



**South Central**  
COLLEGE

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Adoption Date: 09-10-14  
Revision Date: 03-15-17

## **Personal Protective Equipment Plan**

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## **PURPOSE**

The Personal Protective Equipment (PPE) Plan is designed to protect employees/students from workplace hazards that can cause injury when other means of controls are not feasible or do not provide sufficient protection. South Central College requires all personnel (employees, students, visitors, volunteers, and contractors) to use appropriate PPE as required for the particular job functions, tasks and activities in all potentially hazardous environments within the college. This plan is intended to comply with OSHA regulation 29 CFR 1910.132, which outlines the general requirements associated with PPE.

## **GENERAL PROGRAM REQUIREMENTS**

### **Employee Rules and Job Responsibilities**

#### *Administration:*

- Ensures all requirements and responsibilities of the program are implemented throughout the College;
- Authorize budgeting, expenditure, and other necessary resources needed to implement and administer the program; and
- Provide authorization for both preventive and corrective actions deemed necessary or practical to modify or replace equipment, machinery, tools, work processes, or work environments.

#### *Supervisor/Dean:*

- Establish and demonstrate accountability in providing a safe, functional, and productive work environment;
- Provide all new employees with orientation to their positions including any job-specific training that includes awareness of potential hazards in the work environment;
- Familiarize employees of their responsibilities and personal authority within this plan;
- Communicate to personnel that all workplace injuries, illnesses, and PPE concerns must immediately be reported;
- Work jointly with employees and the Security & Safety Director to identify hazardous activities and tasks, implementation of control measures, and assist in creating Job Hazard Analyses (JHA) and other work practices that ensure a safe, functional and productive work environment that reduces the potential of accidents;
- Investigate any alleged injury and ensure employees are provided with, and use appropriate tools, equipment, machines, material handling equipment, etc. for their tasks;
- Attend training as required and ensure employees attend all mandatory training;
- Communicate PPE selection decisions to affected employees, and ensure the adequacy of PPE; proper fit protection, maintenance, and sanitation;
- Ensure every affected employee knows how to use their PPE correctly;
- Ensure every affected employee uses the required PPE when performing tasks identified in the hazard assessment that require the use of PPE, and assist in the enforcement of required control measures and PPE practices;

- Provide PPE and PPE replacements to all affected employees at no cost (*Note: Exceptions to this include: employees who lose or intentionally damage PPE; Employees who provide their own PPE for use at the college; or when the employer provides a Prescription Safety Glasses & Safety Shoe reimbursement process*); and
- Never assign tasks to employees where PPE is required but not available.

Employees:

- Actively participate with supervisors and deans and the Security & Safety Director in the development, implementation, and evaluation of PPE devices and workplace control measures;
- Demonstrate accountability by following instructions and safe work practices;
- Care for, clean, maintain PPE, and inform the supervisor of the need to repair or replace PPE;
- Promptly report signs and symptoms of injuries, illnesses, or related discomfort;
- Always use the appropriate types of tools, equipment, machines, material handling equipment, etc. for the tasks being performed;
- Immediately report any damaged or defective tools, equipment, or materials to your supervisor (*Note: Never use damaged or defective machinery, tools, or equipment*);
- Attend PPE training as required and apply the knowledge and skills acquired to your job tasks and work activities; and
- Ensure all student workers, work-study, and/or students under the direction of a staff member or faculty wear all required PPE. This includes assisting in enforcement of required control measures and PPE practices.

Security & Safety Director:

- Work with individual employees and supervisors/deans to collect data, analyze job tasks, identify accident and injury risk factors, implement controls, and create work practices to promote safety;
- Facilitate PPE education and training for employees;
- Make recommendations for workplace hazard control measures (e.g., engineering and administrative controls);
- Facilitate ongoing plan evaluation through data review, walk-through inspections, JHA;
- Serve as a resource and provide consultation to departments and academic programs on issues relating to PPE; and
- Provide final approval on acceptable types of new/existing PPE styles utilized by the college personnel (this includes employees/students whom provide their own PPE for use at the college).

**Hazard Assessment and Equipment Selection**

The Security & Safety Director shall oversee and verify that the required workplace hazard assessments have been performed throughout the college. South Central College uses a Job

Hazard Analysis (JHA) tool/form to elicit the types of hazards that may be present in the various types of tasks that make up each position.

JHAs will be periodically reassessed for any changes in workplace conditions, processes, machinery, equipment, tools, and/or operating procedures that could otherwise alter hazard sources or criteria.

