 **Personal Protective Equipment (PPE)**

*Effective: 5/2025*

### **Purpose**

The purpose of this Personal Protective Equipment (PPE) Policy is to outline the responsibilities and procedures for the provision, use, and maintenance of PPE at Pierpont Community and Technical College (PCTC). This policy aims to ensure the safety and health of employees, students, contractors, and visitors by minimizing exposure to workplace hazards and risks that may result in injury or illness.

### **Scope**

This policy applies to all individuals working or studying at PCTC, including full-time and part-time employees, students, contractors, visitors, and any other individuals present on PCTC premises. It covers all areas where employees or students are exposed to workplace hazards, including but not limited to laboratories, shops, maintenance areas, healthcare facilities, and any other high-risk environments.

**1. Definitions**

* **Personal Protective Equipment (PPE):** Specialized clothing or equipment worn by individuals to protect against workplace hazards that may cause injury or illness.
* **Hazard:** A source or situation with potential to cause harm, injury, or illness.
* **Risk Assessment:** The process of evaluating potential risks to individuals' health and safety.

**2. Responsibilities**

**2.1 College Administration**

* Ensure that PPE requirements are integrated into the PCTC’s health and safety protocols.
* Provide appropriate PPE based on identified workplace hazards and risk assessments.
* Maintain an inventory of PPE and ensure its regular inspection, replacement, and disposal as needed.
* Train employees and students on the correct use, maintenance, and limitations of PPE.
* Regularly review and update this PPE policy to ensure compliance with local, state, and federal safety regulations.

**2.2 Supervisors/Managers**

* Ensure that PPE is available, properly maintained, and worn as required.
* Conduct risk assessments to determine appropriate PPE for specific tasks and environments.
* Provide training on PPE use and ensure adherence to safety guidelines.
* Address concerns regarding the adequacy or discomfort of PPE and work with employees to identify solutions.

**3.3 Employees/Students**

* Wear the required PPE in all designated areas and for all activities where exposure to hazards is present.
* Maintain PPE in a clean and serviceable condition, report any damage, and replace it as needed.
* Participate in training related to the proper use and limitations of PPE.
* Report any issues regarding the effectiveness or comfort of PPE to supervisors or instructors.

**3.4 Contractors/Visitors**

* Comply with the PCTC’s PPE requirements while on premises.
* Ensure that any PPE they bring to the site is suitable and meets safety standards.

**4. PPE Requirements**

**4.1 Identification of PPE Needs**

* PPE will be provided based on a hazard assessment of specific tasks or areas.
* The need for PPE will be determined through risk assessments conducted by PCTC’s safety officer or designated personnel.
* Common types of PPE include, but are not limited to:
  + Protective eyewear
  + Gloves
  + Hearing protection
  + Respirators
  + Safety footwear
  + Protective clothing (lab coats, aprons, etc.)

**4.2 Types of PPE**

* **Head Protection:** Helmets, hard hats (for construction or high-risk areas).
* **Eye Protection:** Safety glasses, goggles (for labs, workshops, or areas with flying debris).
* **Hand Protection:** Gloves (chemical, heat-resistant, or protective gloves based on the task).
* **Foot Protection:** Safety shoes, steel-toe boots (in workshops, construction, or areas where foot injuries are a concern).
* **Hearing Protection:** Earplugs or earmuffs (in noisy environments).
* **Respiratory Protection:** Masks, respirators (in environments with airborne contaminants).
* **Body Protection:** Protective clothing, aprons, lab coats (in labs, kitchens, or other specialized work environments).

**4.3 Maintenance of PPE**

* PPE should be cleaned, maintained, and stored properly to ensure effectiveness.
* Employees and students are responsible for keeping their PPE in good working condition.
* PPE that is damaged or malfunctioning should be reported immediately and replaced.

**5. Training**

* PCTC will provide training as requested for employees and students who are required to use PPE as part of their tasks or activities.
* Training will include:
  + The correct use and proper fit of PPE.
  + How to inspect and maintain PPE.
  + The importance of wearing PPE at all times in designated areas.
  + The potential risks of not using PPE correctly.
* Refresher training will be conducted periodically, and additional training will be provided whenever new equipment or changes in procedures occur.

**6. Compliance**

* Failure to comply with this policy may result in disciplinary action, including removal from work or class, as PPE usage is critical to the safety and well-being of all college members.
* Supervisors and instructors are responsible for ensuring compliance with this policy in their areas of responsibility.

**7. PPE for Specific Areas**

* **Science Laboratories:** Appropriate lab coats, gloves, and safety goggles are required for all students and staff working with chemicals, biological materials, or equipment.
* **Workshops/Mechanical Labs:** Safety boots, gloves, goggles, and hearing protection are required when working with machinery or in areas with potential physical hazards.
* **Health and Medical Facilities:** In healthcare areas, PPE such as gloves, masks, face shields, and gowns will be provided to ensure protection from infectious diseases or contamination.

**8. Policy Review and Update**

This PPE Policy will be reviewed annually or as necessary to incorporate new regulations, technologies, or changes in college operations. All updates to the policy will be communicated to employees and students in a timely manner.