



## Personal Protective Equipment (PPE) Program

1. Purpose and Scope – This procedure provides requirements for the identification and use of personal protective equipment or PPE. It applies to all employees, contractors, and visitors.
2. Overview
  - 2.1. This program establishes requirements for the selection and use of personal protective equipment (PPE).
  - 2.2. PPE shall not be the sole protection against workplace hazards. Elimination, substitution, engineering, and administrative controls are preferred before PPE. These controls shall be evaluated as the primary means of protection. The use of PPE is the last line of defense in protecting against workplace hazards.
  - 2.3. This procedure is required under the Occupational Safety and Health Administration (OSHA). OSHA standards are available through the OSHA website ([www.osha.gov](http://www.osha.gov)).
3. Definitions
  - 3.1. ANSI: American National Standards Institute
  - 3.2. ASTM: American Society of Testing and Measurement
  - 3.3. Contractor: Person not employed by the University who perform work on campus.
  - 3.4. Hazard Assessment or PPE Hazard Assessment: A written evaluation of the potential physical, chemical or other hazards associated with work tasks in order to determine corresponding personal protective equipment requirements.
  - 3.5. Notre Dame Contractor Contact: A Notre Dame faculty or staff who oversees contractors.
  - 3.6. Personal Protective Equipment (PPE): Equipment and clothing including protective eyewear face shields, gloves, aprons, respirators, and other devices worn by personnel for hazard protection.
4. Responsibilities
  - 4.1. Faculty and Staff
    - 4.1.1. Wear PPE as directed.
    - 4.1.2. Maintain PPE in a clean condition and request replacement in the event of damage or loss.
    - 4.1.3. Inspect PPE for wear and damage and not use if defective.
  - 4.2. Notre Dame Contractor Contact

- 4.2.1. Ensure contractors adhere to this procedure.
- 4.2.2. Ensure contractors have and use the proper PPE.
- 4.3. Notre Dame Supervision
  - 4.3.1. Provide prescribed PPE to faculty or staff who are under their supervision and work in hazardous areas.
  - 4.3.2. Enforce the use of PPE in areas under their responsibility when visitors or contractors are in the area.
  - 4.3.3. Ensure faculty or staff are trained on the purpose, limits, care, and use of PPE. Training is provided through complyND.
  - 4.3.4. Ensure corrective action is taken when violations of the PPE procedure are discovered.
  - 4.3.5. Complete PPE Hazard Assessments.
- 4.4. Risk Management and Safety (RMS)
  - 4.4.1. Make recommendations regarding the selection of PPE and establishes specifications for the purchase of PPE in accordance with American National Standards Institute (ANSI) and National Institute of Safety and Health (NIOSH).
  - 4.4.2. Provide training materials.
  - 4.4.3. Maintain this procedure in compliance with regulations.
- 5. Requirements
  - 5.1. Workplace Hazard Assessments, PPE Hazard Assessment
    - 5.1.1. A documented PPE Hazard Assessment shall be conducted to determine if hazards are present or are likely to be present, which necessitates the use of PPE.
    - 5.1.2. Assessments shall be updated prior to introducing new processes or before process modifications.
    - 5.1.3. Information shall minimally consist of a statement that includes a description of the workplace/tasks evaluated, names(s) of person(s) performing the assessment, assessment date(s) and the person certifying the assessment.
    - 5.1.4. The PPE Hazard Assessment Qualtrics Form shall be used to document this review. The PPE Hazard Assessment Form is a web based tool available through the RMS PPE website and can be accessed by clicking this [LINK](#). Once complete, it is recommended to save the file to a local drive or print a copy for record retention.
    - 5.1.5. Affected employees shall be made aware of the PPE required noted in the PPE Hazard Assessment.

