

BOWDOIN COLLEGE

PERSONAL PROTECTIVE EQUIPMENT PROGRAM

Purpose

This document meets the requirements outlined in OSHA Title 29 CFR 1910.132 through .138 (*Subpart I – Personal Protective Equipment*) for the development, implementation, and maintenance of a written hazard assessment and personal protective equipment (PPE) program. The purpose of the program is to provide information to employees of Bowdoin College regarding hazards in their workplace, and the proper use of PPE.

Scope

The PPE program applies to all employees who may be occupationally exposed to hazardous materials or conditions in the workplace (current *Hazard Determination* attached), where engineering and work practice controls may not be adequate to prevent exceedences of the occupational health standards.

Program Components

1. **Program Administrator.** The Manager of Environmental Health and Safety (EHS) will be the PPE program administrator.
2. **Hazard Determination.** Supervisors are responsible for reviewing their operations and job requirements to determine if employee PPE usage is necessary, and specifying requirements for each employee based on their assigned tasks. Hazards will be assessed according to the guidelines provided in 29 CFR 1910 Subpart I, Appendix B, and may include process, environmental, chemical, or mechanical materials or conditions capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact. Information from Material Data Safety Sheets (MSDSs) may be used in making this determination where applicable, in coordination with the EHS Manager. Upon determination of an occupational hazard, the Supervisor will provide the employee with the appropriate PPE, specify work practices for the task and location, and conduct work area surveillance during the performance of the task.
3. **Equipment Selection.** PPE will be selected to address the specific hazards identified, based on type, materials, and intended use:
 - **29 CFR 1910.133 – Eye and Face Protection.** Safety glasses, goggles, or face shields will be provided as appropriate to the identified hazard; side shields (either incorporated into the design or detachable) are required where there is a hazard from flying objects. Designated employees who wear prescription lenses will be provided either with eye protection that will fit over the lenses without disturbing their proper position or safe use, or prescription PPE that replaces the lenses for work use.
 - **29 CFR 1910.134 – Respiratory Protection.** Refer to the *Bowdoin College Respiratory Protection Program*.
 - **29 CFR 1910.135 – Head Protection.** Hard hats will be provided where there is a hazard from falling objects, overhead obstructions (OHO), or overhead electrical conductors.
 - **29 CFR 1910.136 – Foot Protection.** Employees must wear protective (steel toe/shank, or STS) boots where there is a danger of falling or rolling objects, objects piercing the sole, or exposure to electrical hazards. An annual “boot allowance” will be provided at the discretion of the Departmental Director, to offset the employee’s expense in purchasing and maintaining the required footwear.

- **29 CFR 1910.137 – Electrical Protective Equipment.** EPE, including insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber or other insulating materials, shall be properly marked, proofed, inspected, and provided for use.
- **29 CFR 1910.138 – Hand Protection.** Gloves of appropriate type, size and materials shall be provided where there is a hazard from: skin absorption of hazardous substances; severe cuts, lacerations, abrasions, or punctures; chemical or thermal burns; or harmful temperature extremes.
- **29 CFR 1910.095 – Hearing Protection.** Refer to the *Bowdoin College Hearing Conservation Program*.

All PPE must meet the appropriate American National Standard Institute (ANSI) and/or National Institute for Occupational Safety and Health (NIOSH) standards based on the assessed hazard, and must not impair the employee's ability to see, hear, communicate, or perform their task safely. The EHS Manager will coordinate the purchase of all PPE, either directly or through the individual Departments, to maintain uniformity of training and use.

4. **Employee Training.** The EHS Manager will coordinate and/or provide annual training for employees who are required to use PPE. Records of training will be kept by the EHS Office and Human Resources for 3 years. Training is mandatory for any employee prior to using any PPE, and shall include (at a minimum) the following components:
 - The nature of the identified hazards, and consequences of improper PPE use;
 - Available engineering and administrative controls, and the need for PPE;
 - Reasons for the selection of a particular type of PPE;
 - Capabilities and limitations of various PPE;
 - Methods of donning, inspecting, checking fit, and operation of the PPE;
 - Proper maintenance, cleaning, and storage of the PPE; and
 - The general requirements of the OSHA PPE standard (29 CFR 1910.132).

Note that while temporary or seasonal employees are not required to participate in the comprehensive *Respiratory Protection* or *Hearing Conservation* programs, they are required to comply with any PPE requirements established by their Supervisor for that specific workplace, and will receive instruction in its use as part of their new employee orientation per the requirements of the College's general safety program.

5. **Inspection and Maintenance.** PPE and their components will be inspected regularly by the employee and/or their Supervisor, and disposed, repaired, or replaced according to manufacturer's specifications. Non-disposable PPE will be cleaned and maintained by the employee to whom it was issued or last used it, as needed.

Program Review

This written program will be audited by the EHS Manager at least annually, by reviewing the status of employee PPE usage and annual training. Supervisors of employees who are required to wear PPE shall inform the EHS Manager of any changes in PPE usage or needs, and subsequent changes to the workplace hazard assessment will be documented as required by 29 CFR 1910.132.d.2.

Attachment

Hazard Determination

HAZARD DETERMINATION

DEPARTMENT / WORKPLACE	IDENTIFIED HAZARDS	PPE ISSUED
FM / Heating Plant	Noise, power tools, heavy equipment, oily particulates, welding vapors, heat, OHO	Ear plugs/muffs, work gloves, safety glasses, welding shields, respirators, STS, hardhats
FM / Motor Pool	Noise, sharp tools, oily particulates, automotive products, vehicles, welding vapors	Ear plugs, work gloves, safety glasses, welding shields, STS, dust masks
FM / Mechanical Shop	Noise, power tools, bench tools, electrical, steam	Ear plugs, work gloves, safety glasses, EPE, STS
FM / Electrical Shop	Noise, power tools, electrical equipment	Ear plugs, work gloves, safety glasses, EPE, STS
FM / Carpenter's Shop	Noise, power tools, bench tools, dusts, paints and solvents, heavy equipment	Ear plugs, work gloves, safety glasses, dust masks, STS
FM / Environmental Controls	Noise, power tools, hazardous chemicals, electrical equipment, heavy equipment	Ear plugs, work gloves, safety glasses, EPE, STS, respirators
FM / Support Services	Noise, power tools, heavy equipment	Ear plugs, work gloves, safety glasses, STS
FM / Buildings & Grounds	Noise, power tools, heavy equipment, pesticides, dust	Ear plugs/muffs, work gloves, safety glasses, dust masks, STS, respirators
FM / Housekeeping	Cleaning and pool chemicals, hand tools, heavy equipment	Nitrile gloves, safety glasses, respirators, work gloves, STS
FM / Warehouse	Heavy equipment, chemicals	Nitrile gloves, work gloves, safety glasses, STS
FM / Campus Services	Sanitary, biochemical*	Nitrile gloves, safety glasses, dust masks
DS / Food Preparation	Sanitary, sharp tools, cleaning chemicals	Nitrile gloves, safety glasses, dust masks, respirators
Student / Health Services	Sanitary, sharps, chemicals	Nitrile gloves, safety glasses
Academic / Sciences, Museum	Sanitary, sharps, chemicals	Nitrile gloves, safety glasses
Athletics / Trainers	Sanitary, sharps	Nitrile gloves, safety glasses