

**Beth Israel Deaconess Medical Center
Policy Manual**

Title: Personal Protective Equipment Program

Policy #: EOC-30

Purpose:

The purpose of the Personal Protective Equipment (PPE) Policy is to outline the responsibilities and procedures for selection, use and maintenance of personal protective equipment.

Scope:

This program applies to all BIDMC departments, employees, medical staff, contractors and students working in all owned and leased areas, including clinical, research, administrative, off-sites and other general areas

Policy Statement:

In a continuing effort to provide a safe work environment, it is the policy of Beth Israel Deaconess Medical Center (BIDMC) for all employees, students and medical staff to be provided with proper training and proper personal protective equipment to prevent injuries or illness from known workplace hazards. Contractors are required to provide proper PPE per (EC-26) Contractor Safety Policy. This policy incorporates current BIDMC practices, standard precautions, and those requirements set forth by the Occupational Safety and Health Administration (OSHA) *Personal Protective Equipment Standard* (29 CFR 1910.132) and ANSI Standard (Z87.1- 2010). The employee is required to properly wear or use his/her PPE as mandated by this policy. Non-compliance in the proper use and care of the equipment will subject the employee to progressive disciplinary action. All PPE shall be properly worn and used as a condition of employment.

Additional BIDMC links to references, PPE and safe work practices can be found in the following:

- [BIDMC Chemical Hygiene Plan](#)
- [BIDMC Biosafety Manual](#)
- Safety Data Sheets (SDS) - [BIDMC MSDS On-Line Reference](#)
- **Infectious Exposure** – refer to [BIDMC Infection Control Manual](#)
- **Radioactive Materials Exposure** – refer to [BIDMC Radiation Manual](#)
- **Respiratory Protection** – refer to [Respiratory Protection & Fit Test Program \(EC-12\)](#)
- **Electrical Safety**- refer to [Lock Out/Tag Out Program \(EC-60\)](#)
- **Asbestos Management** – refer to [Asbestos Management Program \(EC-66\)](#)
- **Contractor Safety** – refer to [Contractor Policy \(EC-26\)](#)

- **Confined Space** – refer to [Confined Space Program \(EC-72\)](#)
- **Fall Protection** – refer to [Elevated Work Area Fall Hazard Protection \(EC-58\)](#)
- **Laser Safety** – refer to [Laser Safety Program \(EC-29\)](#)
- **Eye Wash** – refer to [Emergency Eye Wash and Deluge Showers \(EC-73\)](#)
- **Research Laboratory PPE** - refer to [BIDMC Policy Manual Research Safety Section \(RS\)](#)

Definitions:

- **Personal Protective Equipment:** Equipment or clothing designed to prevent or reduce injury.
- **Work Place Hazard:** A danger in the workplace capable of causing injury.

Responsibilities:

1. **Environmental Health and Safety (EH&S) Department:** The EH&S Department will consult with Department Heads to determine when the use of personal protective equipment (PPE) is needed and which type of PPE is appropriate.
2. **Department Heads, Managers, Principal Investigators, and Supervisors:** Department Heads, Managers, Principal Investigators, and/or Supervisors will ensure that the criteria contained in this section are complied with as appropriate whenever personnel within their supervisory jurisdiction use PPE for protection against workplace hazards. Department Heads, Managers, Principal Investigators, and Supervisors or their designee will be responsible for managing and coordinating the department's training, use, and maintenance of PPE. Their responsibilities include providing feedback regarding the BIDMC Personal Protective Equipment Program to the EH&S Department and evaluating each job function to identify all physical or environmental hazards (See "Hazard Control Program Components" section).
3. **All Employees/Students/Medical Staff:** PPE alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound standard operating procedures.

A. Required Use

All are required to properly wear or use the PPE issued by the Supervisor. Non-compliance in the proper use and care of this equipment will subject the employee to progressive disciplinary action. All PPE issued to employees shall be worn or used as a condition of employment.

B. Maintenance & Cleaning

It is the individual's responsibility to ensure that their non-disposable PPE is clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned and maintained at regular intervals as instructed by the supervisor.

C. Disposal & Decontamination

All disposable PPE (e.g. single use gloves, masks, fluid shields, gowns, protective outerwear) must be disposed of in the appropriate receptacle and are never to be reused. Wearing of PPE outside of the immediate work area is prohibited (e.g. public corridors, food areas and restrooms). It is also important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of prior to leaving the workplace in a manner that protects employees from exposure to hazards.

- Chemical and/or Biological Contaminant – Refer to Environmental Health & Safety Department for disposal instructions.
- Infectious Contaminant – Refer to Infection Control Manual for disposal instructions.

D. Training Requirements

Each person is responsible for attending all required formal and in-service training classes for which they are scheduled.

Procedure(s) for Implementation:

Hazard Control Program Components

1. Hazard Assessment & Control:

Hazard assessment procedures shall be used to assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of PPE. Hazard assessments of the process and or procedures of the job, duty or task shall be conducted prior to the assignment of the duty to the employee.

Hierarchy of controls standards emphasizes that elimination/substitution, engineering, work practice and administrative controls should be implemented first followed by PPE as the last resort. Therefore, PPE devices alone should not be relied on to provide protection against hazards. The following are methods of hazard control:

A. Elimination/Substitution

The most effective and desirable method to prevent an injury is to physically eliminate the hazard from the situation. If eliminating the hazard is not feasible, substituting for a less hazardous material or process should be considered.