- 5.1.6. The PPE Hazard Assessment shall be made available to any faculty or staff who wish to review it.
- 5.2. Application of Engineering and Administrative Controls
  - 5.2.1. Engineering and/or administrative method controls shall be implemented to control hazards in lieu of personal protective equipment, where feasible.
- 5.3. Specifications of PPE
  - 5.3.1. Based on the result of workplace hazard assessments, the supervisor shall select, communicate and require the use of PPE. Consult Risk Management and Safety (RMS) if necessary during the selection of PPE.
  - 5.3.2. PPE shall meet ANSI or ASTM standards.
  - 5.3.3. To facilitate proper fitting, several different types of PPE shall be made available.
6. Eye and Face Protection
  - 6.1. Safety Glasses
    - 6.1.1. Approved safety eyewear meets the requirements of ANSI Z-87.1 and has the ANSI designation imprinted on the lens and/or frame.
    - 6.1.2. Temporary plastic slide-on side shields do not meet the ANSI Standard and are not permitted. Detachable clip-on or slide-on side shields that are ANSI approved are acceptable.
    - 6.1.3. Employees, contractors, and visitors shall wear approved eye or face protection when exposed to hazards that include but are not limited to, flying particles, molten metal, liquid chemicals, acids or caustic, chemical gases or vapors, or potentially damaging light radiation.
    - 6.1.4. Chemical goggles, which conform to ANSI may be substituted for safety eyewear.
    - 6.1.5. Non-Prescription Safety Glasses
      - Non-prescription safety eyewear complying with the ANSI Z-87 shall be provided to employees at no cost who work in or visit areas where safety glasses are required.
      - Contact lenses may be worn with safety glasses.
    - 6.1.6. Prescription Safety Eye Glasses – See Appendix A for additional information and the reimbursement form.
  - 6.2. Chemical Goggles
    - 6.2.1. Employees and contractors shall wear approved chemical goggles when the tasks they perform expose the eye to injury where safety

- eyewear alone does not adequately protect the wearer.
- 6.2.2. Examples of work requiring chemical goggles include, but are not limited to: exposures to chemical splash, spray, mist, fine dust; or when chipping, grinding, or performing other work where there is exposure to high velocity impact.
  - 6.2.3. When there is a severe exposure of chemical splash, chemical goggles shall be used in conjunction with a face shield.
  - 6.2.4. Chemical goggles shall conform to the ANSI Z-87.1 standard and shall have the ANSI Z-87.1 designation imprinted on the lens or frame.
- 6.3. Face Shields
- 6.3.1. Face shields are required when personnel perform tasks that have a potential of chemical splash or impact to the face.
  - 6.3.2. Face shields shall conform to the ANSI Z-87 Standard and shall have the ANSI Z-87 designation imprinted on the lens and/or frame.
  - 6.3.3. Face shields are secondary protectors and shall only be used in conjunction with safety eyewear and/or safety goggles.
- 6.4. Eye and Face Protection for Welding, Cutting, Brazing, and Soldering
- 6.4.1. Welding goggles, face shield, or a welding helmet shall be worn when personnel are engaged in electric arc welding, gas welding, cutting, torch brazing, soldering, or exposed to glare.
  - 6.4.2. Electric arc welding requires the use of a welding helmet or shield with shade numbers of 10-14.
  - 6.4.3. Gas welding requires the minimum use of welding goggles or welding face shield with shade numbers of 4-8 for welding, 3- 6 for cutting, and 3-4 for brazing.
  - 6.4.4. Cutting, torch blazing, and soldering requires the minimum use of spectacles or a welding face shield with shade numbers of 1.5-3.
  - 6.4.5. When exposed to glare, spectacles with a shade shall be worn.
7. Protective Footwear
- 7.1. General
    - 7.1.1. Protective footwear meeting the requirements of ASTM Standard F2413-05 / ANSI Z41 are required to be worn when employees, contractors, and visitors are exposed to falling or rolling objects, objects that may pierce the sole or where their feet are exposed to electrical hazards.
    - 7.1.2. Persons not equipped with proper protective footwear shall be



denied access to areas of exposure.

