HAZARD ASSESSMENT FOR PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

The purpose of this procedure is to determine, specify and document Drake University’s personal protective equipment (PPE) program. It includes hazard assessment, protective measures and PPE in use.

SCOPE

This procedure applies to all Drake University employees, students, contractors and visitors.

RESPONSIBILITIES

Department Manager

The Department Manager is responsible for ensuring completion and documentation of hazard assessments for personal protective equipment. Departments will review and update the assessments annually and when new hazards are introduced. Documentation of these assessments shall be maintained on file in the department (hard copy or electronically) and Sent to EHS Electronically (ehs@drake.edu).

Supervisor/Lead Person

The Supervisor/Lead Persons are responsible for conducting or leading the hazard assessment. All supervisors and managers are responsible for ensuring employees follow PPE requirements.

Employees

Employees are responsible to assist in conducting the personal protective equipment hazard assessment. All employees who work in designated work areas and/or job assignments are responsible for wearing the prescribed PPE.

DEFINITIONS

Hazard Assessment: A survey of job tasks, work areas and potential hazards to determine the appropriate levels of PPE for these hazards.
**Personal Protective Equipment:** Protective equipment meeting appropriate standards to protect personnel from: eyes and face, head, hearing, respiratory system, hands, body, and feet hazards. Personal fall protection may be included as well.

**Simple PPE:** PPE of a simple design for use that the user can readily identify and continue to use without further instruction. Examples would be cloth or cotton gloves for abrasion protection, use of steel toed shoes, or safety glasses.

**Complex PPE:** Complex PPE is designed to protect against dangers that may seriously and irreversibly harm the health of the user. Examples would be respiratory protection, chemical protective clothing/gloves, or equipment used to prevent falls. PPE of complex design intended to protect against hazards that may seriously and irreversibly harm the health of the user, or have immediate effects that the user cannot identify in sufficient time to protect himself/herself. Examples of Complex PPE include:
- Respiratory devices for protection against solid and liquid aerosols or irritants, dangerous or toxic gases,
- Respiratory protection devices providing full insulation from the atmosphere,
- PPE providing only limited protection against chemical attack or against ionizing radiation,
- PPE to protect against falls from a height,
- PPE against electrical hazards and dangerous voltages.

**The Hierarchy of Control:** The Hierarchy of Controls is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to the hazards.

- **1st Priority**  Elimination of Hazard
- **2nd Priority**  Substitution
- **3rd Priority**  Engineering
- **4th Priority**  Administrative
- **Last Priority**  P.P.E.

**PROCEDURE**

PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards and engineering controls. Hazards shall be abated by following the Hierarchy of Controls using the highest priority available to eliminate or substantially reduce the risks. PPE provides protection against hazards which cannot be easily controlled.

The PPE program covers:
- Purpose
- Hazard assessment
- PPE selection
- Employee training (will discuss simple and complex PPE training requirements)
- Cleaning and maintenance of PPE
- PPE specific information

The purpose of PPE is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace.
Document the hazard assessment (see Appendix 3 for examples of forms) and maintain it on file. Update/review assessments as job tasks and workstations change or at least annually. Use the hazard assessment to review current PPE type.

**Simple and Complex PPE**

PPE of a simple design that assumes the user can himself/herself assess the level of protection provided against the minimal risks of the hazards which, can be safely identified by the user in good time. Examples of Simple PPE include:

- Mechanical action whose effects are superficial (cloth or leather gloves, etc.),
- Cleaning materials of weak action and easily reversible effects (gloves affording protection against diluted detergent solutions, etc.),
- Risks encountered in the handling of hot components which do not expose the user to a temperature exceeding 60 °C/140 °F or to dangerous impacts (gloves, aprons for professional use, etc.),
- Atmospheric agents of a neither exceptional nor extreme nature (hats, seasonal clothing, footwear, etc.),
- Minor impacts and vibrations which do not affect vital areas of the body and whose effects cannot cause irreversible lesions (safety glasses, steel toed shoes, etc.),
- Sunlight (sunglasses).

