

1 INTENT

The purpose of the Personal Protective Equipment (PPE) Program is to protect the employees of the University at Albany (UAlbany) from exposure to workplace hazards and reduce the risk of injury through the use of PPE.

PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. PPE will be used in conjunction with other controls, unless no other means of hazard control exist. PPE will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of employees and that such use will lessen the likelihood of occupational injury and/or illness.

This program addresses general PPE requirements, including eye, face, head, ear, foot, leg, hand, arm, and body protection. Separate programs exist for respiratory protection and hearing conservation.

The PPE Program includes:

1. Responsibilities of the Office of Environmental Health & Safety (EH&S), supervisors, and employees
2. Hazard assessment and PPE selection
3. PPE training
4. Maintenance of PPE
5. Minimum PPE requirements

2 RESPONSIBILITIES

2.1 Environmental Health and Safety (EH&S)

EH&S is responsible for the development and administration of the PPE program.

This involves the following tasks:

1. Provide consultation and guidance for hazard assessment.
2. Assist in the selection and purchase of PPE.
3. Provide training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
4. Maintain records on hazard assessments, PPE assignments, and training.
5. Review the PPE Program annually and update it as needed.

2.2 Supervisors

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies for their employees. This involves the following:

1. Assess job hazards and exposures that may require the use of PPE and determine the type of equipment to be provided. Contact EH&S for assistance with this assessment as needed.
2. Make appropriate PPE available to employees.
3. Ensure that employees are trained on the proper use, care, and cleaning of PPE and other equipment.
4. Ensure that employees properly use and maintain their PPE.
5. Notify EH&S when new hazards are introduced or when processes are added or changed.
6. Ensure that defective or damaged PPE is immediately disposed of and replaced.

2.3 Employees

Employees are responsible for following the requirements of the PPE policies. This involves the following:

1. Properly wear PPE as required.
2. Attend required training sessions.
3. Properly care for, clean, maintain, and inspect PPE as required.
4. Following PPE policies and rules.
5. Never wear gloves, jewelry, or long hair near rotating/reciprocating equipment that could catch them.
6. Never remove or modify guards on equipment without the manufacturer's approval.
7. Inform the supervisor of the need to repair or replace PPE.

3 HAZARD ASSESSMENT AND PERSONAL PROTECTIVE EQUIPMENT SELECTION

Employees and their supervisors must identify sources of work hazards. Once the hazards of a workplace are identified, supervisors determine if the hazards can first be eliminated or reduced by methods other than PPE (i.e., methods that do not rely on employee behavior, such as engineering controls). If such methods are not adequate or feasible, the supervisor determines the suitability of PPE. As necessary, supervisors consult with EH&S to assess and select control methods to ensure a level of protection greater than the minimum required to protect employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. The hazard assessment for PPE must be updated when a job changes, new equipment is used, and/or a supervisor or employee requests it.

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 applicable

NIOSH (National Institute for Occupational Safety and Health) or ANSI (American National Standards Institute) standards will be procured or accepted for use.

Employees whose jobs require the use of PPE will be provided PPE by UAlbany at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected. As provided in OSHA's final PPE rule, UAlbany is not required to provide non-specialty safety-toe protective footwear (e.g., steel toe shoes), non-specialty prescription safety eyewear, and everyday clothing as long as employees are permitted to wear them off the job.

Based on hazard assessments, the minimum PPE requirements for the routine hazards identified at UAlbany are summarized in ***Minimum Personal Protective Equipment Requirements Table*** at the end of this document. This table is used as a training tool as well as a program implementation tool.

4 PERSONAL PROTECTIVE EQUIPMENT TRAINING

Any employee 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 as needed.

PPE training will include, but not necessarily be limited to, the following subjects:

1. When PPE is necessary
2. What PPE is necessary
3. How to properly don, doff, adjust, and wear PPE
4. The proper care and maintenance of the PPE
5. The limitations of the PPE, including the following concepts:
 - PPE only protects the individual wearing it, not anyone else in the workplace
 - There is a discrepancy between manufacturer's test performance and actual levels of protection
 - PPE is only effective if correctly selected, fitted, used, and cared for, and the individual is trained
 - The choice of PPE may compromise mobility, visibility, and communication

Training of each employee will be documented and kept on file by EH&S.

