

# The University of Kentucky Personal Protective Equipment Program and Hazard Assessment

Department: \_\_\_\_\_ Supervisor \_\_\_\_\_

Date \_\_\_\_\_

The following hazard assessments are to be used as a model to assist in completing a Job Hazard Analysis. Not all hazards will apply to all departments. Individual departments must evaluate their personal protective equipment (PPE) needs annually or whenever a new hazard is introduced into the work area. A listing of the PPE to be used and the justification for its use must also be completed.

**When assessing your PPE program, follow the guidelines listed below in Parts 1-3.**

**Part 1.** Hazard Assessment checklists - The checklists state the types of hazards that are to be evaluated to determine the appropriate PPE. These checklists include useful reference tables to help determine the appropriate type of PPE (such as: "Filter Lens Shade Numbers" for welding and "Glove Selection Guidance").

**NOTE: Part 1 of each Hazard Assessment Checklist should be reviewed to insure all work activities are evaluated. Only those assessments that apply to the department's work activities should be completed and retained as the departmental Hazard Assessment Program.**

**Part 2.** Training guides - The training guides review the training requirements needed when using PPE. If, for example, you have questions about any class of PPE, e.g., eye protection, the corresponding guide will serve as a useful tool.

Follow the training guide in Part 2 after each Hazard Assessment Checklist to identify how you will train employees on the use of PPE.

The employee must have an opportunity for hands on experience putting on and taking off the PPE, assuring that the PPE fits properly and they must be able to demonstrate an understanding of the questions listed below.

What PPE is necessary	How to properly care for and store PPE
When PPE is necessary	How to properly put on and adjust the fit of PPE
The limitations of the PPE	How to properly inspect PPE for wear and damage
How to properly take off PPE	

**Part 3.** PPE verification of training form - This form will document the required training related to PPE use.

**Documentation of all hazard assessment and PPE activities are required to be completed and maintained as outlined in Part 3. Use only the PPE assessment that applies to the department's activities.**

If you have questions related to this model program or need further assistance related to a safety or health issue, please contact:

**UK Occupational Health & Safety  
252 East Maxwell St.  
Lexington, KY 40506-0314  
(606) 257-3827**

<http://www.uky.edu/FiscalAffairs/Environmental/ohs>

In order to assess the need for personal protective equipment at a worksite, the following steps should be taken:

### A. Walk-Through Survey

Conduct a walk-through survey of the areas. The purpose of the survey is to identify sources of hazards to workers. Basic hazard categories include, but are not limited to:

Impacts	Harmful dust	Penetration
Light radiation	Compression	Material handling
Chemical	Energized equipment	Heat

#### Other hazards to consider

Chemical	rDNA/RNA	Bloodborne Pathogens
Radioactive materials	Infectious agents	Confined space

### B. Identifying Sources of Hazards

During a walk-through, you should look for:

- Sources of motion that could result in workers hitting or being hit by objects
- Sources of high or low temperatures that could result in burns
- Types of chemical exposures
- Sources of harmful dust
- Sources of light radiation such as welding
- Sources of falling objects or potential of dropping objects
- Sources of sharp objects that might pierce the feet or cut the hands
- Sources of rolling or pinching objects that could crush the feet
- Electrical hazards
- Biological hazards

Conditions and equipment to observe include:

- Atmospheric conditions (dusts, gases, fumes, vapors, illumination, etc.)
- Pressurized equipment (boilers, pots, tanks, piping, hosing, etc.)
- Containers (storage areas and means of storage)
- Hazardous supplies and materials (flammables, explosives, gases, acids, caustics, toxic chemicals, etc.)
- Buildings and structures (condition and layout of floors, doors, stairs, etc.)
- Electrical conductors and apparatus (wires, switches, etc.)
- Engines and motors
- Machinery (grinders, drilling machines, cutters, etc.)
- Materials handling equipment (hoists, lifts, etc.)
- Hand tools (tools, including portable power tools)
- Ground conditions (in outside areas)
- Elevated work areas (risks of falls)
- Water depth (hazards for water samplers)

### C. Selection of Personal Protective Equipment (PPE)

Once the hazards of a work place have been identified, the supervisor must determine the suitability of the PPE presently available. If necessary, select new or additional equipment that will provide adequate protection from the hazards. Careful consideration must be given to the comfort and fit of PPE to ensure that it will be used.

