



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 700.7

Title: Personal Protective Equipment (PPE) Policy

Implementation Date: December 9th, 2013

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Introduction

This policy applies to the use of personal protective equipment by ETSU Facilities Management employees. Personal protective equipment, as defined by CFR 1910.1032, such as protective clothing, respiratory protection, gloves, goggles and face shields, etc. shall be used to protect against chemical, biological, mechanical and irritant hazards capable of causing injury or impairment through absorption, inhalation, or physical contact.

Anyone having questions concerning this plan may contact the Environmental Health and Safety Office, 439-6028.

Hazard Assessment Responsibilities

The hazard assessment certification is a process that produces a written record of the hazard assessment for particular work tasks. Supervisors are responsible for ensuring that hazard assessments are performed and the written certifications are signed, dated, and are submitted to the Health and Safety Specialist for recordkeeping purposes. Copies of the written policy and certifications can be posted or maintained for review in applicable Facilities Management shops. Specific responsibilities follow:

- Supervisor Responsibilities. After completing a hazard assessment and determining that hazards are present, or likely to be present, the supervisor shall do the following:
 - Assure the adequacy of the PPE; proper fit protection, maintenance, and sanitation.
 - Ensure every affected employee knows how to use their PPE correctly and that they use the required PPE when performing work tasks identified in the hazard assessment.
 - Prevent the use of PPE that is defective or damaged. Defective or damaged PPE must be replaced.
 - Never assign a work task for which PPE is required but not available.

- Employee Responsibilities. After a hazard assessment has been performed and hazards identified that require PPE, the employee shall do the following:
 - Never perform a task for which PPE is required but not available.
 - Always wear and use required PPE correctly.
 - Never use PPE that is defective or damaged.

- Health and Safety Responsibilities. Implement the PPE policy and support the affected supervisors and employees in the proper selection, maintenance and cleaning of PPE.
 - Assess workplace exposures and recommend PPE where needed.
 - Train employees on proper PPE use.
 - Investigate injuries and/or illnesses to determine causal factors. If injuries or illnesses are caused by PPE non-use, ineffectiveness, negligent use or lack of PPE, Health and Safety will submit their findings and recommendations to the Associate Vice President of Facilities Management.

Hazard Assessment And Certification: Hazard assessment is a process (required by OSHA) of identifying hazards associated with a work task and recommending PPE along with other relevant protection measures to reduce the risk from the hazards. The Health and Safety Specialist has established the framework for our hazard assessment, however to comply with OSHA PPE certification requirements, supervisors shall assess work tasks to determine if hazards are present or likely to be present that require the use of personal protective equipment.

Procedures

Specific Protection Guidelines:

- **Eye and Face Protection.** Each affected employee shall:
 - Use appropriate eye and face protection equipment when exposed to hazards from flying objects or particles, molten metal, fumes, chemical liquids, gases, vapors, dusts, acids, caustics, and other potentially injurious chemical or physical hazards. Prescription lenses are allowed if the frame and lens complies with current ANSI safety eyewear standards. Over-the-glasses (OTGs) safety eyewear that complies with ANSI standards is an acceptable alternative.
 - Use appropriate eye protection equipment with filter lenses that have a shade number appropriate for the work being performed when exposed to an eye hazard from potentially harmful light radiation. Refer to Hazard Assessment Checklist for a summary of eye and face protection selection specifics.

Foot Protection - Categories of Footwear:

Category 1- Hazards are such as to require safety footwear. Each affected employee shall wear protective footwear when working in areas where there is danger of objects falling on or rolling across feet, piercing the sole, and where the

feet are exposed to electrical or chemical hazards. Foot protection shall be provided by Facilities Management for all affected employees.

