College's goal is to minimize the hazards of tasks and work environments through engineering controls or work practices whenever feasible. When these controls are not feasible, personal protective equipment will be chosen that will provide employees protection against the hazards. The Certified Hazard Assessment form lists all tasks and environments requiring eye/face, foot, head, hand, and torso/arm/leg protection and the specific PPE that will be used at Hibbing Community College to protect employees. The Department Head or Supervisor will be responsible for the hazard assessment, and the selection of appropriate PPE. They will reevaluate the requirements for existing tasks or environments, identify new hazards whenever any new projects are undertaken, where environmental conditions can be expected to change (new processes, products, equipment, tasks, etc.), or when complaints are received. The use of these required personal protective devices will be enforced for the listed hazardous tasks and environments.

The criteria used for the hazard assessment and determination of required PPE will be as follows:

- Eye or face protection shall be used when there is a hazard of flying particles, molten metal, liquid chemicals, acids or caustic liquids, harmful or irritating gases or vapors, or potentially injurious light radiation.
- Protective footwear shall be used when working in areas where there is a danger of foot injury due to falling or rolling objects, or objects piercing the sole, and where there is foot exposure to electrical hazards.
- Hand protection shall be used when there is a hazard of skin absorption of chemicals, dermatitis, chemical burns, punctures, abrasions, thermal burns, or harmful temperature extremes.

The criteria used for the selection of PPE will be as follows:

- All new eye and face protection selected and purchased will comply with ANSI Z87.1-1989, and all existing eye and face protection will comply with ANSI Z87.1-1968.

All hand protection will be selected based on the performance of the hand protection with respect to the hazard identified. Other considerations include the tasks to be performed, conditions present, and duration of use.

TRAINING

All employees required to wear PPE at Hibbing Community College will be trained. Training will be job/task specific and will include when and what PPE is necessary for the job or environment; how to don, doff, adjust and wear PPE; the limitations, care, maintenance, useful life and disposal of the PPE. Documentation of the training will be kept. Employees will demonstrate an understanding of the training, and the ability to use PPE properly during the training.

The PPE program will be monitored on a regular basis, and any time there is a change in the workplace or job activities, changes in the type of PPE required, or a reason to believe that any employee does not have the skill or understanding to effectively use the required PPE, affected employees will be retrained and documentation will be kept.

PROGRAM REVIEW

A review of the PPE program will be conducted periodically, and any changes or additions in the PPE program or hazard assessment will be documented. This review will be conducted by the Department Head or Supervisor and appropriate action will be taken when warranted.

RECORD KEEPING

Records will be kept on a document imaging system for a minimum of 5 years.

**HIBBING COMMUNITY COLLEGE
 CERTIFIED HAZARD ASSESSMENT AND EQUIPMENT SELECTION
 FOR FOOT PROTECTION**

1910.136 "EACH AFFECTED EMPLOYEE SHALL WEAR PROTECTIVE FOOTWEAR WHEN WORKING IN AREAS WHERE THERE IS A DANGER OF FOOT INJURIES DUE TO FALLING OR ROLLING OBJECTS, OR OBJECTS PIERCING THE SOLE, AND WHERE SUCH EMPLOYEES ARE EXPOSED TO ELECTRICAL HAZARDS"

Assessment Completed By: Maintenance Staff

DATE: 7/23/09

Reviewed by Safety Committee on 8/6/09

JOB/AREA	SPECIFIC HAZARDS	PPE REQ'D.	AVAIL. SIZES
1. Maintenance Employees	1. Falling, Rolling Objects, Piercing the Sole	1. Safety Shoes	

**HIBBING COMMUNITY COLLEGE
CERTIFIED HAZARD ASSESSMENT AND EQUIPMENT SELECTION
FOR HEAD PROTECTION**

1910.135 AND MN 5205.0020 "EACH AFFECTED EMPLOYEE SHALL WEAR PROTECTIVE HELMETS WHEN WORKING IN AREAS WHERE THERE IS A POTENTIAL FOR INJURY TO THE HEAD FROM FALLING OBJECTS."

Assessment Completed By: Maintenance Staff

DATE: 7/23/09

Reviewed by Safety Committee on 8/6/09

JOB/AREA	SPECIFIC HAZARDS	PPE REQ'D.	AVAIL. SIZES
	<p>None Identified at this time</p>		

**HIBBING COMMUNITY COLLEGE
CERTIFIED HAZARD ASSESSMENT AND EQUIPMENT SELECTION
FOR EYE AND FACE PROTECTION**

1910.133 "EACH AFFECTED EMPLOYEE SHALL USE APPROPRIATE EYE OR FACE PROTECTION WHEN EXPOSED TO EYE OR FACE HAZARDS FROM FLYING PARTICLES, MOLTEN METAL, LIQUID CHEMICALS, ACIDS OR CAUSTIC LIQUIDS, CHEMICAL GASES OR VAPORS, OR POTENTIALLY INJURIOUS LIGHT RADIATION."

