

Facilities & Services Policies, Procedures, and Guidelines

**Purpose:** The purpose of the Personal Protective Equipment (PPE) Policy is to provide information to help protect F&S employees from exposure to workplace hazards and the risk of injury.

**Owner:** Safety & Compliance

**Policy:** When engineering controls are not feasible to remove workplace hazards, F&S employees must wear personal protective equipment appropriate to the job or task being performed. foreman/supervisors must ensure that a task requiring PPE beyond Minimum Basic Attire and safety glasses have an associated written hazard assessment and certification of PPE selection (Job Hazard Assessment) before beginning the task. If questions exist regarding the appropriate type of PPE needed, consult an appropriate PPE vendor or the Occupational Safety and Health (OSH) department.

**Minimum Basic Attire:** For any jobsite where employees are likely to be exposed to physical or chemical hazards, including work in PPSB shops and campus auxiliary shops, a shirt with sleeves, long pants, safety glasses meeting the criteria listed below, and closed-toe, leather or leather-substitute work shoes or boots shall be worn.

Additional PPE may be required depending on hazards associated with a specific job or construction site, such as:

1. **Eye and Face protection** marked with ANSI Z87.1 to protect from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
  - a. Safety glasses must have non-detachable side shields or a wraparound design to increase angular impact protection.
  - b. Safety glasses must be worn underneath face shields.
2. **Hard hats** marked with ANSI Z89.1 to protect from falling objects and reduce electrical shock hazards when near exposed electrical conductors that could contact the head.
3. **High-visibility apparel** marked with ANSI/ISEA 107 to help distinguish workers from their surrounding environment. ANSI Class 3 high-visibility apparel is recommended for all work tasks requiring high-visibility apparel. Minimum high-visibility apparel requirements are:
  - a. Class 2 when working in and around vehicular traffic and construction equipment.
  - b. Class 3 when working at night, near traffic above 50 mph, and other situations as determined by a written hazard assessment and certification of PPE selection.
4. **Hearing protection** in areas where noise levels exceed 85 decibels (dB). Hearing protectors must provide a noise reduction rating (NRR) sufficient to reduce noise exposures to less than 85dB.
5. **Hard-toed safety shoes** labeled with ANSI Z41 or ASTM F-2412 and 2413 to protect against falling or rolling objects. When there is a hazard of objects piercing the sole of the shoe, steel shanks integral to the safety shoe or puncture-resistant insoles must be utilized.

Hard hats, high-visibility vests, and hearing protection are available at the F&S Tool Room in PPSB. Non-prescription safety glasses are available at Central Stores.

**Construction Contractors:** All construction or maintenance sites where public access is restricted require a hard hat, safety glasses, and closed-toe, leather or leather-substitute work shoes or boots to be worn.

Where a worksite is controlled by contractors, the jobsite coordinating contractor may specify extra PPE in addition to the Minimum Basic Attire specified by this policy. F&S employees are required to abide by all extra protective measures specified by the coordinating contractor. F&S employees may not use a level of protection lower than that specified by this policy.

**Violations and Responsibility:** Management is responsible for informing and reminding employees of their responsibilities in complying with this policy. Employees who violate this policy may be subject to disciplinary actions, up to and including discharge.

Additional requirements may be found in the campus [Personal Protective Equipment Program](#) document and the campus [Hearing Conservation Program](#) document maintained by Safety and Compliance.

**Contact:** Safety & Compliance [safetyandcompliance@illinois.edu](mailto:safetyandcompliance@illinois.edu), 217-265-9828.