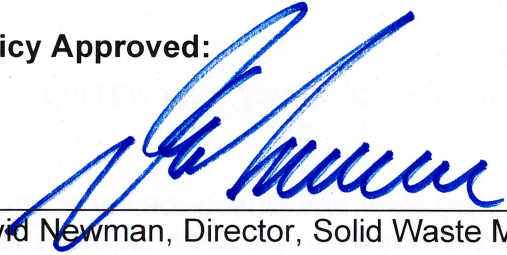




<b>06-10 Personal Protective Equipment</b>	
Effective Date	7-1-2023
Previous Revisions:	2015, 2022
Process Owner	Safety

Policy Approved:

  
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 David Newman, Director, Solid Waste Management

7-5-2023  
 Date

### I. Purpose

This policy outlines the Solid Waste Management Department's (SWMD) guidelines on Personal Protective Equipment (PPE) and uniforms for field staff. The use of appropriate PPE is a condition of employment. Employees should be familiar with the guidelines in this policy and in *the Employee Safety Handbook*.

**This 2023 revision allows field employees to wear any City uniform, and also clarifies that a Metatarsal impact guard is not required for those who must wear steel toe shoes.**

### II. Employee Provided PPE

This policy should be reviewed in conjunction with SWMD policy 03-10, which provides details on the clothing/tool allowance, employee eligibility, financial amounts, and payment cycle. This policy describes what PPE may be purchased with the clothing allowance.

#### A. Work Gloves

Employees must purchase leather work gloves suitable for their position. SWMD will provide optional vinyl, latex, or nitrile gloves (depending on the position). Gloves provided by SWMD are meant to be used as liners and not a replacement for employee provided leather gloves.

#### B. Prescription Safety Glasses

SWMD will provide safety glasses that may be worn over regular prescription glasses. However, an employee may choose to purchase prescription safety glasses. If they do, the glasses must meet the following standards:

- ANSI standard: Z87, Z87+, Z87-2, or 787-2+
- Lens must not be mirrored; tinted lens are acceptable

- Glasses with a low-base curve that look like regular eyeglasses will need side shields. Glasses with a curved or wraparound design are not required to have side shields.

### C. Footwear

Maintenance Workers who are assigned to the Flier crew may wear walking shoes such as sneakers.

Employees who typically have an office job may wear any closed-toe shoe when visiting a service center or other work area. When visiting a private facility, such as a landfill, they must follow all the private Company's guidelines.

All other field employees must purchase work boots that will protect their feet from compression injuries, punctures and rolled ankle injuries. Employees must maintain boots in good condition and are responsible for immediate replacement of boots that are worn down and no longer provide the needed protection.

- Footwear must meet ANSI standard F2413-18 which includes:
  - Minimum impact resistance of 75 pounds
  - Compression resistant force of 2500 pounds
  - A steel or composite toe
  - Metatarsal impact guard is not required
- Waterproof recommended
- Minimum 6" shaft (high tops). Low quarter style shoes are approved for *Fleet Maintenance employees* only.
- *Solid Waste Collection Workers* must use lace up shoes with a ½ - ¾ inch heel. Other positions have the option of using lace-up or pull-up boots, with or without a heel.

## III. City Provided PPE

SWMD will provide the following PPE to employees.

### A. Safety Glasses

Safety glasses are designed to prevent eye injuries caused by flying particles. Safety glasses are not required while driving; however, employees must put on their safety glasses when exiting their vehicle at a disposal site.

### B. Class A Helmets (Hard Hats)

Hard hats are designed to protect the employee from objects that may be dropped or fall from heights. Class A helmets also provide electrical protection from low-voltage conductors. The Department will purchase and provide hard hats for employees whose positions require them.



C. **High Visibility Clothing**

Employees must wear reflective clothing provided by the Department. This may be a vest, shirt, or jacket. Employees that do not routinely work in operations, should wear a safety vest when visiting a service center parking lot or work area.

D. **Drinking Water Container**

Drinking water must be carried in Department vehicles and available to operators and work crews at all times. The containers size should be appropriate to the crew size. Employees must periodically clean the container to ensure drinking water remains in a sanitary manner.

E. **Uniforms and Other Clothing**

All employees must have their City badge in their possession while working.

Employees during their probationary period will be provided SWMD T-shirts. Uniforms will be provided after several months of employment. Employees must wear SWMD provided uniforms shirts or T-shirts when performing field work. Employees who transfer among divisions within the Department, may continue to wear the uniform of their previous division. Employees should not wear uniforms that bear the logo of another City Department.

Other clothing such as coats, baseball caps, and rainsuits will be provided as appropriate for the position.

Employees may choose to wear their personal jeans instead of the uniform pants provided by SWMD. Jeans must be in a solid dark color, such as blue, black, brown, gray, or beige. Jeans must be free of patches and other decorations. Jeans must be free of any holes or frayed material. Shorts are not allowed.

Employees attending a training class or otherwise not doing field work, have the option of wearing personal clothing instead of a uniform. All clothing must comply with policy #01-05, *Appropriate Attire*.

SWMD and/or the City may occasionally have Spirit Days, when employees are encouraged to wear shirts to promote colleges, local sport teams, or other themes. Employees may participate in those events and not wear a uniform shirt, however they will still need to wear a high visibility safety when required.

## IV. Responsibilities

### A. Supervisor

- Ensure employees wear PPE as required by department procedures. Employees who are not wearing the appropriate PPE may be sent home and required to complete a Notice Of Leave for their absence.
- Wear PPE where and when required by departmental procedures.

### B. Employee

- PPE should be worn as appropriate.
- PPE and uniforms should be properly used and cared for
- City issued uniforms are not required to be returned if an employee promotes into a different position or leaves employment with the City.
  - Animal Care Services accepts donations of old clothing and blankets for use in their kennels.
  - We recommend that you do not donate clothing with the City logo, or with your name to thrift shops.
- Employees are required to follow PPE requirements set by private companies while on their site, such as the landfills and recycling facility.

### C. Warehouse

- Maintain an inventory of PPE and provide them as requested by Managers.
- Order additional PPE as the inventory is depleted.

### D. Fiscal Staff

- Process purchase orders for PPE in a timely manner.
- Process and pay the clothing allowance in accordance with policy.