



SONOMA STATE UNIVERSITY

Personal Protective Equipment Program

Department of Environmental Health & Safety

December 2022 Version 2.1

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Record of Revisions

Version	By	Date	Description of Revision
1.0	RL	June 2020	Personal Protective Program written
2.0	CG	June 2021	Implementation of Assessment Form (attachment A) and overall formatting changes (university logo update) to the program document.
2.1	MB	December 2021	Program review, minor content and formatting changes

Legend:

RL: Ruth LeBlanc, Dir. of Dept of EH&S

CG: Christy Gorman, Safety Program Manager

MB: Missy Brunetta, Interim Sr. Director for Campus Safety

1.0 Purpose/Scope

The purpose of the Personal Protective Equipment (PPE) Program is to provide the campus community with the necessary information to identify work situations that require the use of PPE, and determine the proper selection and use of PPE. PPE includes all clothing and work accessories designed to protect employees from workplace hazards.

Protective equipment should not replace engineering, administrative, or procedural controls for safety; it should be used in conjunction with these controls. Employees must wear protective equipment as required and when instructed by a supervisor. PPE application will be based on risk assessment, which includes evaluation of the hazard(s) and the procedure used, in consultation with the supervisor or principal investigator (P.I.).

2.0 Responsibilities

2.1 All Employees

Each person working in a hazardous environment, having been trained, is responsible for remaining aware of the hazards associated with their activities and with the materials being handled and the appropriate PPE required. Each person is responsible for knowing how to use PPE safely according to the types of hazards. If one is unsure of a hazard or proper procedure, they should ask for assistance before using that particular PPE.

All employees must:

- Follow all appropriate PPE requirements while performing assigned duties.
- Inspect PPE prior to each use.
- Report conditions to your supervisor which may lead to injury.

2.2 Department of Environmental Health & Safety (EH&S)

EH&S has responsibility for the oversight of the development, implementation, and maintenance of the PPE Program.

EH&S shall:

- Advise and assist in the implementation of PPE policies and practices.
- Provide technical assistance to all departments in complying with PPE requirements.
- Provide consultation, monitoring, and training support services to all departments on matters related to PPE.
- Assist departments in identifying hazardous operations or materials, establishing safe work practices, and selecting protective equipment and other exposure controls.
- Conduct workplace assessments/inspections to determine if hazards are present, or are likely to be present, which may necessitate the use of PPE.
- Assist departments with PPE use, fitting and maintenance.

2.3 Departments

Departments affected by this program include, but are not limited to:

- *Facilities Management:* Maintenance activities throughout campus buildings, dormitories and grounds.
- *Information Technology:* Telecommunications and network installation and maintenance throughout the University.
- *Student Housing:* Maintenance activities throughout campus housing facilities and grounds.
- *Dining Services:* Food production and cleaning.

- *School of the Arts & Humanities:* Art pedagogy, construction and striking of stage productions.
- *School of Science & Technology:* Educational and research laboratories. Handling hazardous materials.

2.4 Dean of School or Chair/Manager of Departments

The Dean of School or Chair/Manager of Department is responsible for the PPE Program within college or department. They shall ensure that requirements related to the PPE program, as contained in this document, are adequately supported at the college or departmental level.

2.5 School Administrative Managers

The School Administrative Manager shall serve as a liaison with the Department of Environmental Health & Safety to implement the PPE Program. Responsibilities include:

- Assisting area supervisors in all aspects of this program.
- Monitoring the procurement, use, maintenance and replacement of PPE in the areas over which they have oversight responsibility.

2.6 Supervisors

Supervisors are responsible for the on-the-job health and safety of the employee and should look first to the specific program that details the PPE required. If the hazardous job is occasional or does not fit into a specific program, EH&S is available to assist with PPE selection and training as required to protect the employee. Supervisors shall:

- Determine the required protective apparel and equipment (with the assistance of EH&S and the department Safety Coordinator).
- Ensure that PPE is available and effective.
- Ensure new and existing employees receive PPE training as applicable to their job duties.
- Maintain appropriate records.

