



Albert Einstein College of Medicine

Personal Protective Equipment Policy

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I. Purpose

Personal protective equipment (PPE) is used by workers in various work settings. Gloves, hard hats, safety glasses, ear plugs, aprons, laboratory coats, safety shoes, and respirators are all examples of PPE. When work practice, administrative and engineering controls are not feasible or do not provide sufficient protection, your employer/supervisor must provide PPE and ensure its use. PPE does not eliminate hazards from the workplace but can minimize exposure to a variety of hazards. If the PPE fails or is not used properly, the worker can be exposed.

To ensure that workers are provided with correct PPE, and that it is used properly, the Occupational Safety and Health Administration (OSHA) has developed specific standards for certain types of PPE. The employer must provide employees with certain PPE when a workplace hazard assessment reveals the need for its use. Standards have been developed for head protection, foot protection, hand protection, eye and face protection, hearing protection and respiratory protection.

The employer is obligated to provide and pay for personal protective equipment required by the company for the worker to do his or her job safely and to comply with OSHA standards. Where equipment is very personal in nature, such as safety shoes, and is usable by workers off the job, the matter of payment may be left to labor-management negotiations. However, items such as safety shoes which are subject to contamination by carcinogens or other toxic or hazardous substances, and which cannot be safely worn off-site, must be paid for by the employer. If you choose to provide your own PPE on-site, it must be approved by EH&S prior to being used.

The Environmental Health and Safety Department (EH&S) has developed this policy to assist Albert Einstein College of Medicine (“Einstein” or “College of Medicine”) employees with the proper selection and use of PPE.

II. Scope

The Policy and the procedures outlined herein apply to all Einstein faculty, staff, and students.

III. Policy

III.A. Responsibilities

Einstein supports the use of personal protective equipment by their employees to minimize accidents, injuries, and illnesses that may be the result of exposure to hazards in the workplace.

EH&S will implement this personal protective equipment policy based on hazard assessments for the College of Medicine and will work with and advise area supervisors to perform workplace assessments to determine the need for PPE.

Supervisors will alert EH&S when new hazards are introduced into the workplace or if they feel that PPE may be useful. They will ensure that the workers under their supervision have been properly trained and wear the appropriate PPE before they start work.

Workers must alert supervisors of hazards in the workplace and must wear the appropriate PPE to protect themselves from any hazards.

III.B. Hazards in the Workplace

Einstein is a diversified organization consisting of a medical school, research facilities, clinics, and staff housing. Each workplace and building presents a variety of unique situations and potential hazards to employees.

Hazards may be present or develop while performing any of the following operations: medical or academic research, clinical work, building maintenance, housekeeping, building operations, building renovations, receiving, and shipping. Depending on an employee's or student's responsibilities, he/she may be exposed to biological, chemical, or physical hazards.

EH&S staff members have performed hazard assessments to determine the appropriate PPE for use throughout Einstein. Whenever a new process or hazard is introduced, a hazard assessment should be performed by area supervisors. Hazard assessments are updated whenever a process is changed. EH&S is available for consultation in all hazard determinations at 718-430-4150.

Outside contractors employed by Einstein are required to complete a General Contractor Safety Form which ensures that they supply their employees with all necessary PPE and train them in its proper use.

III.C. Types of Personal Protection Equipment

There is a large variety of PPE available. It can range from simple safety glasses to fully encapsulating body suits. The selection and proper use of PPE is vital to health and safety on the job. The following is a breakdown of the various different types of PPE and their applicable standards. OSHA requires that all PPE meet or be equivalent to the standards developed by the American National Standards Institute (ANSI). These standards can be found in OSHA 29 CFR 1910 Subpart I and 29 CFR 1926 Subpart E

III.C.1. Eye and Face Protection (29 CFR 1910.133 and 29 CFR 1926.102)

Eye and face protection must be provided if there is a potential exposure to eye or face hazards from flying particles, like dirt, dust and wood chips, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially infected material or potentially harmful light radiation. The selected form of PPE must be appropriate to the work being performed and it must properly fit each employee exposed to the hazard. The use of personal prescription glasses does not provide adequate protection and cannot be used as eye protection. Those with glasses must be given additional eye protection that does not disturb the proper positioning of the lenses and that it does not inhibit or limit the users vision. Any employee wearing contact lenses must wear eye or face PPE when working in hazardous conditions.

Eye and face protection equipment must comply with or be at least as effective as ANSI Z87.1-1989. Some common types of eye and face protection include, but is not limited to; safety glasses, goggles, welding shield, face shields, and laser goggles.

III.C.2. Hand (and Arm) Protection (29 CFR 1910.138)

No ANSI standard, but OSHA recommends that the selection be based on the tasks to be performed.

