

Personal Protective Equipment and Job Safety Analyses

Safety is Everyone's Business.....

It is the responsibility of all LSUHSC-NO faculty, staff and students to follow all safety rules, policies and procedures!

Personal Protective Equipment (PPE)

What's it all about?

- What is PPE and why is it important?
- What is LSUHSC-NO's written PPE program and why do we have one?
- When is the use of PPE necessary?
- What PPE is necessary?
- How to wear and limitations of assigned PPE.

What is PPE?

- Devices used to protect an employee from injury or illness resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards (OSHA).
 - The need for PPE and the type of PPE used is based on hazard assessment.

Types of PPE at LSUHSC-NO

- Eye and Face Protections-safety glasses, goggles, face shields
- Head Protection- hardhats and helmets
- Foot Protection-steel-toed shoes & boots
- Hand Protection-cotton, leather, latex, vinyl, PVC gloves, etc.
- Hearing Protection-ear plugs, ear muffs
- Respiratory Protection-respirators, dust masks

Why Does LSUHSC-NO have a PPE program?

- To protect the health of all members of its workforce (faculty, staff, residents, students, visitors, and volunteers) from risk of injury or exposure to workplace hazards by providing the necessary information to identify work situations that require the use of PPE, as well as the proper selection, maintenance and disposal of PPE.
- Using the appropriate PPE will help to minimize workplace injuries/accidents.
- To comply with local, state, and federal safety requirements.

Important Questions about LSUHSC-NO's PPE Program

1. Can I get in trouble for not wearing PPE as instructed by my Supervisor or Professor/Instructor? **Yes. You can lose your job or be expelled from school.**
2. Who is required to participate in the PPE program?
Anyone who works in a high risk area where personal protective equipment is required.

Introduction to LSUHSC-NO's PPE Program

- Responsibilities
- Implementation Requirements
- Employee Training and Education
- Recordkeeping
- Job Safety Analysis (JSA)

Responsibilities

Environmental Health and Safety Department shall:

- Provide technical support and assist departments in implementing an effective PPE program.
- Provide training for PPE instruction as needed.
- Maintain training records.
- Review/revise the PPE program for compliance with applicable regulations.

Supervisors/ Principal Investigators (PI) shall:

- Conduct job safety analysis (JSA) in their work areas and maintain records. Click [here](#) to view the related policy.
- Determine required PPE and order adequate supplies.
- Dispose of PPE in accordance with manufacturer's instructions.
- Train employees on the proper use, care and cleaning of PPE.
- Maintain training records.
- Ensure employees wear the correct PPE for each job.
- Replace defective or damaged PPE immediately.
- Keep an adequate supply of PPE on hand.

Faculty, Staff, Students, Visitors and Volunteers shall:

- Wear required PPE.
- Maintain and store PPE in a clean and sanitary condition.
- Ensure PPE is in good operating condition at all times; never wear defective PPE.
- Report unsafe or unhealthy work conditions and job related Injuries/illnesses immediately.

Implementation Requirements

There are 2 general methods for controlling exposure to hazardous substances:

Engineering Controls-eliminate or reduce exposure to a chemical or physical hazard through the use or substitution of engineered machinery or equipment. Some examples include: self-capping syringe needles, ventilation systems such as fume hoods, sound dampening materials to reduce noise levels, safety interlocks, and radiation shielding.

* **Please Note:** the preferred method for reducing employee/student exposure at LSUHSC is the use of engineering controls and if these are not sufficient to minimize exposure, PPE will be used.

Administrative Controls- (work practice controls) are changes in work procedures, such as written safety policies, rules, supervision schedules, and training, with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations.

LSUHSC-NO is required to Provide PPE when:

- A Supervisor/PI or safety specialist determines that PPE is necessary to protect the health and safety of employees from 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, inhalation, or physical contact.

- A Supervisor/PI determines that engineering and/or supervisory controls do not reduce exposure potential to a safe level.
- The development or installations of engineering controls are pending.
- Short term, non-routine operations where engineering controls are not practical.
- An emergency situation occurs such as spills, ventilation malfunctions, etc.

Who Pays for Protective Equipment?

- LSUHSC-NO provides all PPE and replacement PPE at NO cost to employees, except when the employee has lost or intentionally damaged the PPE.
- LSUHSC is not required to pay for:
 - Non-specialty PPE (e.g., safety-toe protective footwear and non-specialty prescription safety eyewear) if the employee wears such items off the job-site.
 - Everyday clothing, such as long-sleeve shirts, long pants, street shoes, normal work boots or ordinary clothing.
 - Items used solely for protection from weather, such as winter coats, jackets, gloves, parkas, rubber boots, hats, raincoats, ordinary sunglasses, and sunscreen.

Employee Training & Education

- All employees must receive hands-on training regarding basic PPE usage **BEFORE** they can work in an area where PPE is required. Initial training *must* contain the following elements:
 - When PPE is necessary.
 - What type of PPE is necessary?
 - How to properly don, doff, adjust and wear PPE.
 - Limitations of PPE.
 - The proper care, maintenance, useful life and disposal of PPE.

Retraining/Refresher Training is required when:

- A Supervisor/PI deems it necessary to do so (unlimited circumstances).
- A Supervisor/PI determines that an employee does not understand the skill required.
- Changes in the workplace, and in the types of PPE render previous training obsolete.
- Inadequacies in an affected employee's knowledge or use of assigned PPE.

* **Please Note:** All training must be documented using Appendix B, PPE training Certification located in the Environmental Health & Safety Policy manual. Click [here](#) to view the related policy.

Employee/Student Training: Records Retention

Who is required to keep Training Records at LSUHSC-NO?

- Supervisors/PIs are required to maintain a copy of employee training records for a minimum of six years.
- The Environmental Health and Safety Department is required to maintain a copy of all training records for a minimum of six years.

Job Safety Analysis (JSA)

- It is an evaluation tool used to identify potential accidents or hazards and implement safe job procedures.
- It is used to prevent accidents and workplace illnesses by improving employee skills and awareness through an organized process.

- It is the responsibility of the Supervisor/PI to assess jobs and evaluate engineering controls using Appendix A, JSA Form 1-00 for their department/section. Click [here](#) to view the related policy.
- JSAs are required to be performed for:
 - All jobs that have resulted in an incident/accident trend or death.
 - Jobs that have a potential for severe injury or property damage.
 - Changes in job procedures or equipment.
- JSAs should be maintained and displayed in plain view in the work area where the task will be performed or equipment used.
- Equipment Operating Manuals that provide instructions on the proper and safe usage of equipment can also serve as JSAs, but must be readily accessible to employees using the equipment.

If it is Determined that PPE is Required for the Job after a JSA assessment, then the Supervisor/PI is required to:

- Select, and have each affected employee use all PPE that will protect them from the hazards identified in the JSA.
- Communicate selection decisions to each affected employee.
- Provide PPE that properly fits each affected employee.

Relevant Policies and Procedures

- To view the Personal Protective Equipment policy, click [here](#).
- To view the Job Safety Analysis Policy, click [here](#).
- To view the Environmental Health and Safety Department's website, click [here](#).

Any Questions?

Contact the **Environmental Health and Safety Department** by:

Telephone: (504) 568-6585

Email: safetytraining@lsuhsc.edu