2.7 Lab/Facilities/Dining/Staff Employees

Lab/Facilities/Dining/Staff Employees shall understand and act in accordance with the safety requirements established by your respective department. Responsibilities include:

- Participating in all required training programs.
- Understanding the function and proper use of all provided PPE.
- Wearing and properly maintaining the PPE necessary to perform each task.
- Using engineering controls and safety equipment properly and according to department requirements.

- Reporting to supervisor all facts pertaining to accidents that result in injury and any action or condition that may result in an accident.

3.0 Exposures and Protective Devices

3.1 Exposures

Exposures are defined as the condition of being unprotected from a possible injury source. Exposures include:

- **Biological Exposure:** exposures consist of any biological agent that may cause personal injury.
- **Blunt Trauma Exposure:** refers to a type of physical trauma caused to a body part by impact. Resulting injury may be concussions, abrasions, lacerations, and/or bone fracturing. Blunt trauma is contrasted with penetrating trauma, in which an object such as a hypodermic needle enters the body.
- **Chemical Exposure:** exposures consist of any chemical agent that may cause personal injury.
- **Confined Space Entry Exposure:** exposures consist of any confined workplace that may result in injury (carbon monoxide poisoning).
- **Extreme Temperatures:** working in very high or very low temperatures either localized or in the general environment can cause injuries.
- **Fall Exposure:** exposures consist of any work activity from elevated heights or ladders.
- **Fire Exposure:** exposures working around open flames or from fighting a fire.
- **Hazardous Materials:** exposure to any material which poses a health and safety threat to employees and/or as a result of improper handling or disposal methods or accidental discharge. PPE may consist of gloves, safety glasses, goggles, face shields, clothing and creams.
- **Penetrating Trauma Exposure:** exposures to puncture wounds while in a work environment.
- **Respiratory Exposure:** exposures to harmful contaminants in the air in which an employee may work.
- **Rolling Stock:** exposures to powered and non-powered rolling carts, dollies and pallet movers used to manually transport heavy materials and equipment. PPE may consist of gloves and hard toed shoes.
- **Sharp Objects:** exposures to tools, equipment and materials with sharp points or edges. PPE may consist of gloves, special clothing and safety glasses.

3.2 Protective Devices

Protective Devices are any clothing or equipment provided by the University that is designed and constructed to safeguard the wearer from being exposed to a specific physical hazard. Protective Devices includes:

- Body Protection Equipment: used by employees exposed to potential injury to the body, trunk, limbs or torso. PPE may consist of special clothing.
- Eye/Face Protection Equipment: used by employees exposed to potential injury from harmful light or airborne particles in the work environment. PPE may consist of special safety glasses, goggles or face masks.
- Fall Protection Equipment: used by employees exposed to potential fall hazards from working at above ground levels of 6 feet or more. Non – construction activities require fall protection at 4 feet or higher. PPE may consist of Personal Fall Arresting Systems. Components of a personal fall arresting system, detailed in the “Fall Protection Program,” include a body harness, lanyard, lifeline, connector, and an anchorage point capable of supporting at least 5000 pounds.
- Foot Protection Equipment: used by employees exposed to potential injury to the feet. PPE may consist of special shoes, boots or metatarsal guards.
- Hand Protection Equipment: used by employees exposed to potential injury to hands. PPE may consist of special gloves or hand creams.
- Head Protection Equipment: used by employees exposed to potential injury to the head. PPE may consist of special hats, helmets or bump caps.
- Hearing Protection Equipment: used by employees exposed to excessive levels of sound as specified in the University’s “Hearing Conservation Program.” PPE may consist of special earplugs or earmuffs.
- Respiratory Protection Equipment: used by employees exposed to potential injury to the lungs and associated breathing functions as specified in the University’s “Respiratory Protection Program.” PPE may consist of special dust masks, respirators of single or multiple use and air supplied types.
- Skin Protection Equipment: used by employees exposed to potential injury (e.g., dermatitis) from chemicals or other hazardous materials they may need to handle in the course of their work assignments. PPE may consist of gloves, special protective hand creams, sunscreen or clothing.

4.0 Exemptions and Exclusions

Employees working with energized electrical equipment are covered specifically under the University's Electrical Safety Program and are exempted from this program for electric equipment related exposures.