**Newly purchased PPE must conform to the updated American National Standards Institute (ANSI) standards that have been incorporated into the OSHA regulations, as follows:**

Eye and face protection -ANSI Z87.1-1989	Foot protection - ANSI Z41-1991
Head protection - ANSI Z89.1-1986	Hand protection -There are no ANSI Standards for gloves. Selection based on the task performed.

### D. Respiratory and Hearing Protection

The need for respiratory or hearing protection is established through industrial hygiene monitoring. If a worksite has high levels of air contaminants present which may be inhaled by employees, or employees must work in very noisy environments for extended periods, contact the Occupational Health and Safety Department (7-3827) for appropriate recommendations.

## Eye and Face Protection

Department: \_\_\_\_\_ Supervisor \_\_\_\_\_

Task Evaluated \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_ Location \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

I certify that on the above date I performed a hazard assessment of the above task. This document constitutes the certification of that hazard assessment. I understand that this document facilitates compliance to the hazard assessment requirements of OSHA 29 CFR 1910.132(d)(2), only. In addition, proper PPE selection, fitting, utilization and communication must be accomplished in accordance with other requirements of Subpart I.

Appropriate eye and face protection, such as safety glasses, goggles, and face shields, must be used to protect against the hazards associated with flying particles, molten metal, liquid chemicals, acids and caustic liquids, chemical gases and vapors, or potentially injurious light radiation from welding or laser operations. **(check box(es) that apply)**

<b>Part 1. HAZARD ASSESSMENT CHECKLIST</b>		
Job Questionnaire	Hazardous Activities	Required PPE
<input type="checkbox"/> Do employees perform tasks, or work near employees who perform tasks, that might produce airborne dust or flying particles?	Sawing, cutting, drilling, sanding, grinding, hammering, chopping, abrasive blasting, punch press operations	Chemical goggles or safety glasses with side-shields and full-face shield.
<input type="checkbox"/> Do employees perform tasks, or work near employees who perform tasks, that might produce airborne particles?	pressurized spraying or high speed pressure cleaning	Safety glasses with side shields or safety glasses with side shields covered by a full face shield
<input type="checkbox"/> Do employees handle, or work near employees using hazardous liquid chemicals, cryogenic materials or encounter blood splashes?	Pouring, mixing, painting, cleaning, siphoning, dip tank operations, battery charging, dental and health care services	Chemical goggles or safety glasses with side shields covered by a full face shield
<input type="checkbox"/> Are employees' eyes exposed to other potential physical or chemical irritants?	Installing fiberglass insulation, compressed air or gas operating, etc.	Safety glasses with side shields
<input type="checkbox"/> Are employees exposed to intense light?	Welding, cutting, etc	Safety glasses worn under appropriate welding helmet, tinted safety glasses with side shield
<input type="checkbox"/> Are employees exposed to lasers?	Laser operations	Appropriate safety eye wear as designed by Radiation Safety or OHS Departments

