

University of Louisiana at Monroe (ULM)  
Equipment Management Program

**Personal Protective Equipment (PPE) Policies and Procedures**

Updated January 29, 2013

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The University of Louisiana at Monroe (ULM) is committed to providing a safe environment for all students, faculty, staff, and visitors. The University Physical Plant Department provides custodial, maintenance, grounds keeping, and operational services for the entire ULM campus. The Physical Plant Department employees are responsible for the overall equipment management program for the University. This equipment management program ensures that all major equipment serving the University is maintained, inspected, tested, and serviced regularly to ensure that it is in safe operating condition. Examples of the equipment included in this program include but are not limited to: elevators, boilers, chillers, generators, electrical transformers, electrical switchgear, and other associated equipment.

Most of the equipment included in the equipment management program can present some serious hazards to employees involved in the preventative maintenance, servicing, inspection, and / or testing of this equipment. For several tasks involved in the equipment management program, employees will need to use personal protective equipment. All personnel involved in the equipment management program should note that personal protective equipment is the “last line of defense”. All hazards should be as isolated as possible by following safe work practices, safety policies such as Lock Out / Tag Out, etc.

The following general procedures shall be followed concerning personal protective equipment (PPE):

1. Personal Protective Equipment shall be used in accordance with all rules and guidelines from the Occupational Safety and Health Administration (OSHA). The University will conduct a hazard assessment of work tasks to identify the personal protective equipment required.
2. Procurement of Personal Protective Equipment (PPE) – Employees are not responsible for supplying their own personal protective equipment. The University will procure and supply employees with all necessary personal protective equipment. The employee’s supervisor is responsible for following normal University procurement policies to obtain necessary personal protective equipment.
3. Use of Personal Protective Equipment (PPE) – Supervisors will inform and provide on the job training to employees to let them know when personal protective equipment is required. The supervisor shall train employees through on the job training on what

specific personal protective equipment is required for each work task. When using personal protective equipment the following procedures should be followed:

- a. Prior to Use - Inspect the personal protective equipment – make sure that the PPE you are using is in good condition. Make sure that it is the right size and fits you appropriately. If you are using gloves – make sure that they don't have any cracks in the gloves and that they are not torn. If you are using a hard hat make sure that it is not cracked and that it is in good condition. If personal protective equipment is not in good condition or if it doesn't fit correctly, notify your supervisor so that they can replace the equipment.
  - b. During Use – Make sure you wear the required personal protective equipment throughout the duration of the work task. Continue to monitor and inspect the condition of your personal protective equipment during work tasks. If a piece of PPE is lost, damaged, etc. during performance of the work task, stop performing the work task, and make sure the damaged PPE is replaced prior to continuing the work task.
  - c. After Use – Clean and inspect all personal protective equipment that will be re-used in the future. Store the personal protective equipment in a place that is safe, dry, and well ventilated.
4. Maintenance of Personal Protective Equipment – All personal protective equipment shall be maintained in accordance with manufacturer's guidelines and recommendations along with all OSHA rules, guidelines, and regulations. In general, personal protective equipment will be inspected and cleaned after each use and shall be properly stored. Any defects noted in the personal protective equipment shall be repaired or the equipment shall be disposed of and replaced. During inspection, cleaning, and maintenance of personal protective equipment each piece of equipment shall be checked to be sure that it does not have an expiration date. Some items may only be certified for a certain length of time. Once the items have exceeded their recommended date / service life, they shall be disposed of.
5. Disposal of Personal Protective Equipment – Some personal protective equipment is disposable and will be discarded following each use (i.e. ear plugs, latex gloves, etc.). Other personal protective equipment that is not disposable shall be discarded when it is no longer in good condition and/or when it has exceeded the recommended service life. Personal protective equipment that is in poor condition or that has exceeded its service life must be discarded. Employees should not be allowed to take the old PPE from the University in lieu of disposal. Personal protective equipment shall be discarded in accordance with all rules, laws, and regulations concerning disposal of wastes at the University.

