

### 1100.3 Personal Protective Equipment

#### General

Facilities Management employees are required to wear personal protective equipment, as required by Occupational Safety and Health Administration (OSHA), appropriate to their work site and task in order to reduce risk of injury and not jeopardize their employment or workers' compensation. Managers and supervisors shall determine each employee's need for personal protective equipment (PPE) and shall enforce its use and the provisions of this policy. It is the employee's responsibility to ensure PPE is worn as directed. PPE includes, but may not be limited to:

1. Eye and Face Protection - The supervisor shall ensure that each affected employee uses 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.
2. Foot Protection - The supervisor shall ensure that each affected employee uses 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 employee's feet are exposed to electrical hazards.
3. Head Protection - The supervisor shall ensure that each affected employee wears a protective hardhat when working in areas where there is a potential for injury to the head from falling objects or when there is a danger of head injury from electric shock or burns.
4. Hearing Protection - The supervisor shall ensure that each affected employee wears appropriate hearing protection. Exposure to high noise levels can cause hearing loss impairment. It can also cause physical and psychological stress. There is no cure for noise-induced hearing damage. Specifically designed protection is required, depending on the type of noise encountered and the auditory condition of the employee.
5. Respirators - The supervisor shall ensure that each affected employee uses respirators when working in areas where there is exposure to occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. When effective engineering control measures are not feasible, appropriate respirators shall be used.
6. Electrical Protection - The supervisor shall ensure that each affected employee uses electrical protection when working in areas where there is potential for contact with electricity. Items to use could include fire rated shirts and jackets, blankets, matting, covers, line hose, gloves, shoes, and sleeves made of rubber in addition to a protective hardhat designed to reduce electrical shock.
7. Safety Gloves - The supervisor shall ensure that each affected employee uses 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.

8. Back Belts – The supervisor shall ensure that each affected employee uses back belts when doing heavy lifting or other strenuous work that could cause similar back injuries.

### Procedures

1. Each supervisor shall identify those employees whose work requires the wearing of personal protective equipment by completing AUTHORIZATION OF PERSONAL PROTECTIVE EQUIPMENT (Attachment 1 - located in Forms Directory).
2. The supervisor shall maintain a file of employees whose work requires personal protective equipment, to include but not limited to: industrial safety glasses, (IAW ANSI Z87.1 – 1989); steel capped shoes, (IAW ANSI Z41-1991); head protection, (IAW ANSI Z89.1 – 1989); hearing protection, (IAW ANSI S3.19-1974); respirators, electric protection equipment, and safety gloves.
3. The supervisor shall:
  - a. Enforce provisions of this procedure.
  - b. Discuss personal protective equipment needs with the employee.
  - c. Maintain files that contain authorization, prescription, and ordering documentation on each employee whose work requires the wearing of personal protective equipment.
  - d. Assist the employee with procurement and reimbursement for personal protective equipment as per Section IV.D. of this policy.

Facilities Management will subsidize the cost of personal protective equipment for State Classified employees as follows:

1. Eye Protection
  - a. The cost to purchase frames, temples, shields and lenses (prescription and Plano; single vision or multi-focus; clear, tinted, photochromic or VDT) will be subsidized up to a maximum of \$200.00 biennially (every two years) or as required due to damage or breakage during course of assigned duties. Exceptions to the biennial limitation will be made in cases of medical necessity with a letter from the employee's physician. To qualify for this subsidy, employees must order their eye protection through Facilities Stores and Procurement. Any eye protection obtained through any other source will be the sole financial responsibility of the employee.

The employee shall have a professional eye physician prepare a written prescription and complete Certificate Section of AUTHORIZATION OF OCCUPATIONAL EYEGLASSES (Attachment 2 - located in the Forms Directory). The examination will be conducted at the employees' cost. Supervisor assists employee in submitting prescription and completed Attachment 2 to Facilities Stores and Procurement to authorize fitting of glasses through Colorado State University's current eye provider. After fitting, supervisor assists employee in submitting invoice from the eye care provider and requisition to Facilities Stores and Procurement.

When invoice and requisition is received for glasses ordered, Facilities Stores and Procurement will notify employee of cost incurred above what the University will pay toward the glasses. Employees must provide a personal check or money order to Facilities Stores and Procurement to pay for any incurred costs above authorized limits.

The cost to repair broken safety glasses or frames, when damaged during course of assigned duties, will be subsidized to a maximum of \$100.00.

Goggles or “Plano” non-prescription industrial safety glasses can be obtained from Facilities stores and procurement.

2. Foot Protection

- a. The purchase price of one pair of approved safety shoes will be subsidized up to a maximum of \$200.00. Hourly employees will be subsidized up to a maximum of \$65.00.
- b. A minimum twelve (12) month period from date of purchase must elapse before Facilities Management will subsidize footwear repair or replacement.
- c. Supervisors should ascertain if footwear is worn beyond repair before authorizing compensation for new footwear.
- d. Repairs to safety shoes will be paid by Facilities Management Department not to exceed \$30.00 per pair.
- e. During periods of repair to safety shoes or while waiting for initial or replacement shoes, employees may obtain appropriate guards to wear over their street shoes from their section supervisor.
- f. Non-State classified (hourly) employees whose work requires foot protection are required to furnish their own safety shoes. Employees will be reimbursed the appropriate dollar amount after 45 calendars of employment. Appropriate shoe guards can also be obtained from their supervisor.

3. Head Protection

- a. Class Be Hard Hats can be obtained from Facilities Stores and Procurement.

4. Hearing Protection

- a. Ear plugs and earmuffs can be obtained from Facilities Stores and Procurement.

5. Respirator Protection

- a. Throwaway respirators and half facemasks can be obtained from Facilities Stores and Procurement.
- b. Contact Environmental Health Services for fit of and training on respirators.

6. Safety Gloves

- a. Gloves can be obtained from Facilities Stores and Procurement. Employee should coordinate with their supervisor to determine the appropriate gloves to match specific job requirements.
- b. Non-state classified employees whose work requires safety glasses will be issued Plano glasses or goggles.

**Forms available:**

1. Authorization of Personal Protective Equipment
2. Authorization for Occupational Eye-Glasses