

BEAUFORT COUNTY COMMUNITY COLLEGE

Personal Protective Equipment Program (PPE)

Revised: May 2002

BEAUFORT COUNTY COMMUNITY COLLEGE

Personal Protective Equipment (PPE)

The purpose of this policy/procedure is to insure that all members of the campus community wear the proper protective gear as to safeguard themselves and others from the hazards they face while in the process of instruction and when performing the day to day functions of maintaining the assets of the college. This policy/procedure meets and exceeds the requirements stated in the North Carolina Department of Labor (OSHA) standard for personal protective equipment in our specific work environment.

Subcommittee Members:

Carolyn Hughes, Chair	Director Fire & EMS Services
Lenora Perry	Computer Instructor, Continuing Education Department
Ben Miles	Grounds Maintenance
Betty Beacham	Secretary to Learning Resource Center
Doug Stalls	Coordinator of AV/Electronic Distance Learning
Amy Harris	Secretary to Director of Planning & Institutional Effectiveness

Personal Protective Equipment Program (PPE) Subcommittee Duties:

This subcommittee will meet annually (on a date designated by the subcommittee chair) sometime during the months of October and November to review the current Beaufort County Community College (BCCC) policy and forward any revisions/recommendations to the full BCCC Health & Safety Committee. A formal written report must be forwarded to the BCCC Health & Safety Committee chair even if no revisions/recommendations are presented.

Specific Duties of This Subcommittee:

- Update subcommittee member list
- Revise types of required PPE by employees
- Revise types of machinery/equipment where PPE is needed
- Revise locations/availability of PPE
- Develop training plan in accordance with OSHA Standards
- Provide OSHA Standard (law) updates for this topic
- Provide recommendations on any other changes the subcommittee deems necessary

NOTE- Employees who fail to comply with the particulars in all subparts of the PPE program, (especially in regards to failing to wear PPE that is required to be utilized by the employee and that is provided by the employer), will be subject to disciplinary action.

SECTION 3

BEAUFORT COUNTY COMMUNITY COLLEGE POLICY/PROCEDURE ON THE USE OF PERSONAL PROTECTIVE EQUIPMENT

SUBPART 1

EYE PROTECTION – Any BCCC employee operating the following items of equipment or performing the following procedures **ANY TIME** will be required to wear either their prescription glasses if safety glasses or safety glasses or the specialized face protection device used for the specific equipment:

1. chain saw
2. skill saw/table saw/band saw
3. weed eater
4. mower (all types)
5. bench grinder
6. welder (all types)
7. acetylene equipment
8. propane torch (soldering, science experiments, etc.)
9. blower
10. edger
11. sprayer (paint, chemical, etc.)
12. sander
13. planer
14. mulching machine
15. chemical mixing (instruction and maintenance purposes)
16. lathe
17. drill press
18. parts cleaning machine
19. air compressor (all pneumatic attachments used)
20. cleaning oven (cafeteria)
21. diving
22. specialized precision machines (Automotive Shop)
23. changing toner: printers, copiers, fax (does not apply to cartridges)
24. changing filters on heating and air conditioners
25. print shop equipment

SUBPART 2

HEARING PROTECTION – Any BCCC employee operating the following items of equipment or performing the following procedures **ANY TIME** will be required to wear either earplugs or ear headsets.

1. chain saw
2. skill saw/table saw/band saw/router/planer/sander
3. weed eater (gas/motorized)
4. mower (all types)
5. blower
6. mulching machine
7. air compressor
8. hammering (140 dba slow response maximum) and any other equipment or procedure that causes impact or quick, impulsive noise
9. tractor (open cab) and any other type of heavy equipment
10. printing presses and cutters
11. outboard motors
12. Any other type of motorized or electric powered equipment found to emit 85 or more decibels of sound when measured on a dosimeter set on sound level dba slow response (per NCDOL Standard 1910.95 (2)).

Audiometric testing will be made available at school expense to any BCCC employee found to meet or exceed exposure levels of 85 dba (measured on a slow response) for an 8 hour duration. Disposable earplugs are available for checkout in the central supply room (Building 1 - Room 118).

