

	<p style="text-align: center;">NEW JERSEY CITY UNIVERSITY 2039 Kennedy Boulevard, Jersey City, NJ 07305</p>
	<p>Policy Name: Personal Protective Equipment (PPE) Policy Policy ID Number: EHS-001 Version Effective Date: February 21, 2025 Applies To: All NJCU Employees Responsible Office: Department of Environmental Health and Safety (EHS) Approved By: Aylen Wargniez, EHS Director</p>

1. Purpose

This policy establishes guidelines for the selection, provision, use, and maintenance of PPE at New Jersey City University (NJCU) to ensure compliance with PEOSH Personal Protective Equipment Standards (29 CFR 1910.132 to 138). NJCU is committed to maintaining a safe workplace by providing appropriate PPE at no cost to employees, in accordance with regulatory requirements.

2. Scope

This policy applies to all NJCU full-time, per diem, part-time, and temporary employees who are required to use PPE as part of their job responsibilities including, but are not limited, to faculty, staff, laboratory personnel, student assistants, and facilities and maintenance workers.

3. PPE Selection Process

NJCU individual Departments, in collaboration with the EHS Department, will conduct workplace hazard assessments in compliance with 29 CFR 1910.132(d) to identify job-related hazards and determine the necessary PPE for employees' protection. The assessment will:

- Identify job tasks requiring PPE.
- Evaluate potential hazards (health and physical).
- Identify control measures (engineering and control measures).
- Specify appropriate PPE for identified hazards.
- Be documented and certified by the EHS Director.

PPE selection will be based on identified hazards and compliance with OSHA and ANSI standards. The appropriate PPE must be chosen considering the specific body parts at risk, the required level of protection, duration of use, and proper fit. This includes safeguarding against hazards that may pose risks through absorption, inhalation, or physical contact. Examples include, but are not limited to:

- **Eye and Face Protection:** Safety glasses, goggles, face shields, welding shields.
- **Head Protection:** Class A, B and C Hard hats, bump hat.
- **Hand and Arm Protection:** Chemical-resistant gloves, cut-resistant gloves.
- **Respiratory Protection:** N95 respirators, half/full-face respirators (as per OSHA 1910.134).
- **Foot and Leg Protection:** Safety-toe shoes, Shoes with slip-resistant soles, foot and shin guards.
- **Body Protection:** Lab coats, coveralls, aprons, jackets, vests, surgical gowns, full body suits.
- **Hearing Protection:** Single-use earplugs, molded earplugs, earmuffs.

4. PPE Procurement and Distribution

- Procurement of PPE will be the responsibility of the individual Departments with guidance and approval by the EHS Department in coordination with the Procurement Services Department.
- Supervisors will request PPE based on the workplace hazard assessment and distribute it to employees.
- Employees will sign an acknowledgment form upon receipt of PPE.
- PPE will be available at a designated location in each department.

5. PPE Replacement, Maintenance and Inspection

- Defective or damaged PPE shall not be used.
- Employees must inspect PPE before each use and report any damage to their supervisor.
- Worn-out or damaged PPE will be replaced at no cost to the employees, except when the employees have lost or intentionally damaged the PPE.
- PPE replacements must be requested through departmental supervisors.
- Employees must maintain their assigned PPE in a clean and reliable condition.
- Employees shall clean and disinfect shared PPE after each use.
- Supervisors will conduct periodic inspections to ensure PPE compliance.

6. Employee Responsibilities

- Properly wear, use, and maintain PPE as required for their job tasks.
- Use of PPE outside of NJCU work is not permitted and employees are required to leave all university-provided PPE on campus property.
- Report any defective, damaged, or lost PPE to their supervisor immediately.
- Attend PPE training sessions provided by NJCU.
- Follow all safety procedures and PPE requirements outlined in this policy.
- Follow proper disposal protocols of used and disposable PPE.
- Sign the PPE Acknowledgment form and Safe Use Agreement after the training.

7. Training, Testing and Recordkeeping

- Individual Departments will communicate the PPE selection decisions to their affected employees.
- Employees will receive PPE training covering proper use, limitations, maintenance, and disposal.
- All users of respiratory protection must be medically approved by a qualified physician, complete required training, and be fit tested on the respirator to be used on an annual basis.
- Employees participating in NJCU Hearing Conservation Program must complete the annual hearing tests and training.
- Training records and PPE distribution logs will be maintained by the EHS Department for at least three (3) years. Respirator fit and hearing tests, and medical records must be kept in accordance with the regulations.

8. Policy Enforcement

Failure to comply with this policy may result in corrective actions, including retraining and/or disciplinary measures, as determined by the respective NJCU department in coordination with the EHS Department. Each department is responsible for enforcing this policy and administering corrective actions in accordance with its internal policies and procedures.

9. Review & Updates

This policy will be reviewed annually and updated as necessary to comply with OSHA, PEOSH, NJDEP, and NJCU Environmental Health and Safety Policies and Programs.