<b>FACE AND EYE PROTECTION SELECTION GUIDE</b>		
Operations	Hazards	Recommended Protectors
Acetylene-burning Acetylene-cutting Acetylene-welding	Sparks, harmful rays, molten metal, flying particles	Welding goggles with tinted lenses
Chemical handling	Splash, acid burns, fumes	Goggles flexible fitting, hooded ventilation, face shield for sever exposure
Chipping	Flying particles	Goggles, safety glasses with side shields or face shield
Electric (arc) welding	Sparks, intense rays, molten metal	Welding helmet with safety glasses
Furnace operations	Glare, heat, molten metal	Welding glasses with tinted lenses
Grinding - light	Flying particles	Goggles, safety glasses with side shields
Grinding - heavy	Flying particles	Goggles, safety glasses with side shields, face shield
Laboratory	Chemical splash, glass breakage	Goggles (face shield when in combination with safety glasses)
Machining	Flying particles	Goggles, safety glasses with side shield, face shield
Molten metals	Heat, glare, sparks, splash	Welding goggles (face shield in combination safety glasses with tinted lenses)
Spot welding	Flying particles, sparks	Welding goggles

- Q.** How dark do lenses on welding helmets and goggles need to be?
- A.** The intensity of light or radiant energy produced by welding, cutting, or brazing operations varies according to a number of factors including the task producing the light, electrode size, and the arc current.

To protect employees, who are exposed to intense radiant energy, begin by selection a shade too dark to see the welding zone. Then try lighter shades until you find one that allows a sufficient view of the welding zone without going below the minimum protective shade.

<b>FILTER LENS SHADE NUMBERS FOR PROTECTION AGAINST RADIANT ENERGY</b>	
Welding operation	Shade number
Shielded metal-arc welding 1/18-,3/32-,1/8-,5/32 inch diameter electrode	10
Gas-shielded arc welding (nonferrous) 1/16-,3/32-,1/8-,5/32-inch diameter electrode	11
Gas-shielded arc welding (ferrous) 1/16-,3/32-,1/8-,5/32-inch diameter electrode	12
Shielded metal-arc welding 3/16-,7/32-,1/4-inch diameter electrodes	12
5/16-,3/8-inch diameter electrodes	12
Atomic hydrogen welding	10-14
Carbon arc welding	14
Soldering	2
Torch blazing	3 or 4
Light cutting, up to 1 inch	3 or 4
Medium cutting, 1 inch to 6 inches	4 or 5
Heavy cutting, over 6 inches	5 or 6
Gas welding (light), up to 1/8 inch	4 or 5
Gas welding (medium), 1/8 inch to 1/2 inch	5 or 6
Gas welding (heavy), over 1/2 inch	6 or 8

## Part 2. TRAINING GUIDE - Employees must be trained to know the following:

- Q.** Why eye protection is necessary:
- A.** Listed above are job hazards that require eye protection. The Protective Equipment section of the chart describes the required equipment for this job.
- Q.** How eye protection protects the wearer:
- A.** The use of ANSI approved safety glasses with side shields are designed to protect against airborne particles that may enter and rupture the eyeball.
- Q.** What the limitations of the eye protection are:
- A.** Safety glasses will not stop all projectiles and may not catch dust or liquid splashes. Using chemical or safety goggles protects against these exposures.
- Q.** When eye protectors must be worn:
- A.** Protection must be worn when there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, vapors, or gases, radiant light, or any combination of the above.
- Q.** What proper procedure is for putting the protective eyewear on for comfortable and effective fit:
- A.** Protective eyewear must fit closely to the eye and/or face to prevent particle entry into the eyes. They must be tight enough not to fall off but must be comfortable. Protection should be adjusted to provide maximum protection to the areas being protected. Goggles can be worn over glasses and can be vented or non-vented. Proper eye protection should always be utilized instead of or in conjunction with contact lenses.
- Q.** How signs of wear identified are:
- A.** When eye protection becomes chipped, scratched, or scraped, or there is a loss of elasticity or fraying of headbands, it should be replaced. Pits or scratches may effect the impact resistance of the lens or the frame. Wearers should inspect eye and face protection before wearing and replace any defective equipment.
- Q.** How safety eyewear may be cleaned and disinfected:
- A.** Eye and face protection should be kept clean based on the manufacturer's recommended instructions. Lenses of the eye protection must be kept clean. Daily inspection and cleaning of eye protection with soap and warm water or with a cleaning solution and tissue is recommended.