Category 2-Risks of injury that require footwear to protect against light objects or chemicals that do not require protective toe caps. Footwear completely encloses the foot (heel and toe), slip resistant and must be in good condition. *(Custodial, EH&S, etc.)*

Category 3-Minimal or no risk of foot injury. Footwear can be of any material as long as there is a solid bottom and top and in good condition. *(Office staff)*

- **Hand and Body Protection.** Supervisors shall select and require employees to use appropriate hand protection when the hands are exposed to hazards from severe cuts, lacerations, abrasions or punctures, chemical or thermal burns, harmful temperature extremes, and skin absorption of harmful substances.
- **Head Protection.** Each affected employee shall wear protective hard hats when working in areas where there is a potential for injury to the head from falling objects or “bump” hazards.
- **Hearing Protection.** Each employee shall wear appropriate hearing protection in environments where noise levels equal or exceed the OSHA Occupational Noise Exposure Standard (29 CFR 1910.95) 8-hour time weighted average (TWA) of 85 dBA.
- **Respiratory Protection.** The use of respiratory protective equipment (respirators) shall be in compliance with Facility Management’s Respiratory Protection Policy. Voluntary use of filtering face pieces is covered in Facility Management’s Respiratory Protection Policy.
- **Electrical Protection.** Refer to Electrical Protection Devices Assessment for selection specifics.

Training Requirements and Certification. The Health and Safety Specialist, in cooperation with supervisors, shall provide adequate training to each employee who is required to use PPE. Each employee shall be trained to know at least the following:

- When PPE is necessary?
- What PPE is necessary for the task?
- How to properly don, doff, adjust, and wear PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life, and disposal of the PPE.

Each affected employee must demonstrate an understanding of the training provided, and the ability to use the PPE properly, before performing any work requiring the use of PPE.

Instructions for completing Hazard Assessment. A hazard assessment, required by TOSHA is the primary method for determining what PPE is needed. Facilities Management shops must certify that a hazard assessment has been performed by

completing a certification form. The certification form must be signed and attached to all checklists submitted to Environmental Health & Safety.

EH&S has completed a PPE assessment of the tasks routinely performed by all shops. Some infrequent and/or unique work tasks performed by a shop have not been included; therefore it is imperative that supervisors complete the questionnaires and certify that the assessment is inclusive of all work task hazards and that PPE is required. Refer to the Hazard Assessment Checklist for the list of work tasks that have been assessed by the Health and Safety Specialist.

When supervisors have reason to believe that employees who have already been trained do not have the understanding and skill required, the supervisor shall retrain the employee. Circumstances that render previous training inadequate and therefore require new PPE training or retraining include, but are not limited to:

- Changes in the workplace.
- Changes in the types of PPE to be used.
- Inadequacies in the affected employee's knowledge or use of assigned PPE.

Supervisors must verify that each affected employee has received and understood the required training. Health & Safety will record the name of each employee trained, the date(s) of training, and the training topic identified.

INSTRUCTIONS

for

Completing Hazard Assessment and Certification

Step 1. Hazard Assessment Checklists - lists the types of hazards that are to be assessed to determine the appropriate PPE. Each Hazard Assessment Checklist should be reviewed to insure all applicable work tasks are assessed.

Work tasks not included in the hazard assessment checklists can be added at the discretion of the supervisor to determine PPE needs for those tasks.


Step 2. Sign and Date the Supervisor's Certification Box.

Step 3. Submit the completed Hazard Assessment Checklists to Health and Safety. Keep copies of the completed assessment, as necessary.

Step 4. PPE Training – Training shall be documented using the training form included as **Attachment A.**

If you have questions related to this hazard assessment program or need further assistance related to a safety or health issue, please contact: EH&S @ 439-6028.

This document represents certification of a hazard assessment conducted for tasks presented in the hazard assessment checklists. This certification document facilitates compliance with the hazard assessment requirements of OSHA 29 CFR 1910.132(d)(2), and the Facility Management's PPE Policy. It is understood that proper PPE selection, fitting, and training is part of the implementation process.

