1. SCOPE
   This policy is designed to comply with the Occupational Safety and Health Administration (OSHA) 29 CFR 1910.132, Personal Protective Equipment and all other applicable state and local regulations.

2. RESPONSIBILITIES:

   A. University
      MUSC is responsible for providing Personal Protective Equipment (PPE) at no cost to employees except when complying with provisions outlined the OSHA 29 CFR 1910.132(h). MUSC is responsible for providing properly fitting PPE and replacing damaged or worn-out PPE.

      The MUSC Occupational Safety and Health Program (OSHP) is responsible for supporting Engineering and Facilities in regulatory compliance with the Occupational Safety and Health Administration (OSHA) 29 CFR 1910.132, Personal Protective Equipment. OSHP is available for consultations and advice regarding the regulation. Please contact OSHP at 843-792-3604.

   B. Supervisors/Managers
      Supervisors and Managers in University Engineering and Facilities areas are responsible for performing risk assessments of their areas to determine what PPE is necessary for each specific task or procedure. For assistance in performing a risk assessment or any other questions regarding proper PPE, please contact MUSC’s Occupational Safety and Health Programs at 843-792-3604.

      Supervisors and Managers must acquire knowledge of all safety-related matters through practice and training. The personal protective items outlined below will be worn at all times when in specific areas where hazards exist.

      Supervisors and Managers must train all employees in their areas on when PPE is necessary, what PPE is necessary, how to properly put on, take off, adjust, and wear PPE, the limitations of the PPE, and the proper care, maintenance, and useful life of PPE.

      Supervisors and Managers are also responsible for enforcing the proper use and care of PPE. Any issues of non-compliance or misuse could result in disciplinary actions.

   C. Employees
      It is the responsibility of each employee to work safely and use appropriate safety equipment. When issued PPE, employees must keep and maintain PPE as instructed. Employees who lose or purposely destroy MUSC issued PPE are responsible for the cost of replacement of such PPE.

      Employees must acquire knowledge of all safety-related matters through practice and training. Each employee must demonstrate that he or she understands when PPE is necessary, what PPE is necessary, how to properly put on, take off,
adjust, and wear PPE, the limitations of the PPE, and the proper care, maintenance, and useful life of PPE. The personal protective items outlined below will be worn at all times when in specific areas where hazards exist.

Employees who have accidents due to negligence may be subject to disciplinary action up to and including termination.

3. PERSONAL PROTECTIVE EQUIPMENT

A. Foot Protection

This section addresses compliance with OSHA 29 CFR 1910.136, Foot Protection.

Every employee whose duties involve lifting, moving and transporting heavy objects, who works in construction and maintenance areas, or whose feet may be exposed to electrical hazards, must wear safety shoes as a condition of employment. Safety shoes may also be required at the discretion of an employee's immediate supervisor based on conditions for the duties assigned.

Based on a job risk assessment performed by University Risk Management, technicians in the following shops are required to routinely wear safety shoes due to the foot hazard exposures of their assigned duties:

- Air Conditioning
- Boiler
- Carpenter
- Electric
- Grounds
- Paint
- Sheet Metal
- Storeroom
- University Maintenance
- Zones

E&F has contracted with a local vendor to provide safety shoes to employees that are required to wear them. Each required employee will be provided with a safety shoe voucher that may be used at the vendor to obtain ANSI Z41 rated safety shoes with a retail price of up to $100. If an employee wishes to purchase shoes that exceed $100, they will be responsible for paying the vendor directly for any amount over $100. Immediate supervisors will be responsible for assessing the condition of worn shoes and will provide employees with a voucher for replacing safety shoes when the shoes are beyond their serviceable life. Shoes shall not be replaced more frequently than once per year. New employees or employees that are only occasionally exposed to foot hazards may check-out temporary Safety shoe caps from the E&F storeroom and use these safety guards. Also refer to E&F Policy 107.00

All protective footwear must be designed in configuration with ANSI Z41.
B. Head Protection
This section addresses compliance with OSHA 29 CFR 1910.135, Head Protection.

Hard hats are required to be worn in areas where there is a possibility of falling objects and in areas where the head may make contact with electrical conductors. All head protection must be designed in configuration with ANSI Z89.1.

Each employee who works in a hard hat area shall be required to wear a hard hat. Hard hats are provided by Facilities and Engineering. Employees who only occasionally require the use of a hard hat may check one out from the Storeroom on a daily basis.

C. Eye and Face Protection
This section addresses compliance with OSHA 29 CFR 1910.133, Eye and Face Protection.

Safety glasses and goggles are available through the Engineering and Facilities Storeroom. Employees must wear protective glasses or goggles in areas designated as “eye hazard areas.” These are areas where employees may be exposed to flying particles, liquid chemicals (including acids and bases), vapors or gases from chemicals, melted metal, potentially injurious light radiation, and other splash or particulate hazards.

Safety goggles must be worn when there is a high splash hazard. Safety glasses equipped with side shields are appropriate for protection against flying particles.

All protective eye and face gear must meet the American National Standard Practice for Occupational and Educational Eye and Face Protection (ANSI) Z87.1 standard.

