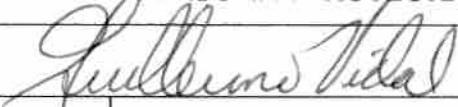


City and County of Denver	<b>POLICY &amp; PROCEDURE</b>	Public Works Department
Subject:	<b>PERSONAL PROTECTION EQUIPMENT</b>	
Approved:		
		Manager of Public Works
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## GENERAL

This policy supersedes and replaces Public Works Department Policy 10-005, PERSONAL PROTECTION EQUIPMENT, issued on May 1, 1998 and updated February 2, 2004.

## PURPOSE

This policy is established for all Public Works employees regarding the use of Personal Protective Equipment (PPE) while performing duties where hazards are present, or likely to be present. This policy has been developed in accordance with 29 CFR 1910-132 Occupational Safety and Health Administration (OSHA), American National Standards Institute (ANSI) and the Manual on Uniform Traffic Control Devices (MUTCD). Additional information and requirements concerning the selection and use of PPE can be found by referring to these standards.

## POLICY

1. Failure to comply with or enforce the use of any or all PPE by supervisors, Safety Officers, and employees shall result in appropriate disciplinary action.
2. If an employee is injured and failed to use the appropriate PPE, the employee may forfeit up to fifty (50) percent of the workers' compensation benefits, excluding medical.
3. The use of PPE is not limited to those listed in this policy. You are required to comply with your agency or contractor if additional PPE use is required.
4. New employees shall receive PPE, such as safety vest, gloves, and paper work for steel toe shoes, or other appropriate PPE within one week of their start date.
5. Whenever possible, exposures to hazardous conditions should be minimized through the use of engineering controls or by altering work practices. However, if the implementation of these measures do not completely remove the hazards then the use of appropriate PPE shall be mandatory to minimize the potential for injury and to reduce the severity of injury in the event an accident does occur.

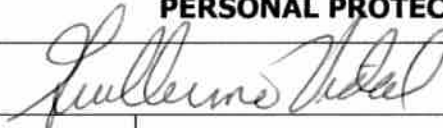
## RESPONSIBILITIES

### Agency Heads

1. Shall instruct all employees to comply with this policy.
2. Shall ensure that the Agency has budgeted for the purchase of PPE.

### Supervisors

1. Shall assess the workplace or work assignment to determine if hazards are present, or likely to be present, which necessitates the need for PPE.

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2. Ensure their employees receive training either through the manufacturer/supplier or the Safety Officer on the use and care of PPE. Supply the Safety Officer a copy of the documentation of training for each employee.
3. Ensure the use of appropriate PPE by their employees.
4. Ensure their employees have the required PPE for their daily duties.
5. Ensure current and/or new employees receive this policy, and sign and return the acknowledgement of receipt of policy 10-S005. Forward a copy to the Safety Officer for placement in the employee's Safety file.

### **Employees**

1. Shall comply with this policy.
2. Shall ensure they have the required PPE for each day's work.
3. Shall keep all PPE cleaned and maintained.
4. Shall sign the attached document stating they have read and understand this policy, and shall return the acknowledgement of receipt portion of policy 10-S005 to their supervisor.

### **Safety Officers**

1. Shall assist supervisors in assessing the workplace or work assignment to determine if hazards are present, or likely to be present, which necessitates the need for PPE.
2. Shall document compliance or non-compliance on Site Assessment forms and forward to the appropriate Agency personnel.
3. Provide training for the use of PPE as requested by the Agency.
4. Place signed training documents in the employee's safety files.

## **PERSONAL PROTECTIVE EQUIPMENT USE**

### **Clothing**

1. Employees must wear appropriate, fitted clothing for their job. Field employees must wear long pants and cannot wear sleeveless shirts. In addition, employees are encouraged to use sun protection such as hats and sunscreen.

### **Eye Protection**

1. All employees must wear approved safety glasses at all times in any location where the potential for eye injury exists, except when special-purpose eye protection is needed.

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2. Impact-type goggles must be worn and a face shield should be worn when engaging in any activity that involves hazards to the unprotected eye from chipped or flying objects.
3. Complete-coverage eye protection shall be worn when a dust hazard exists, and when using any type of pneumatic too.
4. Employees must wear splash-proof goggles when they are handling hazardous chemical liquids, powders, or vapors. They must also wear the goggles when they are in the immediate vicinity of the chemicals.
5. Goggles with appropriate shaded lenses must be worn when material is cut with acetylene gas, including helpers.
6. Electric-arc and/or gas welding requires the use of welding helmets and hand shields fitted with the appropriate shaded lenses, including helpers.