8. Respiratory Protection – Refer to the University’s [Respiratory Protection Plan](#)
9. Hearing Protection – Refer to the University’s [Hearing Conservation Program](#)
10. Head Protection
  - 10.1. Employees shall wear head protection complying with ANSI Z-89 when working in designated areas where there is a potential for injury from overhead hazards, falling and flying objects, or electrical shock.
  - 10.2. Head protection shall be designed to reduce electrical shock hazard. The protection shall meet the Type I, Class E.
  - 10.3. Hard hats shall be worn at all times when operating or working from aerial lifts and scissors lifts.
  - 10.4. Bump caps are not approved head protection.
11. Hand Protection
  - 11.1. Employees shall use hand protection when hazards are encountered that could result in: cuts, lacerations, abrasions, punctures, chemical burns, thermal burns and other injuries caused by temperature extremes, and when exposed to harmful substances that may be absorbed through the skin.
  - 11.2. Hand protection shall be evaluated to ensure that it is appropriate and adequate to protect from the hazard. Permeation test data shall be consulted to ensure that the gloves are suitable for the chemical of concern.
12. Body Protection
  - 12.1. Employees shall wear protective clothing when working in areas where the following are present: chemical splash, hot metal or liquid splash, impacts, or cuts.
  - 12.2. Protective clothing shall be evaluated to ensure that it is appropriate and adequate to protect from the hazard.
  - 12.3. Permeation test data shall be consulted to ensure that the clothes are suitable for the hazard of concern.
13. PPE Storage and Cleaning
  - 13.1. It is not recommended to share PPE. However, when PPE is being used by more than one person, it is required that it be cleaned and disinfected prior to use by another person.



- 13.2. Reasonable care shall be taken during the use and storage of PPE so that they are not subject to unnecessary abuse or environmental contamination.
  - 13.3. PPE and contaminated work clothing shall not be taken home.
  - 13.4. Commercial laundry or cleaning services shall be notified of potential hazards involved in handling contaminated clothing or equipment.
  - 13.5. PPE shall be stored in a manner that complies with manufacture requirements.
14. Employee Training
    - 14.1. Affected employees shall be trained in the fitting, use, cleaning, and the capabilities and limitations of PPE.
    - 14.2. Training shall be documented and shall include verification that employees know and understand key information through demonstration or other methods.
    - 14.3. Employees shall be retrained in PPE requirements when there are changes in the workplace or the PPE.
15. Audit and Program Review – RMS shall periodically perform a documented evaluation of the PPE program.
16. Record Retention and Access to Records
    - 16.1. Records associated with this procedure (such as PPE assessments and training records) shall be retained as required by the University's [Records Management and Archives Policy](#)
17. References
    - 17.1. Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.132, General Requirements
    - 17.2. Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.133, Eye and Face Protection
    - 17.3. Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.134, Respiratory Protection
    - 17.4. Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.135, Head Protection
    - 17.5. Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.136, Foot Protection
    - 17.6. Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.137, Electrical Protective Devices
    - 17.7. Occupational Safety and Health Administration (OSHA) Standard 29 CFR



1910.138, Hand Protection

17.8. American National Standards Institute (ANSI) Standard for Industrial Head Protection Z89.1-2014

17.9. American National Standards Institute (ANSI) Standard for Practice for Occupational and Educational Eye and Face Protection Z87.1-2015

17.10. American Society of Testing and Materials, Standard Specification for the Performance Requirements for Foot Protection ASTM F 2413-05 (ANSI Z41)

