

# SYSTEMWIDE POLICY

## Personal Protective Equipment - MIOSHA

**This Policy is Applicable to the following Corewell Health sites:**

**SYSTEMWIDE**

Beaumont Pharmacy Solutions, Beaumont Post Acute Care, Continuing Care (CHW), Corewell Health Beaumont Grosse Pointe Hospital, Corewell Health Beaumont Troy Hospital, Corewell Health Big Rapids Hospital, Corewell Health Dearborn Hospital, Corewell Health Farmington Hills Hospital, Corewell Health Gerber Hospital, Corewell Health Grand Rapids Hospitals (Blodgett Hospital, Butterworth Hospital, Helen DeVos Children's Hospital), Corewell Health Greenville Hospital, Corewell Health Ludington Hospital, Corewell Health Medical Group East, Corewell Health Medical Group West, Corewell Health Pennock Hospital, Corewell Health Reed City Hospital, Corewell Health South (Niles, St. Joseph, and Watervliet Hospitals; Corewell Health Medical Group South; Applicable Corewell Health South Regional Sites), Corewell Health Taylor Hospital, Corewell Health Trenton Hospital, Corewell Health Wayne Hospital, Corewell Health William Beaumont University Hospital (Royal Oak), Corewell Health Zeeland Hospital, Corporate (Corewell Health East), Corporate (Corewell Health West, South and Priority Health), Outpatient/Physician Practices (CHW), Priority Health

<b>Applicability Limited to:</b>	N/A
<b>Reference #:</b>	29141
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<b>Functional Area:</b>	Corporate Safety
<b>Department Area:</b>	Corporate Safety

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### 1. Purpose

To protect employees from exposure to workplace hazards and the risk of injury through the use of Personal Protective Equipment (PPE).

### 2. Policy

- A. For policies related to Infection Prevention associated with infectious disease, pathogen exposures, etc. – refer to Bloodborne Pathogen Exposure Control Plan, Isolation Practices, Infection Prevention Guidance in the Setting of Ongoing COVID 19 Transmission, or other relevant Infection Prevention policies as appropriate.
- B. Corewell Health requires that all employees use appropriate PPE (including eye, face, foot, hand and head protection) as required by the job's hazard assessment and complete training in the usage, maintenance and the applicability of personal protective equipment.
- C. The PPE Program is established in accordance with OSHA 29 CFR part 1910 Occupational Safety and Health Standards, 29 CFR 1910.132 (general requirements), 1910.133 (eye and face protection), 1910.134 (respiratory protection, 1910.135 (head protection), 1910.136 (foot protection) and 1910.138 (hand protection) as published in the Federal Register, and MIOSHA General Industry Health and Safety Standards, Part

433 Personal Protective Equipment, Part Respiratory Protection to protect employees from the risk of injury by creating a barrier against work place hazards.

- D. PPE is not a substitute for good engineering or administrative controls or good work practices but should be used in conjunction with these controls to ensure the safety and health of employees.

### **3. Procedure**

#### **A. Guidelines**

##### **1. Responsibilities**

- a. Department managers/supervisors have the primary responsibility for implementation of the PPE Program in their departments. This involves:

- I. Identifying and evaluating hazards in their department.
- II. Providing appropriate PPE to employees
- III. Ensuring that employees can demonstrate an understanding of the training specified and the ability to use, care and cleaning of the equipment properly before being allowed to perform work requiring the use of PPE.
- IV. Maintaining records on PPE Hazard Assessment Certification Form (see attached).
- V. Maintaining records of PPE assignments and training
- VI. Notify the appropriate Hospital Safety Officer (HSO) or designee when new hazards are introduced or when processes are added or changed. Managers ensure compliance with established safety practices via ongoing monitoring of such practices.

- a. Managers are responsible for monitoring compliance with PPE practices, including documentation of corrective action taken to improve practice.
- b. Hazard Surveillance Rounds includes monitoring PPE management in addition to other safety compliance issues

- b. Employees using PPE are responsible for following PPE Program requirements:

- I. Wearing PPE as required.
- II. Attending required training sessions.
- III. Caring for cleaning, and maintaining PPE as required per manufacturer recommendations / guidelines.
- IV. Notifying manager / supervisor of any changes in the environment that would require a change in PPE.
- V. Contacting the manager / supervisor if there are any questions as to the appropriate PPE that is to be used.
- VI. Informing the department manager / supervisor of the need to repair or replace PPE.
- VII. Damaged or defective equipment must be removed from use immediately.
  - Note: failure to comply may result in disciplinary action.
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- c. Corporate Safety functions as a resource to employees. This involves:
  - i. Assisting with hazard assessments, selection of proper equipment and training as needed.
  - ii. Providing regulatory updates.
  - iii. HSO may assist.
- d. PPE Guidelines
  - I. The following sections provide some general guidelines and specific information on different categories of PPE that are or might be used by an employee.
  - II. Employees should read and review the sections that address the PPE they will be using
  - III. Employees will obtain required department specific information from their department manager/supervisor.
  - IV. Due to the varying features of PPE, employees should always follow the specific manufacturers' instructions for the equipment in conjunction with department policy to provide the best protection available.
  - V. Questions regarding PPE should be directed to the department manager/supervisor or to the Corporate Safety Department or Employee Health and Safety
- e. Compliance with PPE Policy
  - I. The primary concern of the PPE Policy is the safety and wellbeing of employees. Employees are expected to be aware of their own safety required for an employee's duties or task, that employee will utilize that equipment at all times while performing those duties.
  - II. The use of PPE is not an option, but a condition of employment.
  - III. It is the responsibility of department manager / supervisors to ensure that employees use required PPE.
    - a. Department manager/supervisors shall conduct ongoing surveillance of compliance with appropriate use of PPE.
    - b. Noncompliance shall be documented along with corrective action taken to improve compliance (e.g., training, counseling).
    - c. Corrective action for failure to comply with the policy will be in accordance with hospital personnel policies, which can include action up to and including termination of employment