ETSU Facilities Management SUPERVISOR'S CERTIFICATION	
Shop: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	Supervisor: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>
<p><i>I certify that a PPE assessment has been completed for all work tasks listed and those work tasks that were added.</i></p> <p style="text-align: center;"> _____ day of _____, 2015 _____ </p> <p style="text-align: right; margin-right: 50px;"><i>Signature</i></p>	
<p><i>Check this box if PPE is requested for your shop.</i></p>	

Foot and leg protection is required when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects that may pierce the sole of the shoe or where an employee's feet are exposed to electrical hazards. Leggings may be required where there is the possibility of burns from extremely cold or hot materials. Refer to Hazard Assessment Checklist for the list of work tasks that have been assessed by the Health and Safety Specialist.

HAZARD ASSESSMENT CHECKLIST

Work Tasks	Hazard/Risk Questionnaire	Y/N
Shipping and receiving, carpentry, plumbing, building maintenance,	Can tools, sharp objects, heavy equipment or other heavy objects roll, fall onto, or strike employee's feet?	

trenching, grass and weed cutting, carrying heavy objects, etc.		
New wiring or rewiring, opening electrical panels to test circuits, pulling and replacing fuses, etc.	Do your employees work with or near exposed electrical wiring components?	

Hand and arm protection is required when the risk of injury from cuts/punctures, burns, chemicals, electrical shock, human blood or body fluids, or abrasive material cannot be engineered out of the workplace. There is not a single type of glove that will provide adequate protection from all exposures. Follow the manufacturer's recommendation for the hazard each glove type will protect against. Refer to Hazard Assessment Checklist for the list of work tasks that have been assessed by the Health and Safety Specialist.

HAZARD ASSESSMENT CHECKLIST

Work Tasks	Hazard/Risk Questionnaire	Y/N
Grinding, sanding, sawing, hammering, material handling, etc.	Do hands come in contact with tools or materials that might scrape, bruise, or cut?	
Painting, housecleaning, cleaning of tools and equipment in a parts washer, etc.	Are chemicals, blood or other body fluids handled that may contact skin?	
Welding, soldering, working on boilers or steam lines, etc.	Do work procedures require hands and arms near extreme heat or cold?	
New wiring or rewiring, opening electrical panels, pulling and replacing fuses, building maintenance, remodeling, etc.	Are hands or arms placed near exposed electrical wiring or components?	

Hearing Protection

It is anticipated that Facilities Management employees work in a variety of noise exposures and it is recognized that employees are exposed to loud noises that are above the 85 dBA threshold which is widely accepted as the sound pressure level that can cause noise induced hearing loss. Health and Safety can assess the work place to determine sound levels expressed as an 8-hour time weighted average or as peak impulsive sound pressure levels. Refer to the Hazard Assessment Checklist for the list of work tasks that have been assessed by the Health and Safety Specialist.

HAZARD ASSESSMENT CHECKLIST

Work Tasks	Hazard/Risk Questionnaire	Y/N
Grinding, sanding, work near conveyors, pneumatic equipment, ventilation fans, motors, drilling, etc.	Are your employees exposed to loud noise from machines, tools, and other systems that generate loud noise, etc?	

Eye and Face Protection. Appropriate eye and face protection, such as safety glasses, goggles, and face shields, must be used to protect against the hazards associated with flying particles, molten metal, liquid chemicals, acids and caustic liquids, chemical gases and vapors, or potentially harmful light radiation from welding or laser operations. Refer to Hazard Assessment Checklist for the list of work tasks that have been assessed by the Health and Safety Specialist.

