

City of Urbandale

Personal Protective Equipment (PPE) Policy



Purpose

Personal protective equipment (PPE) is designed to protect employees from potential workplace hazards. This policy conforms with OSHA regulation Section 1910.Subpart I Personal Protective Equipment.

A copy of this program is available to all employees and can be found online at: <https://www.urbandale.org/831/Safety-Leadership> or by contacting the employee's supervisor, the department's Safety Leadership team member(s) or the Director of Risk Management/Support Services.

Program Administrator

Each department will have a program administrator that is responsible for workplace hazard assessments. Upon completion of an assessment, the department program administrator will select and purchase the needed PPE. The department program administrator shall ensure employees are trained on the proper fit, usage, and maintenance of the required PPE.

The department program administrators are:

- Administration (City Manager's Office/Human Resources/City Clerk/Finance/IT) – Director of Risk Management/Support Services
- Community Development – Community Development Manager/Chief Planner
- Engineering – Assistant Director of Engineering
- Fire/EMS – Assistant Fire Chief
- Library – Library Director
- Parks & Facilities – Assistant Director for Parks and Facilities
- Police – Support Services Commander
- Public Works – Assistant Director for Public Works
- Recreation – Recreation Superintendent
- Senior Recreation Center – Senior Center Program Supervisor
- Water Utility – Distribution Manager

Employer/Employee Responsibilities

The City shall train employees in PPE usage guidelines that include:

- The necessary PPE for each situation in the workplace
- How to properly adjust, put on, wear, and remove the PPE
- Any limitations associated with specific PPE
- The proper maintenance, useful life, and disposal of the PPE

Training will be provided on any new PPE introduced prior to using the PPE. The employee is responsible for the maintenance and proper storage of PPE. The department program administrator shall conduct a hazard assessment of the job and select the appropriate PPE. Non-mandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection may be found at:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910SubpartIAppB>

Required PPE – Based on Employer Assessment of Workplace Hazards

Eye and face protection

Suitable eye protectors (safety glasses, goggles, face shields, wire mesh masks, etc.) must be provided where there is potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, body fluids, potentially injurious light radiation, or a combination of these.

Respiratory Protection

Devices such as dust masks, canister respirators, self-contained breathing apparatus or other such apparatus must be provided to employees that are exposed to harmful dust, fogs, fumes, mists, gases, smoke, sprays, or vapors. Employees working in oxygen deficient, or oxygen enhanced atmospheres must also be protected. Employees using the devices must be fit-tested to the device, tested to see if they are physically able to use the devices, and trained in the use and care of the devices.

Head Protection

Employees working in a location where there is danger of being struck in the head by falling objects or other dangers from above such as electrical hazards must wear head protection.

Foot Protection

Employees must have foot and leg protection if their feet are subject to crushing foot injury. The feet must also be protected from puncture by sharp objects, molten metal, hot surfaces, wet and slippery surfaces. This also requires leg protection for persons using chainsaws and other devices that could cause injury to legs.

Electrical Protective Equipment

Employees involved in power generating or power distribution construction and maintenance must be protected from shock, electrocution and burn hazards. Appropriate clothing and PPE will be provided based on exposure. Gloves, sleeves, and fiberglass tools will be inspected by a qualified person.

Hand Protection

Employees' hands and arms must be protected from cuts, burns, chemicals, bodily fluids, and other recognized hazards. Proper hand wear must be selected for the task. Material safety data sheets specify the type of hand wear needed for handling various chemicals.

Occupational Noise Exposure – Hearing Conservation

The noise level of the workplace must be measured to determine if hearing protection is required. Hearing protection must be provided for employees exposed to noise levels exceeding limits set forth in OSHA regulation Section 1910.95. Employees must be tested for hearing capacity to establish a base line for use when succeeding tests are made. The employer must furnish ear protection that will diminish the noise to acceptable levels. Foam earplugs, ear "muffs", or other suitable method may be used to reduce noise exposure when no other way to reduce the noise level is possible.

Other Related Issues

Water hazards

A U.S. Coast Guard approved life jacket or buoyant work vest is required when there is danger of falling into water at the work site. For emergency rescue operations and boats, ring buoys with at least 90 feet of line are required when working over or on water.

Visibility issues

Class 2 Hi Visibility clothing is required when working in or near the road right-of-way and exposed to traffic hazards. Class 3 Hi Visibility clothing with reflective material designed for high nighttime visibility is recommended for nighttime or low light conditions.

Seatbelts

Seatbelt use is mandatory in the state of Iowa when driving a motor vehicle. Employees must use seatbelts when machines or equipment are factory equipped with the devices.

Personal wear items

The employer must furnish all PPE, except personal wear items. Personal wear items should be replaced on a timely basis (i.e., yearly, every second year or whenever the item is damaged because of work activity).

Example: Personal Protective Equipment Needs Assessment Sheet

Department/Division: Example: Public Works

Check each of the types of personal protective equipment that would be required for the listed task.