## 2. Program elements

- a. PPE Hazard Assessment – Corporate Safety in conjunction with Employee Health and Safety, department manager/supervisors will conduct a survey of affected work areas to identify sources of hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling and light radiation.
  - i. It is necessary to consider certain general guidelines for assessing the eyes, face, head, hands, feet and body hazard situations that exist in an occupational or educational operation or process, and to match the protective devices to

the particular hazard. It should be the responsibility of the department manager/supervisor to exercise common sense and appropriate expertise to accomplish these tasks. This assessment includes:

- a. A walk-through survey to identify sources and exposures to hazards, including impact, penetration, compression, chemical, heat, dust, electrical sources and light radiation.
    - b. Documentation of the survey on the PPE Hazard Assessment Certification Form (see attached) which identifies the workplace surveyed, the person carrying out the survey, findings and date of the survey.
  - ii. Once the initial PPE Hazard Assessment has been completed, the department manager/supervisor shall:
    - a. Purchase and issue the appropriate PPE.
    - b. Ensure employee is trained per the requirements of this policy per section 2D.
    - c. Ensure defective or damaged equipment is not used.
    - d. Ensure required PPE is used by employees.
- b. Protective Equipment Selection – In addition to the PPE Hazard Assessment, Safety Data Sheets (SDS) identify specific PPE needed when appropriate. Some situations may require additional risk assessments to determine definitive PPE requirements.
  - i. Eye and Face Protection
    - a. Suitable protectors shall be used when employees are exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
    - b. Side protectors shall be used when there is a hazard from flying objects.
    - c. For employees who wear prescription lenses, eye protectors shall either incorporate the prescription in the design or fit properly over the prescription lenses.
    - d. Protectors shall be marked to identify the manufacturer.
    - e. Equipment fitted with appropriate filter lenses shall be used to protect against light radiation.
    - f. Eye and face protectors shall meet all provisions contained in the American National Standards Institute Standard (ANSI Z 87.1-2009).
    - g. Chemical goggles shall be worn when using chemicals of a pH less than (<) 4 or greater than (>) 9.

ii. Head Protection

- a. Protective hats shall be worn when hazards from falling or fixed objects or electrical shock are present.
- b. Protective hats shall meet all provisions contained in the American National Standards Institute (ANSI) standards (ANSI Z89-1-2009).

iii. Foot Protection

- a. Safety shoes shall be worn when falling or rolling objects, punctures, cuts or electrical hazards are present.
- b. Safety shoes shall meet all provisions contained in the American Society for Testing and Materials (ASTM) standard ASTM F 2412-05 and ASTM F 2413-05.

iv. Hand Protection

- a. Suitable gloves shall be worn when hands are exposed to hazards, such as those from any of the following:
  - i. chemicals
  - ii. blood
  - iii. body fluids
  - iv. cuts
  - v. lacerations
  - vi. abrasions
  - vii. punctures
  - viii. burns
  - ix. harmful temperature
- b. Glove selection shall be based on performance characteristics, conditions, duration of use and hazards present.

TYPE OF GLOVE	PROTECTANT AGAINST
Rubber	Acids, bases, caustics, solvents, diluted-water solutions of chemicals, alcohol; high resistance to cuts
Cotton and fabric gloves	keep hands clean and protect against abrasions
Coated Fabric	Puncture and cut resistance, increased protection from the alkalinity of concrete items such as bricks, and improved chemical and liquid resistance when compared to a standard fabric depending on the coating applied
Leather	Offers a good grip, resists sparks, and protects against sharp or abrasive surfaces. This protection even continues when the glove is exposed to moderate levels of heat, such as the heat from welding or friction
Cuffed	Liquids trickling down into glove
Heat resistant	Heat and flames
Powder free	Skin problems in workers with allergies
Insulated	Electrical charges or Cryogenic hazards
Lead lined	Radiation
Metal mesh	High resistance to cuts and scratches
<b>Special Materials for Gloves</b>	
Nitrile	Oils, many solvents, esters, grease and animal fat; high resistance to cuts and abrasions
Neoprene	Broad range of chemicals, mild, acids, caustics and solvents; less resistant to cuts, punctures and abrasions than nitrile
Polyvinyl chloride(PVC)	Acids, caustics, alkalis, bases and alcohol; good abrasion resistance
Polyvinyl alcohol	Aromatics, chlorinated solvents, esters and most ketones; resists cuts, punctures and abrasions
Ethylene vinyl alcohol	Highly resistant to chemicals and hazardous materials; little resistance to cut and tears (usually worn as a liner under PVC or nitrile gloves)
Butyl	Acetone and dimethylformamide; not useful against cuts, punctures and abrasions
Vitron	Benzene, methylene chloride and carbon disulfide; little resistance to cuts, punctures and abrasions

Entities will reference associated Documentation contained within this document as applicable  
 Printouts of this document may be out of date and should be considered uncontrolled.