HAZARD ASSESSMENT CHECKLIST

Work Tasks	Hazard/Risk Questionnaire	Y / N
Sawing, cutting, drilling, sanding, grinding, hammering, chopping, abrasive blasting, punch press operations.	Do employees perform tasks, or work near employees who perform tasks, that might produce airborne dust or flying particles?	
Pressurized spraying or use of a pressure washer.	Do employees perform tasks, or work near employees who perform tasks, that might generate airborne particles at high velocity?	
Pouring or mixing chemicals, painting, housecleaning, siphoning, battery charging.	Do employees handle, or work near employees who handle hazardous liquid chemicals, cryogenic materials or encounter blood splashes?	
Installing fiberglass insulation, use of compressed air or compressed gases, etc.	Are employees' eyes exposed to other potential physical or chemical irritants?	
Welding, torch cutting, etc.	Are employees exposed to intense light that is hazardous?	

PPE shall comply with appropriate ANSI standards, when standards exist.

Hazard Assessment Survey for ETSU Facilities Management Personnel

EYE AND FACE PROTECTION - appropriate eye and/or face protection is required when employees are in areas where there is exposure to eye and face hazards from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors or potentially harmful light radiation. All eye protection must be ANSI approved.

AFFECTED SHOPS	WORK TASKS	HAZARDS	TYPES OF PPE
<ul style="list-style-type: none"> • Drafting • Carpentry • Paint Shop • Motor Pool • Grounds • Powerhouse • Plumbing • HVAC • Electrical • Preventative Maintenance 	<p>IMPACT</p> <p>chipping, grinding, masonry work, woodworking, sawing, drilling, chiseling, scraping, sanding, weed eating, mowing, visiting construction sites, etc.</p>	<p>Flying fragments, objects, large chips, particles, sand, dirt, etc.</p>	<ul style="list-style-type: none"> ➤ Spectacles with side protection ➤ Goggles ➤ Face Shield. Face shields should be used for severe exposure and can only be worn over primary eye protection (glasses or goggles). <p>Persons whose vision requires the use of prescription lenses must wear either protective devices fitted with prescription lenses or protective devices designed to be worn over regular prescription eye wear.</p>
<ul style="list-style-type: none"> • Custodial • Grounds • Motor Pool • Paint • Plumbing • HVAC • Powerhouse • Electrical • Preventative Maintenance 	<p>CHEMICALS</p> <p>Chemical handling/testing, cleaning sanitary sewers, painting, checking batteries, pesticide application, etc.</p>	<p>Splash, irritating mists, etc.</p>	<ul style="list-style-type: none"> ➤ Goggles. For severe exposure use face shield. ➤ Face Shield. Face shields can only be worn over primary eye protection (glasses or goggles).
<ul style="list-style-type: none"> • Custodial • Carpentry • Grounds • Powerhouse • Preventative 	<p>DUST</p> <p>Woodworking, buffing, particularly dusty conditions, removing ceiling tiles, shoveling</p>	<p>Nuisance dust</p>	<ul style="list-style-type: none"> ➤ Spectacles with side protection ➤ Goggles

Maintenance	ash, etc.		
<ul style="list-style-type: none"> • Plumbing Shop • HVAC Shop • Powerhouse • Motor Pool 	<p>LIGHT/RADIATION</p> <p>Electric arc welding, gas welding, cutting, torch soldering, etc.</p>	Optical radiation	<ul style="list-style-type: none"> ➤ Welding helmets ➤ Welding shields ➤ Welding goggles <p><i>Typical Shades: electric arc 10-14; gas welding 4-8; cutting 3-6; brazing 3-4.</i></p>

HEAD PROTECTION - appropriate head protection is required when employees are in areas where there is a potential for injury to the head from falling or moving objects or when they are exposed to electrical conductors which could be contacted by the head. All head protection must be ANSI approved.