PPE of complex design intended to protect against dangers that may seriously and irreversibly harm the health of the user, or have immediate effect that the user cannot identify in sufficient time to protect himself/herself. Examples of Complex PPE include:

- Respiratory devices for protection against solid and liquid aerosols or irritants, dangerous or toxic gases,
- Respiratory protection devices providing full insulation from the atmosphere,
- PPE providing only limited protection against chemical attack or against ionizing radiation,
- PPE to protect against falls from a height,
- PPE against electrical hazards and dangerous voltages
**Hazard Assessment**

In order to assess the need for PPE the following steps are taken:

Employees identify job classifications where exposures occur or could occur. The following records shall be examined to identify and rank jobs according to exposure hazards:

- Injury/illness records
- IH Monitoring Data
- First aid logs
- MSDS/SDS’s
- Worker's compensation records
- Site Inspections
- Job safety analyses
- Audits
- Incident analysis
- Other

A walk-through survey of workplace areas is conducted where hazards exist, or may exist, to identify real and potential hazards to employees. The basic hazard categories to consider are as follows:

- Impact
- Heat/Cold
- Penetration
- Harmful dust
- Compression (roll over)
- Light (optical) radiation
- Chemical
- Electrical

The following hazards are to be recorded along with the PPE currently in use (type and purpose):

- Sources of motion; i.e., machinery or processes where any movement of tools, machine elements, or particles could exist. Movement of personnel that could result in collision with stationary objects includes the fork truck and carts.
- High temperatures that could result in burns, eye injury or ignition of protective equipment, etc.
- Chemical exposures including pesticides and treatment chemicals.
- Sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
- Sources of falling objects or potential for falling objects from overhead storage.
- Sources of sharp objects that might pierce the feet or cut the hands or other parts of the body.
- Sources of rolling or pinching objects that could crush the feet such as heavy equipment (forklifts, golf carts).
- Layout of workplace and location of co-workers: lab, studios and office.
- Electrical hazards.
Following the walk through survey, the data and information collected will be used in the assessment to analyze the hazards and enable proper selection of protective equipment.

An estimate of the potential for injuries should be made. Each of the basic hazards is reviewed and a determination made as to the frequency, type, level of risk, and seriousness of potential injury from each of the hazards found. The existence of any situations where multiple exposures occur or could occur are considered.

The hazard assessment form (see Appendix 3 for an example) is documented via a written certification that identifies that the workplace was evaluated, the person certifying that the evaluation was performed and the date of the hazard assessment (see Appendix 4). This documentation supports that a hazard assessment was conducted.

**Selection Guidelines**

Once hazards have been identified and evaluated through a hazard assessment, the general procedure for selecting protective equipment is to:

Select PPE that ensures a level of protection sufficient to protect employees from the hazards.

Fit the user with proper, comfortable, well-fitting PPE and instruct employees on care and use of the PPE. It is very important that the users are aware of all warning labels regarding limitations of the PPE. (See the Employee Training guidelines outlined in the next section of this program for a more detailed description of training procedures.)

Re-assessment of the workplace hazard situation shall be conducted as necessary, to identify and evaluate new equipment and processes, to review accident records, and reevaluate the suitability of previously selected PPE. This re-assessment will take place at least annually and when new equipment, processes or facilities are installed.

Elements which should be considered in the re-assessment include:

- Adequacy of PPE program
- Accidents and illnesses (history/trends)
- Levels of potential or real exposure (this implies appropriate exposure monitoring)
- Adequacy of PPE selection
- Number of person hours that workers wear various protective ensembles
- Adequacy of training/fitting of PPE
- Program costs
- The adequacy of program records
- Recommendation for program improvement and modification
- Coordination with overall safety and health program
- Compliance with PPE use

Once the assessments are completed a general PPE matrix shall be developed for the University. See Appendix 5 for an example.
Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained by the employee to whom it is assigned. Cleaning is particularly important for eye, face and respiratory protection. PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties. If a piece of PPE is in need of repair or replacement it is the responsibility of the employee to bring it to the attention of supervision. It is hazardous to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE that cannot be decontaminated is to be disposed of in a manner that protects employees from exposure to hazards.

