

**MONMOUTH UNIVERSITY
POLICIES AND PROCEDURES**

Policy Name: Personal Protective Equipment

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Page 1 of 2 Page(s) **Issued by:** Mel Dale, Esq., Director of
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I. Policy

- a. The University recognizes that certain employees may be exposed to hazards during the normal course of duties of their job. To minimize these risks, the University has established certain tasks where the use of personal protective equipment (“PPE”) is necessary. It is the desire and intent of Monmouth University that employees be informed about potential hazards they may encounter in the workplace and learn the appropriate protective measures for working safely.

II. Employee Responsibilities

- a. All University employees issued PPE shall wear the appropriate protection at all times while engaged in activities that pose risk.
- b. Once an employee has been issued PPE, it is the employee’s responsibility to keep the equipment available at all times while on the job, and maintain the equipment in both sanitary condition and good repair.
- c. Defective and/or damaged equipment shall not be used.
- d. Employees must immediately notify their supervisor to obtain replacements for defective and damaged personal protective equipment.

III. Employer Responsibilities

- a. The University shall issue PPE, free of charge, to all employees whose job description and/or activity is deemed to require PPE.
- b. In the event that any PPE becomes defective or damaged, the University shall issue a replacement(s) to the employee free of charge.

IV. Use

- a. The University shall determine what jobs or tasks require PPE and the appropriate type of PPE.
- b. If an employee is unclear about when PPE is necessary, how to wear PPE, and the proper care, maintenance, useful life and disposal of the PPE, or the appropriate PPE for a specific job or task, he/she could consult his/her immediate supervisor.

V. Training

- a. The use of certain PPE may require additional training beyond the training offered by the area supervisor.
 - i. Employees using PPE requiring additional training shall be notified by the Office of Compliance when the necessary training is scheduled.
 - ii. Employees shall be required to attend these trainings in compliance with University Policy and all Federal and State guidelines.

VI. Disciplinary Action

- a. Employees who fail to use the appropriate PPE while engaged in activities that pose a hazard or injury may be subject to disciplinary action, up to and including termination of employment.