AFFECTED SHOPS	WORK TASKS	HAZARDS	TYPES OF PPE
<ul style="list-style-type: none"> • Drafting • Carpentry • Paint Shop • Grounds • Powerhouse • Plumbing • HVAC • Electrical • Preventative Maintenance 	<p>Tree cutting or pruning, visiting construction areas, steam tunnel entry, routine activities where an overhead hazard exists or there is a possibility of falling objects, overhead exposed electrical conductors etc.</p>	<p>Limbs and branches, construction hazards, bump hazards, falling objects</p>	<p>ANSI approved hard hats or bump caps</p>

FOOT PROTECTION - appropriate foot protection is required when employees are in areas where there is danger of foot injuries due to falling and rolling objects, slip hazards or objects piercing the sole, and where employees are exposed to electrical hazards. All foot protection must be ANSI approved for all Category 1.

AFFECTED SHOPS	WORK TASK	HAZARD	TYPE OF PPE
<p><u>Category 1</u></p> <ul style="list-style-type: none"> • Carpentry • Paint Shop • Grounds • Powerhouse • Plumbing • HVAC • Electrical • Preventative Maintenance • Motor Pool • Movers 	<p>Visiting construction areas, lifting and transporting parts, equipment, etc., cleaning sanitary sewers and work in other wet areas, etc.</p>	<p>Falling and/or rolling objects, sharp objects, slip hazards</p>	<ul style="list-style-type: none"> ➤ Waterproof Boots ➤ Overshoe Protection (Rubber, Tyvek, Steel Toe) ➤ ANSI approved steel or composite toe shoes with or with/out metatarsal protection (<i>The Physical Plant will provide Grounds with 1 new pair per year, while all other groups will receive 1 new pair every two years</i>)
AFFECTED SHOPS	WORK TASK	HAZARD	TYPE OF PPE
<p><u>Category 2</u></p> <ul style="list-style-type: none"> • Custodial • Environmental Health & Safety 	<p>General cleaning duties, entering labs</p>	<p>Light falling objects and chemical exposure</p>	<p>Footwear completely encloses the foot (heel and toe), slip resistant and must be in good condition</p>

HAND PROTECTION - appropriate hand protection is required when employees are in areas where their hands are exposed to skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns or harmful temperature extremes. Appropriate gloves are dependent upon the type of chemical contaminant or physical hazard. Special care must be taken when selecting gloves for chemical exposure to assure glove is resistant to the chemical in question.

AFFECTED SHOPS	WORK TASKS	HAZARDS	TYPES OF PPE
<ul style="list-style-type: none"> • Carpentry • Paint • Grounds • Powerhouse • Plumbing • HVAC • Electrical • Preventative Maintenance • Custodial • Motor Pool • Movers 	Handling chemicals, welding, cutting, metal working, material handling, brick laying, etc.	chemicals, sharp edges, abrasive surfaces, heat and steam	<ul style="list-style-type: none"> ➤ Chemical Resistant Gloves: including but not limited to vinyl, latex, rubber, nitrile, neoprene (special care must be taken when selecting gloves for chemical usage to assure they are resistant and won't allow breakthrough to the skin); ➤ Leather or Cut Resistant Gloves ➤ Heat Resistant Gloves

HEARING PROTECTION - appropriate hearing protection is required when employees are in areas where there is exposure to excessive noise levels. Protection is not required unless the employee's time weighted average exposure exceeds 85 decibels (db) for an 8-hour exposure. It is recommended that appropriate hearing protection devices are provided to employees for use in all high noise areas (mechanical rooms, chiller plant, powerhouse, etc.) as a precautionary measure.

AFFECTED SHOPS	WORK TASKS	HAZARDS	TYPES OF PPE
<ul style="list-style-type: none"> • Drafting 	Routine maintenance	Noise or Sound Pressure	<ul style="list-style-type: none"> ➤ Ear plugs ➤ Ear Muffs

<ul style="list-style-type: none"> • Carpentry • Paint • Grounds • Powerhouse • Plumbing • HVAC • Electrical • Preventative Maintenance • Custodial • Motor Pool 	<p>activities in high noise areas, work in the chiller plant and powerhouse, mowing grass, weed eating, blowers, other high noise equipment operation</p>	<p>Levels above 85 dbA</p>	<p><i>Hearing Protection Devices should have a noise reduction rating (NRR) of 25 dbA or higher.</i></p>
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RESPIRATORY PROTECTION - appropriate respiratory protection is required when employees are in areas where effective engineering controls are not feasible to protect the health of the employee from harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors.

