



Facilities Operations Policy Statement SP-1

Equipment, Personal Protective Equipment (PPE) & Safety Training

1. **Purpose:** To emphasize safety in the workplace. It is the responsibility of employees and supervisors to become familiar with and ensure safe work practices. The North Carolina State Employees' Safety and Health Handbook is provided to all incoming employees at UNC Charlotte. This handbook is required reading. It highlights many of the basic safety and health regulations applicable to general industry. Employees and Supervisors must build upon these basic rules by seeking out additional safety guidelines applicable to particular jobs and/or work assignments. The University's Safety & Health Manual provides additional guidance, policy and procedure to be implemented and followed for various jobs on campus. Many of the State and University Policies reflect guidance and/or requirements set forth by the Federal Occupational Safety & Health Act (OSHA) and the State of North Carolina's Occupational Safety & Health Act; two additional sources for safe work practices.
2. **Safety Training:** Supervisors should recommend and are required to schedule and conduct safety training. Supervisors must also ensure that employees are allotted time to attend this training and maintain records of that training.
3. **Personal Protective Equipment (PPE):** Supervisors are to conduct a workplace hazard assessment for each employee's position and identify the appropriate PPE to be used by the employee during the execution of his work. Records of the evaluation shall be maintained and coordinated with the Safety Office. Supervisors shall keep an adequate stock of PPE on hand consistent with the anticipated workload. Foul weather gear (jackets, pants & boots) shall also be available for employees to use during inclement weather.

Equipment: Supervisors will make sure that an employee has received and understands the safe operation of special equipment prior to operating that equipment. At a minimum this will include hands-on training and a review of the equipment operation manual.

4. **Supervisors Review & Inspect:** Supervisors are to periodically review routine work assignments to ensure not only the quality of the work, but that safe work practices are being followed. On new or unique assignments, supervisors shall review with the employees assigned the work, the safety equipment needed and procedures to be followed before work begins.



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5. **Employee Responsibility:** Employee shall be responsible for inspecting all equipment and PPE, required to complete the job safely, before each and every use. When and if discrepancies are identified, the employee must notify their supervisor and remove that item from service. Employees shall review work assignments, understand and follow safe work practices, and bring any safety related concerns (individually or that of others) to the attention of their supervisor.


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