

Personal Protective Equipment Policy

Background: Personal Protective Equipment (PPE) is used to create a protective barrier between the worker and hazards in the workplace. PPE includes such equipment as chemical resistive gloves, safety shoes, protective clothing, safety glasses, respirators, etc.

Safety shoes are used to protect the feet against injuries from heavy falling objects, against crushing by rolling objects, or against lacerations from sharp edges. Examples of job classifications likely to require safety shoes or boots include, but are not limited to, carpenters, welders, electricians, plumbers, maintenance mechanics, laborers, grounds workers operating power machinery or tools, and power plant maintenance workers

Personal Protective Equipment is not a replacement for good engineering controls, administrative controls or work practices. Rather, PPE should be used in conjunction with these controls to ensure the health and safety of employees and should be worn at all appropriate times.

Purpose: This policy seeks to prevent occupational diseases, injuries, and fatalities that may be avoided through the use of appropriate protective equipment, and to comply with Occupational Safety and Health Administration (OSHA) regulations.

Policy: Davidson College, as an employer, shall furnish at no cost to the employee, Personal Protective Equipment required by Occupational Safety and Health Administration. An exception is the purchase of safety footwear.

Employees may be reimbursed all or part of the purchase of safety shoes by presenting the shoes, receipt and proof of conformity with ANSI Z41.1-1991 to the Environmental Safety Specialist. The college will currently reimburse the employee up to \$80.00, not to exceed the purchase price of the safety shoes, once per 12 months period.

Employees whose job duties require safety shoes will be required to obtain safety shoes within one week after employment.

Appropriate safety footwear must be worn by all persons when working in areas where there is a danger of foot injuries due to falling or rolling objects weighing 15 lb. or greater, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. Six or eight-inch safety shoes providing ankle protection are recommended for employees involved in activities which include, but are not limited to, climbing, crawling, construction, and demolition. Additionally, over-the-shoe footwear to be worn over standard (or safety) footwear or boots is required in wet locations. The rubbers or boots are required in addition to the safety footwear. Rubber boots with toe protection are recommended for employees working in flooded trenches or other locations where ordinary over-the-shoe protection would be inadequate to insure that the employee's shoes would remain dry.

Administration of Policy: The Director of Facilities and Engineering shall oversee this policy and review it at least once every two years. Changes to this policy shall be made in accordance with the college's Policy on Policies.

The Environmental Safety Specialist is available to assist departments their hazard assessment and selection of appropriate personal protective equipment. The campus Environmental Safety Specialist serves as the safety shoe program administrator.

College departments are responsible for maintaining an updated written hazard assessment outlining required personal protective equipment. The department should forward it to the Environmental Safety Specialist for inclusion in the personal protective equipment inventory. The department must provide and enforce the use of safety shoes and all other required PPE.

Employees must have department supervisor or Environmental Safety Specialist approval prior to the purchase of safety footwear.

Shoes shall comply with ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear."

When safety shoes are required, Davidson College will reimburse the employee for purchase. No more than one pair of safety shoes can be reimbursed in a twelve (12) month period at the current rate of \$80.00 per pair (established by the Physical Plant department). The employee is responsible for any additional expense associated with the purchase of safety shoes.

Employees who are unable to purchase shoes from the on-site vendors may purchase shoes from a vendor of their choice and be reimbursed up to the current rate of \$80.00. The employee must bring the shoes and the original receipt to the Environmental Safety Specialist to verify that the shoe meets the criteria for reimbursement.

The shoes are the responsibility of the employee. Shoes that are lost, stolen or damaged unrelated to the employee's job shall be replaced at the employee's expense.

Employees who cannot wear safety shoes for medical reasons will be provided alternative foot protection. The employee must bring a written statement from a physician indicating this prohibition and any reasonable accommodations.

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