



# **Personal Protective Equipment (PPE)**

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<u>Section</u> .....	<u>Page</u>
<b>APPENDICES</b> .....	<b>1</b>
<b>1.0 PURPOSE</b> .....	<b>2</b>
<b>2.0 SCOPE</b> .....	<b>2</b>
<b>3.0 POLICY</b> .....	<b>2</b>
<b>4.0 DEFINITIONS:</b> .....	<b>2</b>
<b>5.0 PERSONAL PROTECTIVE EQUIPMENT SPECIFICATIONS</b> .....	<b>2</b>
<b>5.1 BACK PROTECTION</b> .....	<b>2</b>
<b>5.2 BODY PROTECTION</b> .....	<b>3</b>
<b>5.3 EYE PROTECTION</b> .....	<b>3</b>
<b>5.4 FOOTWEAR</b> .....	<b>3</b>
<b>5.5 HAND PROTECTION</b> .....	<b>3</b>
<b>5.6 HARD HATS OR CAPS</b> .....	<b>3</b>
<b>5.7 HEARING PROTECTION</b> .....	<b>3</b>
<b>5.8 RESPIRATORY PROTECTION</b> .....	<b>3</b>
<b>6.0 ALLOWANCES</b> .....	<b>3</b>
<b>7.0 RESPONSIBILITIES</b> .....	<b>4</b>
<b>REVISION HISTORY LOG</b> .....	<b>5</b>

**APPENDICES**

A: Revision History Log

## **1.0 PURPOSE**

This written Safety Program is set forth to describe the Burlingame Corporation Yard procedures for use of personal protective equipment (PPE). This document discusses when personal protective equipment (PPE) is required and identifies the responsibilities of all levels of staff to provide and use personal protective equipment.

## **2.0 SCOPE**

This policy applies to all Burlingame Corporation Yard employees involved in potentially hazardous activities in which the employee will be expected and or required to use personal protective equipment.

## **3.0 POLICY**

Burlingame Corporation Yard staff will eliminate or reduce hazardous working conditions whenever possible, by engineering or administrative controls. Burlingame Corporation Yard Management will provide personal protective equipment when engineering and/or administrative controls are not possible, and during the period when engineering or administrative controls are being introduced. Supervisors will enforce the wearing of personal protective equipment within their areas of responsibility.

## **4.0 DEFINITIONS:**

**Administrative Control** - controlling employee exposure to contaminants by job rotation, work reassignment, or temporary isolation from the contaminants.

**Appropriate footwear** - In an industrial environment, various styles and types of footwear are not appropriate because they create hazardous exposures that could cause unnecessary injuries. It is recommended that employees wear only leather or simulated leather shoes. The following is considered inappropriate footwear: open-toed or -back shoes, tennis shoes (non-leather or simulated leather), sandals, thongs, soft-soled leather moccasins, spiked heels, heel height exceeding 2 1/2 inches.

**Engineering Controls** - controlling employee exposure by modifying the contaminant source, or reducing the quantity of contaminant released into the work area environment.

**Personal Protective Equipment** - any material or device worn to protect the worker from exposure to, or contact with any harmful material or force.

## **5.0 PERSONAL PROTECTIVE EQUIPMENT SPECIFICATIONS**

### **5.1 BACK PROTECTION**

Back belts have not been proven to reduce the potential for back injury. Employees may wear back belts if they choose.

## **5.2 BODY PROTECTION**

Personnel who come into contact with conditions that could cause injury to their body will be provided with coveralls, aprons and/or jackets. Manufacturer's specification sheets will be reviewed to ensure that the appropriate material is chosen.

## **5.3 EYE PROTECTION**

Industrial safety glasses with side shields that meet or exceed ANSI Z87.1 are considered to be the minimum basic protective eyewear required for personnel whose work assignment or work area involves potential eye hazards, such as projectile hazards, sparks or chemical hazards.

## **5.4 FOOTWEAR**

Appropriate footwear must be worn by all personnel in industrial environments. Safety shoes that meet or exceed ASTM F-2413 shall be worn by employees who are exposed to crushing hazards. In chemical environments, chemically resistant safety shoes and/or boots must be worn.

## **5.5 HAND PROTECTION**

Hand protection will be provided to employees exposed to conditions that could injure their hands. Manufacturer's specification sheets will be reviewed to ensure that the appropriate type of glove is chosen.

## **5.6 HARD HATS**

Where exposure to head injury from falling objects or overhead obstruction and hazards exists, approved ANSI hard hats will be worn.

## **5.7 HEARING PROTECTION**

Hearing protection will be worn as mandated in the Burlingame Corporation Yard Hearing Conservation Program.

## **5.8 RESPIRATORY PROTECTION**

NIOSH/MSHA approved respiratory protection will be provided where employee exposures to hazardous substances exceed OSHA limits. Burlingame Corporation Yard voluntary respiratory protection policy will outline the requirements.

## **6.0 ALLOWANCES**

An employee required to wear safety boots will be reimbursed up to the amount indicated in the employees individual bargaining unit MOU per year for the cost of safety shoes if needed.

An employee required to wear prescription safety glasses will be reimbursed up to the amount indicated in the employees individual bargaining unit MOU per year for the cost of one pair of safety glasses as indicated in the City of Burlingame Vision Care Reimbursement Plan Navia). Additionally, public works will subsidize prescription safety glasses for regular field employees who wear corrective eyewear. Refer to the Public Works Corporation Yards Prescription Safety glasses policy for the conditions and amounts.

**Other required personal protective equipment will be provided to the employee at no cost.**

## **7.0 RESPONSIBILITIES**

### **a. Deputy Director PW Operations**

Assist Managers / Supervisors to enforce the wearing of personal protective equipment in their area of responsibility. Work with area management to identify when and where personal protective equipment must be worn. Assure that Burlingame Corporation Yard staff receives initial and periodic training on personal protective equipment.

### **b. Managers / Supervisors**

Enforce the wearing of personal protective equipment in their area of responsibility. Work with the Deputy Director PW Operations, and other staff, to identify when and where personal protective equipment must be worn. Enforce the *Codes of Safe Practice* specific to their area.

### **c. All Employees**

Comply with this policy and maintain protective equipment in good condition. Advise their supervisor when they feel that personal protective equipment is inadequate or defective. Offer ideas and suggestions that can help improve personal protective safety.

