



**TUS**

**Technological University of the Shannon:  
Midlands Midwest**

Ollscoil Teicneolaíochta na Sionainne:  
Lár Tíre Iarthar Láir

[www.tus.ie](http://www.tus.ie)

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## **TUS Midlands Personal Protective Equipment Policy**

### **Introduction**

TUS is committed to providing a safe and healthy place of employment, education and research. In the course of their directed work activities, individuals may encounter a potentially hazardous material, condition or process. Where engineering and administrative controls (e.g., work practices) are not sufficient to fully protect the individual from the hazard/s, the appropriate personal protective equipment (PPE), can protect the individual against one or more of the health and safety hazards.

Any University activity requiring the use of personal Protective Equipment (PPE) shall comply with the requirements of this PPE policy.

### **Purpose**

The purpose of this Policy is intended to put in place requirements, to ensure compliance with the Statutory Regulations; Safety, Health and Welfare at Work (General Application) Regulations 2007, for TUS tasks/activities requiring the use of PPE.

It sets out the requirements for responsibilities, management, assessment, provision, training, use, care and storage of PPE.

### **Scope**

This Policy applies to all TUS Midlands Campus management, staff (including campus companies), students, and visitors where PPE is required based on their job description, duties, assigned task/s, and any other activity where PPE needs are determined by risk assessment. This Policy does not preclude the addition of more stringent PPE requirements for a specific activities or work environment.

### **Controlling Legislation**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 stipulate that personal protective equipment (PPE) must be provided where risks at a place of work cannot be avoided or sufficiently limited by technical means of collective protection or by measures, methods or procedures of work organisation.

## **5.0 GLOSSARY OF POLICY TERMS AND DEFINITIONS**

### **TUS Unit:**

A Generic phrase used in TUS safety documentation to describe any TUS Faculty, Department, Section, or Campus Company who provide assigned functions and/or services on behalf of the TUS. In general, a TUS Unit is made up of management and staff personnel with assigned responsibilities/duties to operate on behalf of TUS.

### **Administrative Control:**

An administrative (work practice) control is a change in the way the activity is conducted or a procedure is performed that reduces the likelihood of exposure to a hazardous material, condition or process. Examples include written safety policies, Safe working/operating procedures, Laboratory /workshop rules, schedules and training which reduce the duration, frequency and severity of exposure to a hazardous material, condition or process.

### **Engineering Control:**

An engineering control is the redesign, replacement or application of equipment to an activity or work environment to reduce or eliminate exposure to a hazardous material, condition or process.

### **Medical Surveillance:**

Medical surveillance is the evaluation of an individual's health in the work environment in relation to his or her potential exposures to hazardous materials, conditions or processes. Medical surveillance also includes an evaluation of the individual's ability to wear required PPE.

### **Personal Protective Equipment (PPE):**

PPE is equipment worn to minimize exposure to a hazardous material, condition or process. Examples of PPE include lab coats, hardhats, safety shoes, gloves, safety glasses, goggles, hearing protectors, respirators, fall and electrical protection devices, and other such devices meant to protect an individual from exposure to a hazardous material, condition or process.

**PPE Hazard Assessment:** A PPE hazard risk assessment is the evaluation of the personal protective equipment requirements for a specific activity or work environment, so that the individual is protected from exposure to a hazardous material, condition or process.

## 5.1 RESPONSIBILITIES

### **Head of Departments/Unit Managers, Directors of Research Institutes, & Campus Company Managers**

These managers are responsible for the safety of staff, students, and visitors who perform activities under their department's management direction.

Their responsibilities include: -

- Ensuring that any PPE assessments for staff, and students, are the result of the associated work activity risk assessment, and recorded in an approved format.
- Ensure their department and staff review and update their risk assessment (particularly with respect to PPE assessments and controls) where new hazardous material, condition or process is introduced into the local work environment.
- Ensure that staff, students and visitors to their department are aware of any hazardous materials, conditions or processes in their local work environment and which require the use of PPE. Ensure that these persons received the appropriate PPE information and training or instruction prior to exposure to those hazards.
- Have departmental processes in place that ensures any PPE required for staff is provided at no cost to the staff.
- Communicate, monitor and enforce minimum PPE standards, as well as the use of PPE specified by risk assessment for the work environment or the directed work activity.