# University of Kentucky

## Part 3. Verification of Training

### Personal Protective Equipment Assessment and Training

I have received and understand the material presented concerning a job hazard assessment and Personal Protective Equipment (PPE) requirements for this job assignment. My training included a discussion period covering the following points:

- ❖ What PPE must be worn in this work place
- ❖ When PPE must be worn
- ❖ How to inspect PPE for wear and damage
- ❖ How to put on, make fit, and take off PPE
- ❖ What the limitations of the PPE are
- ❖ How to properly store and clean PPE
- ❖ How to properly dispose of the PPE

I have been afforded the opportunity to ask questions about the use of PPE and I have had a “hands on” exercise using this PPE properly.

Trainer/Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Employee's name (please print)	Employee's signature
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## Foot and Leg Protection

Department: \_\_\_\_\_ Supervisor \_\_\_\_\_

Task Evaluated \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_ Location \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

I certify that on the above date I performed a hazard assessment of the above task. This document constitutes the certification of that hazard assessment. I understand that this document facilitates compliance to the hazard assessment requirements of OSHA 29 CFR 1910.132(d)(2), only. In addition, proper PPE selection, fitting, utilization and communication must be accomplished in accordance with other requirements of Subpart I.

**Foot and leg protection** is required when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects that may pierce the sole of the shoe or where an employee's feet are exposed to electrical hazards. Leggings may be required where there is the possibility of burns from extremely cold or hot materials. **(check box(es) that apply)**

### Part 1. HAZARD ASSESSMENT CHECKLIST

Job Questionnaire	Hazardous Activities	Required PPE
<input type="checkbox"/> Can tools, sharp objects, heavy equipment or other heavy objects roll, fall onto, or strike employee's feet?	Construction, plumbing, smithing, building maintenance, trenching, utility work, grass cutting, etc.	Metatarsal guards, toe guards, combination foot/toe guard, safety shoes
<input type="checkbox"/> Do your employees handle or work near employees who handle hazardous chemical liquids, molten metal or cryogenic material?	Welding, foundry work, casting, smithing, chemical store rooms, Liquid oxygen/nitrogen fill areas	Leggings, metatarsal guard , combination foot/shin guard, safety shoes
<input type="checkbox"/> Do your employees work with or near exposed electrical wiring components?	Building maintenance, utility work, construction, wiring work on or near communications, computers, or other high tech equipment	Safety shoes

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### Part 2. TRAINING GUIDE - Employees must be trained to know the following:

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Q.</b> Why foot and leg protection is necessary.</p> <p><b>A.</b> Areas of the work place may require the use of foot protection because work activities require the handling or moving of heavy, sharp, cold or hot material that may fall on the foot or leg.</p> <p><b>Q.</b> When protective foot wear or leggings should be worn:</p> <p><b>A.</b> Steel toed shoes or protective shoe caps should be worn when lifting or transporting objects at or above floor level which weigh more than 50 pounds or are heavy sharp objects that may penetrate a shoe if dropped on the foot. If there is an exposure to electrical shock, appropriate nonconductive footwear should be worn.</p> | <p><b>Q.</b> How to identify signs of wear:</p> <p><b>A.</b> As with all protective equipment, shoes and leggings should be inspected for signs of cracks in the material. Shoes should not have holes or separations between the shoe upper and sole. Replace broken straps, laces, buckles. Metal embedded in the soles may render the shoes unacceptable if there is an electrical exposure.</p> <p><b>Q.</b> How to clean and maintain the leg and foot protection:</p> <p><b>A.</b> Follow manufacturer's recommendation on cleaning and preserving safety equipment.</p> |
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# University of Kentucky

## Part 3. Verification of Training

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- ❖ What PPE must be worn in this work place
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- ❖ How to put on, make fit, and take off PPE
- ❖ What the limitations of the PPE are
- ❖ How to properly store and clean PPE
- ❖ How to properly dispose of the PPE

I have been afforded the opportunity to ask questions about the use of PPE and I have had a “hands on” exercise using this PPE properly.

