

MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC)
PERSONAL PROTECTIVE EQUIPMENT POLICY

Revised: 9/2007

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Introduction

Personal protective equipment should not be used as a substitute for engineering, work practice, and/or administrative controls. Personal protective equipment (P.P.E) should be used in conjunction with these controls. Personal protective equipment includes all clothing and other work accessories designed to create a barrier against workplace hazards. The basic element of a personal protective equipment program should be an in-depth evaluation of the equipment needed to protect the employees from the hazards in the workplace. The evaluation should be used to set a standard operating procedure for personnel. Employees then must receive training as to the limitations of personal protective equipment, and its proper use and maintenance.

Hazard Assessment

Supervisors are required to assess the workplace to determine if hazards that require the use of head, eye, face, hand or foot protection are present or potentially present. If hazards, or the potential for hazards are present, supervisors must select, furnish, and properly fit affected employees. After this procedure is completed, the supervisor must then require the use of the prescribed equipment. If employees fail to comply, progressive disciplinary actions must be taken.

Supervisors must certify in writing that a workplace hazard assessment has been performed. Defective or damaged personal protective equipment shall not be used. The Division of Occupational Safety and Health Programs is available to assist in workplace hazard assessment as requested.

Training

Before performing work requiring the use of personal protective equipment, employees must be trained on when personal protective equipment is necessary, what type is necessary, how it is to be worn, and what its limitations are, as well as its proper care, maintenance, and useful life.

Supervisors are required to certify in writing that training has been carried out and that employees understand it. Each written certification shall contain the name of each employee trained, the dates of training, and the subject of the certification. A copy of the training record must be forwarded to the Division of Occupational Safety and Health Programs.

The Division of Occupational Safety and Health Programs can provide training relating to the requirements of the Occupational Safety and Health Administration Personal Protective Equipment Standard, however, supervisors shall provide training that is specific to their workplace hazards and required personal protective equipment.

Conclusion

To have an effective Personal Protective Equipment Program, supervisors must be convinced of the hazard and must be held accountable for their employees' use of personal protective equipment. A safety orientation is necessary for new employees and an on-going safety program should be used to motivate employees to continue to use protective equipment.

Teaming the correct personal protective equipment with a good training program can provide employees with a large measure of safety when other controls are inadequate or not feasible.

Personal protective equipment can be effective only when it is selected based on the specific hazards (sample assessment at the end of this policy) in the workplace, when employees are trained in its use and the equipment is properly tested, maintained and worn.

To provide a systematic approach in developing a compliant Personal Protective Equipment

Program, Occupational Safety and Health Programs strongly recommends the use of the PPE selection steps listed on the following page.

Personal Protective Equipment Selection Procedure

- 1) Conduct a walk through of the area in question to identify and evaluate equipment and hazardous processes operating in the area. During the walk through identify any hazard sources in the area as well as review any accident records associated with the area.
- 2) Upon completion of the initial walk through, organize, analyze and certify the data collected and determine if the information is adequate to make PPE selection. If the data is adequate then proceed to step three. If the data is inadequate then repeat step one until adequate information is collected.
- 3) Using the data collected select the PPE that is suitable to the task.
- 4) Train affected employees on the proper use of the PPE until the employees can demonstrate an acceptable level of understanding regarding the application of the equipment.
- 5) Document the employee training through written certification.
- 6) Repeat this hazard assessment program as is necessary to maintain proper working environment.

SAMPLE HAZARD ASSESSMENT

Department of: _____

29 CFR 1910.132

A HAZARD ASSESSMENT

The following tasks in _____ have been identified as hazardous and require the use of personal protective equipment.

1. TASK: Handling, processing or testing blood, body fluids, tissue or other potentially infectious materials.

- PPE:
- a. Impervious laboratory coat
 - b. Gloves
 - c. Full face protection*

***NOTE:** Tasks that require full-face protection are listed in the Bloodborne Pathogen Policy section of the Departmental Safety Manual beginning on page 3.

2. TASK: Repairing or performing maintenance on any laboratory instrumentation that comes in contact with potentially infectious material.

- PPE:
- a. Impervious laboratory coat
 - d. Gloves
 - e. Full face protection*

***NOTE:** Tasks that require full-face protection are listed in the Bloodborne Pathogen Policy section of the Departmental Safety Manual beginning on page 3.

3. TASK: Performing venipuncture or vascular access procedures.

- PPE:
- a. Impervious laboratory coat
 - b. Gloves

4. TASK: Performing venipuncture, vascular access procedures or autopsies on known TB patients. Working in the AFB laboratory handling centrifuged specimens, wet smears and cultures.

- PPE:
- a. Impervious laboratory coat
 - b. Gloves
 - c. TB mask

5. TASK: Working with hazardous chemicals.
PPE: a. impervious laboratory coat
b. Nitrile gloves
c. Eye protection
6. TASK: Performing frozen sections.
PPE: a. Nitrile gloves
b. Cut-resistant gloves (worn under the Nitrile gloves)
c. Disposable laboratory coat
7. TASK: Decontamination of the cryostat.
PPE: a. Nitrile gloves
b. Cut-resistant gloves (worn under the Nitrile gloves)
c. Disposable laboratory coat
d. Full face protection

B TRAINING

I have received instruction in the following elements of the Personal Protective Equipment Standard:

1. When PPE is necessary.
2. What PPE is necessary.
3. How to properly put on, take off, adjust and wear PPE.
4. Limitations of PPE.
5. The proper care, maintenance, useful life and disposal of the PPE.

C. ATTESTATION STATEMENT

I have been trained and understand the OSHA Personal Protective Equipment Standard. **I also understand that I must not use defective or damaged PPE.**

Employee Signature

Social Security Number

Laboratory Section

Date