### **Research Supervisors, Senior Technicians Responsibilities:**

Ensure that risk assessments specifying PPE as a control measure are completed for staff and/or students, visitors who come under their direct supervision or control and that the associated documentation is retained to demonstrate compliance with this policy.

### **Duties of TUS Staff, Researchers, Postgraduate Students**

- Follow the administrative controls (e.g., safety procedures) and comply with safety documentation issued by their department/unit and TUS.
- Participate in any TUS safety and PPE training sessions.
- Work with their line manager, supervisor, or Lecturer to determine if changes to PPE are required.
- Wear specified personal attire, as required by TUS and Local Unit Safety documentation and Rules. Care for and use PPE as required.
- Notify immediately their line manager, supervisor or lecturer of any contaminated, worn out, defective, cut or otherwise damaged PPE.

*Note: Students and Post Graduate Research Students are required to fund their own PPE (e.g. Lab Coat). In certain circumstances PPE will be provided by the relevant TUS department (e.g. safety glasses for labs, single use nitrile gloves). Also, where TUS equipment requires the use of specialist PPE, it will be supplied by the relevant department.*

### **Duties of TUS Undergraduate Students**

- Follow the administrative controls (e.g., safety procedures), documentation provided by the Faculty/department and comply with this policy.
- As required, participate in safety and PPE training sessions arranged by the faculty, and/or lecturer.
- Work with your Head of Department, Lecturer and faculty technician, to ascertain necessary PPE requirements for your faculty/departmental tasks/activities.
- Wear specified personal attire, as required by your faculty/department.
- Care for and use PPE as required by the your faculty.
- Notify your Lecturer, and/or your head of department, supervisor or lecturer of any contaminated, worn out, defective, cut or otherwise damaged PPE.

*Note: An undergraduate student enrolled in an educational programme in TUS is required to purchase his or her own PPE. The required PPE will depend on the field of study and assessed hazards associated with the student's educational programme directed tasks and/or activities. Your faculty, or department will advise you on the type of PPE you will require as part of you educational activities.*

### **Campus Health and Safety Office:**

- Develop and update Campus PPE policies, procedures and guidance.
- Require adherence to this Policy.
- Support Faculties, Departments developing and implementing safety management procedures to identify activities, work environments and potential exposures where a PPE hazard assessment is required.
- Support Faculties, departments in making arrangements to complete PPE hazard risk assessments as needed or upon request;
- Provide guidance on the selection and use of PPE and training as necessary.

## 6.0 PPE Hazard Assessment and Selection

Section 8 of the 2005 Act places a duty on employers to supply PPE where risks cannot be eliminated or adequately controlled. Section 13 of the 2005 Act places a duty on employees, having regard to their training and instructions, to make correct use of PPE.

Chapter 3 of Part 2 of the Regulations applies other duties on the employer in respect of selection, assessment, conditions of use and compatibility, maintenance and replacement, information and training regarding PPE provided for employees where risks to safety and health cannot be avoided or sufficiently limited by technical means or collective protection or by measures, methods and procedures of work organisation.

In compliance with these Regulations, Unit management will identify and evaluate potentially hazardous materials, conditions and processes that may require control measures, including the use of PPE.

If an exposure to a hazardous material, condition or process exists and which cannot be avoided or eliminated through administrative or engineering controls, then the relevant TUS Manager /Senior technician/supervisor responsible for such task/activity shall select, provide and make available proper PPE to the exposed individuals.

PPE purchased for use in TUS must comply with the European Communities (Personal Protective Equipment) Regulations 1993 (S.I. No. 272 of 1993), as amended by S.I. No. 13 of 1994, which implements Directive 89/686/EC on the design and manufacture of PPE aimed at removing barriers to trade for PPE products in the free market. Those Regulations require PPE to have the appropriate CE mark.