AFFECTED SHOPS <i>(Designated Users)</i>	WORK TASKS	HAZARDS	TYPES OF PPE
<ul style="list-style-type: none"> • Grounds (Voluntary) • Powerhouse • HVAC • Painters • Preventative Maintenance 	<p>Asbestos abatement, application of paints, lead-based paint removal, pesticides and herbicides use, responding to a refrigerant leak, welding/cutting in enclosed or unventilated space,</p>	<p>Dust, fumes, mists, vapors, biological and radioisotope contaminants</p>	<ul style="list-style-type: none"> ➤ Negative pressure half and full face air-purifying respirators* ➤ Self-Contained Breathing Apparatus (SCBA)

<ul style="list-style-type: none"> Warehouse College of Medicine <p>(See Respiratory Protection Policy)</p>	mold remediation, sand blasting, replacing air filters, hazardous waste handling, etc.		* N95, N100, P95 and P100 filters; organic vapor or other appropriate filter/cartridge are available for negative air-purifying respirators
VOLUNTARY USE			
<ul style="list-style-type: none"> Custodial Paint Carpenter Grounds Powerhouse HVAC Electrical Preventative Maintenance Warehouse College of Medicine 	SARS clean up, applying paint in a well ventilated space or outdoors, grass mowing, dusting woodwork, masonry work, weeding using a string trimmer, etc.	Nuisance Levels (Below the PEL) dust, organic vapors, fumes	➤ Filtering Facepiece* * N95, N100 classifications P95 w/ organic vapor relief

All required respirators must be NIOSH/MSHA approved.

Electrical Protective Devices Assessment

Electricity-related hazards include electric shock and burns, arc-flash burns, arc-blast impacts, and falls.

- **Electric shock and burns.** An electric shock occurs when electric current passes through your body. This can happen when you touch an energized part.

If the electric current passes across the chest or head, you can be killed. At high voltages, severe burns can result.

- **Arc-flash burns.** An electric arc flash can occur if a conductive object gets too close to a high-amp current source or by equipment failure (for instance, while opening or closing disconnects). The arc can heat the air to temperatures as high as 35,000° F, and vaporize metal in the equipment. The arc flash can cause severe skin burns by direct heat exposure and by igniting clothing.
- **Arc-blast impacts.** The heating of the air and vaporization of metal creates a pressure wave that can damage hearing and cause memory loss (from concussion) and other injuries. Flying metal parts are also a hazard.
- **Falls.** Electric shocks and arc blasts can cause falls, especially from ladders or unguarded scaffolding.

APPLICABLE WORK TASKS	CLOTHING REQUIREMENT
<p>On systems operating at less than 1000 volts, these tasks include work on all equipment <i>except</i></p> <ul style="list-style-type: none"> • Insertion/removal of low-voltage motor starter “buckets” • Insertion/removal of power circuit breakers with the switchgear doors open • Removal of bolted covers from switchgear. <p>On systems operating at 1000 volts or more, tasks also include the operation, insertion, or removal of switching devices <i>with equipment enclosure doors closed.</i></p>	<p>Everyday work clothing</p> <p>Flame-resistant (FR) long-sleeve shirt (minimum arc thermal performance exposure value (ATPV) of the clothing in calories /cm²) <u>worn over</u> an untreated cotton T-shirt with FR pants (minimum ATPV of 8)</p> <p><i>Or</i></p> <p>FR coveralls (minimum ATPV of 5) <u>worn over</u> an untreated cotton T-shirt (or an untreated natural-fiber long-sleeve shirt) with untreated natural-fiber pants.</p>
<p>All hazard/risk category 3 and 4 tasks listed in Table-1</p> <p>On systems operating at 1000 volts or more, these tasks include work on energized parts of all equipment. On systems of less than 1000 volts, tasks include insertion or removal of low-voltage motor-start motor control center “buckets,” insertion or removal of power circuit breakers with the switchgear enclosure doors open, and removal of bolted covers from</p>	<p>Electric “switching” clothing</p> <p>Double-layer FR flash jacket and FR bib overalls <u>worn over</u> either FR coveralls (minimum ATPV of 5) or FR long-sleeve shirt and FR pants (minimum ATPV of 5) <u>worn over</u> untreated natural-fiber long-sleeve shirt and pants <u>worn over</u> an untreated cotton T-shirt</p> <p><i>Or</i></p> <p>Insulated FR coveralls (minimum ATPV of 25, independent of other layers) <u>worn over</u></p>

