



A) Purpose

The purpose of this rule is to provide direction to supervisors and employees concerning their responsibilities in the selection, use, care and disposal of personal protective equipment (PPE).

B) Scope

This rule applies to all University of Utah personnel, facilities and operations

C) Roles and Responsibilities

1) Supervisor/Principal Investigator (PI):

- A. Evaluate workplace to determine hazards and select proper controls including the potential use of personal protective equipment (PPE)
- B. Prioritize the use of the hierarchy of controls when determining hazard mitigation efforts
 - a. Eliminate or substitute
 - b. Use of engineering controls
 - c. Implementation of administrative controls
 - d. PPE is required when the above methods are not capable of reducing hazards to an acceptable level of risk.
- C. Provide the following minimum training to employees concerning the use of PPE
 - a. When PPE is necessary
 - b. What PPE is necessary
 - c. How to properly don, doff, adjust and wear PPE
 - d. Limitations of the PPE
 - e. Proper care, maintenance and disposal of PPE
- D. Monitor workplace for changes in, or the introduction of new hazards which would necessitate the need for completion of a new and/or update of a current evaluation
- E. Perform periodic audits to ensure PPE requirements are followed
- F. Provide required PPE at no cost to employees
- G. Enforce PPE rule up to and including disciplinary action as needed

2) Employee:

- A. Use and wear all required PPE
- B. Inspect PPE before use
- C. Properly discard worn or defective PPE
- D. Acquire or replace PPE as needed
- E. Immediately report safety incidents to supervisor
- F. Complete required training

3) Environmental Health and Safety (EHS)

- A. Review this rule periodically and update as needed
- B. Provide assistance and guidance related to rule requirements
- C. Ensure adherence to rule by performing inspections and periodic audits
- D. Provide assistance in selecting controls for identified hazards

D) Rule:

1) Hazard Evaluation:

- A. Supervisors are required to evaluate the workplace to determine if hazards are present, or are likely to be present and select appropriate controls and/or PPE.
- B. The supervisor shall document that the required workplace hazard assessment has been performed.
 1. For laboratories, this is done by completion of a laboratory profile in the EHS SAM system. Once a profile is completed, the SAM system generates a list of appropriate PPE based on the information in the profile.
 2. For non-laboratories, this can be done utilizing a PPE assessment, a job hazard assessment or some other form of documentation.
- C. All affected employees must be trained on the contents of the hazard assessment and PPE requirements. Supervisors must monitor worksite for changes in, or the introduction of new hazards which would necessitate the need for completion of a new evaluation.

2) PPE selection:

- A) When evaluating existing hazards and creating recommendations for controls, supervisors must utilize the hierarchy of controls. In the hierarchy, selection of controls that reduce or eliminate the hazard is preferred. If risks from the hazard remain, engineering controls are the next preferred method for controlling hazards. Next, administrative controls must be considered and implemented. After all of the above controls are considered and implemented where possible, personal protective equipment should be used for reducing the remaining risk. EHS is available to provide assistance in selecting controls for identified hazards. All selected PPE must comply with applicable consensus standards for performance.
- B) In lieu of completion of an evaluation the following minimum PPE must be worn at all times while working in or entering a laboratory:
 - Safety glasses
 - Lab coat
 - Long pants
 - Closed toe shoes
 1. Visitors that have not been trained on the proper use of PPE in a given space (as identified in the PPE hazard assessment) must be provided with, and properly wear the following PPE:
 - Fully buttoned lab coat
 - Eye protection
 - Long pants
 - Closed toe shoes

C) Eye and face protection:

Supervisors must select appropriate controls and/or face protection when eye or face hazards exist from flying objects, chemical splash, gases or vapors or potentially injurious non-ionizing radiation.

D) Head protection:

Supervisors must select appropriate controls and/or PPE when there is a potential for head injury from falling objects.

E) Hearing protection:

EHS will evaluate areas with the potential to exceed regulatory noise levels and recommend appropriate hearing controls and/or hearing protection. The policies for use of hearing protection are described in the University Hearing Conservation Program (HCP). Supervisors must follow all requirements as outlined in the EHS evaluation and the HCP program.

F) Foot Protection:

Supervisors must select appropriate controls and/or protective footwear when employees are working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, or where employee's feet are exposed to electrical hazards. Employees may provide and pay for their own foot protection if it is compliant and will be worn outside the workplace.

G) Hand protection.

Supervisors must select appropriate controls and/or hand protection when employee's 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 extreme temperatures.

H) Protective clothing:

Supervisors must select controls and/or appropriate protective clothing when required by the hazards such as chemical exposures, environmental exposures and/or physical exposures. Some examples include:

Wearing protective sleeves when working in an area with cut/abrasion exposures

Wearing reflective clothing while working in areas of low or no light

Wearing arc rated clothing when working with certain chemical, fire or electrical hazards



Wearing leaded garments when working with certain ionizing radiation hazards

I) Respiratory Protection:

EHS will evaluate areas with the potential to exceed regulatory exposure limits and recommend appropriate controls such as ventilation and/or respiratory protection. The policies for use of respiratory protection are described in the University Respiratory Protection Program. Supervisors must follow all requirements as outlined in the EHS evaluation and the Respiratory Protection program.

J) Fall protection:

Supervisors must identify all tasks performed by their employees that may be in need of systems and equipment for protecting against falls of 4-feet or more. The policies for selection and use of fall protection are described in the University Fall Protection Program. Supervisors must follow all requirements as outlined in the Fall Protection program.

K) Other hazards:

Supervisors must select appropriate controls and/or protective clothing for other hazards as identified.

Revision	Revision Date	Changes from previous revision
A	Feb 2025	Inception