

For PPE training and selection assistance, **contact EHS at 6-3613** and ask to speak to a staff member who specializes in the hazard/area of concern.

Several safety training programs are available through EHS that cover PPE selection, use, and care requirements.

Visit our website at www.ehs.uconn.edu/training to see and register for the scheduled training sessions.

Workplace Safety

A Guide for UConn Employers and Supervisors

Personal Protective Equipment

and the
Workplace Hazard Assessment



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ENVIRONMENTAL HEALTH
AND SAFETY

3102 Horsebarn Hill Road, Unit 4097
Phone: (860) 486-3613
FAX: (860) 486-1106
www.ehs.uconn.edu

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ENVIRONMENTAL HEALTH
AND SAFETY

Personal Protective Equipment and the WORKPLACE HAZARD ASSESSMENT —OSHA Compliance for Supervisors

What is Personal Protective Equipment?

Personal protective equipment, or PPE, is designed to protect employees from injuries or illnesses resulting from contact with chemical, biological, physical, electrical, or other workplace hazards. PPE includes a variety of devices and garments such as gloves, safety eyewear, hard hats, safety shoes, coveralls, earplugs, and respirators.

When is PPE necessary?

Using PPE is often essential, but it is generally the last line of defense after engineering, administrative and work practice controls. **ENGINEERING CONTROLS** involve physically changing a machine (like installing a guard) or work environment (like using a fume hood) to eliminate or reduce a hazard. **ADMINISTRATIVE CONTROLS** involve changing how or when employees do their jobs, such as scheduling work and rotating employees. **WORK PRACTICES** involve training workers how to perform tasks in ways that reduce their exposure to hazards. When these controls are not feasible or do not provide sufficient protection, OSHA requires employers to protect their employees with PPE.

How do I know what kind of PPE is necessary?

Supervisors, including PI's and designated supervisory staff, must first assess the workplace to determine if hazards are present that require the use of PPE. This is done through a **WORKPLACE HAZARD ASSESSMENT**.

OSHA **REQUIRES** employers to make a written certification that a hazard assessment has been performed (29 CFR 1910 Subpart I).

UConn supervisory staff must complete a [WHA Form](http://www.ehs.uconn.edu/forms/WHA.php) to comply with this OSHA requirement:
www.ehs.uconn.edu/forms/WHA.php

Completed forms must be submitted to EHS and a copy kept at the work location.

I've completed a **WORKPLACE HAZARD ASSESSMENT**, what's next?

If you've determined that PPE is required:

- **COMMUNICATE** your PPE selection decisions to your employees.
- **SELECT PPE THAT FITS** your workers properly. An improper fit can undermine the PPE's performance. Also, an employee is more likely to resist wearing PPE if it is uncomfortable.
- **PROVIDE THE NECESSARY PPE** to your employees.
- **REQUIRE EMPLOYEES TO USE PPE.** This point is often missed by some supervisors, who leave it up to their employees to decide for themselves on whether or not they will wear their PPE. Ultimately, in OSHA's eyes, the supervisor is responsible for ensuring that their employees are properly protected.
- **TRAIN EMPLOYEES** who are required to wear PPE before they begin using it.

What are OSHA's PPE training requirements?

Employees who are required to wear PPE must be trained on how to:

- Use PPE properly
- Be aware of when PPE is necessary
- Know what kind of PPE is necessary
- Understand the limitations of PPE in protecting employees from injury
- Put on, adjust, wear, and remove PPE; and
- Maintain PPE properly

Supervisors must document that PPE training has been provided.

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