

University of Louisiana at Monroe (ULM)  
Equipment Management Program

Personal Protective Equipment (PPE) Policies and Procedures

Updated January 29, 2013

---

The University of Louisiana at Monroe (ULM) is committed to providing a safe environment for all students, faculty, staff, and visitors. The University Physical Plant Department provides custodial, maintenance, grounds keeping, and operational services for the entire ULM campus. The Physical Plant Department employees are responsible for the overall equipment management program for the University. This equipment management program ensures that all major equipment serving the University is maintained, inspected, tested, and serviced regularly to ensure that it is in safe operating condition. Examples of the equipment included in this program include but are not limited to: elevators, boilers, chillers, generators, electrical transformers, electrical switchgear, and other associated equipment.

Most of the equipment included in the equipment management program can present some serious hazards to employees involved in the preventative maintenance, servicing, inspection, and / or testing of this equipment. For several tasks involved in the equipment management program, employees will need to use personal protective equipment. All personnel involved in the equipment management program should note that personal protective equipment is the “last line of defense”. All hazards should be as isolated as possible by following safe work practices, safety policies such as Lock Out / Tag Out, etc.

The following general procedures shall be followed concerning personal protective equipment (PPE):

1. Personal Protective Equipment shall be used in accordance with all rules and guidelines from the Occupational Safety and Health Administration (OSHA). The University will conduct a hazard assessment of work tasks to identify the personal protective equipment required.
2. Procurement of Personal Protective Equipment (PPE) – Employees are not responsible for supplying their own personal protective equipment. The University will procure and supply employees with all necessary personal protective equipment. The employee’s supervisor is responsible for following normal University procurement policies to obtain necessary personal protective equipment.
3. Use of Personal Protective Equipment (PPE) – Supervisors will inform and provide on the job training to employees to let them know when personal protective equipment is required. The supervisor shall train employees through on the job training on what

specific personal protective equipment is required for each work task. When using personal protective equipment the following procedures should be followed:

- a. Prior to Use - Inspect the personal protective equipment – make sure that the PPE you are using is in good condition. Make sure that it is the right size and fits you appropriately.

