



## Personal Protective Equipment Policy

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**Policy Source:**

-Cities and Villages Mutual Insurance Company  
-Occupational Safety and Health Administration (OSHA) 29 CFR 1910.132  
-Wisconsin Department of Safety and Professional Services (DSPS) Administrative Code DSPS 332.15  
- City of Manitowoc Human Resources Dept. and Safety Team

**SPECIAL INSTRUCTIONS:**

This policy applies to employees that have a need to be provided with and properly wear personal protective equipment in Fleet, Streets, Parks, Cemetery, Zoo, and Building & Grounds.

### POLICY

The City of Manitowoc is committed to providing a safe and healthy work environment for all our employees. In addition, City of Manitowoc's goal is to comply with the OSHA 29 CFR 1910.132 "Personal Protective Equipment Standard," and incorporated by reference in DSPS 332.15, Public Employee Safety and Health.

### PURPOSE

The purpose of this program is to ensure the safety of all City of Manitowoc employees whenever they may be exposed to a hazard that could cause bodily injury through hazardous processes, environments, chemical hazards, mechanical irritants through absorption, inhalation, or physical contact of the hazard. This program is meant to establish procedures for the selection, training, storage, cleaning, and use of Personal Protective Equipment (PPE), along with compliance with OSHA's 1910.132 Standard and DSPS's 332.15. For proper PPE for a specific job or piece of equipment, please refer to the appropriate Addendum (available on the Shared Drive).

This policy will cover the following:

- Eye and Face Protection

- Head Protection
- Foot Protection
- Hand and Body Protection
- Hearing Protection
- Respiratory Protection
- High visibility clothing

## **RESPONSIBILITIES**

Human Resources department and the Safety Team, with the assistance of CVMIC, are responsible for:

- Conducting a hazard assessment to determine which hazards are present, or are likely to be present, which necessitate the use of PPE.
- Coordinating necessary training for each employee required to use PPE.
- Selecting appropriate PPE that will protect against the hazards identified.
- Communicating PPE selection decisions to affected employees.
- Conduct on-going training as job requirements change or new PPE is introduced into the work place.

Supervisor responsibility:

- Managers or supervisors will supply employees with PPE that meets or exceeds the criteria established by OSHA (see specific standards in each of the equipment categories).
- Managers or supervisors will ensure that employees are wearing at a minimum, PPE which is required while in their department.
- Instructing new employees on the use of PPE necessary for job tasks

All employees are responsible for:

- Attending PPE training classes.
- Wearing required PPE.
- Cleaning and maintaining PPE as needed.
- Asking questions when unsure of any aspect of PPE requirements.
- Knowing the location of and using the PPE Assessment Program information available to them for each job task found on the city's website.
- Reporting any problems encountered with PPE.

## **ASSESSMENT**

General requirements of the OSHA Standard (29 CFR 1910.132) specify that employers must make a general assessment of the workplace to determine what hazards are present, or are

likely to be present, which necessitate the use of personal protective equipment (PPE). Completed assessment forms are kept at the DPW office, Building and Grounds office, and Parks Shop office.

Assessments will be reviewed and updated by the Safety Team, or as jobs require new or different PPE. Additionally, if the employee determines that they are performing a job which needs PPE, but it is not listed on the assessment chart, they should wear the PPE necessary to prevent injury and inform their supervisor of the need to add the job to the assessment chart.

## **EMPLOYEE TRAINING**

Managers shall provide training to all employees who are required by this policy to use PPE. The training must be done prior to employee performing work requiring PPE. The employee must demonstrate an understanding of the required PPE and the ability to use it safely before being allowed to perform the work requiring the use of PPE. Each employee shall be trained to know at least the following information:

- Which tasks require PPE
- Types of PPE necessary for each task
- How to properly put on, take off, adjust, and wear PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life, and disposal of the PPE.
- Ability to find PPE requirements per task.