At a minimum, the following hazard types will be identified during the review and development of JHAs:

- **Impact:**
  - Examples- Person(s) can strike an object, or be struck by a moving or flying/falling object (e.g., fragments, chips, particles, sand, dirt/debris).
- **Penetration or Cut:**
  - Examples- Person(s) can strike an object, be struck by an object, or fall upon an object or tool that would cut or otherwise break the skin.
- **Crush or Pinch:**
  - Examples- An object(s) or equipment/machine may crush or pinch a body or body part
- **Chemical or Harmful Dust:**
  - Examples- Exposure to chemicals (i.e., hazardous substances and harmful physical agents), infectious agents from spills, splashing, physical contact, and/or exposure to dusts, vapors, fumes, or gases that could cause illness, irritation, burns, asphyxiation, breathing/vision difficulty, sensitization, infection, or other toxic health effects (i.e., acute or chronic). Note: "May also have or create ignition potential."
- **Heat:**
  - Examples- Exposure to radiant heat sources, sparks, and splashes or spills of hot material
- **Light (optical) Radiation:**
  - Examples- Exposure to strong light sources, glare, or intense light exposure which is a byproduct or a process. Note: "This category may also include hazards presented from lack of light (e.g., working in dark spaces/areas)."
- **Electrical Contact:**
  - Examples- Exposure, contact, or proximity to live or potentially live electrical objects.
- **Ergonomic/Human Factors:**
  - Examples- Working in cramped spaces, repetitive movements, awkward postures, vibration, heavy lifting, etc. Note: "This category may also include unique hazards presented from tasks that require demanding or challenging degrees of mental and/or physical effort to be exerted by an individual. See Physical Effort Definition/Examples category for further explanation of physical effort."
- **Environmental:**
  - Examples- Exposure to noisy environments, hot or cold work environments, poor weather conditions, working at a height, and any other conditions in the workplace that could cause danger, discomfort, and/or negative health effects.

JHA documentation must be maintained as a written certification of hazard assessment outlined under the provisions specified in OSHA regulation 1910.132 (d). JHA documentation must include the following information at a minimum:

- Identification of the workplace evaluated;
- The date of the hazard assessment;
- Name of the person certifying the assessment was performed; and
- Identification that the document is a certification of hazard assessment.

South Central College maintains a standardized JHA template found in “Appendix A- Job Hazard Analysis.” In addition, comprehensive lists of completed JHAs are found in “Appendix B- Job Hazard Analysis Equipment & Process List.”

The faculty/instructor, supervisors, Deans, and Security & Safety Director, shall cooperatively assess the workplace to determine if hazards are present, or likely to be present, which may necessitate the use of PPE. However, it is the responsibility of all employees and students to be aware of safety hazards and report them as appropriate in regards to PPE. If hazards are present, or likely to be present, the above named team shall:

1. Select and have each affected employee/student use the types of PPE that will protect the affected employee/student from the hazards identified in the hazard assessment
2. Communicate selection decisions to each affected employee/student
3. Select PPE that properly fits each affected employee/student

### **Engineering and Administrative Control Measures**

It is the college role to immediately address potential occupational safety hazards that could or have resulted in an accident, injury, near-miss, or other mishap event. When it is not possible to fully eliminate the safety hazards, the college will take all necessary and reasonable steps to minimize any future potential exposure to hazards to the maximum extent possible. It is the college’s strategy to consider and implement the following control measures or combination of control measures to mitigate and/or minimize potential occupational hazards.

Personal protective equipment is not a replacement for good engineering controls, and administrative controls. Rather, PPE should be used in conjunction with these controls to ensure the health and safety of all personnel. Within the college, PPE is considered a last resort, and will only be used when feasible engineering and administrative controls do not adequately reduce the exposure hazard.

#### Engineering Controls:

This means controlling or preventing workplace exposure to risk factors by implementing controls and practices that redesign or provide physical modification to the work environment and any processes, tasks, or equipment utilized. This may include, but is not limited to:

- When feasible, design or redesign of the facility, equipment, machinery, or process to remove the hazard;
- Provide product or process substitution for something less hazardous (e.g., using a less hazardous chemical, riveting instead of welding, etc...); and
- Enclosing or isolating the hazard to prevent exposure during normal operations (e.g., providing machine guarding, installing barriers, providing exhaust ventilation, etc...).

### Administrative Controls:

This means controlling or preventing workplace exposure to risk factors by implementing administrative control practices that change how the job or task is being performed. This may include, but is not limited to:

- Proper maintenance and housekeeping of work environment and equipment;
- Work scheduling (e.g., avoid when possible extended workdays and excessive overtime);
- Job rotations and enlargement;
- Adjustment of work pace or production expectations;
- Gradual introduction to work processes and tasks for new or returning employees;
- Sufficient break periods;
- Workplace signs and labels warning of potential hazards; and
- Employee education and training

### **General PPE Selection Criteria**

All PPE shall be of safe design and construction for the work performed. Defective or damaged equipment shall not be used.

