
MANUAL: Facilities Services
TITLE: Personal Protective Equipment
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Director Support Services – Facilities Services

POLICY NO: FS-PR-9.15
PROC. NO: 9.15
ORIG. DATE: 04/20/2021
EFF. DATE: 04/20/2021

PERSONAL PROTECTIVE EQUIPMENT

Purpose

To set forth the procedures for the use, care, and maintenance of personal protective equipment required to be used by employees for the prevention of injuries.

Scope

Applies to all San Jacinto College District employees. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers San Jacinto College District employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Responsibilities

I. SJCD Safety Manager

- Assists in the selection of appropriate PPE. If a task exposes an employee to hazards which cannot be eliminated through engineering or administrative controls, the HSE Manager assists the supervisor and project manager to identify and select PPE suitable for the specific task performed, conditions present, and frequency and duration of exposure. Employees need to give feedback to the supervisor about the fit, comfort, and suitability of the PPE being selected. Employees are provided reasons for selection of PPE.
- Assists supervisor and site managers in assuring all PPE obtained meets regulatory and this procedure's requirements.
- Performs Worksite Hazard Assessments - The hazard assessment must indicate a determination if hazards are present or are likely to be present, which necessitate the use of PPE. Sources of hazards include but are not limited to: hazards from impact/motion, high/low temperatures, chemicals, materials, radiation, falling objects, sharp objects, rolling or pinching objects, electrical hazards, and workplace layout. Certifies in writing the tasks evaluated, hazards found, and PPE required to protect employees against hazards and ensures exposed employees are made aware of hazards and required PPE before they are assigned to the hazardous task. Certificate shall include certifier's name, signature, dates and identification of assessment documents.

II. Managers and Supervisors

- Supervisors and managers shall regularly monitor employees for correct use and care of PPE, and obtain follow-up training if required to ensure each employee has adequate skill, knowledge, and ability to use PPE.
- Supervisors and managers shall enforce PPE safety rules following the guidance of the San Jacinto College District progressive disciplinary procedures and ensure Required PPE Poster is posted properly.

III. Employees

- Complying with the correct use and care of PPE.
- Reporting changes in exposure to hazardous conditions that might require a follow-up assessment of the task for PPE.
- Reporting and replacing defective or damaged PPE, which shall not be used.

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- Wearing of required PPE is a condition of employment.

IV. Procedure General

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Employee owned equipment is NOT permitted, except for safety toe footwear and prescription safety glasses. San Jacinto College District is still responsible for the assurance of its adequacy, maintenance and sanitation of those two items. All PPE issued shall be at no cost to the employee. All employees will know and follow the procedures outlined in this Program.

V. Eye Protection

Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids or chemical gases or vapours.

VI. Safety Glasses

Safety glasses, with side shields, with “high Impact lenses” are required to be worn by all employees, subcontractors, and visitors while on San Jacinto College District property, at all times, as described below:

- At campus and field locations, in shops and warehouses, except in approved, designated, striped safety zones.
- In all yard work zones or by everyone when in the vicinity of loading or unloading equipment, performing mechanic or maintenance work, test stand operations, operating equipment such as forklifts, welding, or any type of work which has the potential to inflict an eye injury.
- In any office, restroom, or any other building while performing any type of work where a potential eye injury may be present.
- Visitors will be provided with visitor glasses. In the absence of approved prescription safety glasses, “Over the glass” type safety glasses or goggles, must be worn over the non-safety glasses until approved prescription safety glasses are obtained.
- Workers assisting welders must wear absorbent safety glasses that protect the wearer from ultra-violet (UV) and/or infrared rays (IR).
- Dark shaded lens (sunglasses) darker than a # 1 shade is prohibited to be worn indoors unless welding or assisting a welder.
- A doctor must support “exceptions for medical reasons” in writing to exempt safety eyewear requirements.
- Safety glasses are not required:
 - Inside offices
 - Parking lots when traveling from vehicles to and from office buildings by way of main doors that do not pass through shops

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VII. Goggles

- Chemical splash proof goggles shall be worn when handling or mixing liquid chemicals, solvents, paints, etc., and/or as recommended on the Safety Data Sheet of the material being handled.
- Dust proof goggles shall be worn when blowing equipment down with air or while performing other jobs where safety glasses are not adequate to prevent airborne particles from entering the openings around the lenses and side shields.

VIII. Face Shields

- Full face shields shall be worn over safety glasses when operating hand held or stationery grinders with abrasive or wire wheels, while chipping paint or concrete or, performing jobs where there is the potential for flying objects striking the face and safety glasses or goggles would not provide adequate protection.

