



Personal Protective Equipment

CONTENTS

POLICY # IN-FIAD.EHS.o8

Scope
Policy Statement
Reason for Policy
Exceptions/Exclusions
Procedures
Definitions
Sanctions

ADDITIONAL DETAILS

Contact Information
Forms
Web Addresses
Related Information
Document Change Log
Communications

Effective: January 1, 1999

Last Updated:

Responsible IUPUI Campus Division:

Finance and Administration

Responsible IUPUI Campus Office:

Environmental Health and Safety

Responsible IUPUI Campus Administrator:

Rich Strong, Director

Policy Contact:

Primary contact person

The IUPUI administration formally approves official campus administrative policies through an established process, publishes those policies in a consistent format, and maintains official campus policies in a central, readily accessible policy website. Responsible administrators (as defined below) and their offices, that are engaged in developing and maintaining campus-wide administrative policies must comply with the procedures in this policy for drafting, approving, revising, distributing, maintaining, and withdrawing campus-wide policies. Academic policies are available on the [Faculty Council website](#).

This policy is in accordance with University Policy [UA-08, Establishing University Polices](#).

Scope

This policy applies to all faculty, staff, part time employees and students that receive compensation for services performed at IUPUI.

All activities which could pose a hazard to the employee are covered by this policy. All locations where the hazardous activities occur are covered.

Policy Statement

The individual departments are responsible for complying with this requirements of this regulation. The department shall evaluate the hazards and recommend appropriate personal protective equipment (PPE) to protect employees from the hazards identified. Each department is responsible for completing a written workplace assessment to determine all hazards which necessitate the use of PPE for all of the department's employees and revising the assessment whenever the hazards regarding PPE use change.

The employee shall be advised as to the required PPE, trained in its proper use, and provided proper fitting PPE at no cost to the employee, except for personal items as defined in this policy. Once a determination has been made that PPE is required and the department has complied with its responsibilities, employees must wear the appropriate PPE and the department is responsible for ensuring that it is worn appropriately.

Failure to use the selected PPE in a proper manner can subject the employee to progressive disciplinary action, up to and including dismissal. Failure of the employee's supervisor to enforce the proper use of PPE subjects the supervisor to progressive disciplinary action, up to and including dismissal.

Each department may establish standards for PPE, which limits the selection of PPE.

The Department of Environmental Health and Safety (EHS) is responsible for ensuring that departments are aware of the requirements of the Indiana Occupational Health and Safety Administration (IOSHA) Standard and this Policy and monitoring compliance with both. EHS will assist departments by developing the necessary reporting forms and guidance documents, assisting in the evaluation of the workplace, assisting in the selection of the proper PPE, providing vendor information for PPE, compiling required records for compliance, assisting departments in providing training for the proper use of PPE and providing information regarding current recommended allowances for personal items. EHS will have the responsibility and authority of ensuring that the appropriate PPE is selected.

Failure to use required PPE may result in the denial of workers' compensation benefits to the extent such PPE would have prevented injury.

All PPE must meet American National Standards Institute (ANSI) standards when required by IOSHA.

Reason for Policy

The Indiana Occupational Health and Safety Administration (IOSHA) requires employers to provide a safe work environment. Regulations were expanded in 1994 and now require employers to complete a workplace assessment to determine all hazards which necessitate the use of personal protective equipment (PPE). PPE includes all clothing and other work accessories worn by employees designed to create a barrier against workplace hazards.

If hazards are found, the employer must: (1) select the type of PPE that will protect employees from the hazards identified; (2) communicate the selection decisions to each affected employee; (3) select PPE that properly fits each employee; (4) train employees in use and limitation of selected PPE; and (5) require each employee to use the PPE selected. (29 CFR 1910.132)

IUPUI is committed to providing a safe work environment for employees and complying with applicable regulations. The purpose of this policy is to outline the procedures which will be used to comply with these standards.

Exceptions/Exclusions

Casual hourly employees may be excluded from the department allowance for personal items

(i.e., safety shoes) at the department's discretion.

Procedures

All University departments will complete a workplace assessment utilizing information provided by EHS and forward the compiled information to EHS

EHS will review the information and conduct follow-up investigations as necessary to determine the necessity for PPE in each department.

Appropriate PPE will be selected by the department with assistance from EHS if necessary. EHS has the authority of ensuring the PPE selected is appropriate.

EHS will maintain written workplace assessments in compliance with IOSHA standard. The department may purchase the selected PPE from any vendor. EHS will maintain information regarding vendors of PPE.

Safety shoes will be purchased by utilizing the recommended allowance. The University will offer a safety shoe allowance for full-time employees who purchase safety shoes (includes all types of footwear) when safety shoes are required PPE and can be worn off the job. The recommended allowance is initially set at \$70.00 per year per full-time employee and will be reevaluated yearly by a subcommittee of the Environmental Safety Committee. All departments must meet the minimum allowance which is established yearly by the Environmental Safety Committee. Any department may review the benefit to the department for providing these items and may exceed the University's recommendation if they deem it appropriate. If the department desires, and safety is not compromised, individuals may select safety shoes that meet their personal taste.

If the employee's choice is less expensive than the allowance, the department will pay the provider the actual cost.

If the employee's choice is more expensive than the allowance, the employee shall be responsible for the additional cost, and shall make payment as designated by the supplier.

When an employee separates from IUPUI, any IUPUI purchased PPE shall be returned, unless otherwise granted permission in writing by the department director or designee

If an employee reports for work without required PPE, the employee shall not be allowed on the job until the required PPE has been secured. Failure to have appropriate PPE when necessary can subject the employee to progressive disciplinary action.

Definitions

Personal Items – Personal items are those which are usable by employees off the job. Personal items include, but are not limited to: safety shoes, prescription safety glasses, and cold-weather outerwear. The University is not required by the regulation to provide these items to employees.

Sanctions

Contact Information

<i>Subject</i>	<i>Contact</i>	<i>Phone</i>	<i>Email</i>

(This section may be modified to include responsibilities if necessary.)

Forms

Not provided - will be updated during review process.

Web Addresses

United States Department of Labor, Occupational Health and Safety Administration
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9777

Related Information

Not provided - will be updated during review process.

Document Change Log

Include information about previous policy versions or whether this policy replaces an existing policy.

<i>Date</i>	<i>Contact</i>	<i>Email</i>	<i>Status</i>
1/1999			Policy approved – R. Martin
3/2014	Kati Reeves	kreeves7@iupui.edu	Policy converted to template.

Communications

Specify population to receive communications and desired communication methods.

	✓ the desired populations & communication methods
Students	
Staff	
Faculty	
Jag News	
Faculty Council	
Staff Council	
IUPUI Facebook	
IUPUI Twitter	
Housing	