



## Personal Protective Equipment

Protective equipment shall be provided and used as required, and shall be maintained in a sanitary and reliable condition. Each Department shall specify and provide employees with personal protective equipment as required to safely perform their assigned tasks. Each Department is also responsible for training employees in the proper use of any of the provided equipment. Specific requirements and related standards are found in OSHA 29CFR 1910.132-140. For more information and the official University of Arizona documentation on this subject, please go to <https://risk.arizona.edu/occupational-safety/industrial-hygiene/personal-protective-equipment>.

While Steward Observatory is committed to minimizing hazards as much as possible at the source, this step is not always feasible. Use of personal protective equipment (PPE) completes other measures Steward Observatory takes to create a safe work environment for all.

Engineering and administrative controls are the installation of equipment, other physical facilities, procedures and work practices designed to minimize or eliminate the potential for an adverse exposure to hazards. Whenever engineering controls are not available or in conjunction with administrative controls are not fully capable of individual protection, the employee must wear protective clothing or personal protective equipment (PPE).

Steward Observatory supervisors are responsible for continuously assessing their workplace to determine if hazards are present or are likely to be present, which would necessitate the use of PPE. Steward Observatory does not expect total reliance on PPE to protect against hazards, but rather to use PPE along with sound manufacturing practices, guards, engineering and administrative controls.

## Eye Protection

A variety of safety equipment is available to keep every employee safe and injury free. Steward Observatory provides basic plan safety eyewear to all who need them. In addition, Steward Observatory will pay up to \$100.00 per year toward the purchase of prescription safety eyewear that meet the ANSI standards and are approved as required by your supervisor. If you are approved for prescription safety eyewear, you are expected to wear the equipment while at work and strongly encouraged to wear it while away from work. The safety devices and procedures listed below are all ways to ensure eye protection and continued eye health. Protective eye and face equipment must comply with ANSI guidelines and be marked directly on the piece of equipment (e.g. eyewear frames and lenses).

- Be sure equipment guards are in place on plant machinery and they are used with additional eye protection
- Know the location and operation of emergency eyewashes and showers



- Inspect eyewashes frequently to make sure they work effectively, and the water is potable. Please refer to the ANSI / ISEA Z358.1 Compliance for proper maintenance and installation at <https://www.eyewashdirect.com/ansi-eyewash-z358-eyewash-standard-guide>
- Streetwear eyewear are not designed to be safety eyewear and should never be used as such
- Face shields should not be used alone. Always use other eye protection such as goggles or safety eyewear with face shields
- Safety equipment should be maintained in good condition and replaced when defective
- Have your eyes tested regularly? If you need corrective lenses, get them and use them

## Hand Protection

Keep these points in mind to protect your hands as you work:

- Gloves should fit properly and be maintained in the same careful way as other safety equipment
- Know the symptoms of carpal tunnel syndrome and seek medical attention immediately if you suspect you may have this condition
- In the event of a hand injury, know proper first-aid procedures. Offer only the help you are trained to provide
- Proper protective gloves must be worn when working with acids or other chemicals which may be injurious to the skin

## Hard Hats

Hard hats must be worn at all times by all persons, including visitors and employees, in all work areas that represent potential situations resulting in head injury. This includes indoor and outdoor construction areas, all areas where there are employees working above you, and during crane lifts and other overhead operations.



## Protective Footwear

All employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling, rolling objects, or objects piercing the sole, and where employee's feet are exposed to electrical or chemical hazards. This policy incorporates the requirements of the OSHA Regulations 1910.136, "Occupational Foot Protection" and ANSI Z41-1991, "American National Standard for Personal Protection-Protective Footwear."

It is the responsibility of Steward Observatory Management to perform a job hazard analysis to determine the need for foot protection. The Observatory will provide up to \$75.00 per year reimbursement to be applied toward the purchase of protective footwear that meets the ANSI Standard Z41-1991. It is the responsibility of the employee to wear the protective footwear at all times when working in the designated areas. Employees are encouraged to wear the protective footwear at home and away from work if in hazardous areas.

For more information and the official University of Arizona documentation on this subject, please go to:

<https://risk.arizona.edu/occupational-safety/industrial-hygiene/personal-protective-equipment>

To obtain Personal Protection Footwear, you must first obtain written authorization from your supervisor using the approved "Safety Footwear Purchase Authorization" form, which can be found in Section IV, page 12 of this manual or the online safety forms section. After you have completed the form and have your supervisor's signature on the form, you may then purchase the footwear and provide the approved form and original receipt to the Safety Officer who will arrange for reimbursement.

To obtain Prescription Safety Eyewear, you must first obtain written authorization from your supervisor using the approved "Safety Eyewear Purchase Authorization" form, which can be found in Section IV, page 12 of this manual or the online safety forms section. After you have completed the form and have your supervisor's signature on the form, you may then purchase the eyewear.

Go to the University web site shown above and click on the link "Prescription Safety Eyewear Program". You will be required to provide your Net Id and password. From there, follow the instructions at the site to obtain the eyewear. When you receive the eyewear, provide the approved form and invoice to the Safety Officer who will arrange for reimbursement.