Appropriate gloves are required to be worn when hands might be exposed to potential hazards. Potential hazards include skin absorption of harmful substances, chemical or thermal burns, electrical dangers, bruises, abrasions, cuts, punctures, fractures and amputations. Protective equipment includes gloves, finger guards and arm coverings or elbow-length gloves. Selection of gloves is based upon the performance characteristics of the glove relative to the employee's work. EH&S staff members are available to make recommendations on the types of gloves required or you may consult the ANSEL Glove Guide. Gloves are made from a wide variety of materials that are designed for many different types of workplace hazards. Gloves generally fall into four different groups; Leather, canvas or metal mesh; Fabric and coated fabric; Chemical and liquid resistant; or Insulating rubber.

Whenever hazardous chemicals are handled, gloves must be either thoroughly washed with soap and water before removal or disposed of as hazardous materials in the appropriate receptacle.

Latex examination gloves should be removed at the conclusion of a procedure and discarded in a hazardous waste container (red bag) according to Einstein's Waste Disposal Guidelines.

EH&S recommends that nitrile gloves be used to avoid allergic reactions to latex gloves.

III.C.3. Hearing Protection (29 CFR 1910.132 and 29 CFR 1926.101)

Einstein currently does not have work areas where OSHA noise levels (PELs) are exceeded. However, hearing protective devices may be recommended in certain areas that may experience elevated noise levels. Protecting oneself from unnecessary noise is always a prudent practice. Noise assessments are made by EH&S and recommendations for hearing protection may be made following these assessments. Elevated noise levels may be found in mechanical, while utilizing hand and power tools, and using equipment such as a Sonicator. Each type of hearing protection has a different attenuation rate and must be specifically chosen for each different noise source. The different types of hearing protection can include ear plugs, ear muffs, and canal caps.

III.C.4. Respiratory Protection (29 CFR 1910.134 and 29 CFR 1926.103)

Employees involved with asbestos removal, chemical emergency response, facilities maintenance, plant operations, and infectious materials may require respirators. If an employee performs a job for which respiratory protection is necessary, the requirements of Einstein's Respiratory Protection program apply. Please consult this document for further and in-depth information. Different types of respirators on-site include filtering facemask (N95), Air Purifying Respirators (APR), which include half- and full-face respirators, and Powered Air Purifying Respirators (PAPR).

III.C.5. Foot (and Leg) Protection (29 CFR 1910.136 and 29 CFR 1926.96)

Employees who face possible foot or leg injuries from falling or rolling objects or from crushing or penetrating materials should wear protective footwear. Safety shoes must meet or be equivalent to ASTM F2413-11 compression and impact performance standards (formerly ANSI Z41-1991). This is especially important when moving heavy equipment, such as drums or large metal cages. This safety toe is no longer limited to just the "steel toe" and is now available in a few different materials. Other hazards could require the implementation of specific additional protective elements of the footwear. (i.e., electrically, non-conductive).

III.C.6. Protective Clothing (29 CFR 1910.132 and 29 CFR 1926 Subpart E)

Protective clothing can be considered anything from your normal clothing to uniforms or scrubs and can protect you from a variety of hazards. If you're required to wear uniforms or scrubs, always make sure that you leave them at Einstein to be laundered. Do not bring them home, you can potentially bring home anything that you might have contaminated yourself with. If you contaminate your personal clothing, you should also dispose of them properly and not bring them home.

III.C.7. Head Protection (29 CFR 1910.135 and 29 CFR 1926.100)

A head injury can impair an employee for life or it can be fatal. Wearing a safety helmet or hard hat is one of the easiest ways to protect an employee's head from injury. Hard hats can protect employees from impact and penetration hazards as well as from electrical shock and burn hazards. Employees are required to wear head protection if there's a chance they can be exposed to objects that might fall from above, bump their heads against fixed objects, or accidental contact with electrical hazards.

Protective helmets and hard hats should resist penetration, absorb the shock of a blow, water resistant, slow burning, and can provide electrical protection. Protective headgear must comply with or at least meet the ANSI standard Z89.1-1986

III.C.8. Torso (Body) Protection (29 CFR 1910.132 and 29 CFR 1926 Subpart E)

Many hazards can threaten the torso such as heat, splashes from hot metal and liquids impacts, cuts, acids, and radiation. The employees or students who are involved in activities that may affect the torso must wear the appropriate protective PPE. These items can include, but are not limited to, laboratory coats, coveralls, vests, jackets, aprons, surgical gowns and full body suits.

III.D. Animal Caretakers

III.D.1. Protective Clothing

Laboratory coat, Tyvek suit, scrubs, or surgical gown - must be worn, as appropriate, when handling animals. Full-body protective clothing may be required when handling biosafety level-2 and level-3 organisms, to prevent worker exposure.