OSHA requires many categories of PPE to provide an equivalent level of protection to standards developed by the American National Standards Institute (ANSI) and other national consensus standards. PPE utilized within the college (or during any college operation) must meet the cited ANSI standard or other related national consensus standard(s) applicable to it.

The college is required by law to ensure all PPE utilized by employees and students is appropriate (i.e., meets standards and any necessary hazard assessment findings). Employees and students, who provide their own PPE, must conform to the college's selection criteria, based on hazard assessments, OSHA requirements, and national consensus standards. OSHA requires PPE to meet the following ANSI standards:

- Eye and Face Protection: ANSI Z87.1-2003
- Head Protection: ANSI Z89.1-2009
- Foot Protection: ANSI Z41.1-1999

### **Work Clothing and Other Hazards**

While South Central College is not required to provide or pay for an employee's work clothing, there are still safety requirements for employees to select and wear clothing appropriate to the

working conditions and hazards they are potentially exposed to. Without any other prior PPE requirements in place, the following dress guidelines should be adhered to:

- Personnel must change from loose clothing, tie back long hair, and take off jewelry that could become entangled or snagged in machinery and/or equipment. This may also include removing jewelry when working with electricity or in conductive environments.
- Personnel should wear full length pants (or equivalent) and closed-toed shoes when working in laboratories or in technical/mechanical environments. Personnel should not wear clothing like: tank-tops, shorts, or skirts; or wear shoes like: sandals, crocs, high-heels, etc...
- Personnel should select appropriate clothing consistent with weather conditions and seasonal operations.

## **Training**

The faculty/instructor or supervisor shall be responsible for ensuring that training is provided to each employee/student who is required to use PPE. Each such employee/student shall receive training in the following areas:

1. What PPE is necessary
2. When PPE is necessary
3. How to properly inspect PPE for wear or damage
4. How to properly put on and adjust the fit of PPE
5. How to properly take off PPE
6. The limitations of the PPE
7. How to properly care for and store PPE

Each affected employee/student shall demonstrate an understanding of the training specified in this section, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

When the faculty/instructor or supervisor has reason to believe that any affected employee/student who has already been trained does not have the understanding and skill required of this section, the faculty/instructor or supervisor will assure that each such employee/student is retrained.

Circumstances where retraining is required include, but are not limited to situations where:

1. Changes in the workplace render previous training obsolete
2. Changes in the types of PPE to be used render previous training obsolete
3. Inadequacies are observed in an affected worker's knowledge or use of assigned PPE
4. The faculty/instructor or supervisor will be responsible to verify that each affected employee/student has received and also understood the required training. Training documentation shall include and will be recorded with the Security & Safety Director:
  - The name of each person trained
  - The date of training

An outline of the training materials presented  
Methods used to verify that the employee/student understood the training

### **Outside Personnel (Contractors & Vendors)**

Contractors (e.g., carpenters, painters, electricians, plumbers, etc.) and visitors (e.g., persons touring our facilities & programs) will be informed of the college's Personal Protective Equipment requirements and any applicable procedures (by the employee requesting their service, or hosting the tour) prior to starting their assigned project or entering any hazardous areas. The informal discussion will be used to exchange information on respective PPE requirements for our institution and discuss any relevant provisions (e.g., hazard sources that could be encountered).

*Note: The contractor will be responsible for providing PPE to their employees, and ensuring their employees are properly trained on the hazards they are working with or may encounter. All college visitors will be provided PPE and instruction on how to use the PPE by the person(s) hosting the tour or event.*

### **Plan Evaluation and Review**

The Security & Safety Director will conduct periodic evaluations of the workplace to ensure the provisions of this plan are implemented, followed, and adequately meet the organization's safety and regulatory needs. Evaluations may include; site inspections, industrial hygiene testing, chemical sampling and analyses, review of records, analyses of accident/injury trends, consultation with personnel, etc. Any problems or violations noted will be addressed with the appropriate personnel to safeguard the hazard, correct the violation, and/or eliminate the deficiency.

The Security & Safety Director will review and update this plan per regulatory requirements, changes to college operations or equipment, upon the results of evaluations, and/or annually at a minimum.

## **PROGRAM SPECIFIC DETAILS**

### **Eye and Face Protection**

In the form of safety glasses, safety goggles, laser safety goggles, welding helmets and welding hand shields, and face shields.