Documents and tables listed under the heading 'Supplementary Guidance', describe the hazards addressed by each type of PPE, as well as the PPE requirements for common activities. The table below gives examples of different types of PPE and the hazards for which they offer protection:

Body Part	Example of PPE	Example of Hazard
Head	Hard hat	Contact from falling object
Ears	Ear plugs or muffs	Loud noise from machinery
Respiratory system	Respirator	Particles, vapours, gases or allergens
Eyes	Safety Glasses Goggles	Human Blood Biological pathogens Particles fumes affecting the eyes
Face	Face Shield	Impact from flying particulates
Body (torso)	Lab coat Rubber apron Leather apron	Chemical splash Burn from hot particles
Hands	Gloves (chemical –resistant /cut resistant/insulated	Contact with chemicals Cuts from sharps Contact with hot or cold objects animal bites or scratches
Feet	Safety Shoes	Crushing injury

## 7.0 Training Requirements

Certain types of PPE require specialist training on their use, care and limitations. No work on the relevant task should commence until this training has been obtained.

Training sources include TUS approved external training providers, computer-based training courses, in house training instructors, or by local supervisors and lecturers. PPE training should include proper selection, use, care and limitations of PPE.

## **8.0 Medical Surveillance Requirements**

Prior to wearing certain types of PPE, such as respiratory protection, medical surveillance may be required. Please contact the Campus Health and Safety Office for further assistance in relation to such PPE.

## **9.0 Care and Use of PPE**

Individuals who use PPE must properly fit, inspect, use, clean, maintain and store their PPE.

**Fitting:** PPE is available in different sizes (or is adjustable) to accommodate different individuals and uses. Users must choose or adjust their PPE so that it is appropriately sized to provide maximum protection, and to facilitate their ability to safely perform the activity.

**Inspection:** Users must inspect PPE before and after each use, following the manufacturer's instructions. Any PPE that is damaged, worn out, defective or otherwise no longer provides effective protection must be removed from service for repair or replacement.

**Use:** Users must use appropriate PPE whenever it is required. Any PPE found to be worn out, defective, cut or otherwise damaged must be immediately replaced. Immediately discontinue using contaminated PPE. Contaminated uniforms and lab coats must be decontaminated prior to laundering. If contaminated, other re-usable PPE must be decontaminated prior to reuse. Disposable PPE must never be reused.

**Maintenance and Storage:** Users must keep their PPE clean and properly maintained. Cleaning is particularly important for eye and face protection because dirty or fogged lenses can impair vision. After each use, reusable PPE must be cleaned and maintained according to the manufacturers' instructions. Generally, reusable PPE can be cleaned with mild soap/detergent and water after use, and air dried. PPE should be stored away from sources of potential contamination or sharp/heavy objects that could deform or otherwise cause damage.

## **10.0 COMPLIANCE**

When indicated by the work environment, a PPE hazard assessment or other procedure, consistent continuous use of the indicated PPE is required. In many instances, there are requirements/controls on the specific personal attire that is permitted alongside PPE (e.g. Laboratories or Workshops). No activity should be conducted if the required personal attire is not worn, or the required PPE is not available and used. Failure to comply with these requirements are grounds for being refused access to areas requiring PPE and/or specified attire.

TUS line managers and supervisors can contact the TUS Health and Safety Office for support in addressing noncompliance. The TUS Director of Environment, Health and Safety has the authority to take necessary actions to enforce compliance with this Policy and to address unsafe conditions, including stopping an activity or shutting down a workshop/ laboratory or other facility if necessary.

### **Supplementary Guidance**

The TUS Health and Safety Office has prepared a guidance document, Personal Protective Equipment (PPE), Guidance for Faculties, Departments, Research Institutes, and Campus companies. Please contact the Health and Safety office for a copy of this document.