

City of Urbandale

Personal Protective Equipment (PPE) Policy



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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.

OSHA requires that Urbandale ensures its employees use appropriate PPE when exposed to hazards that could cause injury or illness. Additionally, Urbandale is responsible for providing the appropriate PPE that is of safe design and construction, and that fits the individual employee.

A copy of this program is available to all employees and can be found online at: www.urbandale.org/safety 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 PPE needs assessments. Upon completion of an assessment, the department program administrator will select the appropriate PPE needed. The department program administrator shall ensure employees are trained in 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 Assistant Director
- Engineering – Assistant Director of Engineering
- Fire/EMS – Assistant Fire Chief
- Library – Assistant 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

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 worn based on exposure. Gloves, sleeves, and fiberglass tools will be inspected by a qualified person.

Eye and face protection

Suitable eye protectors (safety glasses, goggles, face shields, wire mesh masks, etc.) must be worn 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.

Fall Protection

Personal fall protection shall be worn when working on unprotected elevated structures or equipment or when there is any danger of falling. A body belt is an unacceptable form of PPE. The current regulations for OSHA General Industry are 4 feet or greater above the lower level. Employees walking/working on surfaces with an unprotected side or edge, which meets the criteria above shall be protected from falling using a guardrail system or personal fall arrest system. Refer to the Urbandale fall protection policy for more information at www.urbandale.org/safety.

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, and wet slippery surfaces. This also requires leg protection for employees using chainsaws and other devices that could cause injury to their legs.

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. Safety data sheets specify the type of hand wear needed for handling various chemicals.

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.

Respiratory Protection

Devices such as canister respirators, self-contained breathing apparatuses or other such apparatuses must be worn by employees that are exposed to harmful dust, fogs, fumes, mist, 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. The use of dust masks does not qualify as respiratory protection and should only be used for non-hazardous nuisance dust for personal comfort. Refer to the Urbandale respiratory protection program policy for more information at www.urbandale.org/safety.

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 worn by 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. 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. Refer to the Urbandale hearing conservation policy for more information at www.urbandale.org/safety.

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 High Visibility (Hi-Vis) clothing is required when working in or near the road right-of-way and exposed to traffic hazards. Class 3 Hi-Vis 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.