

## 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"> <li>• <b>When conducting operations/tasks</b> involving potential exposure to hazardous materials or physical hazards in laboratories, shops, and other work areas.</li> </ul>
2. What PPE is required	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
3. How to properly select and wear PPE	<ul style="list-style-type: none"> <li>• 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"> <li>○ For respirator selection and required fit-testing, contact EH&amp;S at 723-0448.</li> </ul> </li> <li>• Prior to using any PPE product for the first time, personnel must review product safety instructions on proper use and care.</li> <li>• Ensure that PPE best practices are incorporated into daily work. Refer to Attachment A for a summary.</li> </ul>
4. Limitations of PPE	<ul style="list-style-type: none"> <li>• No one form of PPE is designed to protect users from all types and levels of hazards.</li> <li>• Understand the protective limitations of required PPE prior to use.               <ul style="list-style-type: none"> <li>○ Refer to the manufacturer’s safety information for the PPE.</li> </ul> </li> </ul>
5. Proper care, maintenance, useful life, and disposal	<ul style="list-style-type: none"> <li>• Inspect PPE prior to each use for defects, damage, excessive wear, and contamination.</li> <li>• 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.</li> <li>• Refer to the manufacturer’s information regarding the useful lifespan of the PPE.</li> <li>• For cleaning instructions, refer to manufacturer’s instructions               <ul style="list-style-type: none"> <li>○ For lab coat laundering services, see SU’s campus-wide agreement at: <a href="http://web.stanford.edu/dept/EHS/prod/researchlab/docs/Cintas_handout.pdf">http://web.stanford.edu/dept/EHS/prod/researchlab/docs/Cintas_handout.pdf</a>.</li> </ul> </li> <li>• Dispose of contaminated PPE in proper hazardous waste container.</li> </ul>

For supplemental information, refer to the SU Personal Protective Equipment Page: <http://web.stanford.edu/dept/EHS/cgi-bin/lcst/selecting-personal-protective-equipment/>.

# 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.

Long pants & closed-toed shoes:	
OK	NOT OK
	<div style="display: flex; align-items: center;"><div style="flex: 1;"></div><div style="flex: 1;"></div><div style="flex: 1; border: 1px solid black; padding: 5px;"><ul style="list-style-type: none"><li>• No shorts</li><li>• No capris</li><li>• No leggings</li><li>• No sandals</li><li>• No ballet flats</li><li>• No mesh sneakers</li></ul></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:  
[http://web.stanford.edu/dept/EHS/prod/researchlab/docs/Cintas\\_handout.pdf](http://web.stanford.edu/dept/EHS/prod/researchlab/docs/Cintas_handout.pdf).

### 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://web.stanford.edu/dept/EHS/prod/mainrencon/occhealth/PrescriptionSafetyGlasses.html>
- To protect face and eyes from splash hazards, both a face shield AND splash goggles must be worn.