IX. Head Protection

Employees must wear protective helmets when working in areas where there is a potential for injury to the head from employee-initiated impact or impact from falling or other moving objects. Employees must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects.

- Hardhats are to be worn at all field, shop and warehouse locations, or where deemed necessary as per each location’s PPE Hazard Assessment.
- Hardhats will not be altered in any way.
- Do not paint or apply unauthorized stickers, name plates, etc.
- Do not drill, cut, bend, or apply heat.
- Do not alter the hat suspension system.
- Hardhats will be inspected by the employee regularly for cracks, chips, scratches, signs of heat exposure (sun cracks), etc.
- Defective hardhats will be replaced immediately.
- Hardhats shall not be placed in rear windows of vehicles where they will be exposed to the sun or become projectiles during an accident.
- A supply of hardhats must be made available to visitors.
- Employees will be trained in the use, care and maintenance of head protection equipment.

X. Hearing Protection

Hearing protection is required to be worn by all employees, subcontractors, and visitors while in posted “High Noise” areas. Refer to the San Jacinto College District Hearing Conservation Program for more information.

Warning signs will be posted in areas known or suspected to have noise levels exceeding 85 dB either constantly or intermittently.

When signs are not posted, employees shall wear hearing protection when noise caused by machinery, tools, etc., prevents normal conversations to be heard clearly.

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Rule of thumb: If you have to yell to be heard, hearing protection is required.

XI. Types

- Molded Inserts (ear plugs)
- Canal Caps (head band type)
- Muff, either headband or hard hat mounted Earmuffs and earplugs shall be provided to the employee in sizes and configurations that will be comfortable to the employee.

XII. Care and Maintenance

- Inspect hearing protection prior to each use.
- Hearing protection must be kept clean to prevent ear infections.
- Most earplugs used today are disposable and must be discarded when they become dirty, greasy, or cracked.
- Earmuffs that have deteriorated foam inserts, cracked seals or are defective must be replaced.

XIII. Fit

- Due to individual differences, not everyone can wear the same type of hearing protection. A variety of styles may have to be tried before one is found to be comfortable and provide adequate protection.
- Employees shall be instructed how to obtain the proper fit.

XIV. Visibility Protection

A. Vests/ High Visibility Apparel

- High visibility safety apparel shall be worn by all College employees during working hours in potentially hazardous areas.
- This apparel shall include, at a minimum, a vest or shirt. High visibility apparel must fit and be worn properly and should be inspected regularly for wear, damage, fading, or other deterioration which effects visibility and reflectivity; vests shall always be worn closed in front.
- High visibility apparel must be approved by Departmental Directors and be worn as designed and as the outermost garment.
- Defective garments shall not be worn.

XV. Hand Protection

A. Gloves

- Gloves are required to be worn when performing work, which may expose the hands to extreme temperatures, cuts and abrasions, or exposure to chemicals.
- Welding: Welding gloves made of leather or other heat resistant materials shall be worn when performing arc welding or oxy/gas cutting.
- Chemical: Impervious (chemical resistant) gloves shall be worn when handling chemicals that specify gloves as personal protection equipment when handling.
- Refer to the specific chemical's Safety Data Sheet for the correct glove type.
- Persons assigned to working with chemicals, i.e., solvent vats, shall be issued their own individual gloves for hygiene purposes.
- Leather: Leather gloves should be worn when working with sharp materials or when

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handling rigging equipment.

- Cloth: Cloth gloves should be worn when handling objects or materials, which could cause blisters, splinters, cuts, etc.
- Heat Resistant: Heat resistant gloves shall be worn when handling hot bearings, races, or other materials or objects that have been heated beyond ambient temperatures.
- Insulated: Insulated gloves shall be worn to prevent frostbite in extreme cold climates.
- Glove Inspections
 - Gloves shall be inspected before each use for holes, tears, and worn areas.
 - Chemical gloves shall be periodically air tested for pinholes by twisting the cuff tightly, apply low air pressure to expand the glove, and then submersing in water to check for bubbles.
 - Defective gloves shall be discarded immediately. Exception: machinists are exempted from wearing gloves while working with rotating machinery.

XVI. Foot Protection

Safety footwear shall be worn by all employees with regularly assigned duties at field locations, in shops and warehouses.

- Office workers and visitors who enter these areas on an infrequent basis will not be required to wear foot protection provided they stay clear of the work being performed.
- If required to be in the close proximity of the work, the work will be stopped while visiting the area or safety footwear will be worn.
- Shops, field locations and warehouses: Leather or equivalent boots, either lace up or pull up, shall be worn.
- The boot must provide ankle protection and have soles designed to protect from punctures with defined heels for climbing ladders.
- Metatarsal guards will be worn when duties present a hazard of equipment or material crushing the foot.
- Certain campus locations may require safety footwear to be worn by everyone; check with the local supervisor for requirements before visiting field locations.