PPE Specific Information

Eye and face protection -- Goggles and face shields

All regular full time, part time, and temporary employees working in designated work areas and/or job assignments are required to wear ANSI approved goggles/face shields to help prevent eye and face injuries, including those resulting from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or light radiation, for example. Employees performing welding are required to wear a welding helmet, and employees mixing or applying pesticides are required to wear the PPE listed on the product label. Face shields are to be used whenever using fixed or portable grinders and lathes. Goggles are required when using compressed air for cleaning.

Hand and arm protection – Gloves and sleeves

All personnel will be required to wear arm and hand protection when engaged in any activity where they are handling sharp-edged materials (such as sheet metal, fabricated steel units, etc.), or involved in another activity where there is a potential for common hand/arm injuries such as burns, cuts, etc.

Gloves and arm protection used shall be designed as cut-resistant to offer protection against cuts, scrapes, etc. Appropriate protection shall be used where weather conditions and/or the probability of puncture, cut, or thermal hazards exist.

Other alternatives should also be considered if the manufacturer’s label has proper warnings prohibiting the use of certain tools with the hand and arm protection spelled out above.

Hand protection -- Gloves

All personnel working in designated work areas and/or job assignments are required to wear gloves to help prevent hand injuries, including cuts, burns, chemical exposure, or electrical contact.

Head protection – Bump Caps or Hard hats

All personnel working in or visiting designated work areas and/or job assignments are required to wear ANSI approved hard hats to help prevent head injuries, including those resulting from falling objects, bumping the head against a fixed object, or electrical shock. Bump caps are only allowed in areas that do not pose overhead hazards.
Foot protection – Steel-toed Shoes

All personnel employees working in designated work areas and/or job assignments are required to wear ANSI approved steel-toed shoes to help prevent foot injuries, including those resulting from falling objects.

**TRAINING**

Training will be provided by an instructor, knowledgeable in this procedure and where applicable, regulatory requirements. Training may include and be facilitated by videos, CD ROM, or other training media and aids. A written examination and/or sign off sheet will be part of the training verification (see attached example of an examination, Appendix 2).

Training Frequency:
Training must be conducted initially for Complex PPE. Refresher training in PPE use shall be provided:
- At least every three years for Complex PPE,
- When there is an indication that personnel lack an understanding of proper selection or use of PPE, or if there are changes in the types of PPE to be used which would render previous training obsolete.

Training shall include:
- When and where PPE is necessary
- What PPE is necessary
- How to wear assigned PPE
- Limitations of PPE
- The proper care, maintenance, useful life, and disposal of assigned PPE

Employees must demonstrate an understanding of the training and the ability to use the Simple or Complex PPE properly before they are allowed to perform work requiring the use of the personal protective equipment.

Employees are prohibited from performing work without donning prescribed PPE.

If there is reason to believe an employee does not have the understanding or skill required, the employer must retrain. Circumstances where retraining may be required include changes in the workplace or changes in the types of PPE to be used which would render previous training obsolete.

Departments and EHS will periodically monitor the work place to assess employee adherence to the PPE requirements. Deficiencies shall be corrected as encountered.

**EVALUATION**

Appendix 1 can be used to perform an annual written gap analysis or program evaluation.
# APPENDIX 1

## Checklist for Implementation of the Hazard Assessment
For Personal Protective Equipment

<table>
<thead>
<tr>
<th>GENERAL HAZARD ASSESSMENT SECTION</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>1. Has a hazard assessment for personal protective equipment been conducted, documented &amp; certified?</td>
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<td>2. Was it conducted by an employee team or did employees provide input to the assessment?</td>
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<td>3. Has PPE training been conducted and documented?</td>
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<td>4. Is specified PPE adequate for workplace hazards?</td>
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<tr>
<td>5. Has the University developed a PPE matrix (Appendix 5)?</td>
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<tr>
<td>6. Are PPE requirements adhered to by University employees, students, visitors and contractors?</td>
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## HAND SAFETY SECTION