SUBPART 3

HAND PROTECTION – Any BCCC employee operating the following items of equipment or performing the following procedures **ANY TIME** will be required to wear gloves designed and made of materials that will offer the most protection for the specific type of equipment being used or procedure being carried out.

1. welder
2. acetylene equipment
3. propane torch (soldering, science experiments, etc.)
4. skill saw/table saw/band saw/router/planer/sander
5. chemical mixing (instruction and maintenance purposes, Housekeeping, Grounds Maintenance, Print Shop) etc.
6. lathe
7. drill press
8. parts cleaning machine
9. oven cleaning (cafeteria)
10. specialized precision machines (Automotive Shop)
11. chain saw
12. mowers
13. any equipment that causes extreme or continuous vibration
14. medical emergencies
15. toner
16. copier, printer, fax machines
17. filter replacements

It is the responsibility of the supervisor or departmental chair to insure that the proper hand protection is secured and made available to affected employees in his/her department. The employee will further comply with stipulations found in his/her departmental material safety data sheets (MSDS) regarding hand protection during chemical mixing and handling.

SUBPART 4

RESPIRATORY PROTECTION – Any BCCC employee operating the following items of equipment or being exposed to the following materials or performing the following procedures **ANY TIME** will be required to wear a personal respiratory filtering device (PRFD) in compliance with OSHA standard 1910.134.

1. applying, mixing, or storing **ANY AND ALL CHEMICALS FOUND ON THE CAMPUS** where the Material Safety Data Sheet (MSDS) requires the use of a (PRFD). Examples: (a) instructional purposes (b) cleaning (c) lawn maintenance (insect/rodent control) (d) Print Shop
2. aerosol can products where the MSDS requires it
3. air filter replacement in heating and air conditioning systems
4. any other type filter replacement procedure where the contaminants could possibly become airborne
5. toner: copier or laser printer and fax machine (does not apply to cartridges)
6. insecticides & herbicides

The committee suggests the use of a full respirator mask during insect/rodent control, especially if using a spray in a confined area such as classroom or any enclosed building.

The department chair or supervisor is responsible for insuring that the proper (PRFD) is made available to the employee. The two accepted types of (PRFD) to use are: (a) half-mask respirator (reusable or disposable) (b) disposable paper mask.

SUBPART 5

BACK PROTECTION – Any BCCC employee involved in lifting and moving objects **ANY TIME** as part of their everyday work routine, especially those who must lift objects from a lower or near floor level position are required to wear a back support system (BSS). The departmental chair or supervisor is responsible for insuring that the proper BSS is secured and made available to affected employees in his/her department. Employees in the following high-risk job categories should have BSS available at all times in their work area:

1. Maintenance and Custodial
2. Ground
3. Print Shop
4. Central Supply/Inventory/Shipping & Receiving
5. Bookstore
6. Instructors – (Machine Shop, Ag Tech, Welding, Automotive)
7. Network Services
8. Audio Visual Department

The PPE Subcommittee recommends that a **SUBPART 6** be added:

SUBPART 6

FOOT PROTECTION – Any BCCC employee, as part of their everyday work routine, involved in lifting and moving objects that create a hazard of potential foot injury due to the falling of such objects, must wear protective footwear to protect the employee from such hazard. The following areas have been designated as those areas in which the activity requires the use of protective footwear:

1. Maintenance
2. Central Supply/Inventory/Shipping & Receiving
3. Instructors: Welding and Ag. Systems Technology

Employees who are required to wear protective footwear will be reimbursed annually up to seventy-five dollars (75.00) for steel toed or Kevlar protective footwear. Protective footwear that becomes damaged or rendered unserviceable must be replaced immediately.

The PPE Subcommittee recommends:

- 1.** That there be pre-packaged kits, with gloves and eye protection stored by: copiers, printers, and fax machines for changing toner.
- 2.** Boxes of gloves be available in Supply Rooms for each department.
- 3.** Universal training on PPE equipment
- 4.** Keep first aid kits supplied with sufficient PPE equipment.