

Chapter: General Institutional

Subject: Personal Protective Equipment Procedure

1. Purpose

The purpose of this procedure is to establish consistent requirements for the selection, use, and maintenance of Personal Protective Equipment (“PPE”) for employees working at Prince George’s Community College (“PGCC” or “the College”). Such standards will help the College prevent occupational diseases, injuries, and fatalities that may be avoided through the use of appropriate PPE, and to comply with Occupational Safety and Health Administration (“OSHA”) regulations at 29 CFR 1910 Subpart I. This procedure supports PGCC’s commitment to a safe and healthy working and learning environment.

2. Scope

This procedure applies to all PGCC employees, including work study employees, whose specific job duties have the potential to expose them to bodily hazard, including but not limited to electrical hazards, fall hazards, and other hazards related to the eye, face, foot, hand, and head. All such employees must receive training on the selection, use, limitations, and care of PPE prior to engaging in any task requiring such equipment.

This procedure also applies to all PGCC students participating in credit or non-credit academic programming involving exposure to bodily hazard, as well as the faculty and staff that supervise. Examples of such academic programming include, but are not limited to, nursing and allied health clinical and laboratory settings; biology and chemistry laboratory settings; visual arts studio courses; skilled trades laboratory settings; and theatrical production.

3. Personal Protective Equipment Defined

For the purposes of this procedure, Personal Protective Equipment (PPE) is defined as all clothing and work accessories designed to protect employees from workplace hazards. Examples include, but are not limited to, safety glasses, face shields, respirators, gloves, and hard hats. PPE should not be used as a substitute for good engineering controls, administrative controls, or other work practices to protect employees from workplace hazards. Rather, PPE should be used in conjunction with these controls.

4. Hazard Assessment

- a. All College staff supervisors and supervising instructors must perform a hazard assessment for every work site, academic programming site, and/or task where there is reasonable potential for a physical or health hazard. Hazard assessments may be conducted of a single employee/student or a group of employees/students depending on how many individuals are working or learning on the site or task identified as being potentially hazardous.
- b. Hazard assessments involve inspecting the layout of the area or reviewing aspects of the assigned task and looking for the following hazardous sources:
 - i. High or low temperature that could result in burns, eye injury, ignition of equipment, heat/cold stress, frostbite, lack of coordination, etc.
 - ii. Chemical exposures, including airborne or skin contact, that would have the potential for splash on the skin or eyes, or the potential to breathe vapors or mists.
 - iii. Harmful dust or particulates.
 - iv. Light radiation, e.g., welding, arc lamps, heat treating, lasers, growth lights, etc.
 - v. Sources of falling objects, potential for dropping objects, or rolling objects that could cause crushing or pinching feet.
 - vi. Sharp objects that may pierce the feet or cut the hands.
 - vii. Collision between workers and other personnel or objects.
 - viii. Electrical hazards.
 - ix. Potential to fall from a potentially injurious height.
 - x. Any other identified potential hazards.
- c. Hazard assessments must be recorded on the College's PPE Hazard Assessment Worksheet (Appendix A).
- d. Using the hazard assessment, the supervisor or instructor will identify the proper controls, including PPE, for mitigating the identified hazards, taking into account the duration and frequency of the exposure to the hazard. Selected PPE must be documented on the College's Summary of PPE Requirements form (Appendix B).
- e. Supervisors and instructors are encouraged to mount signage near any high-risk areas indicating specific risks and required PPE.
- f. Hazard assessments must be conducted at least every three (3) years, and must be conducted each time job duties, worksites, academic programming, equipment, or processes change, or if a safety incident occurs.

5. **PPE Selection**

- a. All selected PPE must be certified and meet regulatory guidelines including, but not limited to, American National Standards Institute (ANSI), Occupational Safety and

Health Administration (OSHA), and the National Institutes of Occupational Safety and Health (NIOSH). Where PPE is used pursuant to academic programming, it must also meet any applicable accreditation requirements.

- b. Considerations for selection of PPE should include the following:
 - i. For Eye and Face Protection
 - A. Protective eyewear must be ANSI compliant. Common sunglasses and prescription eyewear are not ANSI compliant.
 - B. Safety glasses with side shields provide impact protection from flying objects, debris and dusts. Safety glass may also provide *limited* splash/spray hazard protection.
 - C. Chemical splash goggles provide protection from significant chemical splash, sprays and irritating mists while also providing impact protection.
 - D. When working with corrosive chemicals, splash goggles are mandatory.
 - E. Face and neck shields provide additional protection to the eyes and face.
 - F. Never wear a face shield without safety glasses or splash goggles – preferably splash goggles.
 - G. Lenses with the appropriate filter designation are necessary for protection against radiant energy—welding for example.
 - H. Specialized eye protection when using lasers is required.
 - ii. For Head Protection
 - A. A hardhat is required where there is the danger of falling objects, impact hazards or electrical hazards.
 - iii. For Foot and Leg Protection
 - A. Safety shoes are required where there is the potential of puncturing the sole or when there is a risk of falling or rolling objects over 50 pounds.
 - B. Slip resistant soles are required for work on slippery surfaces.
 - iv. For Hand Protection
 - A. Selection of appropriate gloves should consider the need for protection from biological or radiological hazards, the need for cut or abrasion resistance, and potential for protection against electrical hazards.
- c. Supervisors and instructors may use information from the manufacturer safety data sheet (SDS) for chemicals or manufacturer manuals for physical hazards to determine the correct PPE for chemical and physical hazard use.
- d. The College's Manager of Risk and Insurance will provide guidance for selection of PPE as requested.