1. Each affected person shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metals, liquid chemicals, acid or caustic liquids, chemical gases or vapors, or potentially injurious material.
2. Selecting the most suitable eye and face protection for personnel should take into consideration the following elements:
3. Protects against specific workplace hazards;
4. Fits properly and is reasonably comfortable to wear;

- a) Provides unrestricted vision and movement;
  - b) Is durable and cleanable; and
  - c) Allows unrestricted functioning of any other required PPE
5. Each affected person shall use eye protection that provides side protection as appropriate.
  6. Each affected person who wears prescription glasses while engaged in an operation that may involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses. For reimbursement plan information for prescription lenses see appendix D.
  7. Eye and face PPE shall be distinctly marked to facilitate identification of the manufacturer.
  8. Each affected person shall use equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation. Face Shields and Welding Helmets/Shields are considered secondary protection against impact hazards to the eyes; as a result, they must always be worn with safety glasses or goggles underneath. The following is a listing of appropriate shade numbers for various operations:

**Filter Lenses for Protection Against Radiant Energy**

Operations	Electrode Size 1/32 in.	Arc Current	Minimum* Protective Shade
Shielded metal arc welding	Less than 3	Less than 60	7
	3-5	60-160	8
	5-8	160-250	10
	More than 8	250-550	11
Gas metal arc welding and flux cored arc welding		less than 60	7
		60-160	10
		160-250	10
		250-500	10
Gas Tungsten arc welding		less than 50	8
		50-150	8
		150-500	10
Air carbon	(Light)	less than 500	10
Arc cutting	(Heavy)	500-1000	11
Plasma arc welding		less than 20	6
		20-100	8
		100-400	10
		400-800	11
Plasma arc cutting	(light)**	less than 300	8
	(medium)**	300-400	9
	(heavy)**	400-800	10

Torch brazing	3
Torch soldering	2
Carbon arc welding	14

**Filter Lenses for Protection Against Radiant Energy**

<b>Operations</b>	<b>Plate thickness- inches</b>	<b>Plate thickness-mm</b>	<b>Minimum* Protective Shade</b>
<b>Gas Welding:</b>			
Light	Under 1/8	Under 3.2	4
Medium	1/8 to 1/2	3.2 to 12.7	5
Heavy	Over 1/2	Over 12.7	6
<b>Oxygen cutting:</b>			
Light	Under 1	Under 25	3
Medium	1 to 6	25 to 150	4
Heavy	Over 6	Over 150	5

Source: 29CFR 1910.133(a)(5)

1. Eye and face protective devices shall comply with the ANSI Z87.1-2003 guideline.
2. All eye and face protective devices will be provided by the faculty/instructor or supervisor or will be the responsibility of the student/employee to obtain as instructed by the faculty/instructor or supervisor of each department or area for the affected person as determined necessary by the Security & Safety Director at the time of hire/enrollment.
3. Replacement shall occur annually or as appropriate unless damaged on site.

**Respiratory Protection**

Respiratory protection is covered under the South Central College Respiratory Protection Plan.

**Head Protection**

All employees/students shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects, impact hazards, penetration or electrical hazards. Protective helmets must meet ANSI Standard ANSI Z89.1-2009. There are three classes of head protection and employees/students are required to have the proper type of protection based upon the hazards they may experience.

Protective headgear must fit appropriately on the head of each individual. The hard hat should never bind, slip, fall off, or irritate the wearer’s skin. Most hard hats come in a variety of sizes with adjustable headbands ensuring proper fit. A properly fitting hard hat will allow sufficient clearance between the inner shell and the suspension system. This clearance allows for ventilation and impact distribution to the hard hat’s shell.

Some hard hats allow for the usage of various accessories (e.g., earmuffs, face shields, welding helmets, mounted lights, etc.). Hard hat accessories must not compromise the safety elements of the equipment.

Periodic cleaning and inspection extends the useful life of hard hats. Daily inspection of the hard hat shell, suspension system, and accessories for holes, cracks, tears, or other damage that might compromise the protective value of the hat is essential. Although it is not generally considered "shelf life", Mine Safety Appliances (MSA) brand hard hats have "Useful Service Life Guidelines". These guidelines advise replacing the suspension system every 12 months, and replacing shell after 5 years. However, any hard hat that fails a visual inspection should immediately be removed from service until the problem is abated.