Employees who wear prescription glasses must wear safety glasses that are designed to fit over prescription glasses. These types of safety glasses are also provided by Facilities and Engineering. Alternatively, these employees may also purchase their own prescription safety glasses that are designed in configuration with ANSI Z87.1 standards.

Note: Regular prescription eyeglasses or sunglasses do not protect against splashes or flying particles and are not an acceptable form of eye protection.

D. Hearing Protection
This section addresses compliance with OSHA 29 CFR 1910.95, Occupational Noise Exposure.

Employees working where high noise levels are present for an average of 85 decibels for over 8 hours, or use high noise-producing equipment, shall use hearing protection at all times. Both ear plugs and earmuffs are available and must be designed in configuration with ANSI/ASA S12.68 standards.
E. Hand Protection
This section addresses compliance with OSHA 29 CFR 1910.138, Hand Protection.

Hand protection is required in areas where cuts, abrasions, or punctures to the hands are likely. Work gloves will be issued to employees working in these areas. When gloves become unserviceable, they may be exchanged for a new/replacement pair. Employees losing or misusing gloves may be subject to disciplinary action.

Hand protection is also required in areas where harmful substances may be absorbed through the skin or may cause burns to the skin. In these cases, chemical resistant gloves are required.

Lastly, specialty gloves will be issued for work involving temperature extremes.

F. Respiratory Protection
The MUSC OSHP coordinates the respiratory protection program. For details on this program, please refer to the OSHP policy regarding respiratory protection. The MUSC Respiratory Protection Program complies with OSHA 29 CFR 1910.134.

In brief, BEFORE an employee may wear a respirator, he or she must be medically cleared by MUSC Employee Health Services (EHS). All employees required to wear respirators must also be fit-tested by OSHP before wearing one, and annually after that. OSHP is responsible for annual training regarding the proper use, maintenance, and storage of respirators.

Note: Certain respirators cannot be worn if an employee has facial hair. If an employee is required to wear this type of respirator, it is his responsibility to prevent facial hair growth.

Dust masks (paper) do not require tests or fitting for employee use. They are not substitutes for a respirator.

G. Back Supports
Wearing of a back support is at the discretion of the employee or his/her supervisor. Shop supervisors have these available for employees. They may also be checked out from the Engineering and Facilities Storeroom.

H. Areas of Special Consideration
Workers in areas where there are potential electrical hazards are required to wear additional PPE in compliance with OSHA 29 CFR 1910.335, OSHA 29 CFR 1910.137, and OSHA 29 CFR 1910.333.
4. TRAINING

A. Annual Training
All employees are required to complete annual online OSHA training through the Computerized Annual Training and Tracking System (CATTS). New employees must take this training before the first day of employment.

B. Weekly Training
Engineering and Facilities has a safety team comprised of representatives from each shop. The team has regularly scheduled meetings that are held once a week for the purpose of disseminating training materials, discussing safety concerns, and addressing other safety related topics. The Safety Team is led by a supervisory engineer. Each member of this safety team takes topics and issues discussed along with training materials provided back to their respective shops and those items are then shared with all members of their shop during a weekly shop meeting.

5. RESOURCES

A. MUSC’s Occupational Safety and Health Manual, Personal Protective Equipment Policy
MUSC’s Occupational Safety and Health Programs (OSHP) have a PPE Policy. This document can be accessed on the OSHP webpage.

B. Keller’s Official OSHA Safety Handbook
Facilities and Engineering uses the Keller’s Official OSHA Safety Handbook as a guide for weekly training meetings. Employees may access copies of the book in the Facilities and Engineering main office at any time.

C. Material Safety Data Sheets (MSDS)
Before working with any hazardous material or chemical, each employee must review the Material Safety Data Sheet (MSDS). The MSDS will outline all PPE that is necessary to wear when working with the hazardous material or chemical.

An MSDS search can be accessed through MUSC’s OSHP website.

D. Manufacturer’s Manuals
Before using any equipment, the manufacturer’s manuals and operating instructions must be reviewed for recommendations regarding PPE.

E. Occupational Safety and Health Programs (OSHP)
OSHP staff is available to answer any questions regarding the selection, use, maintenance, and fitting of PPE. Please contact OSHP at 843-792-3604.
PERSONAL SAFETY ITEMS AND SAFE WORKING HABITS

SIGNATURES

Employee: I certify that I have been trained and understand this policy regarding Personal Protective Equipment. I understand that I must adhere to all safety precautions.

Employee Name: _____________________________ Job Title: ________________________________
Work Group or Shop: __________________________ Work areas(s): ____________________________
Employee Signature: ___________________________ Date: _________________________________

Supervisor: I certify that I have performed a hazard assessment of my area and have trained all employees in my area on issues regarding this Personal Protective Equipment Policy. I understand that it is my responsibility to enforce all safety precautions.

Supervisor/Manager Name: _____________________ Job Title: ________________________________
Work Group or Shop: __________________________ Work areas(s): ____________________________
Supervisor/Manager Signature: ___________________________ Date: __________________________