## **PERSONAL PROTECTIVE EQUIPMENT**

### **Eye and face protection**

Employees are required to:

- Use appropriate eye and face protection equipment when exposed to hazards from flying objects or particles, molten metal, fumes, chemical liquids, gases, vapors, dusts, acids, caustics, and other potentially injurious chemicals or physical hazards.
- Use appropriate eye protection equipment with filter lenses that have a shade number appropriate for the work being performed when exposed to an eye hazard from potentially injurious light radiation.
- When wearing prescription lenses while engaged in operations that involve eye hazards, wear eye protection that incorporates the prescription in its design, or wear eye protection that can be worn over the prescription lenses without disturbing the prescription lenses or the protective lenses.
- Wear eye protection that complies with ANSI Z87.1

### **Head protection**

Employees are required to wear appropriate protective head gear (hard hats, bump caps, etc.) when working in areas where there is a potential for injury to the head from falling objects, impact hazards, extreme temperatures, or electrical hazards. Head protection must meet ANSI Z89.1

Hard hats come in two types and three classes:

- **Type I** – Designed to protect only the top of head from a blow
- **Type II** – Designed to protect head from lateral, frontal, back and top impact
- **Class C** – Protects from falling objects but doesn't provide protect from electrical conductors
- **Class E** – Protects from high voltage electrical hazards as well as impact
- **Class G** – Protects from low voltage electrical hazards and impact

All hard hat components and accessories should be inspected daily for signs of dents, cracks, penetration, and any damage due to impact, rough treatment, or wear that might reduce the degree of protection originally provided. Hard hats that show signs of wear or damage should be replaced.

Supervisors are responsible for replacing hard hats when necessary.

### **Foot protection**

Employees are required to wear protective footwear when working in areas where there is danger of objects falling on or rolling across the foot, piercing the sole, and where the feet are exposed to electrical or chemical hazards. Foot protection will comply with ASTM Standard F-2413. Composite safety toe shoes are required for most specified jobs. For chain saw work, steel toe shoes are required.

### **Hand and body protection**

Employees are required to wear appropriate hand protection when their hands are exposed to hazards from cuts, abrasions, punctures, chemical or thermal burns, harmful temperature extremes, vibration, and skin absorption of harmful substances.

### **Hearing protection**

Employees are required to wear appropriate hearing protection in environments where noise levels equal or exceed the OSHA Occupational Noise Exposure Standard (OSHA 29 CFR 1910.95) 8-hour time weighted average (TWA) of 90 dB(A). Refer to Hearing Conservation Policy.

### **Respiratory protection**

Employees will wear respiratory protective equipment (respirators) when working in areas where respiratory hazards exist. All respirators will follow OSHA 29 CFR 1910.134. Refer to Respirable Crystalline Silica Exposure Control Plan.

### **High visibility clothing**

All employees who work in the roadway or in the right-of-way, shall wear approved retro-reflective clothing per DSPS 332.39(1) and ANSI/ISEA 107.



