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I. Purpose

This program establishes the framework to reduce the risk of injury and illness by using the [hierarchy of controls](#) to eliminate or control hazards. Personal protective equipment (PPE), such as gloves, glasses, face shields, shoes, earplugs, hard hats, respirators, and coveralls, are not a substitute for more effective control methods, and use will be considered only when more effective means of protection are not adequate or feasible. PPE must be used in conjunction with other control methods unless no other means of hazard control exists.

II. Scope

This program applies to all Northwestern faculty, staff, students, contractors, and visitors who have the potential for exposure to physical, chemical, biological, or radiological hazards.

- iv. Administrative controls (i.e., changing the way individuals work)
 - v. PPE (i.e., protecting the individual with equipment)
- B. When hazard

- C. Retraining is required when an individual who has already been trained has been determined not to have the necessary understanding and skills. Circumstances where retraining is required include, but are not limited to, when:
 - i. Changes in the workplace or types of PPE to be used render previous training obsolete,
 - ii. Inadequacies in an individual's knowledge or use of assigned PPE indicate that they have not retained the requisite understanding or skill,
 - iii. An individual is found to not comply with the requirements of this program, or
 - iv. An individual is involved in a PPE-related accident (e.g., hand laceration injury while not wearing gloves).

VIII. Recordkeeping

- A. Training records will be maintained by EHS in myHR Learn and kept for the duration of employment, plus 1 year.
- B. PPE hazard assessments must be maintained and made readily available by schools, units, and EHS so long as they are still applicable.
- C. PPE inspection, maintenance, and repair records, when PPE requires such inspection, maintenance, or repairs, must be retained by the school or unit for the duration that the PPE is in use.

IX. Regulatory Authority and Related Information

Northwestern and contractors will comply with the Occupational Safety and Health Administration's (OSHA) standards and any other applicable codes and standards, including:

[National Fire Protection Association \(NFPA\) 70E, Standard for Electrical Safety in the Workplace](#)
[Northwestern Fall Protection Program](#)
[Northwestern Hazard Communication Program](#)
[Northwestern Hazardous Waste Program](#)
[Northwestern Hearing Conservation Program](#)
[Northwestern PPE Poster](#)
[Northwestern Respiratory Protection Program](#)
[Northwestern Welding, Cutting, and Brazing \(Hot Work\) Program](#)
[OSHA 29 CFR 1910 Subpart I – Personal Protective Equipment](#)
[OSHA Fact Sheet 3603 – Personal Protective Equipment](#)
[OSHA Hierarchy of Controls](#)
[OSHA Publication 3151-12R – Personal Protective Equipment](#)

X. Contact

For questions, contact Environmental Health and Safety at ehs@northwestern.edu.