The need for retraining will be indicated when any of the following occur:

1. An employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE
2. Changes in the workplace make previous training out-of-date
3. Changes in the types of PPE to be used make previous training out-of-date

5 MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

It is important that all PPE be kept clean and properly maintained. Defective or damaged PPE will not be used and will be immediately discarded and replaced. Defective equipment can be worse than no PPE at all.

Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use.

Supervisors are responsible for ensuring that employees properly maintain their PPE in good condition. PPE should not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible. If employees provide their own PPE, their supervisor must make sure that it is adequate for the workplace hazards, and that it is maintained in a clean and reliable condition.

Because UAlbany staff is very mobile by foot and utility vehicle, it is challenging to avoid scratching safety eyewear between uses. To minimize damage to eyewear, UAlbany provides and encourages the use of breakaway eyewear retainers.

6 REFERENCES: OSHA General Industry PPE standards

1. 29 CFR 1910.95 Occupational noise exposure: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.95>
2. 29 CFR 1910.132 Personal protective equipment general requirements: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.132>
3. 29 CFR 1910.133 Eye and face protection: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.133>
4. 29 CFR 1910.134 Respiratory protection: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134>
5. 29 CFR 1910.135 Head protection: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.135>
6. 29 CFR 1910.136 Foot Protection: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.136>
7. 29 CFR 1910.137 Electrical protective devices: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.137>
8. 29 CFR 1910.138 Hand protection: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.138>

7 MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS TABLE

The *Minimum Personal Protective Equipment Requirements Table* below shows the general requirements for tasks performed by UAlbany Facilities Management employees.

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

This ***Minimum Personal Protective Equipment Requirements*** table shows the general requirements for tasks performed by UAlbany Facilities Management employees.

This table is general in nature and cannot cover every potential scenario; for tasks not covered in the table, a hazard assessment must be performed by the supervisor and EH&S to determine the proper controls and PPE selection prior to starting the task. If a tool, task, or hazard is not on the list, contact your supervisor or EH&S.

General Personal Protective Equipment Requirements for Facilities Management Employees:

- ALWAYS wear sturdy work shoes or boots and well-fitting clothing, and keep long hair contained.
- ALWAYS keep your PPE clean and in good condition.
- ALWAYS wear high-visibility garments when working on or within 10 feet of roadways and in active parking lots.
- NEVER wear worn out, broken, or defective PPE.
- NEVER remove or modify guards without manufacturer's approval.
- Required use of respirators requires training, fit testing, and medical clearance (see Respiratory Protection Policy for more details).
- Use of fall protection equipment requires specialized training (See Fall Protection Policy for more details).

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

Abrasive blasting.....	3	Lifting/hoisting objects	9
Aerator, rototiller.....	3	Packer operation (driver and helper).....	9
Aerial work platforms, bucket trucks.....	3	Paint scraping, patching, sealing, sanding	10
Air compressors with tools (stationary and portable).....	3	Painting/priming (water-based paint only).....	10
Battery servicing (lead acid).....	4	Painting – spray application	10
Blacktop work; asphalt roller	4	Painting – roadway/parking lines with roller or push cart	10
Blade grinders	4	Parts washer.....	10
Blood and bodily fluids clean up	4	Pole saw	11
Boiler cleaning.....	4	Pressure washer	11
Chainsaw	5	Refinishing floors.....	11
Chemicals, including pesticides	5	Sanding drywall/joint compound.....	11
Cleaning bathrooms/toilets	5	Saws, powered – carpentry work	11
Construction sites	5	Saws, powered – concrete, stone	12
Disc sander	5	Snaking drains/pipes.....	12
Drill press	6	Snow blower / thrower	12
Electrical outlet/switch/ballast/breaker replacement	6	String trimmer.....	12
Electrical troubleshooting/energized maintenance work over 50 volts.....	6	Torch: oxy-acetylene.....	13
Flag person; traffic control.....	6	Torch: propane.....	13
Forklift	7	Tractor, backhoe, skidsteer.....	13
Garbage/recycling collection	7	Underground pipe repairs.....	13
Generator/fire pump testing	7	UPS battery changing.....	14
Grinders.....	7	Weeding, planting, pruning	14
Hand saws	7	Welding	14
Hedge trimmers	8	Wood chipper.....	15
Hydraulic line repair/replacement.....	8		
Jack hammer, chipping hammer	8		
Jetting drains outside.....	8		
Laboratory maintenance work (includes Fine Arts labs)	8		
Lawn mower: walk behind	9		
Lawn mower: ride-on.....	9		