switchgear.	untreated natural-fiber long-sleeve shirt with untreated cotton blue jeans ("regular weight," minimum 12 oz./sq. yd. fabric weight), <u>worn over</u> an untreated cotton T-shirt.
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To substantially reduce the risk of shock and arc flash hazards, the equipment should be de-energized by means of following *Lockout/Tagout* procedures and using lock out devices and grounds where required. When it is not feasible to de-energize the equipment and the work is to be performed within the ***prohibited approach and flash protection boundaries*** safe work procedures are mandatory as they are defined by OSHA and the NFPA.

Electrical Protective Devices - appropriate electrical protective devices in the form of insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber are required when employees are in areas where there may be exposure to substantial electrical voltage.

AFFECTED SHOPS	WORK TASKS	HAZARDS	TYPES OF PPE
<ul style="list-style-type: none"> • Electrical • College of Medicine • HVAC 	High voltage work on switches, transformers, switch gear and other electrical equipment	Electrical shock Arc Flash	<ul style="list-style-type: none"> ➤ Rubber Gloves with Leather Protectors ➤ Rubber Insulating Line Hose ➤ Rubber Insulating Mats ➤ Lockout/Tagout Devices ➤ FR Coveralls ➤ Composite Shoes ➤ _____ ➤ _____

Insulated Protective Equipment Dielectric Test Schedule

Rubber insulating equipment shall be used/worn to protect employees from shocks/burns while working on "live" electrical systems.

Rubber insulating equipment shall comply with the American Society for Testing and Materials (ASTM) standards. All electrical protective equipment shall be subjected to periodic electrical tests conducted in accordance with appropriate

voltages identified by ASTM standards to reliably indicate whether the insulating equipment can withstand the voltage involved. Insulating equipment failing to pass inspections or electrical tests shall NOT be used by employees. A schedule for dielectric testing has been established for the following equipment:

Facilities Management

Electrical Test Schedule for Insulated Protective Equipment

<u>Protective Equipment Description</u>	<u>Mandated Test Interval</u>	<u>Scheduled Month</u>
Rubber Insulated Gloves	6 months ¹	March, June, September & December
Rubber Blankets	12 months ¹	August
Mats ²	n/a	
Fiberglass Rods	24 months	August
Insulated Boom Truck	12 months	June/July

¹ *Tested unused gloves, sleeves and blankets may be placed into service within 12 months of the previous tests without retesting.*

All Facilities Management shops using rubber insulating protective equipment shall make the appropriate arrangements for testing of such equipment.

Employee Responsibilities

All Facilities Management employees are responsible for adhering to this policy. All Facilities Management directors and supervisors will ensure that their subordinates adhere to this policy. Facilities Management employees who fail to comply with this policy may be subject to disciplinary action for noncompliance with University policies.

Contact Persons

Associate Vice President
Director of Facilities Management Operations

Director of Environmental Health & Safety
Health & Safety Specialist

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities
Management

Date approved: _____

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