- v. Protective Clothing
  - a. Protective clothing shall be worn when hazards from heat, splashes of hot metals, hot liquids, caustic chemicals, blood and/or bodily fluids, impacts, cuts, acids, and radiation are present.
  - b. Clothing should be inspected to ensure proper fit and function for continued protection.
  - c. It is important to refer to manufacturers' selection guides for the effectiveness of specific materials against specific chemicals.
  - d. If a lab coat is to be worn, it is to button to the neckline.
- vi. Respiratory Protection - If exposures to respiratory hazards are identified through the PPE Hazard Assessment, then respiratory equipment must be worn. Refer to the Respiratory Protection Program.
- vii. Ear Protection
  - a. Ear protection must be worn before exposure to noise reaches hazardous levels of greater than 85 decibels (db), over an eight-hour time-weighted average (TWA). MIOSHA Part 380 Occupational Noise Exposure in General Industry.
  - b. Selection for ear protection shall meet the standards set by MIOSHA Part 380.
- c. Cleaning and Sanitizing – PPE shall be capable of being cleaned and sanitized (or otherwise disposed of).
  - i. PPE shall not be shared between employees until it has been properly cleaned and disinfected.
- d. Training - Department manager/supervisors are responsible for the orientation and ongoing education of their employees with respect to specific requirements for PPE in their respective areas. They shall provide the following training to each employee who is required to use personal protective equipment:
  - i. Any worker required to wear PPE shall receive training in the proper use and care of PPE. Periodic retraining shall be offered to both the employees and the department manager/supervisors as needed. The training shall include, but not necessarily be limited to the following subjects:
    - a. Why, When and What PPE is necessary to be worn.
    - b. Where PPE is located.
    - c. How to properly put on, take off, adjust and wear PPE.
    - d. The limitations of PPE.
    - e. The proper care, maintenance, and disposal of the PPE.

- f. Demonstrate that the employee understands the training material and is able to use PPE properly.
    - ii. After the training, the employees shall demonstrate that they understand the components of the PPE Program and how and when to use PPE properly, or they shall be retrained.
    - iii. Retraining is required when any of the following circumstances exist:
      - a. Changes in the workplace render previous training obsolete.
      - b. Changes in the type of PPE to be used render previous training obsolete.
      - c. Inadequacies in a staff knowledge or use of assigned PPE which indicate he/she has not retained the requisite understanding or skill.
  - e. Record keeping - Written records shall be kept of the names of persons trained, the type of training provided, and the dates when training occurs. The department manager/supervisor shall maintain and update the following records for at least three years:
    - I. PPE Hazard Assessment Certification.
    - II. Employee training records.
  - f. The Corporate Safety Department and department manager/supervisors are responsible for the development, implementation and administration of the PPE Program including annual review of PPE Hazard Assessment. This involves:
    - i. Assisting department manager/supervisors in conducting workplace assessments to identify hazards which necessitate the use of PPE.
    - ii. Providing training and technical assistance to department manager / supervisors on the proper use, care, and cleaning of PPE.
    - III. Providing guidance to the department manager / supervisor for the selection and purchase of approved PPE.
    - iv. Review updating and evaluating the overall effectiveness of the PPE Program.
  - g. Periodic Evaluation of PPE Program
    - i. Monitoring and evaluation of the PPE Program shall be included in the hospital-wide hazard surveillance and safety management programs and reported to the Environment of Care Committee for appropriate follow up.
    - ii. Monitoring activities shall include at least the following:
      - a. Efficiency of work practices
      - b. Compliance monitoring
  - a. Periodic Evaluation of PPE Program
    - i. Monitoring and evaluation of the PPE Program shall be included in the hospital-wide hazard surveillance and safety management programs and reported to



the Environment of Care Committee for appropriate follow up.

- ii. Monitoring activities shall include at least the following:
  - a. Efficiency of work practices
  - b. Compliance monitoring

#### **4. Revisions**

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

#### **5. References**

MIOSHA Part 1 General Provisions  
MIOSHA Part 380 Occupational Noise Exposure in General Industry  
MIOSHA Part 433 Personal Protective Equipment  
MIOSHA Part 3451 Respiratory Protection

#### **6. Attachments**



Chemical Resistance  
Gloves Guide.pdf

##### **Chemical Resistant Glove Guide**



PPE Hazard  
Assessment Certificati

##### **PPE Hazard Assessment Certification Form**

#### **7. Policy Development and Approval**

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#### **8. Keywords:**

Not Set