**Revision Table**

<b>Date</b>	<b>Revision</b>
March 2021	Revised and updated Section 15 to state that RMS will periodically perform a documented evaluation of the program.
August 2020	Added Revision Table, grammatical and formatting changes throughout document.
August 2020	Updated Section 4.1 Hazard Assessment – new electronic PPE Assessment form included, removed Appendix A PPE Assessment Form and Instructions.
August 2020	Appendix A Deleted old PPE Hazard Assessment forms.
August 2020	Appendix A Added Safety Glasses reimbursement instructions and form.
July 2023	Updated Appendix A



## **Appendix A**

### **University of Notre Dame**

### **Prescription Safety Eyeglass Program**

The University of Notre Dame provides required PPE to all faculty and staff when their work assignments indicate it is necessary. This is compliant with Occupational Safety and Health Administration's (OSHA) standards. As an additional benefit, University Departments may cover some or all of the cost of prescription safety glasses to those employed by the University of Notre Dame who's work requires the use of safety glasses.

An agreement has been established with Eyemart Express to provide the University of Notre Dame faculty, staff, and student employees (hereinafter referred to as "requestor") with prescription safety glasses. Requestors wishing to obtain prescription safety glasses for use on the job must receive approval from their Department, Supervisor, Principal Investigator (PI), or other with budget authority (hereinafter referred to as "approver"). The cost associated with the eyewear will be billed to the approver. If the purchase is approved, the approver must complete the attached form indicating the total amount the approver is willing to cover. Additional costs will be the requestor's responsibility and paid directly to Eyemart Express. The recommended coverage amounts are indicated on the form (next page) but the approver may decide to cover more.

Requestors with a completed approval form must take a copy to Eyemart Express, located at 215 E. University Drive, Granger, IN 46530. Associates at Eyemart Express will help the requestor customize their prescription safety glasses and bill the approver according to the approval form. If the requestor opts to add additional features, they are responsible for those costs. Eyemart Express will contact the requestor when the prescription safety glasses are available for pick up.

The process steps are noted below.

1. Approver completes the attached Prescription Safety Glasses Approval Form. Eyemart Express will not bill the approver more than the listed approval whether the requestor chooses to upgrade or not.
2. Requestor will need to provide a valid eyeglass prescription. If the requestor is unable to provide a valid eyeglass prescription, one will be required at the requestor's expense. Eyemart Express can answer any questions regarding the validity of an eyeglass prescription.
3. Requestor may upgrade or add any additional items to their safety glasses at their expense.
4. Eyemart Express will contact the requestor when their glasses are ready for pick up.
5. Approver will be billed through Eyemart Express for the approved amount.
6. The preferred payment method is via the Financial Toolkit or by Pro Card.

Contact Risk Management and Safety at 631-5037 if you have questions regarding the process.





UNIVERSITY OF NOTRE DAME  
PRESCRIPTION SAFETY GLASSES APPROVAL FORM

TO BE COMPLETED BY THE APPROVER

\*Form is not valid without the Approver section complete.  
\*Form expires 30 days from latest date noted below.

**Requestor**

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Approver**

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Email Address (for billing): \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date: \_\_\_\_\_

Recommended Coverage	Recommended Coverage Amount	Selection
<b>Lens (Choose One)</b>		
Single Vision	<b>\$59.00</b>	
Bi-focal (lined or Progressive)	<b>\$89.00</b>	
<b>Frame (Package upgrade at requestor's expense)</b>	<b>\$39.95</b>	<b>\$39.95</b>
<b>Silver Package Includes</b>		
<ul style="list-style-type: none"> <li>• Frame, side shields, case</li> <li>• Polycarbonate or plastic lenses</li> <li>• 1-year breakage warranty on frames</li> </ul>		
<b>Total Approved</b>		<b>\$</b>

**Eyemart Express**

215 East University Drive  
Granger, IN 46530  
Phone: 574-271-7408

*Eyemart Express is located in the Super Target shopping plaza  
Transpo Bus Service – Route 15A University Park Mall/Mishawaka via Main St.  
EyeMart Express offers same-day glasses  
EyeMart Express Labs adhere to ANSI Z87.1 standards*