




Personal Protective Equipment (PPE) Program

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DOCUMENT REVISION LOG

Document: Personal Protective Equipment Program

Rev. No.	Effective Date	Revision Description	Pages Replaced	Completed by:
1	6/9/21	Updated format, added "Specific Requirement" sections		SC
2	6/29/21	Added Managers to responsibility sections	1	ZP
3	4/25/23	Reviewed SOP, updated formatting to include correct signature blocks, removed training link on page 2 and replaced it with email/phone, removed all older ANSI/ISEA 787.1 standards from page 5 due to 787.1-2020 replacing all of them, added in the links to OSHA 29 CFR 1910 standards mentioned, added link to the Hearing Conservation Program, updated the Permissible Exposure Limits table in this SOP to match the Hearing Conservation table (page 2), added link to the Respiratory Protection Program, added all attachments to the SOP	All	VG
4	3/18/24	On Signature page changed name of VG to Thanatos VonFox. Added New Safety Program Language below the Revision Log and Under "Roles and Responsibilities" for employees. Updated links to EHS's Hearing Conservation Program (page 8) and EHS's Electrical Safety program (page 10)	Pages: iii, v, 2, 8, 10	TD
4.1	5/30/24	Updated signature page to change out Melissa Terry for Scheryl Chinn since Melissa is on leave	iii	TV

UNM'S COMMITMENT TO SAFETY

Safety is a core value of the University of New Mexico. UNM is committed to creating and fostering a culture of safety within the community. To learn more visit <https://ehs.unm.edu/culture-of-safety.html>.

ACRONYMS & DEFINITIONS

AC	Alternating Current
ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
CFR	Code of Federal Regulations
dBA	A-weighted decibels. The relative loudness of sounds in air as perceived by the human ear.
DC	Direct Current
EHS	Environmental Health and Safety
Hazard Assessment	The process utilized to identify hazards in the workplace and to select the appropriate Personal Protective Equipment to guard people against potential hazards (see Attachment A).
mm	Millimeter
NIOSH	National Institute for Occupational Safety and Health
NRR	Noise Reduction Rating
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment - Includes all equipment designed to provide protection to the wearer from potential hazards to the eyes, face, hands, head, feet, ears and extremities. PPE must meet the general guidelines as outlined in OSHA 29 CFR 1910.132.
RMS	Root Mean Square

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1. PURPOSE

In order to protect the health and welfare of each employee and to ensure compliance with various state, federal and local regulations appropriate protective equipment is required in areas so designated. This program contains general requirements designed and implemented to protect University employees from various hazards encountered in their work area.

2. SCOPE

The use of appropriate personal protective safety equipment shall apply to all employees, visitors, and volunteers including faculty, staff and contractors performing tasks or entering areas so designated and determined by the appropriate authority or Environmental Health and Safety as to require specific Personal Protective Equipment.

3. RESPONSIBILITIES

3.1. Managers and Supervisors

- 1) Complete a Workplace Hazard Assessment Form ([see Attachment A](#)) for the job tasks in their department to identify potential hazards and methods for their elimination (preferred), mitigation through engineering controls, administrative controls, and/or PPE. These assessments must be kept on file until such time as the job functions change for future reference and/or review by an OSHA Representative.
- 2) Determine, based on the Hazard Assessment, the correct PPE necessary to perform the job functions in a safe manner.
- 3) Ensure that the PPE is available and maintained in a sanitary and reliable condition.
- 4) Train their employees who are required to use PPE.
- 5) Record onsite PPE training ([see Attachment B](#)) and retain a copy, along with the Hazard Assessment.
- 6) Ensure that employees wear the required PPE, as covered under the University Business Policies and Procedures Manual, UAP #3215, Performance Management.

3.2. Employees

- 1) Ensure that PPE is in good operative condition before wearing.
- 2) Maintain PPE in a clean and sanitary condition and store the PPE in accordance with manufacturer's instructions.
- 3) Wear the required PPE as identified by the Workplace Hazard Assessment and their supervisor.
- 4) Complete the VIVID trainings on Learning Central for PPE.

- 5) All stakeholders have the right to stop work if an unsafe condition arises within the work environment.

