

Unit Order: 2010-04 PERSONAL PROTECTIVE EQUIPMENT

PURPOSE OF ORDER:

This Personal Protective Equipment (PPE) program documents steps Facilities Services Bureau (FSB) has taken to minimize potential injuries resulting from various occupational hazards facing our employees at different locations and facilities in which they work.

SCOPE OF ORDER:

Personal Protective Equipment will consist of gloves, safety glasses, coveralls, and protective footwear. Other PPE, such as head or fall protection will be provided as job requirements dictate. This order shall primarily apply to FSB personnel during the course of any construction, repair or maintenance activity unless a higher level of PPE is required for a specific task or work environment.

ORDER:

Personal Protective Equipment is used to create a protective barrier between the employee and hazards in the workplace. PPE is not a replacement for good engineering controls, administrative controls or work practices. Rather, PPE should be used in conjunction with these controls to ensure the health and safety of employees.

(Employees may substitute their own personal eyewear for the safety glasses as long as they meet the ANSI Z87.1 standard)

Protective footwear shall be purchased by each employee, at their own expense. The footwear shall be a solid black leather industrial boot or low/high-cut shoe, no athletic type of footwear is authorized. The footwear shall also meet or exceed ANSI Z41-91 or ASTM F 2413-05 standards, or specific elements of it in accordance with employee's job duties and responsibilities.

The following are examples of various protective footwear standards:

- Puncture Resistant (PR)
- Compression Rating (C/75)
- Impact Rating (1/ 75)
- Slip Resistance (SR)

It is important that all PPE be kept clean and properly maintained to ensure proper safety protection. This unit order prohibits use of PPE that is damaged or is not able to perform its intended function.

- PPE shall be inspected, cleaned, and maintained by employees to whom it is assigned to at regular intervals as part of their normal job duties. Cleaning is particularly important for eye protection where dirty or fogged lenses could impair vision.
- Footwear requires routine inspection for cuts, holes, tears, cracks, worn soles and other damage that could compromise its protective qualities. Outsoles should be kept free of stones, tacks, nails, and

other debris. Footwear should be cleaned according to the manufacturer's instructions.

- Bump hats or hard hats shall not be painted, imprinted, or have decals/stickers applied without written permission of the FSB Director. Paint may cause degradation of the shell and stickers can cover cracks or damage on the shell.
- Supervisors are responsible for ensuring compliance with cleaning responsibilities of PPE equipment by employees.
- If an FSB issued piece of PPE is in need of repair or replacement, it is the responsibility of the employee to bring it to the immediate attention of their supervisor and arrange for the replacement of the item. If the equipment is employee provided it is incumbent upon the employee to arrange replacement.

Personal Protective Equipment assists to shield or isolate employees from hazards that may be present in the workplace, but safety is also a personal responsibility and mindset. It's the mental state you've established in your mind that will keep you from injuring yourself or others. Avoid falling into the tedium of routine tasks or let urgency overrule your common safety sense. Utilize your training and experience to identify hazards, assess the risks associated with those hazards and implement controls or processes that will reduce those risks.
