

Personal Protective Equipment (PPE) Training Guidance

Requirement for Training

Supervisors and Principal Investigators (or appointed designee) shall provide training for any required use of Personal Protective Equipment (PPE). As required by Cal/OSHA ([Title 8 CCR 3380](#)), PPE training must at minimum include the following topics:

1. When PPE is required	<ul style="list-style-type: none"> • When conducting operations/tasks involving potential exposure to hazardous materials or physical hazards in laboratories, shops, and other work areas.
2. What PPE is required	<ul style="list-style-type: none"> • Review the completed Laboratory Hazard Assessment Tool or General Hazard Assessment Tool that identifies the hazards in your work area and the associated PPE to wear when conducting local operations/tasks.
3. How to properly select and wear PPE	<ul style="list-style-type: none"> • Proper Fit Select PPE that properly fits the individual and does not unduly encumber the individual’s movement. Personnel will need to choose from a range of sizes and, in some cases, different makes/models to ensure proper fit and comfort. <ul style="list-style-type: none"> ○ For respirator selection and required fit-testing, contact EH&S at 723-0448. • Prior to using any PPE product for the first time, personnel must review product safety instructions on proper use and care. • Ensure that PPE best practices are incorporated into daily work. Refer to Attachment A for a summary.
4. Limitations of PPE	<ul style="list-style-type: none"> • No one form of PPE is designed to protect users from all types and levels of hazards. • Understand the protective limitations of required PPE prior to use. <ul style="list-style-type: none"> ○ Refer to the manufacturer’s safety information for the PPE.
5. Proper care, maintenance, useful life, and disposal	<ul style="list-style-type: none"> • Inspect PPE prior to each use for defects, damage, excessive wear, and contamination. • Store PPE in an area that is clean, dry, and away from potential sources of contamination (chemical, radiological, or biological) and excessive heat or light. • Refer to the manufacturer’s information regarding the useful lifespan of the PPE. • For cleaning instructions, refer to manufacturer’s instructions <ul style="list-style-type: none"> ○ For lab coat laundering services, see https://ehs.stanford.edu/news/lab-coat-laundering-see-stanford-universitys-non-exclusive-cintas-merchandising-and-pricing • Dispose of contaminated PPE in proper hazardous waste container.

For supplemental information, refer to the [SU Personal Protective Equipment Page](#).

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Attachment A: Basic PPE Best Practices

Proper Street Clothing

Proper Street Clothing = Long pants (or equivalent, including uniforms, long dresses/skirts, and coveralls) that cover the legs and ankles, and closed-toe, non-perforated shoes that completely cover the feet.

Long pants & closed-toed shoes:	
OK	NOT OK
	<div style="display: flex; align-items: center;"><div style="text-align: center;"></div><div style="text-align: center;"></div><div style="margin-left: 20px;"><ul style="list-style-type: none">• No shorts• No capris• No leggings• No sandals• No ballet flats• No mesh sneakers</div></div>

Lab Coats

- Keep lab coats buttoned when working.
- Do not wear lab coats outside of the lab.
- Do not wear contaminated lab coats.
 - Do not launder lab coats at home. Refer to *Stanford University's Campus-Wide Agreement on Lab Coat Provision and Laundry Service* at: <https://ehs.stanford.edu/news/lab-coat-laundrying-see-stanford-universitys-non-exclusive-cintas-merchandising-and-pricing>

Gloves

- Prior to wearing gloves, inspect to verify they are free of holes, tears, or other defects.
- Gloves should never touch common surfaces, such as door handles, elevator buttons, and telephones.
- Dispose of contaminated gloves as hazardous waste.

Eye/Face Protection

- Prescription glasses are NOT considered safety glasses and do not provide eye protection.
 - For purchasing prescription safety glasses, refer to *Stanford University's Prescription Safety Eyewear Program* at: <https://ehs.stanford.edu/topic/lab-safety/personal-protective-equipment>
- To protect face and eyes from splash hazards, both a face shield AND splash goggles must be worn.