

Personal Protective Equipment and Clothing Guidelines

As representatives of Facilities Services and the entire University of Oregon, all employees are expected to maintain good hygiene and to dress in an appropriate manner. Clothing that has holes, tears or has been defaced in any other fashion should not be worn on the job. Additionally, clothing with derogatory, obscene, or otherwise inappropriate material displayed shall not be worn at any time on the job.

The Oregon Occupational Safety and Health Administration (OR-OSHA) requires PPE Hazard Assessments of workplace and individual job-related hazards. Hazard Assessment Forms for each PPE Hazard Assessments have been developed by each department in conjunction with the Safety Office. These Hazard Assessment Forms should be reviewed prior to the completion of any task to determine the appropriate use of PPE and are available through each shop supervisor.

Personal Protective Equipment (PPE) and clothing provided by Facilities Services are the property of the University of Oregon. All items that are issued by Facilities Services are only for use by employees for work-related purposes. They are not to be sold or transferred to third-parties. Upon the end of the PPE and clothing life-cycle or employment termination, all items must be returned to a Facilities Services supervisor.

With the exception of gloves, all clothing and PPE purchases must be accompanied by a signed approval from a supervisor. The purchase of PPE and clothing that is not normally carried by Stores must be approved by the Safety Manager, the Purchasing Manager, the manager of the area that the employee works in, and Shop Supervisor. Upon approval by the appropriate supervisors, a determination will be made as to whether or not the particular item should be regularly carried by Stores. Supervisors are responsible for clothing and PPE records.

PPE is provided at no cost to the employee and is regularly available through Stores. PPE and other necessary clothing will be ordered as needed for each employee. Specific policies relating to PPE are outlined below:

Personal Protective Equipment:

Safety Footwear

According to the OR-OSHA PPE standard, the following trades are required to wear safety shoes or boots during normal performance of duties:

- Stores Personnel
- Carpenters
- Electricians
- Mobile Equipment Shop
- Plumbers
- Mechanics (Pipe Fitters, Steam Fitters, Welders, Sheet Metal Workers, HVAC Technicians)
- Trades Maintenance
- Exterior Maintenance & selected Grounds Workers
- Laborers, Heavy Equipment Operators & selected Central Shop Personnel
- Central Power Station Engineers

Other trades or specific tasks may be assessed by a supervisor to require protective footwear.

Facilities Services shall provide up to one pair of safety footwear at a cost of up to \$125.00 per year for each employee who requires it. The Safety Manager will assist in the selection as needed. The cost of safety footwear will be assumed by each individual shop or department.

Eye Protection

Prescription safety glasses are available to those individuals who are unable to perform their work in a safe and efficient manner using over-the-glasses style. Certain dollar amounts apply, see your Supervisor for details. The Supervisor will assess the need for each individual employee request on a case by case basis.

Several styles of eye protection are available through Stores. Visitor glasses will be provided at the entrance to shops requiring their use.

Appropriate eyewear shall be worn in the Cabinet Shop when machinery is in operation. Safety glasses will be required in the Mechanical Shop at any time an individual steps outside of the yellow marked pathway. For specific tasks or areas that safety glasses are required please refer to the PPE hazard assessment forms for your shop.

According to the OR-OSHA PPE standard, each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design or wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription or protective lenses.

With this in mind, Facilities Services will supply safety glasses (prescription or non-prescription) to employees as requested by their shop supervisors.

The vendor selected is ShopKo Optical. The agreement between the Facilities Services Physical Plant and ShopKo Optical is valid only at 2815 Chad Drive.

ShopKo will accept current prescriptions or provide eye examinations if necessary, using each individual's insurance.

The price range is as follows:

Single Vision (Lenses and Frames)	up to \$53.00
Bifocal (Lenses and Frames)	up to \$66.00
Trifocal (Lenses and Frames)	up to \$74.00
Mandatory Side-shields	\$3.00

These prices include prescription lenses, an assortment of frames, tint and mandatory permanently attached side-shields.

Any additional costs over the price allowances listed above shall be the responsibility of the employee.

Respiratory Protection

Environmental Health and Safety is responsible for managing the University's Respiratory Protection Program. Based on need as assessed by the Supervisor, a respirator will be assigned to those employees needing them. Prior to use each employee will receive training and a physical examination to determine their physical capability of wearing respiratory protection.

Gloves

A wide variety of gloves that should be adequate for most tasks will be available through Stores.

Coveralls

A basic set of coveralls for employees who work in extremely dirty and hazardous conditions will be available through Stores. All such items shall be authorized by the Supervisor.

Rain Gear

Quality rain gear will be available through stores. Rain gear will be provided to employees who are required to work outside in inclement weather as a regular and substantial part of their job.

Other PPE

Other PPE such as hearing protection, face shields, fall protection, gloves, coveralls, etc. will be made available as needed. See your Supervisor.

Training:

Training is required prior to the use of any PPE to ensure that employees are qualified to use it. Employees shall be trained to know at least the following: when PPE is necessary, what PPE is necessary, the limitations of the PPE, how to don and doff, adjust, and properly wear PPE. The employees shall be trained in proper care and maintenance of PPE also. If there is any question about PPE and how to use it, contact your Supervisor or the Safety Manager immediately.

Facilities Services reserves the right to unilaterally change these policies and/or guidelines at any time based on budget constraints and/or other management priorities. Nothing in these policies/ shall be construed in any way as precedent setting.

Eligibility for Other Clothing:

Classified Employees

The supervisor may authorize employees up to \$100.00 per year to purchase coats, hats, shirts, or t-shirts from Stores.

In the event of a special need, when the supervisor wishes to spend more than \$100.00 for clothing for an employee, the shop supervisor must obtain approval from the Safety Manager, the Purchasing Manager, and the manager of the area that the employee works in.

Supervisors

All shop supervisors shall be eligible for one coat every two years.

Students and Temporary Employees

When the supervisor feels it is in the best interest of Facilities Services to have students or temporary employees to wear Facilities Services equipment or clothing, the supervisor must receive permission from the manager of the area before purchasing clothing for these employees. Employees who accept such clothing are expected to regularly wear this clothing at work.

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