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<th>Hand Safety Section</th>
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<tr>
<td>7. Has the Department/Area identified the proper type of glove for each job task where gloves are required?</td>
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<td>8. Are gloves readily available and assigned to employees performing job tasks where gloves are required?</td>
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<td>9. Are gloves being stored, cleaned and disposed of properly?</td>
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<td>10. Have visual employee observations been done on tasks that have potential hand hazards associated with them?</td>
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<tr>
<th>Conducted by:</th>
<th>Date:</th>
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<th>Actions Required</th>
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<th>Completion Date</th>
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## APPENDIX 2

### Personal Protective Equipment Examination

1. PPE shall be inspected for its condition:
   - a) monthly
   - b) at the beginning of each shift
   - c) each time it is put on
   - d) when new
   - e) prior to safety audit

2. Since it is the responsibility of the worker to wear PPE, the worker may choose not to wear a particular item of PPE as long as they are willing to assume the risk.  
   - T F

3. Gloves that offer protection from one type of hazard do not necessarily protect against other hazards.  
   - T F

4. Assume that you need to work with a chemical that could splash and burn your eyes and face, the hazard assessment would probably have recommended what form of protection:
   - a) safety glasses
   - b) goggles
   - c) full face shield
   - d) goggles and face shield
   - e) none of the above

5. Items of PPE should be replaced:
   - a) every time you perform a hazardous task
   - b) every 12 months
   - c) when showing signs of wear
   - d) when supervisor distributes new ones
   - e) when process changes

6. Proper PPE selection is based on a hazard assessment for a potentially hazardous job/task.  
   - T F

7. Standard safety shoes protect against rolling or falling hazards and from puncture through the sole of the shoe.  
   - T F

8. PPE covers head, eye, face, hand and foot protection only.  
   - T F

---

Name: ___________________________  Date: ___________________________
Instructor: ___________________________  Score: ___________________________
ANSWERS TO PPE Exam

1. C
2. False
3. True
4. D
5. C
6. True
7. False
8. False
### APPENDIX 3

**Department:** Facility Services  

**SAMPLE**

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**PERSONAL PROTECTIVE EQUIPMENT (PPE) ASSESSMENT**

<table>
<thead>
<tr>
<th>JOB</th>
<th>SOURCE</th>
<th>HAZARD ASSESSMENT</th>
<th>PPE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Repair</td>
<td>Impact, compression</td>
<td>Working around equipment</td>
<td>Hard hat, steel toed shoes</td>
</tr>
<tr>
<td>Welding</td>
<td>Heat, light/radiation</td>
<td>Sparks, optical radiation</td>
<td>Welding gloves and clothing, welding hood shade 12</td>
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<tr>
<td>Cutting</td>
<td>Light/radiation</td>
<td>Optical radiation</td>
<td>Welding goggles shade 5</td>
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<tr>
<td>Painting</td>
<td>Chemical</td>
<td>Exposure to paint and solvent vapors</td>
<td>Half-face cartridge respirator</td>
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<tr>
<td>Solvent cleaning</td>
<td>Chemical, impact</td>
<td>Exposure to solvents, dropping items on foot</td>
<td>Chemical boots, chemical resistant gloves, splash goggles, steel toed shoes</td>
</tr>
<tr>
<td>Grinding</td>
<td>Impact, noise</td>
<td>Flying fragments, objects, etc. loud noises</td>
<td>Face shield, earplugs, safety glasses w/ side shields</td>
</tr>
<tr>
<td>Handling steel</td>
<td>Penetration, impact</td>
<td>Cuts from sharp edges, dropping heavy objects on foot</td>
<td>Leather gloves, steel toed shoes</td>
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<tr>
<td>Drilling</td>
<td>Impact</td>
<td>Flying fragments, objects, etc.</td>
<td>Face shield, steel toed shoes, safety glasses w/ side shields</td>
</tr>
</tbody>
</table>

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Department: _______________________

PERSONAL PROTECTIVE EQUIPMENT (PPE) ASSESSMENT

Affected People: __________________________________________
Conducted by: ____________________________________________
Reviewed by: ____________________________________________
Date: ____________________________________________________
AREA: __________________________________________________

<table>
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<tr>
<th>JOB</th>
<th>SOURCE</th>
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March 2019

Hazard Assessment for Personal Protective Equipment
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<th>JOB</th>
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</table>
CERTIFICATION OF HAZARD ASSESSMENT

“This Is A Certification, Verifying That An Assessment On This Job Task Has Been Conducted In A Professional Manner.”