Required PPE:	Task Example: ROW Brush Cutting
Anti-Slip Footwear	
Chainsaw Chaps	X
Chemical Apron	
Chemical Goggles	
Di-electric safety shoes	
Face Shield	
Flame resistant clothes	
Gloves - Chemical Resistant	
Gloves - Latex	
Gloves - Leather	X
Hard Hat	X
Ear Plugs	X
Earmuffs	
Respiratory Protection - Air Purifying	
Respiratory Protection - Self Contained	
Safety Glasses	X
Safety toed shoes	X
Traffic Safety Vest	X
Welding Face cover	
Welding Gloves	
Welding Goggles	
Other (Not Listed)	

Personal Protective Equipment Needs Assessment Sheet

Department/Division:

Check each of the types of personal protective equipment that would be required for the listed task.

Required PPE:	Task:
Anti-Slip Footwear	
Chainsaw Chaps	
Chemical Apron	
Chemical Goggles	
Di-electric safety shoes	
Face Shield	
Flame resistant clothes	
Gloves - Chemical Resistant	
Gloves - Latex	
Gloves - Leather	
Hard Hat	
Ear Plugs	
Earmuffs	
Respiratory Protection - Air Purifying	
Respiratory Protection - Self Contained	
Safety Glasses	
Safety toed shoes	
Traffic Safety Vest	
Welding Face cover	
Welding Gloves	
Welding Goggles	
Other (Not Listed)	

Police Department: Personal Protective Equipment Needs Assessment Sheet

Division:

Check each of the types of personal protective equipment that would be required for the listed task.

Required PPE:	Task:
Anti-Slip Footwear	
Ballistic Helmet	
Ballistic Rifle Plates	
Ballistic Shield	
Ballistic Vest	
Boot/Shoe Covers	
Face Mask (i.e., surgical or N-95)	
Face Shield	
Firearm	
Gas Mask	
Gloves – Latex	
Gloves – Leather	
Gloves – Rubber	
Hard Hat	
Hearing – Ear Plugs	
Hearing Earmuffs	
OC Spray	
Overalls	
Respiratory Protection – Air Purifying	
Riot Baton	
Riot Face Shield	
Riot Helmet with Face Shield	
Riot Shield	
Riot Shin Guards	
Safety Glasses	
Spit Mask/Hood	
Taser	
Traffic Safety Vest/Hi-Vis Coat	
Other (Not Listed)	

Appendix A – Summarized Personal Protective Equipment Needs Assessments

These summarized tables are for general summation purposes and a PPE Needs Assessment sheet should be completed for each task. Please contact your supervisor for a task specific PPE Needs Assessment sheet.

Administration	Task		
	First Aid	R.O.W. Photography	Icy/Snowy Weather
Required PPE:			
Anti-Slip Footwear			X
Chainsaw Chaps			
Chemical Apron			
Chemical Goggles			
Di-electric safety shoes			
Face Shield			
Flame resistant clothes			
Gloves - Chemical Resistant			
Gloves - Latex	X		
Gloves - Leather			
Hard Hat			
Ear Plugs			
Earmuffs			
Respiratory Protection - Air Purifying			
Respiratory Protection - Self Contained			
Safety Glasses			
Safety toed shoes			
Traffic Safety Vest		X	
Welding Face cover			
Welding Gloves			
Welding Goggles			
Other (Not Listed)			

Community Development	Task					
Required PPE:	Fire Alarm Testing	Inspection - Commercial Job Site	Inspection - Interior	Sewer Cuts	Sign Pick Up	Winter Weather
Anti-Slip Footwear						X
Chainsaw Chaps						
Chemical Apron						
Chemical Goggles						
Di-electric safety shoes						
Face Shield						
Flame resistant clothes						
Gloves - Chemical Resistant						
Gloves - Latex						
Gloves - Leather						
Hard Hat		X				
Ear Plugs	X					
Earmuffs						
Respiratory Protection - Air Purifying						
Respiratory Protection - Self Contained						
Safety Glasses		X				
Safety toed shoes						
Traffic Safety Vest				X	X	
Welding Face cover						
Welding Gloves						
Welding Goggles						
Other (Not Listed) <u>Waterproof Shoe Covering</u> ("bootie")			X			

Police	Task											
	Required PPE:	Crime Scene Invest.	Evidence Handling	Firearms/Weapons Training	General Patrol	Icy/Snowy Conditions	Medical Calls/CPR/First Aid	Prisoner Handling	Putting Down an Animal (deer)	Riot/Crowd Control	SERT	Traffic Direction
Anti-Slip Footwear						X						
Ballistic Helmet											X	
Ballistic Rifle Plates											X	
Ballistic Shield											X	
Ballistic Vest			X	X								
Boot Covers	X											
Face Mask (i.e. surgical or N-95)	X					X	X					
Face Shield						X						
Firearm				X								
Gas Mask									X			
Gloves – Chemical Resistant												
Gloves – Latex		X				X						
Gloves – Leather	X						X					
Gloves - Rubber						X						
Hard Hat												
Hearing – Ear Plugs			X						X			
Hearing – Earmuffs			X						X			
OC Spray				X								
Overalls	X											
Respiratory Protection - Air Purifying												
Riot Baton									X			
Riot Face Shield												
Riot Helmet with Face Shield									X			
Riot Shield									X	X		
Riot Shin Guards									X	X		
Safety Glasses	X		X									
Spit Mask/Hood							X					
Taser				X								
Traffic Safety Vest/Hi-Vis Coat						X						X