XVII. Fall Protection

Personal fall protection is required when performing certain elevated jobs in excess of six feet. Consult the San Jacinto College District Fall Protection Program.

XVIII. Electrical Protection

Consult the San Jacinto College District Electrical Safety Program.

XIX. Worksite Hazard Assessment

A written hazard assessment shall be performed. During the hazard assessment a determination if hazards are present or are likely to be present, this necessitates the use of PPE. The following sample hazard sources will be identified:

- High or low temperatures; Chemical exposures (use SDS for guidance)
- Flying particles, molten metal or other eye, face, or skin hazards
- Falling objects or potential for dropping objects; employee falling from a height of 6' or more
- Sharp objects; Rolling or pinching that could crush the hands or feet;

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XX. Electrical hazards

Where these hazards could cause injury to employees, personal protective equipment must be selected to substantially eliminate the injury potential. Employees will be notified for the selection and reason.

The results of this assessment shall be communicated to each affected employee and kept at the local office.

Selected/identified PPE shall be fitted to each affected employee. Fitting, including proper donning, doffing, clean and maintenance of PPE is addressed in the Training section.

Exemptions for use of PPE must be supported by the PPE hazard assessment.

XXI. Monitoring

Supervisors and site managers monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they advise the HSE Manager who then conducts a hazard assessment for appropriate PPE. The HSE Manager monitors the effectiveness of the PPE Procedure and makes recommendations to management to improve the procedure.

XXII. Training

Employees who require or may need to wear PPE shall be properly trained and PPE must be fitted to each affected employee.

A. Training shall include:

- When PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, adjust and wear PPE.
- The limitations of PPE.
- Useful life and disposal of PPE.
- How to clean and maintain PPE in a sanitary and reliable condition.
- Reporting and replacing defective or damaged PPE, which shall NOT be used.

B. Retraining

Retraining is required when:

- The workplace changes, making the previous training obsolete.
- The type of PPE changes.
- When the employee demonstrates lack of use, improper use, or insufficient skill or understanding in PPE selection, necessity, use and limitations.

XXIII. Documentation

Training shall be documented and records kept at the local office. The training certification shall include:

- Name of employee(s) trained;
- The dates of training; and

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- The certification subjects

XXIV. Hearing Protection

Purpose

The purpose of this program is to provide a process to minimize employee-hearing loss caused by excessive occupational exposure to noise.

Scope

This program is applicable to all employees who may be exposed to noise in **excess of 85 decibels (decibels)**. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers San Jacinto College District employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

Definitions

- Audiometric testing - detection by the person being tested of a series of pure tones. For each tone, the person indicates the lowest level of intensity that they are able to perceive.
- Decibels –the sound energy measured by a sound level meter using the “A” scale. The “A” scale is electronically weighted to simulate the response of the human ear to high and low frequency noise.
- Slow Response – the setting on the sound level meter that averages out impulses of brief duration that would cause wide fluctuation in the sound level meter reading.
- Standard Threshold Shift – a change in hearing threshold relative to the baseline audiogram of an average of 10 dB (corrected for age) at 2000, 3000 and 4000 Hz in either ear.

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Responsibilities

SJCD Safety Manager

- Ensure requirements of this program are established and maintained.
- Ensure employees are trained and comply with the requirements of this program.

Employees

- Wear hearing protection when required, attend the training, and cooperate with testing and sampling

Procedure

Occupational hearing loss is a cumulative result of repeated or continued absorption of sound energy by the ear; employee protection is based on reduction of the noise level at the ear or limiting the employee's exposure time. San Jacinto College District shall offer hearing protection to all employees exposed to potential high noise levels in working areas and to those employees requesting hearing protection.

Hearing Conservation Program

San Jacinto College District shall administer a continuing effective hearing conservation program when employees, who work in areas where the exposure to noise levels are 85 decibels or greater for the 8 hour time-weighted average of 85 decibels, must wear hearing protection and San Jacinto College District shall implement a monitoring program to identify employees to be included in the hearing conservation program. Employees will wear hearing protection in signed areas while on a SJCD campus or facility.

Surveys

Surveys will be conducted by a qualified SJCD employee or third party.

To evaluate noise exposure in terms of possible hearing damage, it is necessary to know the overall sound level ("A" scale measurement), the exposure time of the individual in hours per day and the length of time the individual has worked in the area being surveyed. This data shall be supplemented by the following:

- Name of area and location
- Date and time of survey
- Name of person conducting survey
- Description of instrument used, model and serial number
- Environmental conditions
- Description of people exposed

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San Jacinto College District shall notify each employee of their monitoring results, or, if their job is exposed to noise 85 decibels or greater.