5.0 Selection Process

5.1 Selection Overview

While PPE is an effective as a protective measure, it does not reduce or eliminate the hazards. Thus, PPE is advised when engineering and administrative SOPs are not effective in eliminating the hazard. It is not the University's intention to make PPE the sole protection but a supplement to effective engineering controls coupled with safe work procedures and proper training.

Supervisors must take care when considering the appropriate PPE for a specific or combination of hazards. Selecting the correct PPE may mean choosing from a variety of types, materials, functions and design. These choices are best made in consultation with the safety personnel in the Environmental Health & Safety Department.

5.2 Workplace Hazard Assessment and PPE Evaluation

The Workplace Hazard Assessment and PPE Evaluation Form is used by EH&S to assess the hazard and appropriate PPE when the Tables below do not provide the guidance necessary to protect employees from potential hazards. The form will prescribe the appropriate PPE and document the workplace hazard assessment. EH&S will be responsible for conducting this assessment and maintaining records. Any suggestions for safety enhancement will be communicated to departmental management for implementation. Department supervisors may download this form and conduct a self-evaluation whenever conditions in the department change.

5.3 Selection Tables

The following tables give the department person responsible for PPE a quick overview of the selections available. It is but the first step in the process of providing PPE for our employees.

TABLE 1 - PPE by Job Title

Admin Support Coordinator	Job specific
Administration & Staff	Job specific
Air Cond/Refrigeration Mechanic	Safety Glasses, Hearing Protection
Athletics	Sport specific
Auto/Equipment Mechanic	Safety Glasses, Hearing Protection
Building Service Engineer	Safety Glasses, Hearing Protection
Carpenter	Safety Glasses, Hearing Protection
Custodian	Gloves, Safety Glasses
Dept Chair	Job specific
Dup Machine Operator	Job specific
Electrician	Gloves, Safety Glasses, Hearing Protection

Equip Systems Specialist	Job specific
Equip Tech	Gloves, Safety Glasses, Hearing Protection
Facilities Project Supervisor	Job specific
Facilities Worker	Gloves, Safety Glasses, Hearing Protection
Graduate Assistant	Job specific
Groundworker	Gloves, Safety Glasses, Hearing Protection. Hard hats, Filter masks
Laborer	Gloves, Safety Glasses, Hearing Protection, Hard hats, Protective Footwear
Lead Auto/Equip Mechanic	Gloves, Safety Glasses
Lead Carpenter	Gloves, Safety Glasses, Hearing Protection
Lead Custodian	Gloves, Safety Glasses
Lead Electrician	Gloves, Safety Glasses
Lead Groundworker	Gloves, Safety Glasses
Lead Locksmith	Safety Glasses
Lead Painter	Gloves, Safety Glasses
Lead Plumber	Gloves, Safety Glasses
Lecturer	Job specific
Locksmith	Safety Glasses
Mail Clerk	Job specific
Metal Worker	Gloves, Safety Glasses, Hearing Protection
Nurse Practitioner/Nursing	Gloves, Safety Glasses
Operations Specialist	Job specific
Painter	Gloves, Safety Glasses, Respirators, Masks
Parking Officer	Job specific
Performing Arts Tech	Gloves, Safety Glasses
Pest Control and Spray Specialist	Gloves, Safety Glasses, Respirators
Physician	Gloves, Safety Glasses, Job specific
Plumber	Gloves, Safety Glasses, Hard hats, Respirators
Police Officer	Clothing, Job Specific
Police Officer Cadet	Clothing, Job Specific
Registered Nurse	Gloves, Safety Glasses, Clothing
Sergeant	Clothing, Job Specific
Supervising Carpenter	Gloves, Safety Glasses, Hearing Protection
Supervising Plumber	Gloves, Safety Glasses, Respirators
Supervising Electrician	Gloves, Safety Glasses, Hearing Protection
Teaching Associate	Job specific
Warehouse Worker	Gloves, Safety Glasses, Hard hat, Protective Footwear

