

NDSU

**PERSONAL PROTECTIVE
EQUIPMENT**

Safe Operating Procedure

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I. Introduction

Protective equipment, to include personal protective equipment (PPE), for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition.

This equipment will be used wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption or physical contact.

II. Purpose

To ensure that NDSU employees have training and available protection, by use of personal protective equipment, if the job/tasks performed for the position require additional safety precautions or protection.

III. Goals

To reduce the risk of a work related injury or death by maximizing the application and use of personal protective equipment (PPE)

IV. Procedures

All PPE shall be of safe design and construction for the work to be performed.

The employer, NDSU, shall assess the workplace to determine if hazards are present, or likely to be present, which necessitates the use of PPE. Chief hazards identified will have Safe Operating Procedures/Standards written specific to that hazard and placed in the SOP Manual.

If hazards are present, or likely to be present, the employer shall perform the following:

- a) Select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
- b) Communicate selection decisions to the affected employee and/or department.
- c) Select and provide PPE that properly fits each affected employee.

- d) Train all affected employees in regard to application of PPE.

V. Training

The employer shall provide training to each affected employee who is required to use PPE. Each employee shall be trained to know the following:

1. When PPE is used.
2. What PPE is necessary for job/task.
3. How to properly put on, take off, adjust and wear PPE.
4. The limitations of the PPE.
5. The proper care, maintenance, useful life and disposal of the PPE.

Each affected employee shall demonstrate an understanding of the training and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

1. The employer has reason to believe that any affected employee does not have the understanding and skill required of the job that requires the use of PPE.
2. Changes in the workplace make previous training obsolete.
3. Changes in the types of PPE to be used make the previous training obsolete.

Documentation and verification of training received by each affected employee shall be maintained by the Occupational Safety and Environmental Health Office and are available for review upon request.