The Personal Protective Equipment Required Is Adequate For Addressing The Hazards Of This Job Task.”

Job: __________________________________________

Conducted By: ___________________________ Title: _______________________ Date: ______ Revisied: _________

Signature: __________________________

Certified By: ___________________________ Title: _______________________ Date: ______ Revised: _________

Signature: __________________________
APPENDIX 5
Hazard Assessment Form

Area:____________________________ Work Performed:________________________
Assessor:_________________________ Date:______________________________
Certified By:______________________ Date:______________________________

Head Hazards: Tasks include working below others who are using tools or materials that could fall, working on energized electrical equipment, working with chemicals, working under machinery where objects could fall. Circle the appropriate response for each hazard:

- Burn: Yes No Description of hazard:____________________________
- Chemical splash: Yes No
- Electrical shock: Yes No
- Impact: Yes No

Eye and Face Hazard: Tasks that can cause eye hazards include: Working with chemicals, chipping, grinding, sanding, welding and wood working. Circle the appropriate response for each hazard:

- Chemicals: Yes No Description of hazard:____________________________
- Dust: Yes No
- Heat: Yes No
- Impact: Yes No
- Light/Radiation: Yes No

Hand Hazards: Tasks include cutting material, working with chemicals, sharp or hot objects, preventing slivers, etc. Circle the appropriate response for each hazard:

- Burn: Yes No Description of hazard:____________________________
- Chemical Exposure: Yes No
- Cuts/Abrasion: Yes No
- Puncture: Yes No
- Repetitive motion: Yes No

Hearing Hazard: Tasks include working around loud noises such as mowers, blowers, etc. Circle the appropriate response for each hazard:

- Loud Noise: Yes No Description of hazard:____________________________

Foot Hazards: Tasks that can cause foot hazards include carrying or handling materials that could be dropped, walking on surfaces subject to puncture, working with chemicals. Circle the appropriate response for each hazard:

- Compression: Yes No Description of hazard:____________________________
- Chemical Exposure: Yes No
- Impact: Yes No
- Puncture: Yes No

Breathing Hazard: Tasks include chemical handling, paint spray application, grinding, etc. Circle the appropriate response for each hazard:

- Dusts: Yes No Description of hazard:____________________________
- Fumes: Yes No
- Mists: Yes No
- Sprays: Yes No
Hazard Assessment Form (Con't)

(Select PPE that ensures a greater level of protection than the minimum required to protect workers from the hazards)

Based on the hazard assessment for _______________________________ the following PPE is (are) required: ____________________________ job area (ex: Art Studio)

Eye Hazard
__________________________________________________________
__________________________________________________________

Head Hazard
__________________________________________________________
__________________________________________________________

Foot Hazard
__________________________________________________________
__________________________________________________________

Hand Hazard
__________________________________________________________
__________________________________________________________

Respiratory Hazard
__________________________________________________________
__________________________________________________________

Hearing Hazard
__________________________________________________________
__________________________________________________________

Other Hazard
__________________________________________________________
__________________________________________________________

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__________________________________________________________
APPENDIX 6

SAMPLE

PERSONAL PROTECTIVE EQUIPMENT (PPE) UNIVERSITY WIDE MATRIX

<table>
<thead>
<tr>
<th></th>
<th>None</th>
<th>Safety Glasses w/ Side Shields</th>
<th>Lab coat</th>
<th>Earplugs*</th>
<th>Leather Gloves</th>
<th>Chemical Resistant Gloves</th>
<th>Face Shield</th>
<th>Dust Mask</th>
<th>Half-Face Respirator</th>
<th>Welding Shade/Gloves</th>
<th>Chemical Boots</th>
<th>Splash Goggles</th>
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D - Depends on the job being performed. See PPE Assessment for PPE for specific jobs.
* - Hearing protection should have an NRR rating of at least 24.