Trainer/Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Employee's name (please print)	Employee's signature
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## Hand and Arm Protection

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Task Evaluated \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_ Location \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

I certify that on the above date I performed a hazard assessment of the above task. This document constitutes the certification of that hazard assessment. I understand that this document facilitates compliance to the hazard assessment requirements of OSHA 29 CFR 1910.132(d)(2), only. In addition, proper PPE selection, fitting, utilization and communication must be accomplished in accordance with other requirements of Subpart I.

**Hand and arm** protection is required when the risk of injury from cuts/punctures, burns, chemicals, electrical shock, human blood or body fluids, or abrasive material can not be engineered out of the workplace. There is not a single type glove that will provide adequate protection from all exposures. Follow the manufacturer's recommendation for type hazard each type glove will protect against. **(check box(es) that apply)**

<b>Part 1. HAZARD ASSESSMENT CHECKLIST</b>			
	Job Questionnaire	Hazardous Activities	Required PPE
<input type="checkbox"/>	Do hands come in contact with tools or materials that might scrape, bruise, or cut?	Grinding, sanding, sawing, hammering, material handling, meat cutting, glazier	Metal mesh, leather, canvas, kevlor material, cloth
<input type="checkbox"/>	Are chemicals, blood or other body fluids handled that may contact skin?	Pouring, mixing, painting, cleaning, siphoning, dip tank operations, health care and dental services	See glove chart, chemical and liquid resistant gloves may be overgloves
<input type="checkbox"/>	Do work procedures require hands and arms near extreme heat or cold?	Welding, pouring molten metal, smithing, baking, cooking, drying, handling cryogenic material	Leather, aluminized, aramid fiber
<input type="checkbox"/>	Are hands or arms placed near exposed electrical wiring or components?	Building maintenance, utility work, construction, wiring, work on or near communications computers	Electrical insulating rubber gloves see manufacturer's instruction and specifications

### Part 2. Training Guide - Employees must be trained to know the following:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p><b>Q.</b> Why and when hand and arm protection is necessary:</p> <p><b>A.</b> Protection is required when a work activity may present an exposure to the employee from skin absorption of a harmful substance, extreme heat or cold, burn, cut, puncture, or abrasion. Different gloves must be provided for each type of exposure. Durable work gloves made of metal mesh, coated fabric material or other mesh material may be used for cut resistance. Leather, canvas or other cloth material may be used for protection against abrasions or heat. Chemical and liquid resistant gloves must be referenced from manufacturer's information. A chart is provided with this checklist but consult with the manufacturer for service life, and disposal requirements.</p> <p><b>Q.</b> How to identify signs of wear for replacement:</p> | <p><b>A.</b> Gloves that are torn, split or otherwise damaged may not be worn. Loose gloves may not be worn around moving machinery or where there is a possibility of getting a glove caught in moving equipment. Gloves that have become discolored may be past their useful life. Consult the manufacturer's specification and instructions for replacement of gloves.</p> <p><b>Q.</b> How to clean, disinfect, dispose of gloves and sleeves:</p> <p><b>A.</b> Follow the manufacturer's recommendation for cleaning, inspecting, and storing gloves or sleeves. For gloves that have been in contact with hazardous chemicals, pesticides, body fluids or other contaminants consult your hazardous waste disposal plan or contact Hazardous Materials Management for information regarding disposal.</p> |
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## GLOVE SELECTION GUIDANCE

Resistance to Chemicals of Common Glove Material  
(E = Excellent, G = Good, F = Fair, P = Poor)

