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# University Operations -

Personal Protective Equipment (PPE) Policy  
Recycling and Waste Services

**Santa Clara University (SCU)  
500 El Camino Real  
Santa Clara, CA 95053**

**March 2016**

# **Personal Protective Equipment (PPE) Policy – Recycling and Waste Services**

## **I. Purpose**

The purpose of the Personal Protective Equipment (PPE) Policy for Recycling and Waste Services is to minimize injury to Santa Clara University (SCU) employees through the proper use and care of personal protective equipment. It is designed to insure that SCU employees receive the correct PPE that they need, in the right size or style, understand its care, use and disposal and that is readily available to them.

## **II. Hazard Evaluation and Control**

1. Periodic job surveillance shall be conducted to identify changing needs for the use of personal protective equipment (PPE). Changes that may affect the need or use of personal protective equipment (PPE) may include, but are not limited to, changes in the process, changes in the equipment (or materials), changes in the chemicals, changes in personal, changes in the surrounding environment and changes in the ways tasks are performed.
2. When assessing the need for personal protective equipment (PPE), the feasibility of engineering and administrative controls shall be considered first, as they are generally considered more permanent and eliminate the potential for human error.

## **III. PPE Equipment Guidelines**

### **1. Minimum Daily Requirements that shall be worn**

- a. Safety Shoes – Toe Protective supplied by Beck’s Shoes

Note: Santa Clara University will supply one voucher for employees, as needed, but at least once per year for protective footwear that meets American National Standard Institute requirements. The employee is required to use the voucher for obtaining appropriate safety shoes for their classification and assignment from Beck’s Shoes and wearing such shoes while on the job.

- b. Traffic Vest – Class 2
- c. Uniform – University Supplied Pant and Shirt by Cintas Corporation

### **2. Non-Specific Task Personal Protective Equipment (PPE) Requirements**

For Non-Specific Task, please refer to the University Operations Personal Protective Equipment (PPE) Matrix (See Attachment A) to determine the correct PPE. Please consult your Supervisor or EHS if you need additional assistance.

#### **IV. Personal Protective Equipment (PPE) Maintenance, Storage and Cleaning**

1. Personal Protective Equipment (PPE) repairs shall only be conducted by qualified individuals. Contact EHS if PPE needs repair.
2. Personal Protective Equipment (PPE) shall be stored in such a manner that is protected from factors that might degrade its performance. These factors include, but are not limited to sunlight, heat, extreme cold, excessive moisture, chemicals, dust and physical distortion
3. Personal Protective Equipment (PPE) (e.g. Not Uniform) shall not be taken home, unless prior authorization has been approved by your supervisor

#### **V. Personal Protective Equipment (PPE) Responsibility**

Personal Protective Equipment (PPE) shall be stored, maintained and inspected in an appropriate manner by each employee. If any personal protective equipment becomes damaged, please notify your immediate supervisor and EHS it shall be replaced by the University. Should any questions or concerns arrive, Environment, Health and Safety (EHS) along with your immediate supervisor is available for consultation.

By signing this form, I, the undersigned have read and agree to follow the Santa Clara University Personal Protective Equipment (PPE) Policy. I, the undersigned further understand that failure to follow the Santa Clara University (PPE) Policy may result in disciplinary action.

Printed Name: \_\_\_\_\_

Dept.: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_