TABLE 2 - PPE by Activity

Asbestos Removal	Gloves, Safety Glasses Respirators, Safety Shoes
Athletics	Sports specific (i.e., helmets, chest protectors, goggles, etc.)
Biology Lab	Gloves, Safety Glasses
Carpentry	Gloves, Safety Glasses, Respirators, Hearing Protection, Safety Shoes, Hard hat
Chemistry Lab	Gloves, Safety Glasses
Cleaning	Gloves, Safety Glasses
Computer Repair	Gloves, Safety Glasses
Construction	Gloves, Safety Glasses, Hearing Protection, Safety Shoes, Hard hats
Construction Eqpt. Operator	Gloves, Safety Glasses, Safety Shoes, Hard hats
Custodial Services	Gloves, Safety Glasses, Safety Shoes
Driving	Job specific
Electrical Work	Gloves, Safety Glasses, Safety Shoes, Hard hats
Elevated Work	Gloves, Safety Glasses, Safety Shoes, Hard hats
Excavation-Trenching	Gloves, Safety Glasses, Hearing Protection, Safety Shoes, Hard hats
Facilities Services	Gloves, Safety Glasses, Safety Shoes
Landscape/Grounds	Gloves, Safety Glasses, Hearing Protection, Safety Shoes, Respirators, Hard hats
Laser Operations	Safety Glasses
Law Enforcement	Clothing, Job specific, Safety Shoes
Maintenance	Gloves, Safety Glasses, Respirators, Hearing Protection, Safety Shoes, Hard hats
Mechanical Services	Gloves, Safety Glasses, Respirators, Hearing Protection, Safety Shoes, Hard hat
Metal Working	Gloves, Safety Glasses, Face Shields, Respirators, Hearing Protection, Safety Shoes, Hard hats
Painting	Gloves, Safety Glasses, Respirators, Clothing, Safety Shoes, Hard hats
Plumbing	Gloves, Safety Glasses, Respirators, Safety Shoes, Hard hats
Science Instruction	Gloves, Safety Glasses, Clothing
Set Construction	Gloves, Safety Glasses, Safety Shoes, Hard hats
Stone/Concrete Work	Gloves, Safety Glasses, Respirators, Hearing Protection, Safety Shoes, Hard hats
Tree Work	Gloves, Safety Glasses, Hearing Protection, Fall Protection, Safety Shoes, Hard hats
Vehicle Services	Gloves, Safety Glasses, Safety Shoes
Warehousing	Gloves, Safety Glasses, Safety Shoes, Hard hat

TABLE 3 - PPE by Body Part Affected

Ears	Ear Plugs, Ear Muffs
Eyes	Goggles, Visors, Face Shields, Sun Glasses, Safety Glasses
General Body	HazMat Suits (Tyvek), Lab Apron, Coveralls, Lab Coat, Knee Pads
Head	Hard Hats, Helmets, Bump Caps
Hands	Gloves (specific to hazard)
Limbs	Coveralls, Long Sleeve Shirts, Safety Shoes, Gloves, Hard Hat
Respiratory	Respirators (air supplied, air purifying, canister), Filter Masks
Skin	Clothing, Protective creams/ointments

TABLE 4 - PPE by Hazard

Airborne Contaminants	Masks, respirators, coveralls, skin cream
Electrical Current	Gloves, non-metal hard hats, clothing, protective footw
Excessive Heat	Clothing, cooling suits
Excessive Sound	Ear plugs, ear muffs
Falling Objects	Hard hat, bump cap, protective footwear
Fire	Gloves, clothing, boots
Flying Metal Chips	Safety glasses, goggles, face shields, hats
Harmful Dust	Masks, respirators, coveralls, skin cream
Harmful Light	Safety glasses, goggles, dark lens glasses, laser glasses
Hazardous Material Handling	Gloves, safety glasses, goggles, face shields, clothing
Hot Materials	Gloves, work shoes, clothing, safety glasses, face shields
Ionizing Radiation	Masks, special clothing, respirators, gloves
Laser Light	Special glasses, clothing
Machine nip-points	Safety glasses, gloves
Moving Equipment	Safety glasses, metatarsal protectors, hard hats
Non-Ionizing Radiation	Safety goggles, clothing, gloves
Open Flame	Safety goggles, clothing, gloves
Rolling Stock	Work boots, metatarsal protection
Sharp Objects	Gloves, clothing
Sunlight	Sunglasses, goggles, skin creams, clothing

6.0 PPE Rules

The California State Department of Industrial Relations, Division of Occupational Safety & Health (Cal-OSHA), CCR Title 8 Regulations references the following recommendations regarding PPE:

6.1 Procurement

The department person responsible for purchasing PPE should be very specific when ordering PPE so that there is a balance of quality, work efficiency and safety with the cost of the item. The purchaser should select the protective equipment which ensures a level of protection greater than the minimum required to protect employees from the hazards. When cost effective, an inventory of approved PPE should be maintained.

