

## CCS Administrative Procedure

### 2.30.05 - W Personal Protective Equipment Provision, Use and Care

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#### Implementing Board Policy [2.30.05](#)

Contact: Environmental Health and Safety, 533-8686

#### 1.0 Purpose

Community Colleges of Spokane is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. Community Colleges of Spokane has adopted [WAC 296-800-160](#) Personal protective equipment to protect employees who work where hazards are present or likely to be present.

CCS will make certain that employees have, use and care for the appropriate personal protective equipment (PPE) they need to perform their jobs. PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist. While PPE alone should not be relied on to provide protection for employees, appropriate PPE will be selected if hazards are present or likely to be present. Employees will be trained to use the PPE and be required to use it on the job.

Employees should also refer to Administrative Procedures [2.30.05-K Respiratory Protection](#), [2.30.05-H Hearing Conservation](#), [2.30.05-D Chemical Hygiene for Laboratory Settings](#) and [2.30.05-T Biosafety for Laboratory Settings](#) as appropriate.

#### 2.0 Definitions

- 2.1 Personal Protective Equipment (PPE): an item or items used to protect the eyes, face, head, body, arms, hands, legs, and feet such as goggles, helmets, head covers, gloves, rubber slickers, disposable coveralls, safety shoes, protective shields, and barriers.
- 2.2 Personally fitted or prescribed PPE: PPE that is personally fitted, customized or prescribed to an individual employee.
- 2.3 Supervisor: the program lead, supervisor or dean.

#### 3.0 PPE Hazard Assessment

- 3.1 The supervisor will ensure that a hazard assessment is completed for their area(s) of responsibility using the [PPE Hazard Assessment Certification form](#). A copy of the form will be provided to the Environmental Health and Safety Office.
  - 3.1.1 This assessment will include identifying hazards and potential hazards in the workplace and a determination if PPE is necessary on the job.
  - 3.1.2 The assessment will include a review of appropriate eye, face, head, foot, hand, and hearing protection.
  - 3.1.3 The CCS Safety Officer will assist in the hazard assessment if needed.
- 3.2 The CCS Safety Officer will review the PPE Hazard Assessment Certification form and determine the appropriate PPE in conjunction with the supervisor.
  - 3.2.1 Similar jobs or tasks in different environments may require different PPE based upon the hazard assessment.

3.2.2 The Safety Officer will maintain a master list of program required PPE.

3.3 Whenever new equipment, processes or procedures are implemented, or there has been an accident, the supervisor will consult with the CCS Safety Officer to review and/or revise the PPE Hazard Assessment Certification form. The form will also be reviewed and revised as necessary as part of the instructional program review process. A copy of all revised forms will be provided to the Environmental Health and Safety Office.

3.4 When new instructional programs are developed a new PPE Hazard Assessment Certification form will be completed. A copy of the form will be provided to the Environmental Health and Safety Office.

3.5 PPE alone should not be relied on to provide protection for employees.

#### 4.0 Selection of PPE

4.1 Once the hazards of a workplace have been identified, the supervisor in consultation with the Safety Officer if needed, will determine if the hazards can first be eliminated or reduced by methods other than PPE such as engineering controls (e.g., as protection by some type of mechanical means or process design) and/or administrative controls (e.g., rotation of work assignments, limiting an employees' exposure time, etc.). If those methods are not adequate or feasible, then the supervisor in consultation with the Safety Officer if needed, will determine the suitability of the PPE presently available. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

4.2 Only those items of protective clothing and equipment that meet National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), or the American Society for Testing and Materials (ASTM) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI/ASTM standards below.

4.2.1 Eye and Face Protection: ANSI Z87.1-1989/1998/2003

4.2.2 Head Protection: ANSI Z89.1-1997/2003/2009

4.2.3 Foot Protection: there are no ANSI standards for footwear and limited ASTM standards; however, selection must be based on the performance characteristics of the footwear in relation to the tasks to be performed.