Protective gloves - Nitrile gloves are recommended when handling animals.

Protective eyewear - safety glasses or a face shield are recommended if there is a potential hazardous exposure to the eye. This is especially important when working with animals which may be infectious and can spit, or otherwise spray bodily fluids.

Respiratory protection - a respirator may be required in situations with airborne contaminants. If it is assessed that the worker will require a respirator, then the conditions of the Einstein's Respiratory Protection Plan must be followed.

Foot Protection – Safety shoes with toe caps are required due to the potential of falling or rolling cages, racks, and other heavy objects. In addition, the safety shoes should have slip resistant soles and have some level of water resistant. Shoe coverings when entering IAS animal sites.

III.E. Engineering Employees

III.E.1. General Requirements

- Protective coveralls - or uniforms to prevent cuts and abrasions and exposure to hazardous chemical agents.
- Safety shoes – which include a toe cap to prevent injury to the feet from bumps, scrapes, and falling objects. Other specific protections depending on the wearers job.
- Gloves - to prevent injury to the hand from lifting and rubbing rough surfaces
- Hard hat - to prevent injury to the head from bumps and falling objects
- Safety glasses or goggles - to prevent projectiles and other debris from hitting the eye
- Ear plugs/Muffs - to prevent unnecessary noise exposure while in the mechanicals rooms or using hand/power tools
- Respirators - to protect against exposure to chemicals, vapors, dusts, silica and asbestos. If an employee must wear a respirator in the course of their work, they must be part of Einstein's Respiratory Protection Policy.
- Other protective equipment - is to be selected based on the hazard faced and which will provide the best protection to the worker.

III.F. Specific Shop Requirements

General Maintenance Employees - must all wear:

- Protective coveralls or uniforms
- Safety Shoes
- Gloves
- Safety glasses
- Hard hat
- Tyvek suit
- Respirators as needed during their work.

Painters - must wear, as appropriate:

- Protective coveralls or uniform - to prevent skin abrasions and contact with chemicals
- Safety glasses or goggles - to protect the eye from paint splatter and mists and during scraping of surfaces or painting of ceilings
- Respirators - when using epoxy resins, adhesives, solvents or oil-based paints in areas with poor local ventilation, and to otherwise prevent exposure to chemical vapors when necessary. To use while sanding large areas or drywall and joint compound.
- Resistant gloves - to prevent exposure to chemicals including brush cleaning solvents.

Carpenters - must wear, as appropriate:

- Protective coveralls or uniforms - to protect against skin cuts, abrasion and contact with chemicals
- Safety glasses - to protect against large particles or objects hitting the eye, particularly during sanding and grinding.
- Respirators - to protect against exposure to dust, saw dust, silica, chemical vapors such as solvents, urethane, and adhesives when necessary
- Gloves - to protect the hand from sharp and rough objects
- Hard hat - in construction areas to prevent against bumps and falling objects
- Hearing Protection – when using power tools

Plumbers - must wear, as appropriate:

- Protective coveralls or uniform - to prevent against skin cuts, abrasion and contact with chemicals
- Gloves - to protect hands from sharp/rough edges, and temperature extremes (hot/cold pipes)
- Safety glasses or goggles - to prevent projectiles and other debris from hitting the eye
- Respirators - to protect against exposure to dust, chemical vapors, dusts and asbestos when necessary
- Hard hat - to prevent injury to the head from bumps and falling objects.

Electricians - must wear, as appropriate:

- Protective coveralls or uniforms - to protect against skin cuts, abrasion and contact with chemicals
- Safety glasses or goggles - to prevent projectiles, dust, and other debris from hitting the eye
- Gloves - to protect the hands from sharp/rough objects and Insulated gloves, sleeves and aprons to protect against electric shock
- Respirators - to protect against exposure to dusts, silica, and asbestos-containing materials
- Hard hat - to prevent injury to the head from bumps and falling objects. Be specially rated for electrical hazards
- Safety Shoes – with special non-conductive soles

Welders - must wear, as appropriate:

- Helmet with protective viewing lens - to protect the head from sparks and the eyes from UV radiation damage.
- Respirators – when applicable
- Body Protection – fire/heat resistant jacket and gloves

Plant Operations and Machinists - must wear, as appropriate:

- Protective coveralls or uniforms - to protect against skin cuts, abrasion and contact with chemicals
- Safety goggles - when work requires scraping that creates dust or using chemicals that could splash into your eyes
- Gloves - to protect the hands from sharp/rough objects, hot pipes, and hazardous chemicals
- Respirators - to protect against exposure to dusts, mists, fumes and asbestos
- Hard hat - to prevent injury to the head from bumps and falling objects
- Safety shoes – with a toe cap when working on or with heavy equipment and with slip resistant soles

- Ear plugs/muffs - to prevent unnecessary noise exposure
- If the scope of a job includes the disturbance of asbestos-containing material, a licensed asbestos handler and supervisor must be contacted to perform those duties.

