

PERSONAL PROTECTIVE EQUIPMENT

Facilities Management employees are required to wear personal protective equipment (PPE), as required by OSHA. The PPE must be appropriate to their work site and task so as to not jeopardize their employment and/or worker's compensation in the event of an injury. Managers and supervisors shall determine each employee's need for protective equipment and shall enforce its use and the provision of this procedure.

REQUIREMENTS:

- ♦ Eye Protection – The employer 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.
- ♦ Foot Protection – The supervisor shall ensure that each affected employee uses protective footwear when working in areas where there is 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.
- ♦ Head Protection – The employer shall ensure that affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects or when near exposed electrical conductors which could contact the head.
- ♦ Hearing Protection – Exposure to high noise levels can cause hearing loss impairment. It can create 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.
- ♦ Respirators – In control of occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures. When effective engineering controls are not feasible, appropriate respirators shall be used.
- ♦ Electrical Protection – Equipment used for protection when employees are working in contact with electricity include insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber in addition to protective helmets designed to reduce electrical shock.
- ♦ Safety Gloves – Employers shall 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.

PROCEDURES:

Each supervisor shall identify those employees whose work requires the wearing of personal protective equipment (see Authorization of Personal Protective Equipment, page 26-4). The supervisor shall maintain a file of employees whose work requires personal protective equipment, to include but not limited to: industrial safety glasses, steel capped shoes, head protection, hearing protection, respirators, electrical protection equipment, and safety gloves that meets current American National Safety Institute (ANSI) standards if applicable.

The supervisor shall:

- ♦ Maintain authorization, prescription, and order files on each employee whose work requires the wearing of personal protective equipment.
- ♦ Discuss special needs with the employee.

- ◆ Issue a stock issue requisition to Stores/Warehouse specifying order requirements and authorizing payment for shoes and gloves by direct deposit.
- ◆ Instruct employee to have eyes examined and prescription written. This will be at the employee's cost.
- ◆ Instruct the employee to submit direct requisition for pay for ordering and fitting glasses when they turn in the prescription order.

The Facilities Stores/Warehouse section shall:

- ◆ Charge costs to designated work order number. When invoice is received for glasses ordered, Stores/Warehouse will notify employee of cost incurred above what the University will pay. Employees must make a personal check or money order to pay for extra requirements not authorized below.
- ◆ Obtain pricing favorable to CSU through bid award.
- ◆ Select vendors that can provide competent and satisfactory service to CSU employees.

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

EYE PROTECTION

- ◆ Purchase of frames, temples, goggles, shields, and clear lens (prescription and Plano). Employees will pay all costs associated with fitting, refraction, and examination and for cost of sunglasses and photo chromic lenses, unless certified as a medical necessity (see Authorization of Personal Protective Equipment, p. 4. See the Facilities Management Personal Protective Equipment Policy for a full explanation.
- ◆ Repair of broken safety glasses or frames.
- ◆ Safety glasses with photo chromic lenses, safety sunglasses, and VDT occupational eyewear can be purchased by CSU for authorized employees. Purchase will then be made under present discount price arrangement. Each employee will reimburse the appropriate CSU Facilities Management fund by check or money order for entire cost.
- ◆ Goggles can be obtained from the warehouse.

FOOTWEAR

- ◆ The purchase price of one pair of approved safety shoes will be subsidized up to a maximum of \$100.00.
- ◆ A minimum 12-month period from the date of purchase must elapse before Facilities Management will subsidize footwear repair or replacement.
- ◆ Supervisors should ascertain if footwear is worn beyond repair before authorizing compensation for new footwear.
- ◆ Repairs to safety shoes will be paid by Facilities Management not to exceed \$30.00 per pair.
- ◆ 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 the section supervisor.

HEAD PROTECTION – HARD HATS

- ♦ Hard hats can be obtained from Stores/Warehouse.

HEARING PROTECTION – EAR PLUGS

- ♦ Throw away type ear plugs can be obtained from Stores/Warehouse.

RESPIRATORS

- ♦ Throw away respirators are stocked in the Warehouse. Contact Environmental Health Services for fit and training of respirators.

ELECTRICAL PROTECTION

- ♦ Class B Hard Hats; Hi Voltage gloves

GLOVES

- ♦ Gloves can be obtained from the Stores/Warehouse section,

NON-STATE CLASSIFIED EMPLOYEES

- ♦ Non-State Classified employees whose work requires safety glasses will be issued Plano glasses, or goggles if prescription lenses are being worn on a temporary basis during term of employment. The employee's immediate supervisor shall enforce provisions of this procedure.
- ♦ Non-State Classified employees whose work requires safety-toe footwear will, as a condition of employment, be reimbursed the appropriate dollar amount after 45 calendar days of employment or appropriate shoe guards can be obtained from their supervisor. The employee's immediate supervisor will enforce provision of this procedure.

AUTHORIZATION FOR PERSONAL PROTECTIVE EQUIPMENT

NAME _____ SHOP/SECTION _____ DATE _____
(Print Name)

The State Classified employee named above, because of his/her assigned work, requires personal protective equipment.

Requires industrial eye protection	Yes _____	No _____
Requires face protection	Yes _____	No _____
Requires protective footwear	Yes _____	No _____
Requires hearing protection	Yes _____	No _____
Requires protective gloves	Yes _____	No _____
Requires respirator	Yes _____	No _____
Requires back belt	Yes _____	No _____
Requires electrical gear	Yes _____	No _____
Requires other _____	Yes _____	No _____

This form is to be signed by the employee and returned to the Supervisor.

Employee Signature

Date

Supervisor Signature

Date

Frequency of Authorization

1. Eyeglasses will be subsidized per the Personal Protective Equipment Policy, or if glasses are broken or damaged during normal course of assigned duties.
2. Footwear will be replaced no more than once during a twelve- (12) month period if worn out and not repairable.
3. Purchase of gloves will be subsidized when required, when gloves are worn out, or lost during employment.
4. Hearing protection will be furnished or replaced as required.

Authorized employee must wear or use prescribed safety equipment during employment at Colorado State University on hazardous jobs. This will reduce risk of injury and protect the employee's right to full workmen's compensation in event of an injury.

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