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Abrasive blasting Sand, dry ice, or other media 	Required	Required	Required		Recommended: N95		
Aerator, rototiller 	Required	Required	Recommended				*Required along road: Hi-Vis vest 
Aerial work platforms, bucket trucks 	*Required when eye hazard present			*Required when overhead hazard present			Required: Harness, restraint lanyard, and training. 
Air compressors with tools (stationary and portable) 	Required	*Required when working near compressor	Recommended				

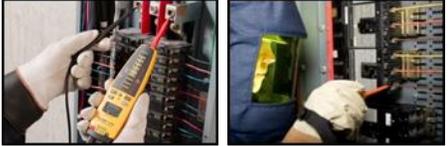
MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Battery servicing (lead acid) 	Required: goggles		Required: acid-resistant gloves (nitrile, rubber, or neoprene)			Recommended	Recommended: chemical apron and sleeves 
Blacktop work; asphalt roller 	Recommended	*Required for asphalt roller	Recommended				Required: Hi-Vis vest 
Blade grinders 	Required	Required	Recommended: well-fitting gloves		Recommended: N95	Recommended	Required: Long sleeve cotton or flame resistant shirt. Assess hazard of clothes/long hair.
Blood and bodily fluids clean up 	Required *Goggles required if splash possible		Required			Recommended when using water hose	Required: Bloodborne Pathogens training
Boiler cleaning 			Required		Required: Full face respirator with particulate filters		Required: Lockout/Tagout and Confined Space Entry procedures.

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Chainsaw 	Required	Required	Recommended: well-fitting gloves	Required		Required	Required: chainsaw chaps 
Chemicals, including pesticides 	Required: check safety data sheet *Goggles required if splash possible		Required: check safety data sheet Contact EH&S for glove selection		Required: check safety data sheet Contact EH&S for respirator selection	*Required if splash possible	*Required for pesticide application: Long sleeves or rain coat
Cleaning bathrooms/toilets 	Recommended		Required			Recommended	
Construction sites 	Recommended			Required			Required: Check with supervisor for other PPE requirements.
Disc sander 	Required	Required	Recommended: well-fitting gloves		Recommended: N95	Recommended	Required: Long sleeve cotton or flame resistant shirt. Assess hazard of clothes/long hair.

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Drill press 	Required	Recommended	Recommended: well-fitting gloves			Recommended	Assess hazard of clothes/long hair.
Electrical outlet/switch/ballast/breaker replacement 	Recommended		Recommended				Required: De-energize using Lockout/Tagout procedure.
Electrical troubleshooting/energized maintenance work over 50 volts 	Required	Required	Required: electrically insulating gloves with leather outer gloves	Required		Required	Authorized employees only. Required: Arc flash suit
Flag person; traffic control 				*Required if overhead hazard is present			Required: Hi-Vis vest 

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Forklift 		Recommended	Recommended	*Required if overhead hazard is present			*Required along road: Hi-Vis vest 
Garbage/recycling collection 	Recommended		Recommended				*Required along road: Hi-Vis vest 
Generator/fire pump testing 	Recommended	Required					
Grinders 	Required	Required	Recommended: well-fitting gloves		Recommended: N95	Recommended	Required: Long sleeve cotton or flame resistant shirt. Assess hazard of clothes/long hair.
Hand saws 	Required		Recommended				

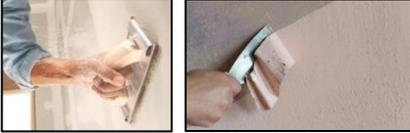
MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Hedge trimmers 	Required	Required	Recommended: well-fitting gloves				Recommended: Leg protection 
Hydraulic line repair/replacement 	Required: Goggles		Required			Recommended	
Jack hammer, chipping hammer 	Required	Required	Required	Recommended	Call EH&S for respirator selection		
Jetting drains outside 	Required	Required	Required				*Required along road: Hi-Vis vest 
Laboratory maintenance work (includes Fine Arts labs) 	Required		Required				*Additional PPE may be required depending on the laboratory.

