

Personal Protective Equipment (PPE) Policy

Administered by

Environmental Health and Safety Office

Reviewed on May 15, 2025

Revised on May 15, 2025

Old Dominion University

Personal Protective Equipment (PPE)

1. Introduction

Personal Protective Equipment (hereafter referred to as PPE) is equipment worn to minimize worker exposure from workplace hazards, such as chemical, physical, radiological, electrical, mechanical, or other factors. PPE may include items such as gloves, safety shoes, safety glasses, earplugs, hard hats, respirators, vests, coveralls, etc.

PPE is required when other control methods are unable to reduce the hazard to safe levels (see Figure 1). PPE is only effective when worn correctly and consistently. Employees who are required to wear PPE must be trained on its use and maintenance to ensure ongoing effectiveness. Employers are required to supply PPE to employees when it is required. The use of PPE should not limit efforts to eliminate hazards through engineering design, administrative controls, or the substitution of less hazardous materials.

2. RESPONSIBILITIES

Environmental Health and Safety (EH&S)

- EH&S is responsible for the development and periodic review of the Personal Protective Equipment policy at Old Dominion University.
- EH&S shall provide technical assistance to campus organizations required to participate in this program and provide assistance in conducting job hazard assessment.
- EH&S shall have the authority to stop work in cases where personnel are observed misusing or not using appropriate PPE.

Supervisors and Departments

- All Departments/Shops are required to comply with the requirements of this policy.
- Supervisors are expected to conduct job hazard assessments to determine what PPE must be used by their staff. Hazard assessments must be updated annually, at minimum, or as the scope and nature of the work changes.
 - Required PPE shall be provided to employees at no cost.
- Each Department/Shop is required to provide all required training, unless otherwise noted, in the use and proper care of personal protective equipment.

Employees

- Every employee is expected to review the hazard assessment and wear the assigned PPE for its intended purpose.
- The employee is responsible for taking care of assigned PPE including keeping equipment clean and in working order.
- All employees required to wear PPE must complete the required training prior to using the assigned equipment.
- Failure of employees to properly use assigned PPE when required may result in disciplinary action against the employee.

3. Procedures

- a. PPE shall be properly used whenever chemical, biological, or physical hazards in the workplace may be encountered in a manner capable of causing injury or impairment of any part of the body through absorption, inhalation, or physical contact.
- b. When necessary, an assessment of the workplace should be performed to determine if hazards are present, or likely to be present, that require the use of PPE. This is called a Job Safety Analysis (Appendix 1). The job safety analysis should be completed by the appropriate department's management, and then sent to the ODU Environmental Health & Safety Office for review and approval. If it is determined that PPE is required, affected employees will be provided properly fitting PPE. Job safety analyses must be documented, dated, signed by the assessor, and maintained by the applicable department. Job safety analyses should be reviewed periodically or whenever job conditions change in a way that may impact the use of PPE.
- c. Each employee that is required to wear PPE shall be trained on the following:
 - When PPE is necessary
 - What PPE is necessary
 - How to properly don, doff, adjust, and wear PPE
 - The limitations of the PPE
 - Proper care, maintenance, useful life, and disposal of the PPE

The affected employee's supervisor and/or department management is responsible for ensuring that affected employees receive the required training for their job functions. Safety training may include classroom and/or online training. Training documentation shall include topics covered, attendance, and dates provided. Managers are encouraged to utilize the University's safety training software, [VectorSolutions](#).

Employees shall be retrained when changes in the workplace or changes to PPE render previous training obsolete, or if the employee's knowledge or use of PPE deem that retraining is needed. The ODU Environmental Health & Safety Office provides oversight for training programs and training records.

- d. Required personal protective equipment, except for safety shoes and prescription safety glasses, must be supplied by the applicable department at no cost to the affected employee.
- e. All PPE must be approved, prior to use, by the ODU Environmental Health & Safety Office to ensure that it meets OSHA requirements.
- f. PPE should be inspected prior to each use for tears, leaks, punctures, breaks, contamination, or signs of wear. Do not use damaged or defective PPE. Store PPE in a safe and clean location when not in use. Employees are responsible for wearing and properly maintaining PPE.
- g. Departments are responsible for creating and maintaining standard operating procedures (SOPs) that detail how to safely perform work involving specific hazards. The Environmental Health & Safety Office website includes SOPs that may be used by campus personnel - [EH&S Fact Sheets page](#)
- h. Hazard Specific Programs – The following programs include PPE requirements.
 - [ODU Biosafety Manual](#)
 - [Bloodborne Pathogens Exposure Control Plan](#)
 - [Chemical Hygiene Plan](#)
 - [Respiratory Protection Program](#)
 - [Hearing Conservation Program](#)
- i. For questions or to request technical assistance related to this policy, please contact the ODU Environmental Health & Safety Office at ehsdept@odu.edu or (757) 683-4495.

Appendix 1

Job Safety Analysis Form

Name of Job/Task:		Date Created (MM/DD/YYYY):	Date Last Updated (MM/DD/YYYY):
JSA Number and Year (EHS Assigns):	JSA Written By:	JSA Reviewed (EHS):	
Hazard Types (HT):		Special Instructions & Equipment: Please use this space to note any immediately dangerous to life or health precautions necessary to complete this task safely, and all other Safety Plans, Guides, or Procedures applicable.	
<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> 1. Toxic Chemicals 2. Flammable Chemicals 3. Corrosive Chemicals 4. Environmental 5. Explosion (Chemical Reactions) 6. Explosion (Over pressurization) 7. Mechanical/Vibration 8. Electrical (Shock, Short Circuit) 9. Electrical (Fire) 10. Electrical (Static, ESD) 11. Electrical (Loss of Power) 12. Ergonomic (Overexertion) 13. Ergonomic (Human Error) </div> <div style="flex: 50%;"> 14. Fall (Slips/Trips) 15. Fall (to a Different Level) 16. Excavation (Collapse) 17. Fire, Heat, Thermal, Cold 18. Noise 19. Radiation (Ionizing/Nonionizing) 20. Visibility 21. Weather 22. Caught (In, On, Between) 23. Struck (By, Against) 24. Contact with 25. Other </div> </div>			
		Required Training:	Required PPE:
Lockout/Tagout Required (Y/N)?	Permit-Required Confined Space (Y/N)?	Fall Protection Required (Y/N)?	

Sequence of Job Steps:		Potential Hazard:	HT (#)	PPE & Control Measures
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

- Forms must be submitted to ehsdept@odu.edu for review. EHS will sign/return approved JSAs.
- Departments shall keep JSAs for training and records.
- JSAs must be reviewed periodically by supervisors and forwarded to EHS for approval.
- All employees must be trained and have access to JSAs that are applicable to their work tasks.