3.3. Environmental Health and Safety

- 1) Maintain and update this program.
- 2) Assist in evaluating job hazards and in completing the Workplace Hazards Assessment when requested by a supervisor.
- 3) Provide training materials.
- 4) Assist in determining the type of PPE necessary based on the hazards involved in the job.
- 5) Perform audits of PPE procedures as determined necessary ([Attachment C](#)) which includes:
 - a. Review PPE assessment/training records for completion;
 - b. Evaluate PPE use; and
 - c. Communicate those findings, as appropriate, to Supervisor, PI/Lab Supervisor, and Department Management.

4. TRAINING

- 1) Employers are required to train each employee who must use PPE. Employees must be trained to know at least the following:
 - a. When PPE is necessary.
 - b. What PPE is necessary.
 - c. How to properly put on, take off, adjust and wear the PPE.
 - d. The limitations of the PPE.
 - e. Proper care, maintenance, useful life and disposal of PPE.

Note: EHS can provide PPE certification training. Certification training can be requested by emailing ehsweb-L@list.unm.edu or by calling the front desk at 505.277.2753.

- 2) Employers should make sure that each employee demonstrates an understanding of the PPE training as well as the ability to properly wear and use PPE before they are allowed to perform work requiring the use of the PPE.
- 3) If an employer believes that a previously trained employee is not demonstrating the proper understanding and skill level in the use of PPE, that employee should receive retraining.
- 4) Changes in the workplace or in the type of required PPE that make prior training obsolete also require retraining.

- 5) The employer must document the training of each employee required to wear or use PPE by preparing a certification containing the name of each employee trained, the date of training and a clear identification of the subject of the certification.
- 6) A sample Training Log is included as [Attachment B](#).

5. GENERAL PPE GUIDELINES

All PPE shall follow the following minimum requirements:

- 1) Provide adequate protection against the particular hazards for which they are designed.
- 2) Be of safe design and construction for the work to be performed.
- 3) Be reasonably comfortable when worn under the designed conditions.
- 4) Fit snugly and not unduly interfere with the movements of the wearer.
- 5) Be durable.
- 6) Be capable of being disinfected.
- 7) Be easily cleanable.
- 8) Be distinctly marked to facilitate identification of the manufacturer.

6. EYE/FACE PROTECTION (OSHA 29 CFR 1910.133)

The supervisor shall ensure:

- 1) That each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
- 2) That each affected employee uses eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors meeting the pertinent requirements are acceptable.
- 3) That each affected employee who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.
 - a. Note: UNM is not required to pay for non-specialty prescription safety eyewear, provided that the employee is permitted to wear it offsite.
- 4) That each affected employee uses equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation.

- 5) That eye and face protection is distinctly marked to facilitate identification of the manufacturer and eyewear is marked with the ANSI Standard it complies with.

Table 1. Filter Lenses for Protection against Radiant Energy

Operations	Electrode Size 1/32 inch	Arc Current	Minimum Protective Shade
Shielded metal arc welding	Less than 3	Less than 60	7
	3-5	60-160	8
	5-8	160-250	10
	More than 8	250-550	11
Gas metal arc welding and flux cored arc welding		Less than 60	7
		60-500	10
Gas Tungsten arc welding		Less than 50-150	8
		150-500	10
		500-1000	11
Air carbon Arc cutting	(Light) (Heavy)	Less than 500	10
Plasma arc welding		Less than 20	6
		20-100	8
		100-400	10
		400-800	11
Plasma arc cutting	(Light)	Less than 300	8
	(Medium)	300-400	9
	(Heavy)	400-800	10
Torch brazing			3
Torch soldering			2
Carbon arc welding			14

Table 2. Filter Lenses for Protection against Radiant Energy

Operations	Plate thickness-inches	Plate thickness – mm	Minimum Protective Shade
Gas Welding:			
Light	Under 1/8	Under 3.2	4
Medium	1/8 to 1/2	3.2 to 12.7	5
Heavy	Over 1/2	Over 12.7	6
Oxygen cutting:			
Light	Under 1	Under 25	3
Medium	1 to 6	25 to 150	4
Heavy	Over 6	Over 150	5

Protective eye and face protection must comply with:

- 1) [OSHA 29 CFR 1910.133](#) – Eye and Face Protection
- 2) ANSI/ISEA Z87.1-2020 – American National Standard for Occupational and Educational Personal Eye and Face Protection Devices
- 3) ANSI/ISEA Z87.1-2015 – American National Standard for Occupational and Educational Personal Eye and Face Protection Devices
 - a. This is an older version of ANSI/ISEA Z87.1-2020; any versions older than 2010 should not be used for reference as the standards change more frequently.

