

 <b>Environment, Health &amp; Safety Office</b> <b>Administrative Procedures</b>	<b>Procedure #:</b> EHS-03-004.6
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<b>TITLE:</b> <b>Personal Protective Equipment for EHS Use</b>	<b>Approved:</b>  <b>Title:</b> <i>Louis DiBerardinis</i> <hr/> Director, EHS
<b>SOP Author:</b> Nadia Morrison and Katie Blass	

### **How to Obtain Safety Shoes:**

**Note:** the existing inventory marked as compliant with ANSI Z41 1999 is compliant with the new ASTM standards during this transitional period.

If you think your job requires special footwear, provide the Deputy Director the specific reason or need and he/she will authorize the purchase.

- The employee must check that his/ her shoes meet the **ASTM F2413-05** standard before purchasing. This means that the shoes have “steel toes” and the **ASTM F2413-05\*** stamp, which is usually on the shoe's tongue or on the side near the heel. Sometimes this is on an attached tag/band.
- If the ASTM F2413-05 number is **not** on the shoes, then the shoes do **not** meet the ASTM F2413-05 standard and MIT will **not** reimburse the employee.
- The employee brings his/her new shoes to the Receptionist, who will check the shoes for the **ASTM F2413-05\*** stamp.

**\*\*\*Reminder: Do NOT wear the shoes until after you have received this approval.**

- Provide original receipt to Personnel Administrator for reimbursement
- **Maximum subsidy is \$130/yr. or \$250/2 years.**
- The EHS Office will be responsible for keeping records for the duration of the employment. The department will keep the original receipts until the employee obtains another pair.
- The Deputy Director will periodically require that users of special footwear verify that it is still required and being used as originally determined. If the employee does not require or is not wearing safety shoes, the Deputy Director will ask the employee to discontinue use and purchase of further shoes. (Note: If the employee has an accident but the employee was not wearing their safety shoes, the Workers' Comp claim could be denied. The EHS Office will be asked for their records, including safety shoe purchases.)

## **How to obtain Prescription Safety Glasses:**

If you think your job requires protective eyewear, provide the Deputy Director the specific reason or need and he/she will authorize the purchase.

Refer to link: <http://web.mit.edu/environment/ehs/topic/glasses.html> for information on eye protection:

- Obtain approval from Deputy Director in your program
- Obtain a prescription from your optometrist
- Obtain a signed requisition from Personnel Administrator and give it to EHS Receptionist
- Obtain Safety Glasses form from EHS Receptionist or MIT Optical Shop
- Take prescription and form to the MIT Optical shop (W20-027, x6-5267)
- Select style/frame that is approved by the EHS Office **ONLY**.
- Optician will take measurements (There is no charge for this)
- Return completed form to EHS Receptionist who will order your safety glasses
- You will be notified once the EHS Office receives your safety glasses
- Take your glasses back to the MIT Optical (W20-027) to verify that they were made correctly and to make all the necessary adjustments
- **Maximum subsidy is \$100.**
- Progressive lenses are NOT paid for by EHS. Employee is responsible for additional fees.
- If your glasses break, are scratched, or your prescription changes, order a new pair by following this procedure.

**Note:** You **MUST** obtain a new prescription if your current prescription is over 1 year old. Prescription safety glasses can be purchased through MIT Optical Shop **ONLY**.

**Non-prescription Safety Glasses** can be obtained from VWR. Please see Receptionist to place order.

## **Respiratory Protection Program:**

If you are intending or expect to work in areas where toxic or otherwise harmful atmospheres may be present, see the IHP program to discuss the specific exposure scenarios and the possible need for exposure assessment, monitoring or characterization. The below will be required if respiratory protection is determined to be necessary.

For EHS employees only:

- Become familiar with the Respiratory Protection Program:  
<http://web.mit.edu/environment/ehs/respiratory.html>
- Contact IHP day-call person to request a respirator.
- Fill out **Evaluation of Respiratory Exposure Hazards** form as provided by IHP.
- Return form to IHP and discuss respirator needs.

- Schedule respirator medical evaluation with MIT Medical 3-8552
- After passing medical evaluation, contact EHS Receptionist to schedule a fit-test appointment.
- Bring the *Respirator User Qualification Statement* form with you to the fit-test appointment. (Men - please be clean-shaven). See IHP “Short Guide” for respirator use.
- Return respirator to IHP if no longer needed.

**\*\*\*Follow-up with annual fit-test requirements.**

## **References:**

EHS-0038 “Personal Protective Equipment (PPE)”