

RHODE ISLAND SCHOOL OF DESIGN  
20 Washington Place, Providence, RI 02903

OFFICE OF ENVIRONMENTAL HEALTH & SAFETY



# **Rhode Island School of Design**

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) PROGRAM**

**Update - September 2023**



## **RI School of Design - PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**September 2023**

### ***INTRODUCTION***

This standard establishes campus-wide requirements for the selection and use of PPE, where it is impractical to eliminate hazards/exposures by engineering revisions or by safeguarding. These requirements are designed to meet current OSHA standards 1910.132-1910.138. Both fall protection and respiratory protection are covered under separate programs.

### ***REQUIREMENTS***

The basic components of this Standard are:

- Responsibilities
- Job hazard assessment
- Types of personal protective equipment
- Inspection
- Maintenance
- Training

### ***RESPONSIBILITIES***

The RISD Environmental, Health & Safety (EH&S) Department shall be responsible for the development of personal protective equipment guidelines for the campus. The guidelines shall include the following minimum elements:

- Evaluating necessary PPE to protect employees and students.
- Selecting proper PPE for identified hazards.
- Ensuring that purchased PPE meets accepted standards (Such as U.S. ANSI.)
- Evaluating a variety of PPE styles, to ensure appropriate comfort and fit.
- Training employees and students on the use and care of PPE.
- Developing safety rules regarding the use of PPE.
- Enforcing the use of personal protective equipment.
- Inspecting personal protective equipment.



**OFFICE OF ENVIRONMENTAL HEALTH & SAFETY**

***RESPONSIBILITIES (cont.)***

- Reassessing workplace hazards as necessary, by identifying and evaluating new equipment, processes, procedures, reviewing injury records and re-evaluating the suitability of previously selected PPE.
- Conducting and documenting a walk-through survey to identify hazards to workers, co-workers and students.

**RISD Employees will be responsible for:**

- Obtaining and using the appropriate personal protective equipment (PPE).
- Inspecting personal protective equipment prior to use.
- Properly maintaining and storing personal protective equipment.

***JOB HAZARD ASSESSMENT***

Hazard Assessments shall be conducted throughout the campus, to determine required personal protective equipment for each job. As applicable, assessments shall be documented in writing and reviewed with the EHS Manager for each instance where PPE is required.

***TYPES OF PPE***

***Eye/Face Protection***

Eye/face protection shall be provided where there is a potential for injury from flying objects, liquids, injurious radiation, or a combination of these hazards. The selected type of eye protection will depend upon the hazard, and may include safety glasses, face shields, goggles, or shaded lenses for injurious radiation. Protective eye & face devices purchased after July 5, 1994 shall comply with ANSI/ISEA Z87.1-2020.

- A job task evaluation shall be conducted to determine exposure to eye injuries.
- Safety glasses will be provided to personnel who wear corrective lenses.
- The use of contact lenses will be prohibited in campus areas where potential exists for eye injury or chemical exposure.
- Where applicable, signs will be posted to designate mandatory use of eye protection.
- Eye/Face PPE shall be distinctly marked to facilitate identification of the manufacturer.



OFFICE OF ENVIRONMENTAL HEALTH & SAFETY

***Eye/Face Protection: (cont.)***

- Visitors shall be provided and required to wear appropriate eye protection when entering designated areas. An adequate supply of "visitor" eye protection shall be kept on hand.
- Employees and students will be trained on the use and care of eye protection.
- All safety glasses shall have side shields.

***Head Protection***

Head protection shall be provided to employees and students to protect against injury from impact, penetration from falling and flying objects, and from limited electric shock and burn.

- A job task evaluation shall be conducted to determine exposure to head injuries.
- Protective helmets purchased after July 5, 1994 shall comply with ANSI/ISEA Z89.1-2014 (R2019).
- When selecting head protection, knowledge of potential electrical hazards is important:
- **ANSI Types of Hard Hats –**

Type 1 hard hats are designed to provide protection from impacts to the top of the head

Type 2 Hard Hats are designed to offer protection from lateral blows and objects. This includes from the front, back, and side as well as from the top....