Chemical	Natural Rubber	Neoprene	Nitrile	Vinyl	Chemical	Natural Rubber	Neoprene	Nitrile	Vinyl
Acetaldehyde	G	G	E	G	Formic Acid	G	E	E	E
Acetic Acid	E	E	E	E	Glycerol	G	G	E	E
Acetone	G	G	G	F	Hexamine	P	E	-	E
Acrylonitrile	P	G	-	F	Hydrobromic Acid (40%)	G	E	-	E
Ammonium Hydroxide	G	E	E	E	Hydrochloric Acid	G	G	G	E
Aniline	F	G	E	G	Hydrofluoric Acid (30%)	G	G	G	E
Benzaldehyde	F	F	E	G	Hydrogen Peroxide	G	G	G	E
Benzene	P	F	G	F	Iodine	G	G	-	G
Benzyl Chloride	F	P	G	P	Methylamine	G	G	E	E
Bromine	G	G	-	G	Methyl Cellosolve	F	E	-	P
Butane	P	E	-	P	Methyl Chloride	P	E	-	P
Calcium Hypochloride	P	G	G	G	Methyl Ethyl Ketone	F	G	G	P
Carbon Disulfide	P	P	G	F	Methylene Chloride	F	F	G	F
Carbon Tetrachloride	P	F	G	F	Monoethanolamine	F	E	-	E
Chlorine	G	G	-	G	Morpholine	F	E	-	E
Chloroacetone	F	E	-	P	Naphthalene	G	G	E	G
Chloroform	P	F	G	P	Nitric Acid (conc)	P	P	P	G
Chromic Acid	P	F	F	E	Perchloric Acid	F	G	F	E
Cyclohexane	F	E	-	P	Phenol	G	E	-	E
Dibenzylether	F	G	-	P	Phosphoric Acid	G	E	-	E
Dibutylphthalate	F	G	-	P	Potassium Hydroxide (sat)	G	G	G	E
Diethanolamine	F	E	-	E	Propylene Dichloride	P	F	-	P
Diethyl Ether	F	G	E	P	Sodium Hydroxide	G	G	G	E
Dimethyl Sulfoxide	-	-	-	-	Sodium Hypochlorite	G	P	F	G
Ethyl Acetate	F	G	G	F	Sulfuric Acid	G	G	F	G
Ethylene Dichloride	P	F	G	P	Toluene	P	F	G	F
Ethylene Glycol	G	G	E	E	Trichloroethylene	P	F	G	F
Ethylene Trichloride	P	P	-	P	Tricresyl Phosphate	P	F	-	F
Fluorine	G	G	-	G	Triethanolamine	F	E	E	E
Formaldehyde	G	E	E	E	Trinitrotoluene	P	E	-	P

Aromatic and halogenated hydrocarbons will attack all types of natural and synthetic glove materials. Should swelling occur, the user should change to fresh gloves and allow swollen gloves to dry and return to normal.

No data on the resistance to Dimethyl sulfoxide of natural rubber, neoprene, nitrile rubber, or vinyl materials are available; the manufacturer of the substance recommends the use of butyl rubber gloves.

Taken from *Prudent Practices for Handling Hazardous Chemicals in laboratories, 1981.*

# University of Kentucky

## Part 3. Verification of Training

### Personal Protective Equipment Assessment and Training

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- ❖ What PPE must be worn in this work place
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- ❖ How to put on, make fit, and take off PPE
- ❖ What the limitations of the PPE are
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- ❖ How to properly dispose of the PPE

I have been afforded the opportunity to ask questions about the use of PPE and I have had a “hands on” exercise using this PPE properly.