In addition to normal usage wear, ultraviolet (UV) radiation can damage hard hats constructed of plastic materials. Damage caused by UV radiation is easy to identify. The hard hat will lose its glossy finish and will take on a faded chalky appearance. Further degradation can cause the shell to actually start deteriorating (e.g., flaking away, cracking, etc.). Once the effects of UV radiation are noticed, the shell should be immediately replaced.

Paints, paint thinners and certain cleaning agents can weaken hard hat shells and can also eliminate electrical resistance. Never drill holes in the shell, paint, or apply labels to protective headgear as this may reduce the structural integrity of its protection. Never store hard hats in direct sunlight (e.g., rear window shelf of a car), since sunlight and extreme heat can damage them.

Hard hats with any of the following defects should be removed from service:

- Perforations, cracks, or deformities in the brim or shell;
- Indication of exposure (brim or shell) to heat, chemicals, or ultraviolet light and other radiation;
- If the hard hat sustains an impact ( even when damage is not noticeable); and
- When damage or excessive wear is noticed to the suspension system.

Head protection shall be provided by the faculty/instructor or supervisor of the department for which they are used.

### **Hand/Arm Protection**

Faculty/instructors or supervisor of the department shall select and require affected persons to use appropriate hand protection when the affected person's hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; and harmful temperature extremes. Selection of the appropriate hand/arm protection will be based on the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified. All hand protection will be provided by the faculty/instructors or supervisors of the department in which the work is conducted.

Protective gloves should be inspected prior to use to ensure that they are free of tears, punctures, or damage/defects. Visual inspection helps detect cuts or tears, but a more thorough inspection by filling the gloves with water and tightly rolling the cuff towards the fingers helps reveal

pinhole leaks. Gloves that are stiff or discolored may indicate deficiencies caused by excessive use or chemical exposure degradation.

Any gloves showing impaired protective ability must be discarded and replaced. The reuse of chemical-resistant gloves should be evaluated by taking into consideration the gloves' absorptive qualities. The decision to reuse chemically-exposed gloves should also take into consideration chemical toxicity, exposure duration, storage and temperature.

## **Foot Protection**

All affected persons shall wear protective footwear when working in areas where there is danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such affected person's feet are exposed to electrical hazards. Protective footwear shall comply with ANSI Z41.1-1999 or shall be demonstrated to be equally effective. Any predetermined amount of reimbursement of all protective footwear to employees/students of South Central College will be provided through the Human Resources Department as explained in Appendix C.

Also, personnel who are exposed to hot substances or corrosive or poisonous materials must have protective gear to cover exposed body parts, which includes their feet and legs. If an individual's feet are exposed to electrical hazards then non-conductive footwear should be worn; however, exposure to static electricity may necessitate the need for wearing conductive footwear.

Examples of conditions personnel should wear foot and/or leg protection include:

- When heavy objects (e.g., drums, tools, etc.) may roll onto or fall on a person's feet;
- When working around sharp objects (e.g., nails, spikes, etc.) that could pierce the soles or uppers of a person's feet;
- When molten metal may splash on feet or legs;
- When working on or near hot, wet, or slippery surfaces; and
- When electrical hazards are present

As with all protective equipment, safety footwear should be inspected prior to each use. This includes looking for cracks or holes, separation of materials, broken buckles or laces. The soles of shoes should be checked for pieces of metal or other embedded items that could present electrical or tripping hazards. Personnel should follow the manufacturers' recommendations for cleaning and maintenance of protective footwear.

## **Body Protection**

Affected persons must wear body protection if they are susceptible to bodily injury while performing their duties. These workplace hazards may include the following:

- Intense heat or cold
- Splashes of hot metals and other hot liquids
- Impacts from tools, machinery, and materials

Cuts  
Hazardous chemicals or infectious materials  
Radiation  
Arc flash

The following are all examples of body protection.

- Laboratory coats,
- Coveralls,
- Vests,
- Jackets,
- Aprons,
- Chaps,
- Surgical gowns,
- Full body suits

The clothing must be carefully inspected before each use. Protective clothing must fit the individual properly, and it must function correctly for the purposes in which it is intended to protect against.

### **Hearing Protection**

Determining the need to provide hearing protection for personnel can be challenging. A person's exposure to excessive noise depends upon several factors, including:

- Noise loudness measured in decibels (dB);
- Duration of the individual's exposure to noise blasts;
- The efficiency of engineering and administrative controls in reducing noise levels;
- If individuals move between work areas with different or varying noise levels; and
- Whether the noise is generated from one or multiple sources.

Normally, the louder the noise, the shorter the exposure time before hearing protection is required. For example, an individual may be exposed to a noise level of 90 dB for 8 hours per day (unless they experience a Standard Threshold Shift) before hearing protection is required. In contrast, if the noise level reaches 115 dB then hearing protection is required if the exposure exceeds 15 minutes.