## City of Manitowoc PPE Requirements

Job/Task	Required PPE by Body Part						
	Hand	Eyes/Face	Ears	Respiratory System	Feet	Head	Body
Aerial Lift (trailer)	H1, H9	EF1, EF2	E1		F1or F2, F3, F6	C1, C2	B2,B10
Aerial Lift (truck)	H1, H9	EF1, EF2	E1		F1or F2, F6	C1, C2	B2, B3, B10
Air Compressor		EF1, EF2	E1		F1 or F2		B2
Air Hammer	H1	EF1, EF2, EF3	E1	R1	F1 or F2	C4, C5	B2,B10
Asphalt Patch Repair Cold	H1	EF1, EF2	E1		F1 or F2		B2,B10
Asphalt Patch Repair Hot	H1	EF1, EF2	E1		F1 or F2		B2,B10
Building Maintenance		EF1, EF2			F1or F2, F6		
Concrete Pavement	H1	EF1, EF2	E1		F1 or F2		B2,B10
Craftco	H1	EF1, EF2	E1		F1 or F2		B2,B10
Equipment Cleaning/Maintenance	H1	EF1, EF2	E1		F1 or F2		B2,B10
Equipment Operation	H1, H6	EF1, EF2	E1		F1 or F2, F6		B2,B3
Excavation	H1	EF1, EF2	E1		F1 or F2	C5	B2,B10
Garbage Truck	H1, H6	EF1, EF2			F1 or F2		B2, B3
Grass Cutting		EF1, EF2	E1		F1 or F2		B2
Grass/Weed Trimming		EF1, EF2	E1		F1 or F2		B2,B10
Heavy Truck Driving	H1	EF1, EF2			F1 or F2		B2, B3
Parking Post Installation	H1	EF1, EF2, EF3	E1		F1, F2		B2,B10
Leaf Blowing		EF1, EF2	E1		F1 or F2		B2,B10
Leaf Loading	H1	EF1, EF2	E1		F1 or F2		B2,B10
Lift Station Repairs/Maintenance	H1, H3, H5	EF1, EF2	E1	R4	F1 or F2		B2, B3 B10
Sign Making (in shop)		EF1, EF2	E1		F1 or F2		
Painting Lines (traffic, ball diamond)		EF1, EF2			F1 or F2		B2
Parking Post/Guard Rail Install	H1	EF1, EF2, EF3	E1		F1 or F2		B2,B10
Permanent and Temp. Sign Placement	H1	EF1, EF2	E1		F1 or F2		B2,B3
Pick up Leaves/Brush	H1	EF1, EF2			F1 or F2		B2,B3,B10
Playground Install/Maintenance	H1	EF1, EF2	E1		F1or F2, F6		B2
Sewer Combination Truck (jetting)	H11	EF1, EF2	E1		F1 or F2		B2, B3,B10
Sewer Combination Truck (vacuum)	H11	EF1, EF2	E1		F1 or F2		B2, B3,B10
Sewer Repair	H1, H11	EF1, EF2	E1	R4	F1 or F2	C5	B2,B3, B10
Snow Plowing/Shoveling	H6	EF1, EF2			F1or F2, F6		B2,B3,B10
Special Event Hauling	H1	EF1, EF2			F1or F2, F6		B2, B3
Tree Removal	H1, H6	EF1, EF2	E1		F1, F3, F6	C3	B2, B3, B8, B9, B10
Tree Trimming	H1, H6	EF1, EF2	E1		F1, F3, F6	C3	B2,B8, B9, B10
Weed Spraying	H3	EF1, EF2			F1 or F2		B2, B10
Weldshop	H1	EF9	E1,E2, EF3		F1 or F2, F6		B10,B12
Wood Chipping	H1, H6, H9	EF1, EF2	E1		F1, F3, F6	C3	B2, B10
Wood Working		EF1, EF2	E1		F1		B10,
Working in Shop	H1	EF1, EF2	E1		F1 or F2		B10

## **Hand**

H1- Leather work gloves  
H2- Cotton work gloves  
H3- Nitrile gloves  
H4- Chemical resistant gloves  
H5- Latex/Vinyl gloves  
H6- Insulated gloves  
H7- Heat/Flame resistant gloves  
H8- Insulated rubber gloves  
H9- Anti-vibration gloves  
H10- Cut-resistant gloves  
H11- Rubber Gloves  
H12- Gloves at employee's discretion

## **Ears**

E1- Ear muffs, ear plugs, or ear caps  
E2- Leather welding hood

E3 When equipment used is over 80 DB per task.

## **Eyes/Face**

EF1- Safety glasses w/side shields  
EF2- Shaded safety glasses w/side shields  
EF3- Impact goggles  
EF4- Chemical splash goggles  
EF5- Glasses/goggles w/face shield  
EF6- Chemical goggles/ face shield  
EF7- Impact goggles w/face shield  
EF8- Welding goggles  
EF9- Welding helmet/shield w/safety glasses & side shields  
EF10- laser spectacles or goggles

## **Respiratory System**

R1- Disposable dust/mist mask (N95) at discretion of employee  
R2- Air-Purifying Respirator  
R3- Supplied-Air Respirator  
R4- Air Monitor  
R5- Silicon Approved Equipment

## **Feet**

F1- Steel toe safety shoe  
F2- Composite safety toe shoes  
F3- Slip resistant soles  
F4- Puncture resistant soles  
F5- Rubber boots/closed top shoes  
F6- Insulated boots/shoes  
F7- Chemical resistant boots/covers  
F8- Electrical resistant shoes/boots  
F9- Cut resistant boots  
F10- Heat resistant shoes/boots

## **Head**

C1- Class E,G hardhat  
C2- Class C hardhat  
C3- Type I Forestry Hardhat  
C4- Type I hardhat  
C5- Type II hardhat

## **Body**

B1- Chemical apron  
B2- Class 2 ANSI Rated HVSA " Daylight Use "  
B3 - Class 3 ANSI Rated HVSA " Night Use "  
B4- Tyvek coveralls w/elastic hood and wrist bands  
B5- Cut-resistant sleeves/wristlets  
B6- Static control coats/coveralls  
B7- Flame resistant jacket and pants  
B8- insulated jacket and hood  
B9- Cut resistant chaps  
B10- Long pants  
B12- Long Sleeves  
B12- Harness/lanyard