

Document Type: Regulation  
Number: 6.01n  
Effective: 10-28-13  
Revised:  
Legal References: I.G.S.H.S. 050  
29 C.F.R.  
1910.132

---

## PERSONAL PROTECTIVE EQUIPMENT

### I. INTRODUCTION

The City recognizes that not all hazards may be eliminated from an employee's job duties and therefore, at times they must wear personal protective equipment in order to reduce the potential of injury or illness. Personal protective equipment (PPE) is also worn to reduce potential exposure to hazards. Examples of PPE include hard hats, goggles, gloves, respirators, and earplugs. This regulation will help identify when eye and face, head, foot, hand and other PPE is necessary for protection.

### II. PROVISIONS AND USE

When hazards in the workplace are present that cannot be mitigated, PPE that adequately protects and appropriately fits will be provided to employees by their department. Employees are responsible for maintaining their assigned PPE in a clean, sanitary and reliable condition, and for reporting to their supervisor the need to replace damaged PPE or PPE that has reached the end of its useful life.

### III. HAZARD ASSESSMENT AND SELECTION OF EQUIPMENT

In order to select the most appropriate PPE, supervisors are encouraged to perform a job hazard assessment of the duties they supervise. A Job Hazard Assessment form can be found in Exhibit 6.01nn. Supervisors should retain a copy of the completed job hazard assessment to share with employees. During the course of the assessment supervisors should identify the hazards that are present or likely to be present, which necessitate the use of PPE. This includes identifying hazard sources such as flying debris, high temperatures that might cause burns, intense light radiation, hazardous chemicals, and electrical hazards. Job hazard assessments should be reviewed collaboratively with supervisors and employees on an annual basis, and updated regularly to reflect any necessary changes such as new equipment, chemicals, or processes.

PPE shall be provided to employees by the department. Supervisors will determine the appropriate PPE depending on the task. The following are examples of PPE that may be provided. :

- A. Eye and Face Protection – should be worn when employees are exposed to hazards from flying particles, molten metal, liquid chemicals acids or caustics, chemical gasses or vapors, and harmful light radiation. For employees who wear prescription lenses, eye protectors must fit properly over the prescription lenses. Eye and Face protection must be ANSI Z87.1 approved.

- B. Head Protection – Protective hats should be worn when employees perform work in areas where there is a potential for side impact to the head or falling objects. Head protection must meet the requirements of ANSI Z89.1.
- C. Foot and leg protection – Protective footwear or legwear, such as steel toed shoes and chaps, should be worn when employees are working in areas where there is a danger of foot injuries due to falling or rolling objects or sharp objects piercing the sole.
- D. Hand protection – Gloves should be worn when it is possible for the skin to absorb harmful substances, become cut or lacerated, abraded, punctured or when chemical or thermal burns are possible.

For information on respiratory and hearing protection please refer to those specific regulations. When requested, Risk and Safety Services will consult, evaluate and provide recommendations on the appropriate PPE for departments.

#### IV. TRAINING

Because PPE is dependent on the job duties performed, the supervisor is responsible for informing employees:

- A. When and what PPE is necessary to safely perform the job;
- B. How to properly put on, take off, adjust, and wear PPE;
- C. Any limitations the PPE may have; and
- D. Proper care, maintenance, useful life, and disposal.

If the supervisor is unsure if PPE is required for a particular job duty they may contact Safety Services for assistance.

Retraining should occur when a new PPE is introduced, or changes in the workplace render the previous training ineffective.