



## Personal Protective Equipment (PPE) Info Sheet

**Personal protective equipment (PPE)** protects a person from a hazard. PPE can be equipment or clothing, and it is designed to create a barrier between the person and the hazard. A hazard could be chemical, biological, physical or mechanical. This info sheet provides basic information about PPE.

### Types of PPE

- **Eye protection** is required when there is a chance of physical, chemical or radiation damage to the eyes, and may include safety glasses with fixed side shields, safety goggles or specialized glasses, depending on the specific task. When safety glasses are required for a job, prescription safety glasses may be fully or partially reimbursable. Contact the EHS Office for information on reimbursement.
- **Face protection** (face shields) are mandatory when transferring/pouring chemicals, or performing other tasks where there is a potential for splashes to the face (chemicals, biohazardous materials, etc.). Face shields shall always be worn in addition to safety glasses or safety goggles.
- **Foot protection** is required for all jobs that expose employees to falling objects and/or puncture wounds from below. Employees who are required to wear steel toe shoes are eligible for reimbursement of \$75 per pair (employees that work outside may also be approved for \$75 reimbursement of a winter pair) by submitting an expense report through Oracle. The shoes must meet the requirements and specifications of the ANSI Safety-Toe Footwear Z41.1-1999 or ASTM F2413 standards.
- **Head protection** is required in areas with the danger of impact, falling or flying objects and electrical shock or burn. Head protection can include hard hats or bump caps.
- **Hearing protection** is crucial in preventing permanent damage to hearing and should be worn in any noisy areas to reduce exposure. Employees who are exposed to a time-weighted average noise level of 85 decibels or higher over an 8-hour work shift are entered into a hearing conservation program.
- **Hand and arm protection** protects against harmful materials and possible amputation hazards. Depending on the specific task, PPE may include leather, canvas, metal mesh, fabric, coated fabric, chemical-resistant or liquid-resistant gloves.
- **Respiratory protection** is required when an employee works in a hazardous environment, including the potential for inhaling dangerous substances such as chemicals or infectious particles. Medical evaluation and additional training is required for employees who must use respiratory protection.

### Proper Use of PPE

- All PPE must be inspected prior to use. Replace any damaged PPE immediately. Ensure your PPE fits properly and that you are properly trained to use it.
- While working, periodically inspect PPE for any damage.
- Disposable PPE should be disposed of properly. Any PPE that is reusable should be stored properly to avoid damage and maintain it in a clean and usable condition.

### Employee Responsibilities

- Employees are required to wear PPE at all times that it is required. Do not ever take a shortcut or skip putting on your PPE.
- Make sure you know...
  - ...what PPE is required for your job!
  - ...where to get the PPE that you need!
  - ...what to do if your PPE is missing or damaged!
- Contact your supervisor with any questions or concerns about PPE prior to performing the job.