The hearing protection worn must reduce the noise exposure to an acceptable level. The amount of this reduction is referred to as attenuation, which differs according to the type of hearing protection and how well it fits. Manufacturers of hearing protection devices must display the device's Noise Reduction Rating (NRR) on the product packaging. When personnel are exposed to occupational noise levels at or above 85 dB averaged over an eight hour period, the college is required to institute a hearing conservation program that includes regular testing of employees' hearing.

Several choices of hearing protection will be provided to affected employees/students to provide appropriate protection and fit. Annual training will be provided to all affected employees/students and will include:

- Why hearing protection is necessary
- How hearing protection will protect them
- Limitations of hearing protection
- When they must wear the hearing protection
- How to adjust hearing protection for a comfortable and effective fit
- How to clean and disinfect the hearing protection

# APPENDIX A

## Job Hazard Analysis

JHA Name: \_\_\_\_\_



Assessment Date: \_\_\_\_\_ Building or Location: \_\_\_\_\_  
 Revision Date: \_\_\_\_\_ Department or Program: \_\_\_\_\_

Description of Individual Task or Assignments: \_\_\_\_\_  
 Tools, Equipment, or Machinery Used when Performing Task: \_\_\_\_\_

Hazard Type(s) Associated with Task or Assignment:		Check for Exposures:	Specific Hazard Exposures:	Check if Exposure Recommends or Requires a Style of PPE?
1	Impact <i>Example:</i> Person(s) can strike an object, or be struck by a moving or flying/falling object (e.g., fragments, chips, particles, sand, debris).			
2	Penetration or Cut <i>Example:</i> Person(s) can strike an object, be struck by an object, or fall upon an object or tool that would cut or otherwise break the skin.			
3	Crush or Pinch <i>Example:</i> An object(s) or equipment/machine may crush or pinch a body or body part.			
4	Chemical or Harmful Dust <i>Example:</i> Exposure to chemicals (i.e., hazardous substances and harmful physical agents), infectious agents from spills, splashing, physical contact, and/or exposure to dusts, vapors, fumes, or gases that could cause illness, irritation, burns, asphyxiation, breathing/voice difficulty, sensitization, infection, or other toxic health effects (i.e., acute or chronic). Note: "May also have or create ignition potential."			
5	Heat <i>Example:</i> Exposure to radiant heat sources, sparks, and splashes or spills of hot material.			
6	Light (optical) Radiation <i>Example:</i> Exposure to strong light sources, glare, or intense light exposures which is a byproduct of a process. Note: "This category may also include hazards presented from lack of light (e.g., working in dark spaces/areas)."			
7	Electrical Contact <i>Example:</i> Exposure, contact, or proximity to live or potentially live electrical objects.			
8	Ergonomic/ Human Factors <i>Example:</i> Working in cramped spaces, repetitive movements, awkward postures, vibration, heavy lifting, etc... Note: "This category may also include unique hazards presented from tasks that require demanding or challenging degrees of mental and/or physical effort to be executed by an individual. See <u>Physical Effort Definition/Example</u> category for further explanation of physical effort."			
9	Environmental <i>Example:</i> Exposure to noisy environments, hot or cold work environments, poor weather conditions, working at a height, and any other conditions in the workplace that could cause danger, discomfort, and/or negative health effects.			

Personal Protective Equipment Requirements:	
Eyes & Face:	_____
Head & Ears:	_____
Whole Body:	_____
Feet:	_____
Hands:	_____
Respiratory:	_____
Other:	_____

Other Control Measures or Requirements (Engineering & Administrative Controls):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Physical Effort Definition/Example**  
 1.1 **Physical Mobility:** Movement from place to place on the job, considering distance and speed. 2.1 **Physical Ability:** Ability to maneuver body while in place or in static position. 3.1 **Physical Strength (Lift or Material):** Ability to handle routine office materials and tools. 4.1 **Physical Strength (Moderate to Heavy):** Ability to handle 50lb+ objects, considering frequency. 5.1 **Dexterity:** Skill and ability in using hands, fingers, and feet. 6.1 **Physical Balance:** Ability to maintain balance and physical control. 7.1 **Coordination:** Intentional flexing of body parts (e.g., splashing, handling, etc...). 8.1 **Endurance:** Ability to sustain a prolonged amount of effort or activity with limited opportunity to rest.

