### 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:

<table>
<thead>
<tr>
<th>1. When PPE is required</th>
<th></th>
<th><strong>When conducting operations/tasks</strong> involving potential exposure to hazardous materials or physical hazards in laboratories, shops, and other work areas.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. What PPE is required</td>
<td></td>
<td>Review the completed <a href="#">Laboratory Hazard Assessment Tool</a> or <a href="#">General Hazard Assessment Tool</a> that identifies the hazards in your work area and the associated PPE to wear when conducting local operations/tasks.</td>
</tr>
</tbody>
</table>
| 3. How to properly select and wear PPE |   | **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.  
o 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 |   | **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.**  
o Refer to the manufacturer’s safety information for the PPE. |
| 5. Proper care, maintenance, useful life, and disposal |   | **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**  
**Dispose of contaminated PPE in proper hazardous waste container.** |

For supplemental information, refer to the [SU Personal Protective Equipment Page](#).
Personal Protective Equipment (PPE) Training Guidance
Attachment A: Basic PPE Best Practices

Proper Street Clothing

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

<table>
<thead>
<tr>
<th>Long pants &amp; closed-toed shoes:</th>
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<td><strong>OK</strong></td>
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</table>

Lab Coats

- Keep lab coats buttoned when working.
- Do not wear lab coats outside of the lab.
- Do not wear contaminated lab coats.

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](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.