STANDARD OPERATING PROCEDURE
FACILITIES AND PROPERTY MANAGEMENT
CAPITAL PROJECTS AND CONSTRUCTION

Effective Date:               July 1, 2012
UPDATED:                     June 1, 2014
Name of Procedure:           Personal Protective Equipment (PPE)
Purpose:                     Ensure the safety of staff in affected departments

Procedure:
Facilities and Property Management (FPM) and Capital Projects and Construction (CPC) employees face numerous and varied hazards on the job. Environmental Health and Safety (EHS) has conducted a workplace hazard assessment to identify these hazards and the Personal Protective Equipment (PPE) needed to protect FPM and CPC personnel according to OR-OSHA PPE standards and industrial and professional standards.

FPM and CPC shall provide PPE according to the PPE Summary Table for the hazardous tasks, conditions, equipment and materials that FPM and CPC personnel encounter. Additional hazards may be present on campus; staff should consult with their supervisors and EHS when a new hazard is identified or when there are questions about what PPE is required for a specific task.

The most commonly affected work groups and trades are listed on the attached PPE Summary Table. However, all FPM and CPC personnel who encounter potential hazards in the course of their work (e.g., project managers, supervisors, etc…) must wear appropriate PPE. All FPM and CPC personnel will be provided appropriate PPE according to the PPE Summary Table, regardless of whether their trade or work group is listed.

Employees are responsible for wearing appropriate PPE for the hazards associated with their work. Supervisors and EHS are responsible for ensuring employees are trained to select and use required PPE. Questions regarding when PPE should be provided or used should be clarified with the supervisor and with EHS. Specialty PPE not included on the PPE Summary will be provided by FPM and CPC with the approval of the supervisor and EHS.

PPE that is damaged and no longer protects against the hazard for which it was designed should be discarded and replaced. PPE Summary Table limits on the
number or cost of PPE to be provided do not apply when PPE has been damaged and no longer provides required protection.

All PPE provided by FPM and CPC are the property of Portland State University. All items that are issued by FPM are only for use by employees for work-related purposes. They are not to be sold or transferred to third parties. Upon the end of the PPE life-cycle or employment termination, all items must be returned to a FPM and CPC supervisor.

In addition to FPM and CPC, this procedure also applies to the Material Management Services and Environmental Health and Safety departments. Affected department names are subject to change, however these procedures still apply.

END OF PROCEDURE