#### **Fall Protection**

1. For all work six feet or greater above ground, employees shall use a personal fall arrest system. The system shall consist of an anchorage, connectors, body harness, lanyard, and lifeline. Body belts and non-locking snap hooks are no longer acceptable for use in a personal fall arrest system. All work at elevations must comply with the OSHA Fall Protection Standard 29 CFR 1926.500.

#### **Gas Monitors**

1. All employees who enter a confined space must comply with the OSHA regulation 1910.146 regarding confined space entry.
2. All confined spaces must be checked with a gas monitor prior to entry and continuously while employee(s) are inside the confined space.
3. An above ground attendant must remain in continuous communication with the employee(s) in the confined space.

#### **Hand Protection**

1. Appropriate gloves must be worn when acids, caustic or hazardous chemicals are handled.
2. Appropriate gloves must be worn when hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, or punctures.

#### **Harness**

1. All employees must wear a harness secured to a lifeline and retrieval system upon entering a confined space.

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### Head Protection

1. Protective helmets (hard hats) shall be worn by employees working in areas where the possibility exists of the danger of heard injury from impact, or from falling or flying objects or from electrical shock and burns.
2. Protective helmets will be used on all construction sites, paving operations, all overhead work (including vac-all crews), while entering and working in confined spaces, at the Asphalt Plant, at landfills and at the Transfer Station.

### Hearing Protection

1. Appropriate hearing protection is provided by the Department of Public Works and must be worn by all personnel in areas where signs are posted warning of excessive noise levels. Hearing protection should also be worn in non-posted areas that are suspected of temporary excessive noise.
2. Hearing protection must be worn when working with or around heavy equipment that may generate excessive noise levels.
3. Hearing protection must be worn when using or working around portable equipment or tools that may generate excessive noise levels.

### Respiratory

1. Respirators shall be worn when personnel are working in an atmosphere contaminated with harmful mists, fogs, gases, smokes, dusts, sprays or vapors.
2. Respiratory use by employees shall be in compliance with the OSHA Standard on Respiratory Protection which is found in 29 CFR 1910.134.
  - A. Dust Respirators – Used to protect from nuisance and toxic dusts. Not to be used for vapors, mists or fumes unless specified by the manufacturer/supplier.
  - B. Chemical Cartridge Respirators – Used to protect from mist or vapor such as paint spray. Not to be used for dusts or fumes unless specified by the manufacturer/supplier.
  - C. Canister Gas Mask – Used for specific gases based on canister type. Not to be used in environments considered immediately dangerous to life. An escape bottle must also be included in a confined space.
  - D. Supplied Air Breathing Airline Apparatus – Used in almost all hazardous situations. Not to be used in environments considered immediately dangerous to life or in confined spaces.
  - E. Blower Mask – Used in almost all hazardous situations. Not to be used in environments considered immediately dangerous or in confined spaces.

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- F. Self Contained Breathing Apparatus (SCBA) – For use in high concentrations of toxic gases, in oxygen deficient atmospheres, or in any environment considered immediately hazardous to life.

### **Safety Shoes**

1. Shall be worn whenever the employee is engaged in activities around construction or maintenance duties and/or as described by employee classification under the Compliance section of the Public Works Policy Number 10-S002 Safety Shoe Purchase and Use.

### **Safety Vests**

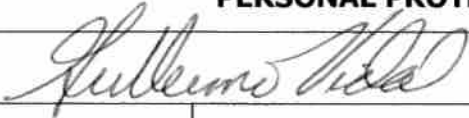
1. During daylight hours, ANSI Class 2 safety vests or ANSI Class 2 Shirts shall be worn whenever the employee is working in and around streets, alleys, and/or on any construction site. ANSI Class 3 safety vests shall be worn during nighttime hours or when traffic speed limits are greater than 50 MPH.

### **Other Protective Equipment**

1. Welding apron shall be used when performing welding duties.
2. Acid proof aprons shall be used for handling chemicals that may be harmful to the skin when exposure to spillage is possible.

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**End of Document**

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**Acknowledgement of receipt of policy 10-S005  
PERSONAL PROTECTIVE EQUIPMENT**

**I have received a copy of the Public Works Policy 10-S005 Personal Protective Equipment (PPE). I understand that it is my responsibility to become familiar with, and held accountable for complying with this policy. If I have any questions concerning this policy, I will contact my supervisor or Safety Officer.**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee's printed name**

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**Agency/Division**