Class G (General Hard Hats) hard hats are rated for 2,200 volts

Class E (Electrical Hard Hats) ...

Class C (Conductive Hard Hats)

- Employees, students, and visitors shall be provided and required to wear appropriate head protection while working in areas or conducting activities that require head protection (i.e., construction/renovations.)
- Campus areas such as Rare Woods Storage in College Building and the basement at 189 Canal Street are examples of where signs designating mandatory use of head protection.
- Where applicable employees and students shall be trained on the use and care of head protection.



**OFFICE OF ENVIRONMENTAL HEALTH & SAFETY**

***Foot Protection***

Employees and students shall be required to wear foot protection to prevent potential injury from slips and falls, falling and rolling objects, from objects piercing the sole, and in areas where feet are exposed to electrical hazards.

- A job task evaluation shall be completed to determine potential exposures to foot injury.
- Affected employees and students shall be provided or required to wear appropriate safety footwear.
- Protective footwear purchased after July 5, 1994 shall comply with ASTM F2412
- Visitors shall be provided and required to wear foot protection (toe caps) when entering designated areas that require protection.
  - JSA's shall require footwear when applicable.

***Hand Protection***

Gloves shall be provided to protect employees and students from contact with chemicals, lacerations, burns, punctures, slivers, and cold.

- A job task evaluation shall be completed to determine potential exposure to hand injuries.
- Affected employees and students shall be provided and required to wear appropriate hand protection.
- Employees and students must be able to remove the gloves in such a manner as to prevent skin contamination.
- Gloves shall be readily available for employee, visitor, and student use.
- Disposable Nitrile Gloves are preferred over latex gloves due to widely reported allergic reactions to latex containing products.



**OFFICE OF ENVIRONMENTAL HEALTH & SAFETY**

***Hearing Protection:***

RISD has tested areas on campus where noise is perceived as "loud". The OSHA 29 CFR 1910.95(i)(1) standard requires employers to make hearing protection available to all employees exposed to an 8-hour time-weighted average of 85 decibels or greater at no cost to the employees. To date there are no areas on campus that exceeds the OSHA limit.

- Earmuffs and earplugs used to protect the wearer's ears from excessive noise are available widely on campus for short term exposures to noise – such as when employees are using landscaping and carpentry tools.

***Protective Clothing:***

Protective clothing shall be provided to employees and students to prevent exposures to chemicals, lacerations, burns, punctures and cold.

- A job task evaluation shall be completed to determine exposure to bodily injuries.
- Affected employees and students shall be provided, or required to wear, appropriate protective clothing.
- Protective clothing shall be readily available for employee and student use.

***INSPECTIONS***

Prior to and after use, the user will inspect personal protective equipment. Defective equipment will not be used until repairs are completed or the equipment replaced. An internal inspection program shall be established to monitor compliance with the mandatory use of personal protective equipment. The internal inspections shall be completed by the EH&S Department.

***MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT***

Preventative maintenance of personal protective equipment shall follow manufacturers' recommendations. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. Only authorized and trained employees shall inspect and repair personal protective equipment.



**OFFICE OF ENVIRONMENTAL HEALTH & SAFETY**

***USER TRAINING***

Employees and students shall receive training on the use/care of personal protective equipment. Employees and students will not be issued or required to wear personal protective equipment until training is provided. All training shall be documented and a record maintained on file by the EH&S Coordinator/Manager. Employees and students must be able to demonstrate their understanding of the training prior to using the PPE.

Retraining must be provided whenever a change takes place that renders the initial training obsolete, or if an employee or student does not have the skills or understanding to wear appropriate PPE. An annual review and retraining are recommended for all employees and students. Training should include the following minimum items:

- Purpose of the personal protective equipment,
- Limitations of the personal protective equipment.
- Proper method to wear personal protective equipment.
- Care and maintenance of the personal protective equipment.
- Storage of personal protective equipment.
- Inspection of the personal protective equipment prior to and after its use.
- Situations requiring PPE.

Each affected employee and student must demonstrate understanding of training and ability to use PPE properly before being allowed to perform work required use of PPE.