4.2.4 Hand Protection: there are no ANSI standards for gloves; however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.

4.3 PPE must properly fit the employee. For devices that are available in multiple sizes, care should be taken to select the proper size for each employee.

#### 5.0 Providing PPE

5.1 Each department will provide appropriate PPE at no cost to the employee if it is:

5.1.1 The type that would not reasonably or normally be worn away from the workplace unless authorized in a collective bargaining agreement (CBA). Please refer to [WAC 296-800-16020](http://wac.wa.gov/WAC29680016020).

5.1.2 Required to comply with a safety and health standard to protect employees wherever hazards exist from processes; environmental hazards; physical, chemical, or radiological hazards; or mechanical irritants that could cause injury or impairment to the function of any body part through absorption, inhalation, or physical contact.

- 5.2** Each department supervisor will decide if they will provide specialized PPE for their employee at no cost or if they will reimburse employees an established amount for PPE that meets NIOSH, ANSI, or ASTM requirements or standards. Reimbursement rates for individually purchased personally fitted or prescribed PPE will be determined by the supervisor and communicated to the employee in advance of any purchase unless the allowable allowance is specified in a CBA.
- 5.2.1 If employees provide their own PPE, it must be adequate for the workplace hazards and maintained in a clean and reliable condition.
- 5.2.2 Supervisor approval must be given before any PPE purchase is made directly by employees.
- 5.2.3 Employee reimbursements will be provided according to CCS Administrative Procedure.

## **6.0 Training**

- 6.1** The supervisor will make certain that employees receive training on job hazards and the proper use of PPE. The training will include the following:
- 6.1.1 When PPE is necessary
- 6.1.2 What PPE is necessary
- 6.1.3 How to put on, take off, adjust and wear PPE
- 6.1.4 PPE limitations
- 6.1.5 The proper care, maintenance, useful life and disposal of PPE
- 6.2** Employees will demonstrate an understanding of the training and ability to use PPE properly before performing work requiring the use of PPE.
- 6.3** Supervisors will document employee PPE training and the PPE provided and send the [PPE Use and Care form](#) to the Human Resources Office.
- 6.4** Supervisors will provide retraining in PPE use when they have reason to believe an employee's understanding, motivation, and skills required to use the PPE has not been retained. Supervisors will retrain employees if changes in the workplace as well as the types of PPE to be used make previous training out of date. Supervisors will have employees sign a new PPE Use and Care form when retraining occurs.

## **7.0 PPE Use**

- 7.1** Supervisors will require employees to use necessary PPE on the job.
- 7.1.1 Employees must use appropriate eye, face, head, hand, foot, body, respiratory, and hearing protection.
- 7.2** PPE must be safe for the activities to be performed and used and maintained in a clean and reliable condition.
- 7.3** Employees should inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use.
- 7.4** Defective PPE must not be used.

- 7.5 Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.
- 7.6 Supervisors or a designated employee must make certain that contaminated PPE is disposed of in a manner that protects employees and the environment from exposure to hazards. For more information about hazardous waste disposal, please refer to [CCS Administrative Procedure 2.30.05-G Hazard Communication Program](#).
- 7.8 Failure to follow safety and health guidelines or any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment.
- 7.9 Student use and care of PPE is outlined in the [Accident Prevention Program](#).

**8.0 Related Information**

- 8.1 [American National Standards Institute](#)
- 8.2 [American Society for Testing and Materials \(ASTM\) International](#)
- 8.3 [The National Institute for Occupational Safety and Health \(NIOSH\), PPE](#)
- 8.4 [Chapter 296-800 WAC Safety and Health Core Rules](#)
- 8.5 [Occupational Safety and Health Administration, PPE](#)
- 8.6 [Washington State Department of Labor and Industries, PPE](#)
- 8.7 [CCS Accident Prevention Program](#)
- 8.8 [CCS PPE Hazard Assessment Certification Form](#)
- 8.9 [CCS PPE Use and Care Form](#)

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