

PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

The primary intent of the personal protective equipment policy and procedures is to prescribe procedures to all College employees must follow for compliance with OSHA's Personal Protective Equipment (PPE) requirements. PPE items covered by this policy include those for the protection of eyes, face, head extremities from hazards such as from flying particles, liquid chemicals, acids or caustic liquids or chemical gases or vapors. The College will provide the necessary employee training for the proper use, care and maintenance of PPE.

Use of PPE

The College required that employees use appropriate personal safety equipment following general industry guidelines for each occupational area. Personal protective equipment shall include, but shall not be limited to: gloves, ear plugs, safety glasses, face shields, safety eyewear and safety shoes.

Accessibility of PPE

Appropriate PPE in appropriate sizes shall be provided by the College and readily accessible at the worksite or issued to employees except for prescription safety eyewear and safety shoes. PPE used by employees is maintained in a sanitary and reliable condition and shall be replaced when damaged. Employees who lose or alter PPE may, at the discretion of their supervisor, be responsible for the replacement costs of those items

Allowances for Prescription Safety Eyewear

Employees required to wear prescription safety eyewear will be reimbursed for the cost of purchasing safety glasses. The rate of reimbursement will be the actual cost up to the maximum of \$100.00. Reimbursement is limited to once every two years or upon breakage of glasses with the approval of the immediate supervisor. The cost of eye examination will not be eligible for reimbursement. To receive reimbursement, the employee will purchase the prescription safety glasses from a vendor of their choice and attach the paid itemized receipt to an Expense Reimbursement Voucher form.

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