Trainer/Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Employee's name (please print)	Employee's signature
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## Head Protection

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Task Evaluated \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_ Location \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

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**Head protection** is required when working in an area with the potential of an object falling and hitting the head or when there is a significant electrical shock exposure to the head. Helmets must meet American National Standard for Personal Protective Headwear for Industrial Workers, ANSI-Z89.1-1986 standards and be labeled with an ANSI certification. Class A or Class B helmets are the only class of helmets acceptable at the University of Kentucky. These helmets offer identical impact and penetration protection. The Class A helmet is rated for protection against electrical shock up to 600 dc volts and the Class B helmet is rated for electrical protection above 600 volt dc. **(check box(es) that apply)**

### Part 1. HAZARD ASSESSMENT CHECKLIST

Job Questionnaire		Hazardous Activities	Required PPE
<input type="checkbox"/>	Are employees working with any type of equipment or materials overhead of other employees?	Work stations or traffic routes located under catwalks or conveyors belts	Hard Hat
<input type="checkbox"/>	Are employees handling or manipulating objects above head level without safety guards installed to protect from falling objects?	Construction, confined space operations, building maintenance, wiring, work on or near communications computers or other high tech equipment	Hard Hat
<input type="checkbox"/>	Do employees work in areas with a probability of falling objects?	Construction sites, tree trimming, trenches/ excavations	Hard Hat

### Part 2. TRAINING GUIDE - Employees must be trained to know the following:

**Q.** Why and when is head protection necessary:

**A.** Head protection is required to protect the head from falling objects and electrical shock. Protection must be worn when working under other employees or when operations are being conducted overhead of your work area or when working with electrical connectors that may come into contact with the head.

Most suspension systems do not allow for adjustments but if provided, maintain the required distance between the webbing and the shell of the helmet. Do not use suspension systems from other manufacturers and do not turn system around to allow hat to be worn other than as specified by the manufacturer.

**Q.** How head protection protects them:

**A.** Class A helmets and Class B helmets are constructed with an outer shell and inner suspension system that cradles the head and is designed to withstand impact and penetration forces of 8 pounds. They also offer electrical shock protection to the head.

**Q.** How the signs of wear are identified:

**A.** Inspect the shell for cracks, dents, cuts, holes, burns, or other material damage. Inspect the webbing, headband, and suspension attachment points for signs of cuts, tears, and frayed material.

**Q.** How straps or other parts of the suspension are adjusted for a comfortable and effective fit:

**A.** Follow manufacturer information on how to tighten the head band to achieve a proper fit for the helmet.

**Q.** How the hard hat is cleaned:

**A.** Follow the manufacturer's recommendation for cleaning procedures. Most manufacturers recommend using soap and water only.

Some situations may occur when a hard hat is infeasible, but head protection is necessary. It is the department supervisor's responsibility to assess the situation and require the use of any additional protection. Consult Occupational Health and Safety, if necessary, to ensure the correct equipment is provided and worn.

# University of Kentucky

## Part 3. Verification of Training

### Personal Protective Equipment Assessment and Training

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- ❖ How to properly store and clean PPE
- ❖ How to properly dispose of the PPE

I have been afforded the opportunity to ask questions about the use of PPE and I have had a “hands on” exercise using this PPE properly.

Trainer/Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Employee's name (please print)	Employee's signature
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## Hearing Protection

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Task Evaluated \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_ Location \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

I certify that on the above date I performed a hazard assessment of the above task. This document constitutes the certification of that hazard assessment. I understand that this document facilitates compliance to the hazard assessment requirements of OSHA 29 CFR 1910.132(d)(2), only. In addition, proper PPE selection, fitting, utilization and communication must be accomplished in accordance with other requirements of Subpart I.

Occasions may exist when employees are exposed to loud noise. Contact Occupational Health and Safety for a work place evaluation and additional information regarding hearing protection and a Hearing Conservation Program. **(check box if applicable)**

### Part 1. HAZARD ASSESSMENT CHECKLIST

	Job Questionnaire	Hazardous Activities	Required PPE
<input type="checkbox"/>	Are your employees exposed to loud noise from machines, tools, music systems, etc?	Machining, grinding, sanding, work near conveyors, pneumatic equipment, generator, ventilation fans, motors, punch and brake presses, etc.	Earmuffs or ear plugs