A plot of noise levels must be made for owned facilities. The plot must be filed or posted at the facility.

San Jacinto College District shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. The adequacy of hearing PPE shall be reevaluated whenever noise exposures increase to the point that the PPE provided may no longer provide adequate protection. San Jacinto College District shall then provide more effective PPE where necessary.

All sound measuring equipment must be calibrated before and after each survey. Records of sound measuring equipment calibration and noise level surveys shall be kept for 20 years.

Noise Surveys must be repeated whenever changes in the workplace may expose additional personnel to high noise or hearing protection being used by employees may not be adequate to reduce the noise exposure to a level below 85 decibels.

Sound Level Surveys

- All owned facilities that are suspected of having noise levels exceeding 85 decibels must be screened.

Exposure Surveys

- A representative sampling of employees shall be conducted to determine the exposure to noise over a period of time.
- Noise dosimeters must be capable of integrating all continuous, intermittent and impulsive sound levels from 80 dB to 130 dB and must be calibrated so a dose of 50% corresponds to a time weighted average of 85 decibels.

Signage

Clearly worded signs shall be posted at entrances to, or on the periphery of, areas where employees may be exposed to noise levels in excess of 85 decibels. These signs shall describe the hazards involved and the required protective actions.

Audiometric Testing

San Jacinto College District shall establish and maintain an audiometric testing program by making audiometric testing available to all employees whose exposure to noise 85 decibels (8 hr. TWA) or greater and employees should take an audiogram annually. The program shall be provided at no cost to employees.

- San Jacinto College District shall establish a valid baseline audiogram

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against which future audiograms can be compared. An employee must receive a baseline audiogram within six months of their first exposure to 85 decibels or greater for an eight hour period.

- When a mobile van is used the baseline shall be established within one year.
- An employee shall receive an annual audiogram every year they work in a position that is exposed to noise 85 decibels or greater.
- A qualified third party shall perform all audiometric testing, evaluation, reporting and retesting.
- Audiometric testing shall be preceded by a period of at least 14 hours during which there is no exposure to workplace sound levels in excess of 80 decibels. This requirement may be met by the use of hearing protectors that reduce the employee noise exposure level below 80 decibels and employees shall also be notified to avoid high levels of noise.
- An otoscopic exam is required before an audiogram is initiated. A qualified person shall examine the ear canal for any ear infections or canal irregularities that might affect the audiogram or rule out the use of earplugs.

At least annually after obtaining the baseline audiogram, San Jacinto College District shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels. Annual audiograms shall be evaluated as follows:

- Each audiogram shall be compared to the employees' baseline audiogram to ensure the test was valid and to determine if a standard threshold shift has occurred.
- If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift, the employee shall be informed of this fact in writing, within 21 days of the determination.
- If a standard threshold shift is determined, the employee will be retested within 30 days.
- The retest results will be considered as the annual audiogram.
- Employees shall be informed of their audiometric test results in writing within 21 days of determination.
- If the employee has sustained a standard threshold shift, after retesting, that employee shall be retrained and refitted for appropriate hearing protection.
- The employee shall be referred for additional medical evaluation if indicated.

Records

San Jacinto College District shall maintain accurate record of all employee exposure measurements and that all records are maintained. Employee audiograms are considered medical/exposure records. These records must

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be kept for the length of employment plus 30 years.
Hearing Protection Devices

Earmuffs and earplugs shall be made available to employees in sizes and configurations that will be comfortable to the employee. Hearing protection devices shall be made available to all employees exposed to an 8 hour time-weighted average of 85 dB or greater at no cost to employees. Hearing protectors shall be replaced as necessary. Employees shall be instructed how to obtain the proper fit. San Jacinto College District shall ensure that hearing protectors are worn.

Employees will be given an opportunity to select their hearing protection from San Jacinto College District provided selection. Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by SJCD.

TRAINING

A training program shall be instituted for all employees who are exposed to a noise action level or work in high noise areas. Noise awareness training for employees shall be provided before initial assignment and on an annual basis. The training shall be repeated annually for each employee.

The training shall address the effect of noise on hearing; the purpose of hearing protectors, including the advantages, disadvantages and alternatives of various types, including instructions on selection, fitting, use and care of and the purpose of audiometric testing and an explanation of test procedures.

Training shall be updated to be consistent with changes in the work process, PPE requirements and the proper techniques of wearing hearing protection.

All staff shall have a copy of this program, noise exposure procedures and it shall be posted at the worksite and a copy made available to all employees, their representatives and regulatory agencies (Assistant Secretary and the Director will have access to records).

The training MUST be documented