Note: "This JHA provides only the minimum PPE/safety requirements necessary to safely complete the task or assignment, and the JHA only covers the hazard or exposures that are most likely to be encountered. Violating within this JHA does not constitute personal fault regarding higher degree of PPE or control to mitigate workplace hazards. In addition, South Central College personnel (e.g., employees and students) are required to complete any applicable safety or on-the-job training required prior to performing their positions or participating in their programs of study. Finally, South Central College personnel should consult their supervisors/instructors, the college's written safety programs/policies, and/or the Safety & Health Officer whenever they have questions or concerns."

Certification: This document certifies a hazard assessment was conducted meeting the provisions specified under 29 CFR 1918.132 (d) and South Central College's related safety programs and policies.  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_



## APPENDIX C

### Foot Protection Procurement Procedures

South Central College will provide one pair of American National Standard Institute (ANSI Z41.1-1999) approved protective footwear every twenty-four months at a maximum expense of \$125 to its employees who meet the following criteria:

- The requesting employee is an unlimited faculty or staff member (having an ongoing and renewable appointment expected to last one year or more from the date of the request). Temporary, part-time or seasonal faculty who are teaching five credits or more during the semester on the date of request also qualify for one pair of protective footwear every twenty-four months. Adjunct faculty do not qualify for this program.
- The requesting employee must be a qualifying program instructor or staff member who requires protective footwear in Carpentry, Ag Mechanics, Auto Mechanics, Auto Collision, Computer Integrated Machining, HVAC, Welding, Maintenance and Grounds.
- Protective footwear that meet ANSI standards that relate to the ASTM F2413-11 Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear will have a tag on the footwear similar to this:

ASTM F2413-11  
M I/75/C/75/Mt75  
PR

#### Line #1: ASTM F2413-11

This line identifies the ASTM standard. It indicates that the protective footwear meets the performance requirements of ASTM F2413 issued in 2011.

#### Line #2: M I/75 C/75 Mt75

This line identifies the gender (M [Male] or F [Female]) of the user. It also identifies the existence of impact resistance (I), the impact resistance rating (75 foot-pounds), compression resistance (C) and the compression resistance rating (75) which correlates to 2500 pounds of compression. The metatarsal designation (Mt) and rating (75 foot-pounds) is also identified.

Lines 3 & 4: PR

Lines 3 and 4 are used to identify footwear made to offer protection from other specific types of hazards referenced in the standard. They are used to designate conductive (Cd) properties, electrical hazard resistance properties (EH), footwear designed to reduce the accumulation of excess static electricity (SD) and puncture resistance (PR).

A properly completed Personal Protective Equipment Requisition shall be authorization for an employee to be reimbursed for the purchase of approved protective footwear. A detailed, original receipt, indicating that the purchase was for protective footwear meeting ANSI-OSHA standards, must be attached to the requisition for the employee to receive the allowed reimbursement. Only footwear meeting ANSI-OSHA standards will be paid by South Central College under the compensation rate specified in this policy. Work boots that do not have steel toes do not qualify for reimbursement under this program. The employee's cost center within the budget will be charged for the protective footwear.

## **APPENDIX D**

### **Eye Protection**

South Central College recognizes the need for eye protection for certain types of areas of work. The use of approved eye protection in these areas shall be a condition of employment. Eye hazards such as flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors or potentially injurious light radiation, are outlined in the American National Standards Institute (ANSI) Standard 87.1, Practice for Occupational and Educational Eye and Face Protection and the U. S. Department of Labor, Occupational Safety and Health (OSHA) Standard CFR 29 1910.133 Eye and Face Protection.

Departments shall designate work, classes, or areas under their jurisdiction which require eye protection. Protective safety eyewear conforming to ANSI Z87.1 shall be in the form of: (1) safety glasses, (2) prescription safety glasses with side shields, or (3) special devices such as goggles or face shields appropriate to the specific situation.

Employees performing only occasional work or authorized visitors, either of whom requires eye protection, shall be provided adequate protection during the duration of the work or visits.

### **Procurement Procedures**

South Central College will provide one pair of American National Standard Institute (ANSI Z87.1) approved protective prescription eyeglasses every twelve months to its employees who meet the following criteria:

- The requesting employee is an unlimited faculty or staff member (having an ongoing and renewable appointment expected to last one year or more from the date of the request). Temporary, part-time or seasonal faculty who are teaching five credits or more during the semester on the date of request also qualify for one pair of protective prescription eyeglasses every twelve months. Adjunct faculty do not qualify for this program.
- The requesting employee must be a qualifying program instructor or staff member who requires protective eye wear in Carpentry, Ag Mechanics, Auto Mechanics, Auto Collision, Computer Integrated Machining, HVAC, Welding, Mechatronics, Medical Lab Technician, Biology, Chemistry, Maintenance and Grounds.
- The employee is responsible for paying examination costs. The employee's department will pay for frames, permanently attached side shields and lenses according to the following rates:

