

**Virginia Polytechnic Institute and State University
Facilities Department Procedures**

18041 PERSONAL PROTECTIVE EQUIPMENT

Date: March 14, 2017

Revision: 0

Purpose:

To inform Facilities Department Supervisors and Employees requiring the use of Personal Protective Equipment (PPE) as part of their job duties of the compliance, training, and usage expectations for PPE. PPE is defined as, but not limited to, items such as safety glasses/goggles/masks, hard hats, gloves, reinforced-toe boots, and similar role-specific equipment.

Responsible Departments and Units:

- All Facilities Department Supervisors
- All Facilities Department Employees using Personal Protective Equipment in their job duties
- Facilities Safety and Health
- University Environmental Health and Safety

Note: Departments and Units are responsible for identifying individual tasks and responsibilities within the procedure and assigning them to the appropriate role to complete.

Procedures:

Responsibility

1. It is the responsibility of all Facilities Department Employees to maintain a safe work environment and take appropriate action to reduce and/or eliminate accidents and injuries, and to ensure the safety of themselves and all individuals within the workplace. Additionally, employees should provide recommendations and feedback to Supervisors, Associate Directors, Facilities Safety and Health, and/or the Facilities Safety and Health Committee (FSHC) to identify issues and improve operational safety compliance and performance.
2. It is the responsibility of all Facilities Department Associate Directors and Supervisors to ensure that all direct report employees who are required to utilize PPE in performance of their duties have received proper job-specific functional and compliance training in the use of PPE and are following all Federal, State, University, and Facilities published usage guidelines.
3. All Facilities Department Employees are required to be thoroughly familiar with the use, training/compliance expectations, and maintenance/storage associated with all PPE utilized in their job duties. Employees are required to adhere to all Federal, State, University, and Facilities published usage guidelines.

4. The Associate Director for each Facilities Unit that uses PPE must designate a PPE Coordinator for their Unit. Training from Environmental Health and Safety (EHS) is mandatory for all PPE Coordinators. The PPE Coordinator and the Supervisor for each employee are responsible for inspecting, tracking, and coaching employee performance with regard to utilization of PPE, and for informing employees of training program requirements in agreement with expectations and timetables published in the university's EHS guidelines.

Training

1. General Safety Awareness Training is provided in person or online by EHS staff. Facilities Supervisory Staff and the PPE Coordinators will review the employee's job role and schedule training for new employees as a part of Facilities Onboarding, prior to being assigned tasks that may pose a potential safety or health concern, and require the use of PPE. This training is required to take place within 90 days from the employee's hire date. Employees will not be allowed to perform tasks for which their training has not yet been completed.
2. Refresher and ongoing compliance safety training will be provided by EHS staff to existing employees before the employee's training/certification expires based on the associated Federal, State, University, and EHS published guidelines. If an employee's training/certification expires while they are out of office under the Virginia Sickness & Disability Program (VSDP), Family and Medical Leave Act (FMLA), or any other extended leave period, they are required to complete the training within 90 days of their return to work date. Employees will not be allowed to perform tasks for which their training has expired.
3. When an employee's job duties or task(s) change, the employee's supervisor shall determine if additional training and/or PPE is required to perform the new duties and task(s). The Facilities Safety Coordinator (FSC), Facilities Associate Directors, Facilities Unit Managers, and EHS staff are available to consult with the Supervisor as needed to make this determination.
4. Supervisors are required to schedule and send employees to the applicable classes/presentations for their job role. Supervisors will use the EHS Safety Management System (SMS) to monitor the status of employee training and ensure that it is kept current. Employees will not be allowed to perform tasks for which their training is not current. Additional training, as needed, is provided by EHS per the Class Schedule and Registration process published on the EHS website.

Audit

1. EHS performs audits of each Facilities Unit to review safety training and shop/employee safety compliance. Reports will be issued to the Supervisor, Unit Managers, and the FSC. Supervisors are responsible for responding to audits within the specified time frame. Facilities Safety and Health will also perform periodic inspections of units, and will assist supervisors with any corrective action.

- Supervisors are expected to perform periodic self-audits to assure ongoing employee and site compliance with PPE guidelines, expectations, training, and all general safety protocols.

References:

- Facilities Department Procedure 20000, Occupational Safety Program, <T:\ALLOffice\Facilities Procedures\20000 Occupational Safety Program.pdf>
- University Policy 1005 Health and Safety, www.policies.vt.edu/1005.pdf.
- Virginia Tech Environmental Health and Safety Website Resources, www.ehss.vt.edu.

Approval and Revisions:

Reviewed and Approved by:



Christopher H. Kiwus, PE, Ph.D.

Associate Vice President and Chief Facilities Officer

3/14/17

Date