### Part 2. TRAINING GUIDE - Employees must be train to know the following:

- ❖ Why hearing protection is necessary, i.e., the workplace hazards that threaten their hearing
- ❖ How the earplugs or earmuffs will protect them
- ❖ The limitations of the hearing protection
- ❖ When they must insert or wear the hearing protectors
- ❖ How to adjust earmuff parts for a comfortable and effective fit or form the ear plugs to fit their ears
- ❖ How to fit earmuffs when wearing glasses
- ❖ How to clean and disinfect the hearing protection you provide for them

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## Part 3. Verification of Training

### Personal Protective Equipment Assessment and Training

I have received and understand the material presented concerning a job hazard assessment and Personal Protective Equipment (PPE) requirements for this job assignment. My training included a discussion period covering the following points:

- ❖ What PPE must be worn in this work place
- ❖ When PPE must be worn
- ❖ How to inspect PPE for wear and damage
- ❖ How to put on, make fit, and take off PPE
- ❖ What the limitations of the PPE are
- ❖ How to properly store and clean PPE
- ❖ How to properly dispose of the PPE

I have been afforded the opportunity to ask questions about the use of PPE and I have had a "hands on" exercise using this PPE properly.

Trainer/Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Employee's name (please print)	Employee's signature
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## Respiratory Protection

Department: \_\_\_\_\_ Supervisor \_\_\_\_\_

Task Evaluated \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_ Location \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

I certify that on the above date I performed a hazard assessment of the above task. This document constitutes the certification of that hazard assessment. I understand that this document facilitates compliance to the hazard assessment requirements of OSHA 29 CFR 1910.132(d)(2), only. In addition, proper PPE selection, fitting, utilization and communication must be accomplished in accordance with other requirements of Subpart I.

Occasions may exist when employees may need to wear a respirator or dust mask. Contact Occupational Health and Safety for a work place evaluation and additional information regarding specific requirements of a Respirator Program. **(check box if applicable)**

If respirator program required contact OH&S at <http://www.uky.edu/FiscalAffairs/Environmental/ohs/respgate.html>

### Part 1. HAZARD ASSESSMENT CHECKLIST

	Job Questionnaire	Hazardous Activities	Required PPE
<input type="checkbox"/>	Are your employees exposed to dust, mist, vapors, airborne biological diseases?	Machining, grinding, sanding, painting, working with solvents, hazardous chemicals, asbestos, lead, work with or near patients with TB	Contact OH&S for a work place evaluation and respirator program guidelines.

### Part 2. TRAINING GUIDE - Employees must be train to know the following:

- ❖ Why respiratory protection is necessary, i.e., the workplace exposures that are respiratory hazards.
- ❖ The limitations of respirator protection.
- ❖ How to select the proper respirator.
- ❖ How to select the proper filters and cartridges.
- ❖ How the respirator will protect them.
- ❖ When they must wear the respirator.
- ❖ How to inspect the respirator for worn and defective parts.
- ❖ How to adjust the respirator for a comfortable and effective fit.
- ❖ How to put on and take off a respirator.
- ❖ How to clean and disinfect the respirator.
- ❖ How to properly store a respirator.

# University of Kentucky

## Part 3. Verification of Training

### Personal Protective Equipment Assessment and Training

I have received and understand the material presented concerning a job hazard assessment and Personal Protective Equipment (PPE) requirements for this job assignment. My training included a discussion period covering the following points:

- ❖ What PPE must be worn in this work place
- ❖ When PPE must be worn
- ❖ How to inspect PPE for wear and damage
- ❖ How to put on, make fit, and take off PPE
- ❖ What the limitations of the PPE are
- ❖ How to properly store and clean PPE
- ❖ How to properly dispose of the PPE

I have been afforded the opportunity to ask questions about the use of PPE and I have had a "hands on" exercise using this PPE properly.

Trainer/Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Employee's name (please print)	Employee's signature
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