Single prescription lenses and frame: maximum of \$75  
Bifocal prescription lenses and frame: maximum of \$95  
Trifocal prescription lenses and frame: maximum of \$95

A properly completed Personal Protective Equipment Requisition form, and resulting purchase order, shall be authorization for an employee to be fitted for and purchase prescribed eye protection. For prescription safety glasses, a current prescription shall accompany the requisition for enclosure with the purchase order. Prescription safety eyeglasses may not be purchased without prior authorization. The purchase order will indicate that all eye protection shall meet ANSI-OSHA standards. The employee's cost center will be charged for the prescription safety glasses.

Departments shall determine exact procedures for providing students and visitors with required eye protection.

**APPENDIX E**



Employee PPE Requisition Authorization Voucher

**Employee's Name:** \_\_\_\_\_

**Type of PPE (circle one):**     Safety Glasses     Protective Footwear

**Amount of purchase authorized up to, but not exceeding the following amount:**

**Safety Glasses:**     \$75.00 (Single Vision) \$95.00 (Bi- or Trifocal Lenses)

**Footwear:**     \$150.00 every two years

**Purchase Order Number, if applicable:** \_\_\_\_\_

**Authorized By:**

\_\_\_\_\_  
Al Kluever – Security and Safety Director  
507-389-7412

\_\_\_\_\_  
Date

## APPENDIX F



### Personal Protective Equipment (PPE) by Department

#### Maintenance Faribault Campus

Safety Glasses  
Hearing Protection (muffs, plugs)  
Hard Hat  
Goggles  
Safety Shield  
Chemical Resistant Gloves  
Apron Cover for Chemical Splash  
Fall Protection/Harness  
Single String Filter Mask  
Bio Hazard Gloves (latex)

#### Maintenance North Mankato Campus

#### Computer Integrated Machining North Mankato Campus

Safety Glasses  
Safety Shield  
Protective Welding Clothing  
Welding Shields

#### Computer Integrated Machining North Mankato Campus

#### Biology North Mankato Campus

Lab Coats  
Gloves

#### Biology Faribault Campus

#### Graphics North Mankato Campus

Safety Glasses  
Hearing Protection (Muffs & Plugs)

Gloves (Nitrile, Vinyl, Heavy Rubber)

### Medical Assisting North Mankato Campus

Safety Glasses/Goggles

Gloves (Latex)

Lab Coats

### Medical Assisting Faribault Campus

### Chemistry North Mankato Campus

Goggles

Safety Glasses

Gloves, Nitrile & Chemical Resistant

Lab Coats

Lab Aprons

### Chemistry Faribault Campus

### Auto Collision North Mankato Campus

Safety Glasses

Hearing Protection (plugs)

Safety Footwear

Welding Shields

Protective Welding Clothing

PAPRS

SAR

Tyvek Body Suits

Filtering Face Masks

Gloves (Latex and Chemical Resistant)

### Welding Faribault Campus

Safety Glasses

Hearing Protection (plugs)

Safety Footwear

Leather Gloves

Welding Shields

Protective Welding Clothing

Face Shield

### Welding North Mankato Campus

Safety Glasses

Hearing Protection (plugs)

Safety Footwear

Leather Gloves

Welding Shields  
Protective Welding Clothing  
Face Shield

### Nursing North Mankato Campus

Masks/goggles in simulation  
Gloves non latex only in simulation  
Gowns in simulation

### Nursing Faribault Campus

### Auto Mechanics North Mankato Campus

Safety Glasses  
Hearing Protection (plugs)  
Safety Footwear  
Leather Gloves  
Welding Shields (?)  
Protective Welding Clothing (?)

### Ag Mechanics North Mankato Campus

Safety Glasses  
Hearing Protection (muffs and plugs)  
Gloves, Nitrile for Chemicals  
Face Shield for grinding  
Welding Helmet/Shield

### Culinary North Mankato Campus

Safety Glasses (ICE CUTTING)  
Hearing Protection (plugs) (ICE CUTTING)  
Safety Footwear  
Gloves (Plastic Food Serve, Metal Meat Cutting)  
Lab Garments

### Medical Lab Technician/Phlebotomy North Mankato Campus

Goggles  
Gloves (Latex)  
Lab Coats

### Medical Lab Technician/Phlebotomy Faribault Campus

Goggles  
Gloves (Latex)  
Lab Coats