7. FOOT PROTECTION ([OSHA 29 CFR 1910.136](#))

The supervisor shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the employer takes other necessary protective measures.

7.1. Types of protective footwear

- 1) Conductive footwear
 - a. Provides protection for the wearer against hazards that may result from static electricity buildup and to reduce the possibility of ignition of explosives or volatile chemicals.
 - b. The electrical resistance must range from 0-500000 ohms.
- 2) Electrical shock resistant footwear
 - a. Manufactured with non-conductive electrical shock resistant soles and heels.
 - b. Must be capable of withstanding 14000 volts at 60 hertz for one minute with no current flow or leakage current in excess of 3.0 milliamperes.
- 3) Static dissipative (SD) footwear
 - a. Provides protection against hazards that may exist due to excessively low footwear resistance, as well as maintains a sufficiently high level of resistance to reduce the possibility of electric shock.
 - b. Must of a lower limit of electrical resistance of 106 ohms and an upper limit of 108 ohms.
- 4) Puncture resistant (PR) footwear
 - a. Designed so a puncture resistant plate is positioned between the insole and outsole.
 - b. The footwear must show no signs of cracking after being subjected to 1.5 million flexes and have a minimum puncture resistance of 270 pounds.

- 5) Chain saw cut resistant (CS) footwear
 - a. Provides protection to the wearer's feet when operating a chain saw.
- 6) Dielectric Insulation (DI) footwear
 - a. Provides additional insulation if accidental contact is made with energized electrical conductors, apparatus or circuits.
- 7) Protective toe cap footwear provides:
 - a. Impact resistance;
 - b. Compression resistance;
 - c. Metatarsal impact protection;
 - d. Electric hazard protection;
 - e. Static dissipative properties; and
 - f. Puncture resistance.

7.2. Protective Footwear Compliance

All protective footwear must comply with:

- 1) ASTM F-2412-2005
- 2) ANSI Z41-1999
- 3) ANSI Z41-1991

7.3. Protective Footwear Labeling

- 1) Line 1: Indicates the performance standard that the shoe complies with;
- 2) Line 2: Gender (M or F), Impact Resistance (I), Compression Resistance (C), and Metatarsal Designation (Mt);
- 3) Lines 3 & 4: Identify footwear made to offer protection:
 - a. Conductive (Cd);
 - b. Electrical Insulation (EH);
 - c. Reduction of the accumulation of excess static electricity (SD);
 - d. Puncture Resistance (PR);
 - e. Chain Saw Cut Resistance (CS); and
 - f. Dielectric Insulation (DI).

8. HAND PROTECTION ([OSHA 29 CFR 1910.138](#))

Supervisors shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

8.1. Types of hand protection

- 1) Disposable gloves
 - a. Latex - Used with weak water solutions of acids, alkalis, salts, and ketones.
 - b. Nitrile – Used with oils, greases, acids, caustics, alcohols.
 - i. Not recommended for strong oxidizing agents, aromatic solvents, ketones, or acetates.
- 2) Sturdy gloves made from metal mesh, leather, or canvas – Protect hands against cuts, burns, and sustained heat.
- 3) Leather gloves – Protect against sparks, moderate heat, blows, chips, and rough objects.
- 4) Fabric gloves – Protect against dirt, slivers, chafing, and abrasions.
- 5) Coated fabric gloves – General-purpose protection with slip resistant qualities. Used for tasks ranging from handling bricks & wire to chemical laboratory containers.
- 6) Aramid fiber gloves – Protect against heat and cold, are cut and abrasive-resistant, and wear well.
- 7) Aluminized gloves – Provide reflective and insulating protection against heat, but require an insert made of synthetic materials to protect against heat and cold.
- 8) Butyl gloves – Used to protect against rocket fuels, peroxide, highly corrosive acids, strong bases, alcohols, aldehydes, ketones, and esters.
- 9) Neoprene gloves – Used to protect against hydraulic fluids, gasoline, alcohols, and organic acids & alkalis.
- 10) Electrical gloves – Used for working on equipment which may or may not be live. They provide protection against electric shock, and are usually made of rubber.

