



City of Hampton



HAMPTON PUBLIC WORKS OPERATIONS POLICY MANUAL

SECTION:	SUBJECT:	EFFECTIVE DATE:
PW SAFETY 0003	PERSONAL PROTECTIVE EQUIPMENT (PPE)	August 10, 2015

Purpose: The purpose of this policy is to provide guidelines for the wear of PPE. This equipment is provided by the department and must be worn at all times to prevent personal injuries.

Safety Vests: For daytime activities, flaggers, workzone or other personnel working in any area where personnel need to be seen by equipment operators or the motoring public shall wear safety apparel (shirt, vest, jacket) labeled as meeting the requirements of ANSI/ISEA 107-2010 standard for Class 3 risk exposure. The retroreflective safety apparel shall be designed to clearly identify the wearer as a person. For nighttime (or low light) activities, safety apparel shall include Class E trousers and meet all requirements listed for daytime activities and be labeled as meeting ANSI/ISEA 107-2010 standard for Class 3 risk exposure.

Hard Hats: Must be worn by all employees working in an established workzone, around heavy equipment, or in any area where a hazard from falling or hanging objects are present. *See PW SAFETY 0006 (Hard Hat Policy) for additional guidance.*

Eye Protection: Must be worn by all employees where a hazard from dust, debris, machinery or equipment operations are present. *See PW SAFETY 0005 (Eye Protection Policy) for additional guidance on eye protection.*

Respirators: Must be worn where dust, paint or chemical fumes, etc. are present. Respirators will be properly fitted and of the proper rating for each individual work situation. *See the Public Works Respiratory Protection and/or Voluntary Respiratory Plan for additional guidance.*


Gloves: Must be worn whenever hazards from sharp or pointed objects, chemicals, etc. are present, or whenever deemed necessary by the division manager.

Safety Shoes: Are provided by the city and are required at all times. Please note that the old pair of safety shoes must be turned in when requesting replacements. *See PW SAFETY 0004 (Safety Shoe Policy) for additional guidance.*

Hearing Protection: Must be worn in areas identified as high noise areas. *See the Public Works Hearing Conservation Plan for additional guidance.*

Seat Belts: Whenever a vehicle is put into motion, operators and all passengers shall wear safety belts and shoulder harnesses (where equipped). When shoulder harnesses are provided, it will be worn properly over the shoulder. The driver is responsible to ensure all occupants are properly secured prior to putting the vehicle in motion.

While all divisions issue their personnel the required PPE listed above, individual divisions in Public Works often have specialized tasks that require specialized PPE. The initial issue of PPE by division is noted below and addresses any specialized gear.

RELATED POLICY		
N/A		
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This list is not necessarily all-encompassing and may change as tasking changes. Division managers are responsible for ensuring their personnel are issued and use PPE as required by law. Similarly, employees are required to be qualified to use, and maintain the PPE they are issued.

Drainage: Uniforms are provided by a contracted vendor, hard hat, safety eyewear (regular or prescription), hearing protection (disposable), work gloves, safety shoes, rubber boots and/or hip boots, and rain gear. Two (2) pairs of coveralls, one light and one heavy, are provided and shall be replaced on an as needed basis as determined by the division manager. One (1) gallon water jug is also issued to each field employee to preclude heat stress casualties. This is expected to be cleaned and maintained by the employee and will be replaced solely at the division managers discretion.

Facilities: Uniforms are provided by a contracted vendor, hard hat, safety eyewear (regular or prescription), hearing protection (disposable), work gloves, safety shoes, rubber boots, and rain gear.

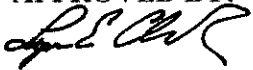
Solid Waste: Uniforms are provided by a contracted vendor, hard hat, safety eyewear (regular or prescription), hearing protection (disposable), work gloves, safety shoes, rubber boots, and rain gear.

Steam Plant: Uniforms are provided by a contracted vendor, hard hat, safety eyewear (regular or prescription), hearing protection (disposable), work gloves, safety shoes, protective overshoes, rubber boots, rain gear, powered air-purifying respirators (PAPR) and cartridges, and a flashlight. Coveralls and soil coveralls are provided by a contracted vendor for their laundry service – clothing covered in residue ash is a health hazard and may not be taken home.

Streets and Roads: Uniforms are provided by a contracted vendor, hard hat, safety eyewear (regular or prescription), hearing protection (disposable), work gloves, safety shoes, rubber boots, and rain gear. Two (2) pairs of coveralls, one light and one heavy, are provided and shall be replaced on an as needed basis as determined by the division manager. One (1) gallon water jug is also issued to each field employee to preclude heat stress casualties. This is expected to be cleaned and maintained by the employee and will be replaced solely at the division managers discretion.

Traffic: Uniforms are provided by a contracted vendor, hard hat, safety eyewear (regular or prescription), hearing protection (disposable), work gloves, safety shoes, rubber boots, and rain gear. One (1) set of high visibility trousers, jackets, and vests are provided and shall be replaced on an as needed basis as determined by the division manager.

Wastewater: Uniforms are provided by a contracted vendor, hard hat, safety eyewear (regular or prescription), hearing protection (disposable), work gloves, safety shoes, rubber boots and/or hip boots, and rain gear. Two (2) pairs of coveralls, one light and one heavy, are provided and shall be replaced on an as needed basis as determined by the division manager. One (1) gallon water jug is also issued to each field employee to preclude heat stress casualties. This is expected to be cleaned and maintained by the employee and will be replaced solely at the division managers discretion.

RELATED POLICY N/A		
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