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Lawn mower: walk behind 	Recommended	Required	Recommended		Recommended: N95		*Required along road: Hi-Vis vest 
Lawn mower: ride-on 	Recommended	Required	Recommended		Recommended: N95		*Required along road: Hi-Vis vest 
Lifting/hoisting objects 	Recommended		Recommended	*Required if overhead hazard is present			With heavy loads, get help or use mechanical assistance. Use good lifting technique.
Packer operation (driver and helper) 	Recommended	Recommended	Required			Recommended	*Required at waste facility: Hi-Vis vest  No standing behind truck while compacting

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Paint scraping, patching, sealing, sanding 	*Required if working overhead		Recommended		Required: Respirator with particulate filters		*Required: Must establish lead remediation plan with EH&S if lead-based paint is present
Painting/priming (water-based paint only) 	Recommended				*Required when indoors with poor ventilation: respirator with organic vapor cartridges		
Painting – spray application 	Required		Recommended		Required: Respirator with particulate filters	Recommended	
Painting – roadway/parking lines with roller or push cart 	Recommended	Recommended	Recommended				*Required in active traffic: Hi-Vis vest 
Parts washer 	Required: Goggles		Required			Recommended	

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Pole saw 	Required	*Required for motorized saw	Recommended: well-fitting gloves	Required		Required	*Required along road: Hi-Vis vest 
Pressure washer 	Required: Goggles	Required	Recommended			Recommended	*Required along road: Hi-Vis vest 
Refinishing floors 	Recommended	Required	Recommended				Recommended: slip resistant shoe covers
Sanding drywall/joint compound 	Recommended		Recommended		Required: Half face or full face respirator with particulate filters.		
Saws, powered – carpentry work 	Required	Required	Recommended: cut resistant, well-fitting gloves		*Recommended when dry cutting: N95	Recommended	Required: Do not remove guards. Assess hazard of clothes/long hair.

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Saws, powered – concrete, stone 	Required	Required	Recommended: cut resistant, well-fitting gloves		Required: half face or full face respirator with particulate filters.	Recommended	Required: Wet down materials to control dust. Do not remove guards. Assess hazard of clothes/long hair.
Snaking drains/pipes 	Required		Required			Recommended	Required: follow safety data sheet for chemicals used in the drain.
Snow blower / thrower 	Recommended	Required	Recommended				*Required along road: Hi-Vis vest 
String trimmer 	Required	Required	Recommended			Recommended	*Required along road: Hi-Vis vest  Recommended: Long pants or leg protection

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Torch: oxy-acetylene 	Goggles or face shield required with shade 3 – 5 	Recommended	Required: leather or Kevlar gloves		Contact EH&S for respirator selection	Goggles or face shield required with shade 3 – 5 	Required: Long sleeve cotton or flame resistant shirt and pants.
Torch: propane 	Goggles or face shield required with shade 2 – 3 	Recommended	Required: leather or Kevlar gloves		Contact EH&S for respirator selection	Goggles or face shield required with shade 2 – 3 	Required: Long sleeve cotton or flame resistant shirt and pants
Tractor, backhoe, skidsteer 		Required	Recommended	*Required if overhead hazard is present			*Required along road: Hi-Vis vest 
Underground pipe repairs 	Required	*Required for using power tools	Required	Required	Recommended for cutting and grinding	*Required for cutting and grinding	Required: long pants, rubber boots. *Required along road: Hi-Vis vest 

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
UPS battery changing 	Required	Required	Required: electrically insulating gloves				Required: Arc flash suit (Contact EH&S)
Weeding, planting, pruning 	Recommended		Recommended				*Required when raised over 4': Harness, lanyard, and training.  *Required along road: Hi-Vis vest 
Welding 	Required (shade depends on type of welding)	Recommended	Required: flame-resistant gloves		Contact EH&S for respirator selection	Required: welding helmet (shade depends on welding type) 	Required: Long sleeve cotton or flame resistant shirt and pants.

MINIMUM PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS: FACILITIES MANAGEMENT

TASK/TOOL	Safety Glasses 	Hearing Protection 	Gloves 	Hard Hat 	Respirator 	Face Shield 	Other
Wood chipper 	Required	Required	Recommended: well-fitting gloves	Recommended		Recommended	*Required along road: Hi-Vis vest 