Table 3. Classes of Electrical Gloves

Class	Maximum Use Voltage (AC)	Proof Tested To (Volts, AC)
00	500	2500
0	1000	5000
1	7500	10000
2	17000	20000
3	26500	30000
4	36000	40000

9. HEAD PROTECTION ([OSHA 29 CFR 1910.135](#))

Supervisors shall ensure that each affected employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects or from striking an object.

Supervisors shall ensure that a protective helmet designed to reduce electrical shock hazard is worn by each such affected employee when near exposed electrical conductors which could contact the head.

9.1. Head Protection Compliance

Head protection must comply with:

- 1) ANSI Z89.1-2009
- 2) ANSI Z89.1-2003
- 3) ANSI Z89.1-1997

9.2. Hard Hat Classes

- 1) Class G (General) – 2200 volts
- 2) Class E (Electrical) – 20000 volts
- 3) Class C (Conductive) – do not provide electrical protection

10. HEARING PROTECTION ([OSHA 29 CFR 1910.95](#))

See [EHS's Hearing Conservation Program](#) for more information.

When employees are subjected to sound exceeding those listed in Table 3, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce sound levels within the levels of Table 3, PPE shall be provided and used to reduce sound levels within the levels of the table.

Table 4. Permissible Noise Exposures

Duration per day, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
1.5	102
1	105
.5	110
.25 or less	115

- 1) Employees shall be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors provided by the supervisor.

- 2) The supervisor shall provide training in the use and care of all hearing protectors provided to employees.
- 3) The supervisor shall ensure proper initial fitting and supervise the correct use of all hearing protectors.
- 4) Hearing protectors must attenuate employee exposure at least to an 8-hour time-weighted average of 90 decibels.

10.1. Types of hearing protection

- 1) Roll down foam
 - a. Require the user to roll the foam between the fingers to compress the foam for insertion.
 - b. Provides a Noise Reduction Rating (NRR) of 12dB – 33dB.
- 2) Reusable earplugs
 - a. Washable and does not require rolling to insert.
 - b. Provides an NRR of 12dB – 33dB.
- 3) Custom molded
 - a. Laboratory-made from molds taken by an audiologist, licensed hearing aid dispenser, or someone trained by the manufacturer.
- 4) Canal caps
 - a. Have flexible tips that plug the ear canal, but do not extend into the ear canal.
- 5) Earmuffs
 - a. Consist of sound-attenuating material and soft ear cushions with hard outer cups that fit around the ear.
 - b. Provide a NRR of 12dB – 33dB.
- 6) Flat
 - a. Earplugs that provides flat attenuation, which is an equal reduction in sound across frequency.
- 7) Communication
 - a. Amplifies nonhazardous ambient sounds so the user can carry on a conversation while being protected from loud noise.

11. RESPIRATORY PROTECTION ([OSHA 29 CFR 1910.134](#))

See [EHS's Respiratory Protection Program](#) for more information.

12. ELECTRICAL PROTECTIVE EQUIPMENT ([OSHA 29 CFR 1910.137](#))

See [EHS's Electrical Safety Program](#) for more information.

13. PERSONAL FALL PROTECTION ([OSHA 29 CFR 1910.140](#))

OSHA requires that fall protection be provided at elevations of four feet in general industry workplaces and six feet in the construction industry. In addition, OSHA requires that fall protection be provided when working over dangerous equipment and machinery, regardless of the fall distance.

Walking/working surfaces (horizontal and vertical surface) with an unprotected side or edge which is 6 feet (1.8 m) or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems.

13.1. Types of Systems

- 1) Personal fall protection system – a system used to provide protection from falling or to safely arrest an employee's fall if one occurs. Includes personal fall arrest systems, positioning systems, and travel restraint systems.
- 2) Personal fall arrest system – a system used to arrest an employee in a fall from a walking-working surface. Consists of a body harness, anchorage, and connector. The means of connection may include a lanyard, deceleration device, lifeline, or a suitable combination of these.
- 3) Positioning system – a system of equipment and connectors, that, when used with a body harness or body belt, allows an employee to be supported on an elevated vertical surface, such as a wall or window sill, and work with both hands free.
- 4) Travel restraint system – a combination of an anchorage, anchorage connector, lanyard, and body support that an employer uses to eliminate the possibility of an employee going over the edge of a walking-working surface.