Assessment Completed By: Maintenance Staff

DATE: 7/23/09

Reviewed by Safety Committee on 8/6/09

JOB/AREA	SPECIFIC HAZARDS	PPE REQ'D.	AVAIL. SIZES
ALL EMPLOYEES IN ALL AREAS: 1. Chemicals 2. Grinding 3. Welding 4. Using Cutting Torch 5. Weed Whipping 6. Equipment & Building Repair 7. Any Other Task	1. Corrosive, Organic, Caustic, Acids 2. Flying Particles 3. Molten Metal, Flying Particles, Light Radiation 4. Molten Metal, Flying Particles 5. Flying Particles 6. Flying Particles 7. Flying Particles, Molten Metal, Liquid Chemicals, Acids, Caustics, Chemical Gases, Vapors, Light Radiation	1. Safety Glasses with sideshields required; Faceshield opt. 2. Safety Glasses 3. Welding Hood with appropriate shading 4. Goggles for Cutting w/hood 5. Safety Glasses with Sideshields 6. Safety Glasses with Sideshields or Goggles 7. Safety Glasses with Sideshields, Faceshield	

**HIBBING COMMUNITY COLLEGE
CERTIFIED HAZARD ASSESSMENT AND EQUIPMENT SELECTION
FOR HAND PROTECTION**

1910.138 "EMPLOYERS SHALL SELECT AND REQUIRE EMPLOYEES TO USE APPROPRIATE HAND PROTECTION WHEN EMPLOYEES' HANDS ARE EXPOSED TO HAZARDS SUCH AS THOSE FROM SKIN ABSORPTION OF HARMFUL SUBSTANCES; SEVERE CUTS OR LACERATIONS; SEVERE ABRASIONS; PUNCTURES; CHEMICAL BURNS; THERMAL BURNS; AND HARMFUL TEMPERATURE EXTREMES."

Assessment Completed By: Maintenance Staff

DATE: 7/23/09

Reviewed by Safety Committee on 8/6/09

JOB/AREA	SPECIFIC HAZARDS	PPE REQ'D.	AVAIL.SIZES
ALL EMPLOYEES:			
1. Distribution and Application of Chemicals	1. Absorption, Chemical Burns	1. Rubber Gloves or similar chemical resistant	
2. Infection Control	2. Infectious Agents, Blood	2. Vinyl or Latex or similar	
MAINTENANCE EMPLOYEES:			
3. Welding	3. Molten Metal, Burns	3. Welding Gloves	
4. General Work	4. Cuts, Abrasions, Lacerations, Blisters, Slivers	4. Cotton/leather work gloves recommended	
5. Cleaning Bathrooms	5. Chemical, Bloodborne Pathogens	5. Latex, Nitrile or similar	
6. Hot Processes	6. Thermal Burns	6. Heat Resistant Gloves	
7. Any Task	7. Absorption, Cuts, Lacerations, Abrasions, Punctures, Chemical Burns, Thermal Burns	7. Gloves	

**HIBBING COMMUNITY COLLEGE
 CERTIFIED HAZARD ASSESSMENT AND EQUIPMENT SELECTION
 FOR OTHER PERSONAL PROTECTION**

1910.132 "PROTECTIVE EQUIPMENT, INCLUDING PERSONAL PROTECTIVE EQUIPMENT FOR EYES, FACE, HEAD, AND EXTREMITIES, PROTECTIVE CLOTHING, RESPIRATORY DEVICES, AND PROTECTIVE SHIELDS AND BARRIERS, SHALL BE PROVIDED, USED AND MAINTAINED IN A SANITARY AND RELIABLE CONDITION WHEREVER IT IS NECESSARY BY REASON OF HAZARDS OF PROCESSES OR ENVIRONMENT, CHEMICAL HAZARDS, RADIOLOGICAL HAZARDS OR MECHANICAL IRRITANTS ENCOUNTERED IN A MANNER CAPABLE OF CAUSING INJURY OR IMPAIRMENT IN THE FUNCTION OF ANY PART OF THE BODY THROUGH ABSORPTION, INHALATION OR PHYSICAL CONTACT."

Assessment Completed By: Maintenance Staff

DATE: 7/23/09

Reviewed by Safety Committee on 8/6/09

JOB/AREA	SPECIFIC HAZARDS	PPE REQ'D.	AVAIL. SIZES
1. Weed Whipping	1. Flying Particles	1. Long Pants	