6.2 Maintenance and Care

It is critical that all reusable PPE be kept clean and properly maintained in order to provide the protection intended. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. For the purposes of compliance with Section 3380(a) and (d), PPE should be inspected, cleaned, and maintained at regular intervals. It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards. Defective or damaged PPE shall not be used.

6.3 Training

The department should provide access to training for each employee required to use PPE and the training should include the following:

- When & why PPE is necessary
- Which PPE is required
- Proper use of PPE

6.4 Fitting

For PPE devices with adjustable features, adjustments should be made on an individual basis for a comfortable fit that will maintain the protective device in the proper position. Particular care should be taken in fitting devices for eye protection against dust and chemical splash to ensure that the devices are sealed to the face. In addition, proper fitting of a helmet is important to ensure that it will not fall off during work operations. In some cases, a chin strap may be necessary to keep the helmet on an employee's head. Careful consideration must be given to comfort and fit; employees are more likely to wear the device if it is comfortable and fits properly.

6.5 Storage and Distribution

When feasible, PPE should be kept in a clean, dust free locker, cabinet or area so that it is easily accessible to whomever needs it. Some PPE devices will have storage considerations specified by the manufacturer.

The department should make all PPE readily available to employees.

6.6 Supervision & Enforcement

Department management is responsible for assuring each worker wears the appropriate PPE when exposed to hazards on the job. Any employee who fails to wear PPE, when required, may face disciplinary action.

7.0 Forms Used

Attachment A- Workplace Hazard Assessment and PPE Evaluation

This form is for internal EH&S use only. However, any department personnel may download the form for use in evaluating their own areas for PPE compliance.

8.0 References/Resources

[Title 8, California Code of Regulations, General Industry Safety Orders](#)

[§3380 Personal Protective Devices](#)

[§3381 Head Protection](#)

[§3382 Eye & Face Protection](#)

[§3383 Body Protection](#)

[§3384 Hand Protection](#)

[§3385 Foot Protection](#)

[§5096 Hearing Protection](#)

[§5144 Respiratory Protection](#)

[American National Standards Institute](#)

[Safety Requirements for Personal Fall Arrest Systems, Subsystems and Components](#)

[Practice for Occupational and Educational Eye and Face Protection](#)

[Industrial Head Protection](#)

Attachment A: Workplace Hazard Assessment and PPE Evaluation

Workplace/Task Hazard Assessment & PPE Evaluation

Workplace/Task Evaluation		
Department:	Bldg/Area:	Floor/Rm:
# of Employees Affected:	Person Interviewed:	
Task(s):		

Potential Injury Evaluation - Sources											
Source	100% of risk controlled by engineering or admin methods			*Hazard exposure checked as S=Slight, M=Moderate, X=Significant, NA=Not Applicable							
	Yes	No	NA	Hands	Eyes	Head	Feet	Skin	Body	Hearing	Respiratory
Airborne Contaminants											
Electrical Current											
Excessive Temp											
High Noise Levels											
Fall From Heights											
Falling Objects											
Fire/Flame											
Flying Particles											
Harmful Dust											
Hazardous Materials											
LASER Light											
Machine Nip Points											
Moving Equipment											
Rolling Stock											
Sharp Objects											
Sunlight											

PPE Selected for Job/Task			
<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Foot Protection
<input type="checkbox"/> Face Shield	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Body Protection (type):	
<input type="checkbox"/> Gloves (type):		<input type="checkbox"/> Respiratory (cartridge):	

PPE Evaluation			
PPE selected appropriately?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PPE care & maintenance adequate? Yes <input type="checkbox"/> No <input type="checkbox"/>
PPE use mandated by supervisor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PPE fitted to employee as necessary Yes <input type="checkbox"/> No <input type="checkbox"/>
PPE training conducted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	PPE being used & dispensed properly? Yes <input type="checkbox"/> No <input type="checkbox"/>

Evaluator:	Title:	Date:
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