13.2. General Requirements for Fall Protection

The supervisor must ensure that personal fall protection systems meet the following requirements:

- 1) Connectors:
 - a. Must be drop forged, pressed or formed steel, or made of equivalent materials; and
 - b. Must have a corrosion-resistant finish, and all surfaces and edges must be smooth to prevent damage to interfacing parts of the system.
- 2) Vertical lifelines and lanyards:
 - a. When vertical lifelines are used, each employee must be attached to a separate lifeline;
 - b. Lanyards and vertical lifelines must have a minimum breaking strength of 5000 pounds;

- c. Self-retracting lifelines and lanyards that automatically limit free fall distance to 2 feet or less must have components capable of sustaining a minimum tensile load of 3000 pounds applied to the device with the lifeline or lanyard in the fully extended position; and
 - d. A competent person or qualified person must inspect each knot in a lanyard or vertical lifeline to ensure that it meets the requirements of the Standard.
- 3) D-rings, snaphooks, and carabiners:
- a. Must be capable of sustaining a minimum tensile load of 5000 pounds;
 - b. Must be proof tested to a minimum tensile load of 3600 pounds without cracking, breaking, or incurring permanent deformation. The gate strength of snaphooks and carabiners must be capable of withstanding a minimum load of 3600 pounds without the gate separating from the nose of the snaphook or carabiner body by more than 0.125 inches;
 - c. Snaphooks and carabiners must be the automatic locking type that require at least two separate, consecutive movements to open;
 - d. Snaphooks and carabiners must not be connected to any of the following unless they are designed for such connections:
 - i. Directly to webbing, rope, or wire rope;
 - ii. To each other;
 - iii. To a D-ring to which another snaphook, carabiner, or connect is attached;
 - iv. To a horizontal life line; or
 - v. To any object that is incompatibly shaped or dimensioned in relation to the snaphook or carabiner such that unintentional disengagement could occur when the connected object depresses the snaphook or carabiner gate, allowing the components to separate;
- 4) Horizontal Lifelines:
- a. Are designed, installed, and used under the supervision of a qualified person; and
 - b. Are part of a complete personal fall arrest system that maintains a safety factor of at least two;
- 5) Anchorages used to attach to personal fall protection equipment;
- a. Must be independent of any anchorage used to suspend employees or platforms on which employees work;
 - b. Anchorages used to attach to personal fall protection equipment on mobile work platforms on powered industrial trucks must be attached to an overhead member of the platform, at a point located above and near the center of the platform;
 - c. With the exception of window cleaners' belt anchors, must be:

- i. Capable of supporting at least 5000 pounds for each employee attached; or
 - ii. Designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall protection system that maintains a safety factor of at least two;
- 6) Travel restraint lines must be capable of sustaining a tensile load of at least 5000 pounds;
- 7) Lifelines must not be made of natural fiber rope. Polypropylene rope must contain an ultraviolet light inhibitor;
- 8) Ropes, belts, lanyards, and harnesses used for personal fall protection must be compatible with all connectors used;
- 9) Ropes, belts, lanyards, lifelines, and harnesses used for personal fall protection must be protected from being cut abraded, melted, or otherwise damaged;
- 10) Rescue in the event of a fall; and
- 11) Training.
 - a. In-person certification training is available through EHS (505-277-2753).

14. USE AND INSPECTION OF FALL PROTECTION COMPONENTS

Personal fall protection systems and their components must be used exclusively for employee fall protections and not for any other purpose.

Personal fall protection systems must be inspected before initial use during each work shift for mildew, wear, damage, and other deterioration, and defective components must be removed from service.

A personal fall protection system or its components subjected to impact loading must be removed from service immediately and not used again until a competent person inspects the system or components and determines that it is not damaged and safe for use for employee fall protection.

15. CARE AND USE OF PPE

Individuals who use PPE must properly fit, inspect, use, clean, maintain and store their PPE.

