



### Hazard Assessment (PPE) Policy

#### Scope

This policy pertains to all employees, including student employees, of the College.

#### Purpose

To ensure hazard assessments are conducted in the workplace and the appropriate personal protective equipment (PPE) is consistently used by employees to help guard against the hazards.

#### Process

1. The College will provide personal protective equipment to employees who are required to wear it as part of their job. This includes PPE for eyes, face, head, extremities, protective clothing and respiratory devices. The equipment will be maintained in a sanitary and reliable condition.
2. The College will conduct job hazard analyses (JHA) to determine if hazards are present, or are likely to be present, which necessitate the use of PPE.
3. Results of the JHA will be communicated to all affected employees.
4. A variety of sizes of all PPE will be inventoried so that each employee's PPE fits properly.
5. Defective and damaged PPE equipment will not be used.
6. Training will be provided to all employees who use PPE. It will include what PPE is necessary, how to wear PPE, the limitations of PPE and the proper care, maintenance, useful life and disposal of PPE.
7. In those processes where the use of PPE is clearly indicated, such as, but not limited to, the installation of glass, the handling of glass, and working with toxic materials, acids and caustics, employees will be expected to take the time to obtain and use the proper PPE.
8. In situations where PPE is not required, employees are free to wear PPE if they would like to.

#### Responsibilities

1. Risk Management
  - a. Conduct JHAs and review with the supervisors and employees
  - b. Specify, purchase, and inventory the appropriate types and amounts of PPE
  - c. Prepare and conduct the necessary training
2. Supervisor
  - a. Ensure JHAs are being followed by employees
  - b. Ensure that employees wear the specified PPE called for in the JHAs
  - c. Prepare and conduct the required training
  - d. Take corrective action when necessary

#### Evaluation

The Safety Committee shall be responsible for evaluating this policy annually.

#### Document History

Created: 11/2004

Audited: 1/2006, 2/2007, 3/2008, 3/2009, 3/2010, 3/2011, 3/2012