B. Engineering Controls

Engineering controls use available technology and devices to remove or isolate hazards from the workplace. Whenever possible engineering controls should be used to eliminate or to reduce the risk of exposure.

BIDMC uses controls such as: local exhaust ventilation (chemical hoods), isolation or enclosure equipment (biological safety cabinets), flammable liquid

storage cabinets, machine guards, shields and barricades, mechanical handling devices (pipetting devices, tongs), needle safety devices, sharps disposal containers.

C. Work Practices & Administrative Controls

Work practice controls are alterations in the manner in which a task is performed in an effort to reduce the likelihood of injury or exposure. Administrative controls, defined as changes in the work schedule or operations that reduce exposure. Some suggested work practices or administrative controls are:

- Establish and document standard operating procedures
- Proper Signage
- Training and education
- Effective housekeeping - maintaining cleanliness and order in the workplace, proper waste disposal, providing adequate washing and eating facilities, effective decontamination procedures

C. Personal Protective Equipment (PPE)

Personal protective equipment is a last resort and is not intended to take the place of effective engineering, administrative, and work practice controls. It includes eye and face protection, gloves, respirators, protective outerwear, footwear, and headgear.

2. **Selection Guidelines:** Once the hazards have been identified, proper PPE must be selected based on the degree of hazard and the nature of the task. The EH&S Department will assist in evaluating the degree of the hazard and determine if it can be controlled through engineering or changing work practices. If the hazard cannot be eliminated through these controls, the EH&S Department will recommend appropriate personal protective equipment (PPE).

3. Types of Personal Protective Equipment (PPE):

A. Respiratory Protection: Respirator use requires medical clearance, training and a fit test. For specific information on respiratory protection, refer to [Respiratory Protection and Fit Test Program EC-12](#). **The use of a surgical mask for protection against potential TB exposure is prohibited since a simple mask does not protect against exposure to infectious agents such as TB. Please consult with your supervisor, Infection Control and/or EH&S on determination of appropriate respiratory protection.**

B. Eye and Face Protection: All eye and face protection should meet the requirements of the OSHA and ANSI Standards. The following are PPE commonly used at the Medical Center:

- **Safety Glasses (with side shield):** provide protection from front and side entry impact hazards. Safety glasses are typically used during work activities which may generate or flying particles. Safety glasses do not

protect against fluid exposure. *Note: personal glasses with side shields are not safety glasses. Safety glasses are made of specialized materials to reduce impact hazards.*

- **Goggles:** specifically designed for different types of hazards, including potential splash of chemicals and bodily fluids. Goggles with indirect venting provide splash protection as well as impact protection. Non-vented goggles provide protection from fumes, vapors, and fine suspended dust in addition to protection from splash and impact hazards.
- **Face Shields:** offer protection to the entire face and will provide protection from flying particle impact and splashes.
- **Face Shields and Goggles:** Face shield must be worn over goggles when working with caustic materials to prevent contact of the liquid to the skin and eyes.

C. Hand Protection: Gloves are often relied upon to prevent cuts, abrasions, burns and skin contact with chemicals, bloodborne pathogens, and extreme heat and cold. The work activities of the glove user should be evaluated to determine the degree of dexterity required, the type of chemical being used, the duration, frequency, and degree of exposure of the hazard the physical stresses that will be applied. There is no evidence that one type of glove can provide protection against all potential hand hazards. Therefore, it is important to select the most appropriate glove for each application.

D. Skin and Clothing Protection: To provide protection to your skin and clothing, protective gowns and jumpsuits are used. These can be either disposable or reusable. These are used when there is a chance of contaminating your skin or clothing by liquid splashing or spraying.

E. Head Protection: Head protection, including hard hats and helmets, is designed to provide protection from impact falling objects. Certain classes of hard hats also provide minimal protection from electric shock and burn.

F. Foot Protection: Employees who face possible foot or leg injuries from falling or rolling objects or from crushing or penetrating materials should wear protective footwear. Also, employees whose work involves exposure to hot substances or corrosive or poisonous materials must have protective gear to cover exposed body parts, including legs and feet. If an employee's feet may be exposed to electrical hazards, non-conductive footwear should be worn. On the other hand, workplace exposure to static electricity may necessitate the use of conductive footwear. In addition, when there is a chemical or biological splash hazard present, employees must wear close-toed shoes.

4. Training Requirements

Training will be provided prior to the employee working in an area requiring the

use of PPE. Employees who wear PPE shall be trained in the following:

- When PPE is necessary
- Which PPE is necessary
- How to properly don, doff, adjust and wear their PPE
- The limitations of the PPE
- The proper care, useful life, decontamination and maintenance of PPE
- The proper disposal of the PPE

5. Additional Training Requirements

Additional training is needed when:

- Changes in the employee's job duties require different PPE.
- A change in the style or type of PPE used renders the previous training obsolete.
- An event has occurred which indicates the affected employee has not retained the training on the proper use of the PPE.
- The employee is observed incorrectly using the assigned PPE.
- Indications exist that an employee lacks retention or understanding of previous training.

6. Record Keeping

All PPE training records are retained at BIDMC through various methods (i.e. MyPath, EH&S and at department level).

Vice President Sponsor: Walter Armstrong, Sr. VP Facilities and Engineering

Approved By:

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| <input checked="" type="checkbox"/> | Medical Executive Committee: 4/19/17 | Jonathan Kruskal, MD
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Reference: [Training, Tutorial and Screening Webpage](#) ; [MyPATH System](#)