- 1) Fitting
 - a. PPE is available in different sizes (or is adjustable) to accommodate different individuals and uses.
 - b. Users must choose or adjust their PPE so that it is appropriately sized to provide maximum protection, and to facilitate their ability to safely perform the activity.
- 2) Inspection

- a. Users must inspect PPE before and after each use, following the manufacturer's instructions.
- b. Any PPE that is damaged, worn out, defective or otherwise no longer provides effective protection must be removed from service for repair or replacement.

3) Use

- a. Users must use appropriate PPE whenever it is required.
- b. Any PPE found to be worn out, defective, cut or otherwise damaged must be immediately replaced.
- c. Immediately discontinue using contaminated PPE.
- d. Contaminated uniforms and lab coats must be decontaminated prior to laundering.
- e. If contaminated, other re-usable PPE must be decontaminated prior to reuse.
- f. Disposable PPE must never be reused.

4) Maintenance and Storage

- a. Users must keep their PPE clean and properly maintained.
- b. Cleaning is particularly important for eye and face protection because dirty or fogged lenses can impair vision.
- c. After each use, reusable PPE must be cleaned and maintained according to the manufacturers' instructions.
- d. Generally, reusable PPE can be cleaned with mild soap/detergent and water after use, and air dried.
- e. PPE should be stored in a cabinet, locker or other location away from sources of potential contamination or sharp/heavy objects that could deform or otherwise cause damage.

ATTACHMENT A: PERSONAL PROTECTIVE EQUIPMENT (PPE) HAZARD ASSESSMENT

Based on the hierarchy of controls, PPE is the last resort. PPE alone should not be relied upon to provide protection against hazards but should be used in conjunction with engineering controls, administrative controls, and procedural controls.

Instructions for completing this assessment:

1. Inform affected employees of the process.
 - Affected employees should be involved in the process;
 - Discuss the reasons for the assessment; and
 - Review job procedures, potential hazards, and the PPE currently being used.
2. Review data.
 - Reports of work-related injuries or illnesses, near-misses, and reported safety concerns are sources of data that can provide helpful information for assessing hazards.
3. Conduct a walk-through survey.
 - The purpose is to identify sources of hazards.
 - Observe the following:
 - The layout of the workspace;
 - The location of the employees;
 - Work operations;
 - Hazards;
 - What PPE is currently being used and why.
 - Using the form, check the type(s) of hazard(s) present within each section.
 - Consideration should be given to the following basic hazard categories:
 - a. Impact (falling/flying objects)
 - b. Penetration (sharp objects piercing foot/hand)
 - c. Compression (roll-over or pinching objects)
 - d. Chemical exposure (inhalation, ingestion, skin contact, eye contact or injection)
 - e. Temperature extremes (heat/cold)
 - f. Dust/flying debris (grinding, chipping, sanding, etc.)
 - g. Fall (slip/trip, scaffolds, elevated work)
 - h. Radiation (non-ionizing: UV/IR/light, welding, brazing, cutting, furnaces, etc.)
 - i. Noise (mechanical rooms, machines, cage washing, jackhammers, etc.)
 - j. Electrical (shock, short circuit, arcing, static)
4. Select PPE

After considering and/or planning for other controls, select the PPE which provides at least the minimum level of protection required to protect staff from the hazards. Using the form, note the appropriate PPE in the required box. For assistance with PPE selection, contact EHS.

5. Recordkeeping

Once completed, signed and dated, store the form either electronically or as a hard copy in a location easily accessible to employees and inspectors.

6. Revise Standard Operating Procedures if necessary

7. Reassess the workplace as needed by identifying and evaluating:
 - New equipment and processes
 - Accident records
 - Suitability of previously selected PPE

Please contact EHS at 505-277-2753 with any questions or assistance in filling out the Assessment.