When any of the above involves the removal or clean-up of asbestos-containing material (ACM), it can only be performed by a licensed asbestos handler and supervisor. These workers must wear all appropriate asbestos protective clothing and respirators as required by 29 CFR 1926.1011 and 29CFR 1910.134.

III.G. Housekeeping

Housekeeping - must wear, as appropriate:

- Protective coveralls or uniforms - to protect against skin cuts, abrasion and contact with chemicals
- Safety glasses or goggles - to protect from chemical splash, projectiles and other debris hitting the eye
- Various types of work gloves and chemical resistant gloves - to prevent abrasions to the skin from rough/sharp objects and contact exposure to chemicals, such as solvents, ammonia, pesticides, cleaning solutions, etc.
- Safety shoes – with a protective toe cap to protect the feet when dealing with heavy objects and slip resistant soles with some degree of water resistance for wet areas.
- Other protective equipment - is to be selected based on the hazard faced and which will provide the best protection to the worker.

III.H. Environmental Health and Safety (EHS)

EH&S Personnel - may face a large variety of hazardous situations. EH&S personnel must wear the appropriate protective clothing based on the hazard addressed. EH&S personnel must wear, as appropriate

- Laboratory coat– When entering laboratories,
- Other protective clothing – When entering machine rooms, construction sites, or other locations where one might be exposed to similar hazards
- Gloves – Chemical resistant or other various types of work gloves
- Safety Glasses/goggles – when entering laboratories, responding to hazardous spills, performing laboratory clean-outs, entering ceiling or construction sites like large amounts of dust.
- Respirators - must always be worn when regulated levels of airborne contaminants are exceeded or expected to be exceeded. Including, but not limited to N95's, half-face respirators, or full-face respirators.
- Safety Shoes and shoe coverings – should be worn to prevent injury to the feet and contact with chemical or carcinogen contaminants. Equipped with a toe cap and slip resistant soles. Other recommendations would be puncture resistant soles, water proof/resistant, and non-conductive.,
- Other protective equipment - is to be selected based on the hazard faced and which will provide the best protection to the worker.

III.I. Laboratory Personnel

All Laboratory Employees – Principle Investigators, laboratory managers, laboratory technicians and instructors exposed to the following hazards must wear the appropriate PPE:

- Chemical:
 - Face shield
 - Safety glasses/chemical splash goggles
 - Specific chemical resistant gloves (ANSEL Glove Guide)
 - Laboratory coat and/or laboratory apron
- Biological:
 - Laboratory coat
 - Disposable gloves
 - Safety glasses/chemical splash goggles
 - Face shield
 - Respiratory (if required)
- Radiation:
 - Laboratory coat
 - Disposable gloves
 - Safety glasses/chemical splash goggles
 - Radiation dosimeter

In addition to these recommendations, close toed shoes are REQUIRED when entering a laboratory. No open toed shoes, sandals, or the like will be permitted. There are also other PPE that could be specific to certain equipment or processes. For additional information, questions, or recommendations please fill out our PPE Assessment form and contact our office.

III.J. Training

Employers/Supervisors are required to train each employee who must use PPE. They must be trained to at least know the following;

- When PPE is necessary
- What PPE is necessary
- How to properly put on (don), take off (doff), adjust and wear the PPE
- The limitations of the PPE
- Proper care, maintenance, storage, useful life and disposal of PPE

Training is required, and must be documented, prior to the use of PPE. The employee must demonstrate an understanding of the PPE training and how to properly wear and use the PPE. Retraining is required whenever the employee is not demonstrating the proper usage, new PPE is introduced, or a change in the workplace would require it. PPE should ALWAYS be inspected prior to each use.

III.K. Telephone Numbers

If there are questions about personal protective equipment, call (718) 430-4150 during working hours of 8:30a.m. to 5:00 p.m. Monday through Friday.

IV. Definitions

None.

V. Effective Date

Effective as of: 10 April 2018

VI. Policy Management and Responsibilities

Einstein's Department of Environmental Health and Safety is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive. Einstein's Senior Director of Environmental Health and Safety is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)



Responsible Executive

Date 10/4/18

Appendix A: Certification of Hazard Assessments for Use of Personal Protective Equipment

This certifies that hazard assessments for the use of personal protective equipment have been performed and updated as of August 9, 2018. This description of PPE needs is not intended to be a comprehensive list covering all potential situations which may arise on campus. Special circumstances will need to be evaluated on a case by case basis.