



## SAFETY PROGRAM

# **PERSONAL PROTECTIVE EQUIPMENT WRITTEN PROGRAM**

May 23, 2023

**ST CLOUD TECHNICAL AND COMMUNITY COLLEGE  
PERSONAL PROTECTIVE EQUIPMENT  
(per MSCF Contract, Article 24, Section 5)  
Policy and Procedure**

**Eye Protection**

St. Cloud Technical & Community College recognizes the need for eye protection for certain types of areas of work. The use of approved eye protection in these areas shall be a condition of employment. Eye hazards such as flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors or potentially injurious light radiation, are outlined in the American National Standards Institute (ANSI) Standard 87.1, Practice for Occupational and Educational Eye and Face Protection and the U. S. Department of Labor, Occupational Safety and Health (OSHA) Standard CFR 29 1910.133 Eye and Face Protection.

Departments shall designate work, classes, or areas under their jurisdiction which require eye protection. Protective safety eyewear conforming to ANSI Z87.1 shall be in the form of: (1) safety glasses, (2) prescription safety glasses with side shields, or (3) special devices such as goggles or face shields appropriate to the specific situation.

Employees performing only occasional work or authorized visitors, either of whom requires eye protection, shall be provided adequate protection during the duration of the work or visits.

**Procurement Procedures**

St. Cloud Technical & Community College will provide one pair of American National Standard Institute (ANSI Z87.1) approved protective prescription eyeglasses every twelve months to its employees who meet the following criteria:

The requesting employee is an unlimited faculty or staff member (having an ongoing and renewable appointment expected to last one year or more from the date of the request). Temporary, part-time faculty who are teaching five credits or more during the semester on the date of request also qualify for one pair of protective prescription eyeglasses every twelve months. Adjunct faculty do not qualify for this program.

The requesting employee must be a qualifying program instructor or staff member who requires corrective lenses in Carpentry, Medium & Heavy Truck, Autobody, Machine Tool Technology, Automotive, Welding, Plumbing, WETT, HVAC, Health Sciences & Nursing.

The employee is responsible for paying examination costs. The employee's department will pay for frames, permanently attached side shields and lenses according to the following rates:

## SCTCC Personal Protective Equipment

Single prescription lenses and frame: maximum of \$75

Bifocal prescription lenses and frame: maximum of \$95

Trifocal prescription lenses and frame: maximum of \$95

A properly completed Personal Protective Equipment Requisition, and resulting purchase order, shall be authorization for an employee to be fitted for and purchase prescribed eye protection. For prescription safety glasses, a current prescription shall accompany the requisition for enclosure with the purchase order. Prescription safety eyeglasses may not be purchased without prior authorization. The Safety and Security Department will indicate on the purchase order that all eye protection shall meet ANSI-OSHA standards. Prescription safety glasses must be purchased through St. Cloud Technical & Community College's prescription safety glasses program at approved vendors. The Safety & Security Department will provide the employee with a list of approved vendors. The employee's cost center in the respective program budget will be charged for the prescription safety glasses.

Departments shall determine exact procedures for providing students and visitors with required eye protection.

### **Foot Protection**

St. Cloud Technical & Community College recognizes the need for foot protection for certain types of areas of work. The use of approved protective footwear when working in these areas shall be a condition of employment. Protective footwear must be worn by employees working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards, according to Occupational Safety and Health (OSHA) Standard CFR 29 1910.136 Occupational Foot Protection.

Departments shall designate work, classes, or areas under their jurisdiction which require foot protection. Protective footwear shall comply with ANSI Z41-1991.

### **Procurement Procedures**

St. Cloud Technical & Community College will provide one pair of American National Standard Institute (ANSI Z41.1991) approved protective footwear every twenty-four months at a maximum expense of \$150 to its employees who meet the following criteria:

The requesting employee is an unlimited faculty or staff member (having an ongoing and renewable appointment expected to last one year or more from the date of the request). Temporary, part-time faculty who are teaching five credits or more during the semester on the date of request also qualify for one pair of protective footwear every twenty-four months. Adjunct faculty do not qualify for this program.

## SCTCC Personal Protective Equipment

The requesting employee must be a qualifying program instructor or staff member who requires protective footwear in Carpentry, Medium & Heavy Truck, Automotive, Autobody, Machine Tool Technology, Welding, Plumbing, WETT or HVAC.

A properly completed Personal Protective Equipment Requisition shall be authorization for an employee to be reimbursed for the purchase of approved protective footwear. A detailed, original receipt, indicating that the purchase was for steel toe protective footwear meeting ANSI-OSHA standards, must be attached to the requisition for the employee to receive the allowed reimbursement. Only footwear meeting ANSI-OSHA standards will be paid by Alexandria Technical College under the compensation rate specified in this policy. Work boots that do not have steel toes do not qualify for reimbursement under this program. The employee's cost center within the respective program budget will be charged for the protective footwear.

### **Cold Weather Clothing**

St. Cloud Technical & Community College recognizes the need for cold weather clothing for certain types of areas of work. Cold weather clothing qualifying for reimbursement under this policy is specifically limited the following: an exterior insulated coat, exterior insulated work pants, exterior insulated bibbed overalls and/or exterior insulated one-piece coveralls.

#### **Procurement Procedures**

St. Cloud Technical & Community College will provide qualifying, approved cold weather clothing every thirty-six months at a maximum expense of \$200 for each employee that meets the following criteria:

The requesting employee is an unlimited faculty or staff member (having an ongoing and renewable appointment expected to last one year or more from the date of the request). Temporary, part-time faculty who are teaching five credits or more on the date of request qualify every thirty-six months for a maximum expense of \$100 for qualifying, approved cold weather clothing. Adjunct faculty do not qualify for this program.

The requesting employee must be a qualifying program instructor or staff member who requires cold weather clothing in Carpentry or Facilities.

A properly completed Personal Protective Equipment Requisition and detailed purchase receipt must be submitted to the Safety and Security Department for approval. Cold weather clothing purchases not meeting the qualifying criteria will not be reimbursed by St. Cloud Technical & Community College. The employee's cost center within the respective program budget will be charged for the cold weather clothing.

SCTCC Personal Protective Equipment