Personal Protective Equipment (PPE) – Selection, Use, and Maintenance

BRIEF

Policy Summary
The Personal Protective Equipment Program at Berkeley Lab ensures that personnel working in technical areas such as shops, laboratories, equipment rooms, and construction sites wear appropriate personal protective equipment (PPE), and that PPE is properly used, maintained, and stored.

Who Should Read This Policy
Berkeley Lab employees, visitors, affiliates, and subcontractors performing work that may include the use of PPE

To Read the Full Policy, Go To:
The POLICY tab of this wiki page

To Read the EH&S Program Details, Go To:
http://www.lbl.gov/ehs/pub3000/CH19.html

Contact Information
PPE Subject Matter Expert Coordinator
EH&S Division

POLICY

A. Purpose
The Personal Protective Equipment Program at Lawrence Berkeley National Laboratory (Berkeley Lab) ensures that personnel working in technical areas such as shops, laboratories, equipment rooms, and construction sites wear appropriate personal protective equipment (PPE), and that PPE is properly used, maintained, and stored.
Division line management must provide PPE and ensure it is used, maintained, and stored properly.
Task-specific PPE requirements are described in other EH&S programs.

B. Persons Affected
Berkeley Lab employees, visitors, affiliates, and subcontractors performing work that may include the use of PPE
C. Exceptions

Exceptions to this policy must be approved by the EH&S Division Director using the process described in the Guidelines for Exceptions to Policy on Personal Protective Equipment and Food in Technical Areas.

D. Policy Statement

1. Work at Berkeley Lab must be assessed for the types of PPE (if any) required. However, minimum PPE requirements have been established for technical work areas, including but not limited to laboratories, shops, construction sites, and locations where hazardous chemicals are used or stored. Door placards posted on technical areas indicate the specific PPE requirements. (Work Process B, General PPE Requirements)

2. PPE used at Berkeley Lab must meet the minimum federal Occupational Safety and Health Administration (OSHA) requirements found in 29 CFR 1910, and, for construction work, the California OSHA requirements found in Title 8 CCR. (Work Process C, Procurement of PPE)

3. Appropriate PPE use and qualification (required training) are determined by the authorization to perform work. The specific authorization depends on the type of work being performed but may include the employee Job Hazards Analysis (JHA), Activity Hazard Document (AHD), Biological Use Authorization (BUA), Radiological Work Authorization (RWA), etc. (Work Process D, Authorization and Qualification to Use PPE)

4. Personnel must be trained in the use, limitations, maintenance, and storage of PPE. (Work Process D, Authorization and Qualification to Use PPE)

5. Specific PPE requirements can be found in Work Process E, Program-Specific PPE Requirements, for the following areas:
   a. Chemical Safety
   b. Machine Safeguarding – Shop and Laboratory Machine Safety
   c. Construction Safety – Electrical Safety
   d. Laser Safety
   e. Fall Protection
   f. Welding, Joining, and Thermal Cutting
   g. Respiratory Protection
   h. Hearing Protection
   i. Asbestos
   j. Lead
   k. Beryllium

E. Roles and Responsibilities

Managers, supervisors, and employees have the responsibility to adhere to the provisions of this policy.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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| **Line Management** | • Ensures personnel know how to use the required PPE for the work area, and specific requirements for the work being performed  
• Ensures personnel know the limitations of, and how to properly use, maintain, and store PPE  
• Enforces the proper use, maintenance, and storage of PPE |
| **Workers** | • Know the PPE requirements for the work area, and specific requirements for the work being performed  
• Must be appropriately trained, and demonstrate safe use, maintenance, and storage of PPE  
• Must observe all established safety regulations related to PPE |
| **EH&S Division Subject Matter Experts (SMEs)** | • Provide guidance on (and establishes training requirements for) the limitations of PPE, and its proper use, maintenance, and storage  
• Provide technical assurance for the PPE program |

F. Definitions/Acronyms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>PPE</td>
<td>Personal protective equipment worn by workers to provide a minimum level of protection to a specific body part</td>
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<tr>
<td>Head Protection</td>
<td>Protective helmet worn when working in areas where there is a potential injury to the head from falling objects, and/or electrical shock</td>
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<tr>
<td>Face Protection</td>
<td>Protective face cover worn when working in areas where there is a potential injury to the face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation</td>
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</table>
Eye Protection

Protective eyewear that provides side protection when working in areas where there is a potential injury to the eyes from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Foot Protection

Protective footwear worn when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards or chemical spills.

Hand Protection

Protective gloves worn when working in areas where there is a danger of hand injuries due to sharp edges; rough, hot, or cold surfaces; and exposures to electrical or chemical hazards.

Skin Protection

Protective clothing worn when working in areas where chemical or radioactive material could contact the skin or contaminate street clothing.

Technical Area

- Laboratories – where chemicals or biological materials are stored or handled
- Shops or other process areas – where potential eye, face, skin, hand, foot, head, hearing, and/or respiratory hazards exist

G. Recordkeeping Requirements

- Training Records, EH&S Training Department
- Medical qualification (as required) from Health Services
- Program Effectiveness Review and Assurance, EH&S Division

H. Implementing Documents

<table>
<thead>
<tr>
<th>Document Number</th>
<th>PUB-3000 Reference</th>
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<th>Type</th>
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<tbody>
<tr>
<td>07.07.024.001</td>
<td>Chapter 19</td>
<td>Personal Protective Equipment Program</td>
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<td>07.07.024.002</td>
<td>Chapter 19, Work Process A</td>
<td>PPE Flowchart</td>
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<td>07.07.024.006</td>
<td>Chapter 19, Work Process E</td>
<td>Program-Specific PPE Requirements</td>
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I. Contact Information

PPE Subject Matter Expert Coordinator
EH&S Division

J. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tr>
<td>2/12/2014</td>
<td>1.1</td>
<td>Wisherop</td>
<td>Periodic review, adjust work process references</td>
<td>D</td>
<td>Minor</td>
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<td>1/2/2012</td>
<td>1</td>
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<td>Rewrite for wiki</td>
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Document Information

DOCUMENT INFORMATION

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<th>Title:</th>
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Policy Area: Industrial Hygiene and Safety

RPM Section (home) ESH
RPM Section (cross-reference) none
Functional Division EH&S
Prior reference information (optional) PUB-3000, Chapter 19

Source Requirements Documents

- 10 CFR 851.23, Safety and Health Standards
- 10 CFR 851.24, Functional Areas
- 10 CFR 851.25, Training and Information
- 10 CFR 851.26, Recordkeeping and Reporting
- 29 CFR 1910 Subpart I, Personal Protective Equipment

Implementing Documents

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