

## College Procedure: 403.10 – Personal Protective Equipment

Policy Reference: 403 – Workplace Safety  
Responsible Department: Facilities and Public Safety  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Facilities and Public Safety  
Effective Date: 09/05/2023

Version Number: 1  
Legal Counsel Reviewed (yes/no): No  
Scope: College-wide

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### Reason for Procedure

This procedure establishes minimum personal protective equipment requirements to be followed when performing tasks in which hazards are likely to be present.

### The Procedure

This program applies to all employees and students performing work at Kirkwood Community College where job hazards are likely to be present. Management and supervisors are responsible for the enforcement of this program. Management will ensure that required training is conducted as outlined below.

### General PPE Requirements

The following are general PPE requirements at Kirkwood Community College:

- All hazardous areas shall be posted with corresponding required PPE (i.e. Diesel Lab: Safety Glasses Required at all times).
- All PPE is to be inspected before entering hazardous area.
- Required PPE should meet the following minimum requirements:
  - PPE will provide adequate protection for assigned hazardous area.
  - PPE shall fit properly and not interfere with employee's ability to complete task or job duties.
  - PPE should be capable of disinfection before use or be disposable.
  - PPE shall meet areas governing bodies safety criteria (ANSI/OSHA).
  - PPE shall be kept clean, good standing, and be able to be stored away from hazards.
  - The Job Hazard Analysis (JHA) for each designated job should be followed and any additional PPE required by the JHA should be worn for the duration of that job task.

### Employees Requirements

Employees, under this procedure, will be required to adhere to the following aspects during their time of employment:

- Comply with all aspects of this written procedure.
- Use PPE only in accordance with instruction and training received.
- Perform tasks requiring the use of PPE only when such equipment is available and in usable condition.
- Only use PPE that is clean and in good condition. Report problems with PPE to your supervisor.
- Only use PPE issued and approved by your supervisor for the specific job. When not in use, store

PPE in a clean and sanitary condition. Maintain and/or replace PPE, as required.

### Defective or Damaged Equipment

At no time will employees wear PPE that is defective, damaged or unsanitary. PPE will be cleaned and sanitized prior to use by another worker.

Defective or damaged equipment will be taken out of service. Employees will notify their immediate supervisor of all defective or damaged PPE and will not perform tasks requiring the use of PPE until such equipment has been repaired/replaced. For replacement PPE employees can contact their immediate supervisor.

### Employee-Owned PPE

Any employee who wishes to provide his/her own PPE must have the PPE approved by the program/area administrator prior to use. No employee shall wear their own PPE if it does not meet requirements identified in the appropriate ANSI/OSHA standards.

Should employees provide their own protective equipment, the employer will be responsible to assure its adequacy, including proper maintenance and sanitation of such equipment.

### Training Requirements

Training will be provided to each employee who is required to use PPE upon hire. No employee will use or wear PPE or perform job functions requiring the use of PPE until properly trained.

Training for PPE will consist of the following:

- When PPE is required for a job responsibility or task;
- How to properly put on, remove, adjust, and wear required PPE;
- Limitations of selected PPE; and
- Proper care, maintenance and useful life of selected PPE.

### Payment for PPE

Personal protective equipment (PPE), used to comply with this procedure, shall be provided by the employer at no cost to its employees.

The employer however, is not required to pay for non-specialty safety-toe protective footwear (including steel-toe shoes or steel-toe boots) and non-specialty prescription safety eyewear, provided that the employer permits such items to be worn off the job-site.

The employer is also not required to pay for:

- Everyday clothing, such as long-sleeve shirts, long pants, street shoes, and normal work boots; or
- Ordinary clothing, skin creams, or other items, used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.

The employer must pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE.

### Enforcement

Management will require that specified PPE is used appropriately, as specified in this program, and as identified in the Job Hazard Analysis developed for each task. Failure to conform to this program will result in discipline up to, and including, termination.

## References

### Eye and Face Protection:

- A. ANSI/ISEA Z87.1-2010, OCCUPATIONAL AND EDUCATIONAL PERSONAL EYE AND FACE PROTECTION DEVICES,
- B. ANSI Z87.1-2003, OCCUPATIONAL AND EDUCATIONAL PERSONAL EYE AND FACE PROTECTION DEVICES, OR
- C. ANSI Z87.1-1989 (R-1998), PRACTICE FOR OCCUPATIONAL AND EDUCATIONAL EYE AND FACE PROTECTION.

### Foot Protection:

- A. ASTM F-2412-2005, STANDARD TEST METHODS FOR FOOT PROTECTION, AND ASTM F-2413-2005, STANDARD SPECIFICATION FOR PERFORMANCE REQUIREMENTS FOR PROTECTIVE FOOTWEAR,
- B. ANSI Z41-1999, AMERICAN NATIONAL STANDARD FOR PERSONAL PROTECTION - PROTECTIVE FOOTWEAR, OR PAGE 4 OF 4
- C. ANSI Z41-1991, AMERICAN NATIONAL STANDARD FOR PERSONAL PROTECTION - PROTECTIVE FOOTWEAR.

**Hand Protection:**

- A. AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) Z89.1-2009, AMERICAN NATIONAL STANDARD FOR INDUSTRIAL HEAD PROTECTION,
- B. AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) Z89.1-2003, AMERICAN NATIONAL STANDARD FOR INDUSTRIAL HEAD PROTECTION, OR
- C. AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) Z89.1-1997, AMERICAN NATIONAL STANDARD FOR PERSONNEL PROTECTION--PROTECTIVE HEADWEAR FOR INDUSTRIAL WORKERS—REQUIREMENTS.

**Definitions**

**PPE:** PERSONAL PROTECTIVE EQUIPMENT – EQUIPMENT WORN TO MINIMIZE EXPOSURE TO A VARIETY OF HAZARDS.

**Revision Log**

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	09/05/2023	Cabinet	New procedure