6. **PPE Procurement and Distribution**

- a. Each department must provide PPE at no cost to employees. Supervisors and instructors are responsible for the procurement and distribution of all selected PPE to the appropriate employees or students.
- b. Some PPE (such as certain types of footwear and prescription eyewear) are so personal in nature, and can be worn off the jobsite or academic programming site, that purchase by the department may be inappropriate; therefore, each department must develop, at their discretion, their own policy regarding the purchase or reimbursement for such personal PPE. If employees or students provide their own PPE in accordance with departmental policy, the departments must ensure that it meets all applicable standards referenced in Section V and is properly maintained in accordance with Section VII.
- c. Supervisors and instructors must ensure that all distributed PPE fits properly, is sanitary, and is in good working condition.
- d. Reusable PPE should be assigned to individuals whenever feasible to prevent cross-contamination.

7. **PPE Maintenance and Inspection**

- a. All employees with assigned PPE must take all reasonable measures to ensure the PPE remains in good working condition, including storing PPE in secure, temperature appropriate locations, and cleaning and maintaining regularly in accordance with manufacturer standards. Instructors are responsible for ensuring the good working condition, appropriate storage, cleaning, and maintenance of PPE assigned to their students. Employees and students must immediately report any damaged, defective, or expired PPE to their supervisor or instructor.
- b. Supervisors and instructors must periodically inspect their department's PPE to ensure no employee or student is using damaged, defective, or expired PPE. Upon discovering a concern with PPE or receiving a report of damaged or defective PPE from an employee, the supervisor or instructor must immediately take steps to replace the PPE and must properly dispose of the old PPE. Employees and students may not work on an assigned task or work or academic programming site without PPE deemed necessary through a hazard assessment.
- c. Shared PPE must be sanitized between uses.

8. **PPE Use**

- a. Supervisors and instructors are responsible for requiring and enforcing the use of all assigned PPE.
- b. All employees and students with assigned PPE must wear such PPE at all times while performing tasks or working or learning on a site for which they have been assigned PPE.
- c. Failure to abide by this section may result in personnel or student disciplinary action.

9. **PPE Training**

- a. Prior to initial assignment requiring PPE, and periodically as needed, supervisors and instructors must ensure that all affected employees and students receive training on:
 - i. When PPE is necessary
 - ii. What PPE is necessary
 - iii. How to properly don, doff, adjust, and wear PPE
 - iv. The limitations of PPE
 - v. The proper care, maintenance, useful life, and disposal of PPE
- b. Supervisors must ensure that retraining is provided to all affected employees when:
 - i. An employee is reassigned or exposed to new hazards
 - ii. PPE types or models are changed
 - iii. A supervisor determines retraining is needed due to improper PPE use or lack of understanding.
- c. At the conclusion of any PPE-related training, employees and students must be able to demonstrate proper use and care of all assigned PPE.
- d. Supervisors and instructors must document all training sessions.
- e. Failure by any employee to attend scheduled PPE training may result in personnel action. Students who have not completed required PPE training, including being able to demonstrate proper care and use of all assigned PPE, will be prohibited from participating in the applicable academic programming, potentially resulting in academic consequences.

10. **Off-Site Academic Clinics with PPE Requirements**

- a. Where PGCC students participate in an off-site clinical placement pursuant to a PGCC academic program, students are required to comply with the PPE requirements

as determined by the placement site. PGCC is not responsible for determining or ensuring appropriate PPE selection for an off-campus clinical site.

- b. The supervising instructor is responsible for training students on the use of clinic-mandated PPE prior to any student attending the clinical site.
- c. The required PPE may be provided to the student either by the clinical site or PGCC; however, the clinic is responsible for ensuring any PPE provided is worn properly while any student is on site.

11. **Recordkeeping**

Each department is responsible for maintaining all PPE Hazard Assessment Worksheets (Appendix A), Summaries of PPE Requirements (Appendix B), and documentation of completed PPE trainings for their department under this procedure.

12. **Additional Requirements for Areas with Identified Eye Hazards**

- a. Any area identified under this procedure as presenting eye hazards must have an eye-wash station within reasonable distance.
- b. Supervisors of employees working in eye hazard areas or students learning in these areas must be trained in the operation of eye-wash stations and must ensure that eye-wash stations are properly maintained.
- c. Where the eyes of any person may have been exposed to potentially corrosive, chemical, or otherwise dangerous materials, the appropriate supervisor or faculty member shall administer quick drenching or flushing of the eyes in the nearest eye-wash station for fifteen (15) consecutive minutes.

13. **PPE for Contractors**

All contractors and subcontractors working on PGCC property must supply their own PPE, selected and maintained using protocols at least as stringent as those referenced in this procedure, and are responsible for ensuring that their employees are properly trained. Contractors are expected to comply with OSHA standards and College policies. Non-compliance may result in removal from campus.

14. **College Visitors**

Visitors to PGCC areas identified as presenting a hazard shall not be allowed entrance to the area without wearing the same PPE required of others working or studying in the area. The College is responsible for providing visitors with PPE.

15. Consequences of Violation

- a. Failure to comply with any aspect of this procedure may result in disciplinary action for employees and students.
- b. If an employee sustains a preventable injury on PGCC property and is not wearing appropriate PPE, both the employee and the employee's supervisor may be subject to appropriate disciplinary action.
- c. If a student sustains a preventable injury on PGCC property and is not wearing appropriate PPE, both the student and the student's instructor may be subject to disciplinary action.
- d. If a contractor or subcontractor working on PGCC property sustains a preventable injury on PGCC property and is not wearing appropriate PPE, PGCC may take appropriate action including, but not limited to, requiring replacement of the injured individual and/or that individual's supervisor.
- e. If a visitor to PGCC property sustains a preventable injury on PGCC property and is not wearing appropriate PPE, the visitor may be barred from returning to campus and PGCC may take disciplinary action against the individual supervising access to the area.

President Initials: FDW

Approval Date: November 30, 2025