PPE Hazard Assessment Form



I am reviewing: (check one)	<input type="checkbox"/> Area	Specific Location:	
	<input type="checkbox"/> Single Employee	Name:	
	<input type="checkbox"/> Specific Job Description	Title:	
Your Name:		Title/Dept:	Date:
EYE HAZARDS:			
Tasks that can cause eye injury include: working with chemicals or acids; UV lights; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.			
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>Appropriate PPE</i>	
Chemical Exposure <input type="checkbox"/>			
High Heat/Cold <input type="checkbox"/>			
Dust/Flying Debris <input type="checkbox"/>			
Impact <input type="checkbox"/>			
UV/IR Radiation <input type="checkbox"/>			
Other: <input type="checkbox"/>			
HEAD/NECK/FACE HAZARDS:			
Tasks that can cause head/neck/face injury include: working below other workers who are using tools or materials that could fall, working on energized electrical equipment or utilities, and working in trenches or confined spaces.			
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>Appropriate PPE</i>	
Chemical Hazard <input type="checkbox"/>			
Dust/Flying Debris <input type="checkbox"/>			
Impact <input type="checkbox"/>			
UV/IR Radiation <input type="checkbox"/>			
Electrical Shock <input type="checkbox"/>			
Other: <input type="checkbox"/>			
FOOT HAZARDS:			
Tasks that can cause foot injury include: exposure to chemicals or acids, welding or cutting, materials handling, renovation or construction, and electrical work.			
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>Appropriate PPE</i>	
Chemical Exposure <input type="checkbox"/>			
High Heat/Cold <input type="checkbox"/>			
Impact/Compression <input type="checkbox"/>			
Electrical <input type="checkbox"/>			
Puncture <input type="checkbox"/>			
Slippery/Wet Surfaces <input type="checkbox"/>			
Other: <input type="checkbox"/>			

HAND HAZARDS:		
Hand injury can be caused by: work with chemicals or acids, exposure to cut or abrasion hazards (for example, during demolition, renovation, woodworking, or food service preparation), work with very hot or cold objects or materials, and exposure to sharps.		
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>Appropriate PPE</i>
Chemical Exposure <input type="checkbox"/>		
High Heat/Cold <input type="checkbox"/>		
UV/IR Radiation <input type="checkbox"/>		
Electrical Shock <input type="checkbox"/>		
Puncture <input type="checkbox"/>		
Cuts/Abrasions <input type="checkbox"/>		
Other: <input type="checkbox"/>		
BODY HAZARDS:		
Injury of the body (torso, arms, or legs) can occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, or brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; and work around electrical arcs.		
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>Appropriate PPE</i>
Chemical Exposure: <input type="checkbox"/>		
High Heat/Cold: <input type="checkbox"/>		
Impact/Compression: <input type="checkbox"/>		
Electrical Arc: <input type="checkbox"/>		
Cuts/Abrasions: <input type="checkbox"/>		
Other: <input type="checkbox"/>		
FALL HAZARDS:		
Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 4 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle man lifts, elevated platforms, tree trimming, performing work on poles, roofs, or fixed ladders.		
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>Appropriate PPE</i>
Fall Hazard <input type="checkbox"/>		
NOISE HAZARDS:		
Personnel may be exposed to noise hazards when working in mechanical rooms; machining; grinding; sanding; cage washing; dish washing; working around pneumatic equipment, grounds equipment, generators, chillers, motors, saws, jackhammers, or similar equipment.		
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>Appropriate PPE</i>
Noise Hazard <input type="checkbox"/>		

RESPIRATORY HAZARDS:		
Personnel may be exposed to respiratory hazards that require the use of respirators: during emergency response, when using certain chemicals outside of a chemical fume hood; when working with hazardous powders; when entering fume hood plenums, when working with animals; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and when disturbing asbestos, lead, silica, or other particulate hazards.		
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>Appropriate PPE (Note: Staff must be Fit Tested for Respirators. Information and Registration can be located on Learning Central.)</i>
Chemical Exposure <input type="checkbox"/>		
Particulate Exposure <input type="checkbox"/>		
Other: <input type="checkbox"/>		
I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.		
Signature:		Date:

ATTACHMENT B: UNIVERSITY OF NEW MEXICO SAMPLE TRAINING LOG

University of New Mexico TRAINING LOG

Department: _____ Date: _____

Trainer's Name: _____ Subject: _____

Employee's Name (PLEASE PRINT)	UNM ID Number	Department	Signature

ATTACHMENT C: PPE AUDIT LOG

PPE Audit Form

I am reviewing: (check one)	<input type="checkbox"/> Area	Specific Location:	
	<input type="checkbox"/> Single Employee	Name:	
	<input type="checkbox"/> Specific Job Description	Title:	
Auditor:		Title:	Date:
EYE HAZARDS:			
Tasks that can cause eye injury include: working with chemicals or acids; UV lights; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.			
Check the appropriate box for each Hazard	Description of Hazard(s)	PPE Used?	Comments
Chemical Exposure <input type="checkbox"/>			
High Heat/Cold <input type="checkbox"/>			
Dust/Flying Debris <input type="checkbox"/>			
Impact <input type="checkbox"/>			
UV/IR Radiation <input type="checkbox"/>			
Other: <input type="checkbox"/>			
HEAD/NECK/FACE HAZARDS:			
Tasks that can cause head/neck/face injury include: working below other workers who are using tools or materials that could fall, working on energized electrical equipment or utilities, and working in trenches or confined spaces.			
Check the appropriate box for each Hazard	Description of Hazard(s)	PPE Used?	Comments
Chemical Hazard <input type="checkbox"/>			
Dust/Flying Debris <input type="checkbox"/>			
Impact <input type="checkbox"/>			
UV/IR Radiation <input type="checkbox"/>			
Electrical Shock <input type="checkbox"/>			
Other: <input type="checkbox"/>			
FOOT HAZARDS:			
Tasks that can cause foot injury include: exposure to chemicals or acids, welding or cutting, materials handling, renovation or construction, and electrical work.			
Check the appropriate box for each Hazard	Description of Hazard(s)	PPE Used?	Comments
Chemical Exposure <input type="checkbox"/>			
High Heat/Cold <input type="checkbox"/>			
Impact/Compression <input type="checkbox"/>			
Electrical <input type="checkbox"/>			
Puncture <input type="checkbox"/>			
Slippery/Wet Surfaces <input type="checkbox"/>			
Other: <input type="checkbox"/>			

HAND HAZARDS:			
Hand injury can be caused by: work with chemicals or acids, exposure to cut or abrasion hazards (for example, during demolition, renovation, woodworking, or food service preparation), work with very hot or cold objects or materials, and exposure to sharps.			
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>PPE Used?</i>	<i>Comments</i>
Chemical Exposure <input type="checkbox"/>			
High Heat/Cold <input type="checkbox"/>			
UV/IR Radiation <input type="checkbox"/>			
Electrical Shock <input type="checkbox"/>			
Puncture <input type="checkbox"/>			
Cuts/Abrasions <input type="checkbox"/>			
Other: <input type="checkbox"/>			
BODY HAZARDS:			
Injury of the body (torso, arms, or legs) can occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, or brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; and work around electrical arcs.			
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>PPE Used?</i>	<i>Comments</i>
Chemical Exposure: <input type="checkbox"/>			
High Heat/Cold: <input type="checkbox"/>			
Impact/Compression: <input type="checkbox"/>			
Electrical Arc: <input type="checkbox"/>			
Cuts/Abrasions: <input type="checkbox"/>			
Other: <input type="checkbox"/>			
FALL HAZARDS:			
Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 4 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle man lifts, elevated platforms, tree trimming, performing work on poles, roofs, or fixed ladders.			
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>PPE Used?</i>	<i>Comments</i>
Fall Hazard <input type="checkbox"/>			
NOISE HAZARDS:			
Personnel may be exposed to noise hazards when working in mechanical rooms; machining; grinding; sanding; cage washing; dish washing; working around pneumatic equipment, grounds equipment, generators, chillers, motors, saws, jackhammers, or similar equipment.			
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>PPE Used?</i>	<i>Comments</i>
Noise Hazard <input type="checkbox"/>			
RESPIRATORY HAZARDS:			
Personnel may be exposed to respiratory hazards that require the use of respirators: during emergency response, when using certain chemicals outside of a chemical fume hood; when working with hazardous powders; when entering fume hood plenums, when working with animals; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and when disturbing asbestos, lead, silica, or other particulate hazards.			
<i>Check the appropriate box for each Hazard</i>	<i>Description of Hazard(s)</i>	<i>PPE Used?</i>	<i>Comments</i>
Chemical Exposure <input type="checkbox"/>			
Particulate Exposure <input type="checkbox"/>			
Other: <input type="checkbox"/>			











Personal Protective Equipment (PPE) Program R4.1

Final Audit Report

2024-06-10

Created:	2024-05-31
By:	Thanatos VonFox (vgough@unm.edu)
Status:	Signed
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